LEGACY
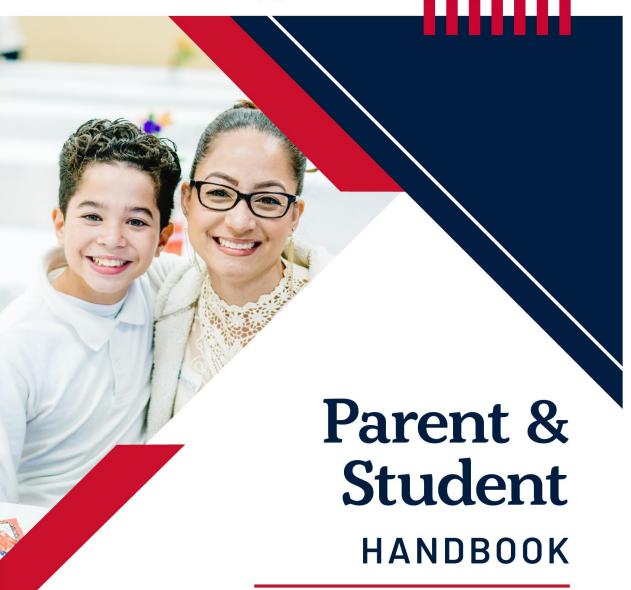## ONLINE ACADEMY

2023–2024

Parent & Student
HANDBOOK

LEGACY ONLINE ACADEMY

Legacy Online Academy Parent & Student Handbook

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INTRODUCTION

The following policies and procedures are not intended to be all-inclusive. The Legacy Online Academy's Board reserves the right to modify, revise, interpret, apply, suspend, or discontinue the following policies and procedures, in whole or in part, at our sole and exclusive discretion.

Mission

Legacy Online Academy's mission is to provide motivated students with the opportunity to achieve academic excellence in a flexible and safe virtual learning environment, guided by caring, knowledgeable, and highly effective educators in cooperation with supportive, involved parents.

Vision

Legacy Online Academy's vision is to positively impact the education of every student.

Philosophy

Legacy was founded on the principle that parents and staff will work together as partners to provide an education that encourages students to pursue academic excellence to the best of their abilities. The back-to-basics curriculum, accelerated pace of studies, and high expectations for academic achievement, behavior, and dress code require a firm commitment from every parent, student, and teacher.

By selecting Legacy Online Academy, parents, students, and staff are responsible for and committed to supporting all programs, upholding standards, and following the rules and policies of the school.

Legacy approaches the day-to-day delivery of its mission statement via three innovative program models:

1. Responsible Citizenship Programs – The culture and climate of Legacy features positive discipline and components of social and emotional learning.

2. Neo-traditional Instruction – The method of instruction at Legacy is centered upon a foundation of direct teacher instruction blended with technology. The depth and complexity of differentiated instruction programs further enhance this proven methodology.

3. Conceptual Scholars – Multiple strong educational program options appeal to varied skill sets, child/family circumstances, and goals of young minds.

Legacy's Program of Instruction effectively delivers Arizona State Standards-aligned curriculum via direct teacher instruction and individualized, computer-based modules. In conjunction with Legacy's mission statement, this curricular approach is reinforced by promoting a civilized, tolerant, and peaceful school culture.

ACADEMIC PROGRAM OF INSTRUCTION

The Legacy program develops a solid foundation of fundamental and higher-level thinking skills through a structured curriculum that is consistent within each grade level and sequential throughout the grades. From kindergarten through the eighth grade, Legacy's curriculum emphasizes well-developed and carefully planned lessons designed around small learning increments and clearly defined and prescribed teaching tasks.

The language arts curriculum is phonics-based, supporting Legacy's rigorous focus on reading, writing, mathematics, social studies, and science.

Legacy's curriculum exceeds all the Arizona Academic Standards established by the Arizona Department of Education. Highly effective, certified teachers utilizing the research-proven Seven Steps of Instruction deliver the advanced curriculum. The curriculum selected for each subject area reflects the school's philosophy and overall goal: to create and maintain a school culture in which students are healthy, safe, engaged, supported, and challenged.

All families choosing to enroll their children in Legacy Online Academy and Legacy's personnel will be provided opportunity, leadership, guidance, and support by means of a precisely executed operational plan. LOA offers a reward-oriented culture and climate, shared and effective leadership, and exclusive instructional leadership leading to highly effective teaching, parent and community engagement, and meticulous study of data to create foundational conditions that allow a highly productive learning environment.

The following procedures are established to make certain that LOA will continue to meet the expectations of parents, teachers, and administrators. Classroom teachers and administrators will use the following procedures as a guide for classroom organization, planning, and instructional expectations:

- Legacy provides opportunities for students who are accelerated in their math understanding to learn at a grade level above. Each grade level will offer opportunities for at-grade-level and above-grade-level math courses.
- Classes include heterogeneous groupings established by the teachers and the administration.
- Grades K–6 include reading, writing, grammar, phonograms, spelling, math, science, social studies, and four specials: PE, art, music, and computers.
- Grades 7–8 include seven periods per day (five core/two elective). *Seventh period is recognized as a student's homeroom.*
- Built-in intervention/enrichment is provided throughout the school day for students in all grades.
- Positive discipline techniques, which focus on positive reinforcement of appropriate behavior and consistent goals and expectations, are used to maintain a structured, calm, and orderly online classroom environment.
- Teachers strive to provide academic challenges for all students, using traditional

instruction remediation practices to support all learners. Parents are encouraged to provide extended learning activities for their children.

- Whole-school announcements are delivered at the daily Virtual Flag Ceremony each morning. Parents are welcome to attend with their children and participate.
- Teachers use audiovisual aids that relate directly to the curriculum and are accompanied by written assignments. In keeping with Legacy policy, only G-rated video clips may be shown, with administrative approval.
- Participation in all academic programs is required for all students (including, but not limited to, Arizona's standardized testing requirements).

ADMISSIONS

Legacy Online Academy accepts all students residing in Arizona, with no specific geographic boundaries. All new students who submit a complete enrollment packet are accepted on a first-come, first-served basis, with the following priorities:

- Students returning in the second or any subsequent year of enrollment
- Children of employees and board members
- Children with siblings already accepted into the program
- Intra-network transfers
- Students qualifying for the McKinney-Vento program

A prospective student expelled or awaiting expulsion from their previous school will not be admitted.

In order for a student registration to be considered complete, parents must complete an electronic registration form, proof of residency and the state residency form, and a PHLOTE form at the time of registration. An official birth certificate (or other documents pursuant to ARS 15-828) is required within 30 days of enrollment. Immunization records are required in order for your student to be allowed to attend school; however, they are not required for enrollment. Other documentation (IEP and MET, custody documents, Affidavit of Home School Instruction, promotion paperwork, discipline records, etc.) may be requested for registration as applicable to the student.

Upon initial enrollment and annually upon re-enrollment, parents and students will acknowledge the School Policy Support Agreement, re-establishing a commitment to comply with the rules and policies at Legacy Online Academy. Re-enrolling students will also require resubmission of updated residency information (as applicable).

Requesting a Teacher and/or Class

By order of the governing board, parents are strictly prohibited from requesting that school administrators place their children and/or other students with select teachers or in particular classes. Student placement will be at the discretion of the teachers and administrators.

Changes to Class Assignments

Legacy does not move a child out of a class based on a parental request. Parents with concerns may request a conference with the principal to discuss their concerns and request interventions, corrective action, modifications, accommodations, and other recommendations in an effort to address parental concern(s). In special circumstances, principals may make a recommendation to move a student to a different classroom after seeking the advice of the school leadership committee.

False Statements on Enrollment Documents

Any false statement or omission of information on enrollment documents (application or enrollment forms), including falsely indicating priority eligibility, may result in revocation of enrollment offers.

Initial Offer of Enrollment and Nonresponse

When an opening becomes available for a student to enroll, the family will be notified by email and/or phone. The school will make at least two attempts to contact the family regarding the opening and provide a deadline to complete enrollment tasks. Families who do not respond to the enrollment offer or meet the enrollment deadline will be considered to have lost interest and will be removed from the interest list.

Student Information (Student Names)

Legacy enrollment policy requests parents to provide the student's legal name and gender. The legal name and gender are listed on the child's official birth certificate. The legal name will be entered into the school's student information system (S.I.S.) and will appear on all documentation and paperwork generated via the school S.I.S., such as attendance reports, transcripts, report cards, form letters, and certificates. However, in the classroom, a student or family may request that the student be called by a nickname, and the student may write the nickname on classroom assignments, name cards, and other informal classroom publications.

Self-Retention and Self-Promotion

Legacy takes its role as a part of the educational community seriously and respects the decisions made by other educational institutions and professionals. Therefore, a student who adequately completed a grade level at a previous school must enroll in the next sequential grade level available. Parents may not "self-retain" or "self-promote" by selecting a lower or higher grade level during the enrollment process. Should this occur, the school administration would meet with the parent and discuss a plan of action, including, but not limited to, withdrawal of the student or a change in grade. Written proof of retention or accelerated promotion by the former school must be submitted in writing in order for the grade change to be valid at Legacy.

Nonattendance in the First Days of School

Legacy publishes academic calendars for upcoming school years several months in advance. Families are strongly encouraged to schedule family vacations to ensure that students can attend school on the first day of class. Those students who do not attend school by the third day of scheduled classes, without notification to the school of the absence, will be considered to have made other plans and will be withdrawn from the school.

Kindergarten Enrollment

Legacy grants kindergarten enrollment priority to those students who meet the state-suggested age of five before September 1 of their enrolling school year. Should the school still have openings in kindergarten after priority has been given to "of age" kindergarten students, Legacy Online Academy may accept "early kindergarten" student enrollments. Students who turn five on or after September 1 but on or before December 31 of the enrolling year will be considered for enrollment after taking and passing a kindergarten entrance exam. (A.RS §15-821)

A kindergarten teacher or representative will administer the exam, and the testing will be reviewed with the administration. A determination will be made whether the child is academically, socially, and emotionally ready to begin kindergarten. A prospective student repeating kindergarten must receive prior authorization for enrollment from the administration. Students repeating kindergarten who were early kindergarteners in their first kindergarten year and who do enroll may be required to pay tuition to the school.

First Grade Enrollment

Legacy enrolls students for first grade who meet the state eligibility requirement of turning six years of age on or before December 31 of their first-grade year. Students who do not meet this eligibility requirement will not be permitted to enroll in first grade.

For additional information regarding Arizona state-mandated requirements for enrollment, visit 15-821 - Admission of children; required age.

Joint Custody and Enrollment

Legacy Online Academy will not involve itself in custody disputes or negotiations; its mission is to educate children. If a student's parents have shared or joint legal custody of the student and they disagree about the student's enrollment in or withdrawal from Legacy, the school will not enroll or withdraw the child until both parents come to an agreement regarding school attendance and present evidence of the agreement to the school. Legacy may require parents to furnish the school with a copy of the court order regarding custody and decision-making, and it may require the parents to obtain clarification from the court regarding education decision-making in order to provide the school with specific direction.

In order to properly address all custody matters, Legacy Online Academy will ensure the names of both parents listed on the birth certificate are recorded in the aligned fields in the student information system, unless documentation of the removal or transfer of parental rights is provided.

Withdrawals

The parent/guardian of a withdrawing student must notify the school office of his/her intent to withdraw 24 hours prior to the last day of attendance. On the last day of attendance, the parent/guardian is asked to participate in an exit interview with a member of the campus administration, return all Legacy property (books, etc.), complete the required withdrawal form through the provided link, and respond to verification of attendance minutes email sent from administration. In the event that proper notice is not provided, Legacy will require 48 hours to prepare student withdrawal paperwork. Every attempt to collect fees owed will be made at the time of withdrawal. However, in the event that there is a balance due after withdrawal, Legacy will make every attempt to collect monies owed, including but not limited to invoicing the parents or guardians, getting in touch with emergency contacts on file, etc. Parents are encouraged to verify that no fees are outstanding at the time of withdrawal.

Classroom Supply List

A suggested classroom supply list for each grade level is provided on the LOA website. Any additional supplies needed throughout the year will be provided by the school.

ATTENDANCE GUIDELINES

Legacy teachers provide accelerated curriculum and instruction, maximizing the effective use of every minute of instructional time.

Each student enrolled in school is expected to participate each day the school is in session, except in the case of illness or an emergency.

Arizona law provides for compulsory attendance of all children between the ages of six and sixteen (ARS 15-802). The responsibility for compliance with this law belongs to parents. Notices of truancy are given at 5, 10, and 18 total days of nonparticipation. At 10 days, a meeting is scheduled with the parent and a member of the Legacy administration to discuss further action. Additionally, Arizona law requires that schools process a withdrawal for any student with 10 consecutive unexcused absences (ARS 15-901 [A][2]).

To ensure compliance with ARS §15-808(F), Legacy Online Academy will require that parents and guardians provide a statement of disclosure that acknowledges that their child is not currently enrolled in another Arizona district or charter school and that they will not concurrently enroll them into another Arizona district or charter school prior to withdrawing from Legacy Online Academy.

Any exception will require approval by Legacy Online Academy's Board of Directors or the administration. However, should the situation arise, students will be recorded in the student information system as concurrent, which will limit the funding apportionment and ensure a shared apportionment of no more than 1.0, pursuant to ARS §15-808(F). The minimum attendance standard for the Legacy Online Academy is 90% of the days of the school year, pursuant to ARS§15-802 and ARS §15-803. Extenuating circumstances will be considered on an individual basis. Based on a 180-day school calendar, students who are absent 10% or more of the school year, or 18 days, may be withdrawn or retained, pursuant to ARS §15-901 (A)(2).

Participation Tracking

Consistent daily participation is vital to your child's success at school. While the number of hours each student spends on classwork each day is flexible, students are required to log in to Schoology at least once per school day to stay actively engaged in their classes. In addition, the number of hours each student spends engaged in online learning each week should average out to at least the following number of hours:

Kindergarten: 2 hours per day, 10 hours per week
Grades 1–3: 4 hours per day, 20 hours per week
Grades 4–6: 5 hours per day, 25 hours per week
Grades 7–8: 6 hours per day, 30 hours per week

Legacy Online Academy parents must complete an LOA Attendance Tracker form every week by Sunday at 11:59 p.m., attesting to the number of minutes their child participated in online learning. Arizona Online Instruction (AOI) schools are statutorily required to collect these forms each week from families, as well as report the number of completed hours of online learning to ensure that students are making adequate progress toward demonstrating competency for advancement to the next grade level at the end of the school year. It's important to note, based on Arizona law, that students who fail to comply with the attendance requirements may not be allowed to participate in Arizona online instruction.

Extended Vacations

All family vacations (*in which students are unable to log in and attend school daily*) should be scheduled during school breaks. Per Legacy Governing Board policy, all absences due to vacation will be considered unexcused absences. Per Arizona state statute, unexcused absences longer than ten consecutive days will result in automatic withdrawal of the student from school. Students who have been withdrawn will need to re-enroll to gain re-entry into Legacy. If there is a current waitlist, the student will be placed on that waitlist.

Absences and Makeup Work

Students are required to turn in work by 11:59 p.m. on Sunday at the end of the instructional week. If a student is absent at any point during the week, the due date for assigned work will be extended one week. This does not include long-term assignments. Work not completed by the assigned due date is considered late and will not be accepted. Students who fail to make

up missed assignments/assessments by the assigned due date will receive a zero. In extreme circumstances, teachers can provide an exemption with notification prior to the one-week due date.

Perfect Participation Awards

Perfect Participation awards are presented to students at the end-of-the-year award ceremony. Awards are given to students who participated each school day and submitted the required number of minutes in the LOA Attendance Tracker form.

CLASSROOM ACTIVITIES

Birthdays

Students' birthdays are recognized at Flag Ceremony. Parents may voluntarily provide their personal contact information to be placed in a public directory for the purpose of invitations, events, etc. Parents may request a copy of their child's classroom directory from the teacher for student contact information.

CONFERENCES

Parent-Teacher Conferences/Student-Led Conferences

Conferences are scheduled each fall and spring; attendance is expected of all parents. Teachers, parents, or administrators may request additional conferences at any time throughout the year. The spring conferences provide an opportunity for students to highlight progress.

Based on Arizona law, if the academic achievement of a student declines, the school may require a conference with parents/guardians and administrators to determine whether the student may continue to participate in online instruction, with the school having the sole discretion to make the final determination based on the information obtained from the conference with the parents/guardians and any other sources deemed appropriate.

COURSE OFFERINGS

Grades K–6 Core Academic Subjects

English Language Arts: Grades K–5
The language arts program for grades K–5 is based on the Spalding Method using *The Writing Road to Reading* (2012). As a total language arts program, Spalding integrates direct instruction in listening, speaking, spelling, writing, and reading. The Spalding mission is to develop skilled

readers, critical listeners, and accomplished writers and spellers. A strong emphasis on grammar, both oral and written, is stressed at Legacy. The language arts program will integrate the following components:

- **Composition**
  Composing sentences and paragraphs allows students to express their understanding of the content areas. During composition time, students are exposed to different types of writing, such as narrative, informative, persuasive, and argumentative. In accordance with grade-level expectations, each student will participate in writing in a variety of genres, using specially designed writing rubrics and checklists. Teachers will encourage creativity while maintaining high expectations for grammar, spelling, punctuation, and neatness.

- **Oral Communication**
  Students will have the opportunity to interact with their teachers and peers during live sessions. Students also have the option to record their answers to discussion posts and other assignments.

- **Reading/Literature**
  Comprehension and vocabulary skills are developed utilizing high-quality contemporary literature, as well as the classics. A strong emphasis is placed on listening and reading comprehension, literary appreciation, passage structure, and mental-action strategies used to develop comprehension skills. While Spalding is our primary integrated language arts curriculum, Legacy supplements it with the *Journeys* anthologies and approved literature studies. To foster an appreciation for literature, students may participate in Silent Sustained Reading (SSR) each day. Additionally, the teacher may read aloud to their class for up to 15 minutes per day.

  Three to four detailed book reports are required throughout the year. Books used for book reports must be approved by the teacher. Failure to complete the required book report is considered a missed long-term assignment. Students are not permitted to repeat book reports from previous years.

  Legacy also requires students to read at home, Monday through Thursday, and encourages students to read for enjoyment on weekends.

- **Spelling**
  Spalding is a phonics-based program with an emphasis on daily written and oral phonogram practice. Phonics with Spalding manuscript and/or cursive handwriting is explicitly taught and maintained as standardized penmanship for all grade levels. The Spalding Scale is used as an evaluation tool to determine students' needs. At the beginning of the school year, grades 3–5 will enter the Spalding rule pages. Students' proficiency in phonograms and spelling will be evaluated, and students will be offered remediation as needed.

- **Vocabulary**
Vocabulary development is emphasized during spelling, reading, and other content areas. Students are exposed to specific definitions as well as understanding new words as they read. In addition, students are given opportunities to use new academic vocabulary in sentences to deepen their understanding and use of new words. Dictionary and reference skills are incorporated as well.

English Language Arts: Grade 6

The language arts program for grade 6 is based on the *Journeys* curriculum. As a total language arts program, *Journeys* integrates direct instruction in listening, speaking, spelling, writing, and reading. Our mission is to develop skilled readers; critical listeners; accomplished speakers, spellers, and writers; and lifelong learners. A strong emphasis on grammar, both oral and written, is stressed at Legacy. The language arts program will integrate the following components:

- **Composition**
Composing sentences and paragraphs allows students to express their understanding of the content areas. During composition time, students are exposed to different types of writing, such as narrative, informative, persuasive, and argumentative. In accordance with grade-level expectations, each student will participate in writing in a variety of genres, using specially designed writing rubrics and checklists. Teachers will encourage creativity while maintaining high expectations for grammar, spelling, punctuation, and neatness.

- **Oral Communication**
Appropriate listening, speaking, and memorization exercises are required at each grade level. Legacy provides a selection of quality poetry/prose, sections of the U.S. Constitution, or alternative selections. Students will memorize appropriate material for their grade level and then recite it. Students are graded based on established criteria, not solely on completion of the memorization exercises. The goal of this activity is to practice fluency and expression in recitation while developing public speaking skills.

- **Reading/Literature**
Comprehension and vocabulary skills are developed utilizing high-quality contemporary literature as well as the classics. A strong emphasis is placed on listening and reading comprehension, literary appreciation, passage structure, and mental-action strategies used to develop comprehension skills. *Journeys* is our primary integrated language arts curriculum for sixth grade; however, Legacy supplements it with approved literature studies. To foster an appreciation of literature, students may participate in Silent Sustained Reading (SSR) each day. Additionally, the teacher may read aloud to their class for up to 15 minutes per day. Legacy also requires students to read outside virtual class time, Monday through Thursday, and encourages students to read for enjoyment on weekends.

Sixth-grade book reports will be replaced with long-term quarterly research projects ranging from argumentative, to historical, to science-focused content.

- **Vocabulary**
Vocabulary development is emphasized in writing, reading, and other content areas. Students are exposed to specific definitions, as well as to understanding new words as they read. In addition, students are given opportunities to use new academic vocabulary in sentences to deepen their understanding and use of new words. Dictionary and reference skills are incorporated as well.

Mathematics

Legacy Online Academy has adopted enVision Mathematics for its program of instruction. EnVision Mathematics is a comprehensive curriculum that utilizes problem-based learning to help deepen students' abilities to think mathematically. Furthermore, the program provides myriad resources for differentiated instruction, tiered activities, learning centers, and flexible grouping options that help the teacher personalize and adapt instruction to meet the needs of all students.

Math Placement

Legacy Online Academy teaches enVision math at grade level or one full grade level above the student's actual grade (e.g., a second-grade student is taught using third-grade curriculum).

All new Legacy students and kindergarten students will be placed in an at-grade-level math course (e.g. a second-grade student will be placed in a second-grade math course). However, if the teacher(s), parent/guardian, and administrator agree that the child's level of math understanding is at least a year above grade level, then they may request to take a readiness assessment to determine eligibility for advanced math course placement. The advancement process must be initiated within the first four weeks of enrollment.

Students transferring in from an LTS school will continue math at the level they were on at their previous campus. If parents/guardians believe that the student is ready to be above grade level, the student must take the readiness test for the grade level above and pass with an 85% or higher to be bumped into the above-grade-level math course.

A principal may need to contact the parent/guardian of an above-grade-level math student to discuss placing the student in grade-level math if two or three of the following criteria are met:

- The student scored below the 40% percentile on the spring NWEA MAP math assessment.
- The student received an overall math grade of D or F.
- The student scored significantly below 85% on the readiness assessment.
- The student scored below proficiency on the state assessment from the previous school year.

Science

Legacy utilizes a state standards-based science curriculum, enabling students to construct an understanding of scientific concepts through investigation and analysis, student readings, and interactive technology. Students exercise logical thinking and decision-making skills appropriate to their grade level. In addition, the science curricula develop scientific inquiry through student readings, interactive note booking, student projects, and the use of mathematics to quantify, synthesize, and communicate results of investigations, hypotheses, and experiments.

Social Studies

Legacy utilizes a state standards-based social studies curriculum. The social studies program includes the study of world history, U.S. history, Arizona history, and geography, with an embedded emphasis on being a responsible citizen.

Special Area Classes for Grades K–6

Art

In art class, students utilize a variety of media and techniques to create art projects that emulate historically significant artists and art styles. Students will learn essential art vocabulary as well as the basics of art history, the elements of art, and the principles of design.

Computers

Computers class introduces students to the basics of computer use, keyboarding, and cybersafety, and the use of various software programs for academic purposes.

General Music

General music class emphasizes music appreciation, music history, music literacy, music composition, and musical performance. Students will sing, play instruments, listen, and move to music.

Physical Education

Physical Education (P.E.) class provides instruction on physical skills and wellness concepts in order to promote health, fitness, and lifelong involvement in physical activities. In the event of medical necessity, students may be excused from physical activity in P.E. class for up to two days per grading period with a parent's note. Anything exceeding two days requires a note from a healthcare professional. Students who are excused from physical activity may earn their daily participation points by completing a written assignment.

Grades 7–8 Core Academic Subjects

English Composition

Legacy utilizes McGraw Hill's StudySync curriculum for seventh and eighth grade English language arts. StudySync provides a scaffolding approach to rigorous writing instruction, enabling students to build a solid composition foundation that is necessary for success in college and careers. Extended writing projects pair with rich literature selections across genres to build students' writing skills repertoire, while reinforcing literacy and cultural knowledge, so

they become comfortable writing in different styles and getting hands-on practice using the writing process. Additionally, StudySync offers meaningful online resources that connect with 21st-century learners while offering flexible instructional support.

Literature
Legacy utilizes McGraw Hill's StudySync curriculum for seventh and eighth grade English language arts. StudySync provides a scaffolding approach to rigorous instruction, enabling students to build a solid literacy foundation that is necessary for success in college and careers. Exposure to rich literature selections with increasing text complexity across genres builds students' literacy and cultural knowledge, so they become comfortable reading different text structures and understand the elements that appear in the selections. Additionally, StudySync offers meaningful online resources that connect with 21st-century learners while offering flexible instructional support.

Mathematics
Legacy Online Academy has adopted enVision Mathematics for its program of instruction. enVision is a comprehensive curriculum that utilizes problem-based learning to help deepen students' abilities to think mathematically. Furthermore, the program provides myriad resources for differentiated instruction, tiered activities, learning centers, and flexible grouping options that help the teacher personalize and adapt instruction to meet the needs of all students.

Science
LOA utilizes a state standards-based science curriculum for seventh and eighth grades. Virtual science labs, content area research, and data analysis enable students to construct a deep understanding of scientific concepts and principles. Students exercise logical thinking and decision-making skills to communicate investigations, hypotheses, and experiments.

Social Studies
LOA utilizes the state standards-based social studies curriculum Savvas Realize for seventh and eighth grades. Students in seventh grade focus on the foundations of world history as it pertains to topics such as medieval Christendom, the Islamic world and South Asia, civilizations of East Asia and Southeast Asia, civilizations of the Americas, Renaissance and reform, and global convergence. Students in eighth grade will focus on American history, from early exploration through modern times. In addition to these topics, students will study citizenship, geography, and the economy. Savvas Realize offers online resources to support 21st-century learners and the skills they will need for college and career readiness.

Junior High Electives
All junior high students have the opportunity to select from a variety of electives each semester. We have designed our electives to help promote the important characteristics that lead to developing successful, well-rounded children. Elective offerings vary based on enrollment.

[Contact Legacy Online Academy](#) for a complete list of electives offered.

COURSE SUPPLEMENTS

IXL Learning

IXL provides personalized support in math and reading/language arts. Students use computers or tablets for self-paced, individualized instruction based on student achievement on MAP testing, curriculum content, and/or state standards. IXL helps students gain fluency and confidence with essential skills through fun and interactive questions, with built-in support and motivating awards. Real-time analytics allow for teachers to pinpoint specific skills and areas of need to adjust instruction and support within the classroom.

CURRICULAR COMPETITIONS

Science and Engineering Fair

A school-wide Science and Engineering Fair will be held each year. All elementary and junior high Science and Engineering Fair participants will be entered into a school-level Science and Engineering Fair. Winners from the school-level Science and Engineering Fair will compete at the Regional District Science and Engineering Fair. Winners from the regional-level fair will advance to the Arizona Science and Engineering Fair (AzSEF) or the Southern Arizona Research Science and Engineering Fair (SARSEF). Elementary students in grades 4–5 have an option to complete a science fair/engineering design project in lieu of their book report and poem recitation for quarter three. Students in grades 6–8 will conduct a science fair/engineering design project as a part of their grade in quarter two and quarter three.

Art Festival

All grade levels will participate in the LOA Virtual Art Festival. Student artwork will be showcased and selected to compete in the District Art Festival, partnered with Legacy Traditional Schools within a digital gallery.

DRESS CODE

ARS § 15-342(22) sets forth that a school governing board has discretionary powers with regard to the setting of school policies. One of these expectations is the mandatory dress code, which Legacy has deemed appropriate in order to contribute to and promote the academic environment.

To attend class, all students must be in compliance with all aspects of the student dress code policy, including the requirements related to hair. It is the responsibility of both parents and students to understand and comply with all student dress code standards.

Legacy teachers ensure that students are in compliance with the mandatory dress code daily. When instances of noncompliance are identified, the school will notify parents.

The Mandatory Dress Code

Students are expected to attend each online class session in a presentable manner that demonstrates respect for themselves and their school. All school attire should be fitted, clean, and neat. Hairstyles should be neatly groomed and not distracting. Tattoos must be covered.

ENGLISH LANGUAGE LEARNERS

In the state of Arizona, students whose parents have completed a PHLOTE (Primary Home Language Other Than English) form that indicates a language other than English, or in addition to English, are tested with the AZELLA (Arizona English Language Learner Assessment) to determine their English language proficiency. Students who indicate they aren't fluent in English are eligible for our school's English language learner program.

All English learner students whose parents have consented to the English learner program receive daily instruction that is aligned to the Arizona State SEI (Structured English Immersion) Models. The English Language Proficiency Standards will be the basis for English language instruction. Students will receive two hours of language development instruction daily. This will include integrated instructional time with their native English-speaking peers and targeted instructional time with peers with similar language needs.

Arizona law requires materials and instruction to be in English (ARS §15-751. Definitions 2 and 5). The goal set forth in Arizona law requires schools to teach English using this SEI model: ARS §15-752. English Language Education for Children in Public Schools. The goal set forth in Arizona law is that English language learners should become English proficient in a period not normally intended to exceed one year (ARS §15-752. English language education).

Arizona Department of Education (ADE) requires that all Arizona English Language Learner Assessment (AZELLA) testing be conducted in person. English learner students enrolled at LOA will complete AZELLA testing at a local LTS campus that is within 25 miles of their residence. If there is not a campus within 25 miles of a student's residence, an alternative testing location may be identified. This testing applies to both placement (initial testing) and yearly spring reassessment. All English learner students are required by ADE to take the spring reassessment each year until they test proficient, even if the parents declined English learner services during the school year. It's important to note, based on Arizona law, that students who fail to comply with the testing requirements may not be allowed to participate in Arizona online instruction.

EXCEPTIONAL STUDENT SERVICES

LOA's Exceptional Student Services department oversees programming for students with disabilities and maintains compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Legacy Online Academy provides a free appropriate public education (FAPE) to students with disabilities in accordance with state and federal statutes and regulations.

Special Education

To qualify as a student with a disability under IDEA, a child must be of school age, must be in need of specially designed instruction, and must meet the eligibility criteria for one or more of the following physical or mental disabilities, as set forth in the Arizona Revised Statutes: autism; developmental delay; emotional disability; hearing impairment; other health impairment; specific learning disability; mild, moderate, or severe intellectual disability; multiple disabilities; multiple disabilities with severe sensory impairment; orthopedic impairment; speech/language impairment; traumatic brain injury; or visual impairment.

LOA engages in identification procedures to ensure that eligible students receive FAPE, including special education and related services, individualized to meet student needs. To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities include a review of data (cumulative records, enrollment records, health records, report cards, and achievement test scores), hearing and vision screenings, and speech/language screenings. Students who struggle academically or behaviorally may be referred to the school's Intervention Team for pre-referral interventions. When screening or pre-referral intervention results suggest that a student may have a disability, the school's special education team seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect their child may have a disability may request a multidisciplinary evaluation by submitting a request to the school.

When a student is identified as eligible for special education, the school's Special Education Multidisciplinary Team will develop an Individualized Education Plan (IEP) in order to identify the student's needs for special education and related services. At least annually, the student's IEP will be reviewed and revised. At least triennially, the student will be reevaluated to determine if he/she still meets the eligibility criteria as a student with a disability in need of specially designed instruction.

LOA provides special education services to all eligible students in the least restrictive environment and in alignment with their individual needs. Legacy Online Academy provides specially designed instruction in academic and behavioral strategies, itinerant vision and hearing services, speech therapy services, occupational therapy services, physical therapy services, counseling services, and other required related services for the student to benefit from the special education program.

Section 504

To qualify as a student with a disability under Section 504 of the Rehabilitation Act of 1973, a child must be of school age and must have a mental or physical impairment that substantially limits one or more major life activities. If determined to be eligible for protection under Section 504, a student will receive a 504 Plan to outline accommodations and services necessary to provide the student with equal access to the school's programs and facilities.

Identification procedures for Section 504 are similar to those for special education. Upon suspicion that a student may meet the Section 504 definition of a student with a disability, the school will follow multidisciplinary consent and evaluation procedures similar to those for special education identification. However, evaluations under Section 504 are not limited to formal evaluation instruments, because the definition of a student with a disability is broader under Section 504 than under IDEA. Parents who suspect their child may have a disability may request a multidisciplinary evaluation by submitting a request to the school.

Child Find

As a charter school, Legacy Online Academy meets IDEA's Child Find obligations by identifying, locating, and evaluating all children with disabilities who are in need of special education and related services within the enrolled population of the school.

Confidentiality of Student Records

Legacy Online Academy maintains student records for all students, including students with disabilities. In order to release records or personally identifiable information, parental consent or consent of an eligible student who has reached the age of majority under state law must be obtained before any information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). Confidentiality of personally identifiable information is protected by Legacy Online Academy at the collection, storage, disclosure, and destruction stages. Destruction of any education records of a child with a disability is done in accordance with IDEA regulatory requirements. For more information or to file a complaint, contact the following agencies:

Exceptional Student Services
Arizona Department of Education
1535 W. Jefferson St. Bin 24
Phoenix, Arizona 85007 / 602-542-4013

Family Policy Compliance Office
US Department of Education
400 Maryland Ave., SW
Washington, DC 20202 / 1-800-872-5327

Questions/Additional Information

Parents may obtain additional information about programs and services for students with disabilities and parental due process rights by contacting the vice president of Exceptional Student Services for Legacy schools:

Vice President of Exceptional Student Services
3125 South Gilbert Road
Chandler, AZ 85286
Phone: (480) 270-5438

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – FERPA

Annual Notification to Parents Regarding Confidentiality of Student Education Records

FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.

- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The parental request should clearly identify the part of the records they want to be changed and why it should be changed. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: school officials with legitimate educational interests (a school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member, including health staff, law enforcement personnel, attorney, auditor, or other similar roles, and it may also include volunteers under certain circumstances); a person serving on the school board; or a parent or student serving on an

official committee or assisting another school official in performing his or her tasks; other schools in which a student is seeking to enroll; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law. In this context, a legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school.

Directory Information

Schools may disclose, without consent, "directory" information that has been specifically identified as such, unless notified by the parents or eligible student that the school is not to disclose the information without consent.

LOA has adopted a limited directory information policy, under which directory information will be disclosed only for the following specific purposes or to the following specific parties:

> Legacy Online Academy has identified student name, grade, homeroom class, student photographs, honors and awards received, student ID number, home phone number, parent name, and parent email address as directory information.

> This directory information may be utilized only for

> > 1) student and parent contact information, such as school/class directories, but only to school staff, parents of current students, and school-recognized parent-teacher organizations;
> > 2) school publications, including newsletters and honor roll or other awards or recognitions lists;
> > 3) graduation programs; and
> > 4) school-sponsored extracurricular programs.

> Except as otherwise necessary to fulfill one or more of the permissible purposes above, directory information will not be disclosed to parties seeking to use directory information for commercial purposes.

In addition, two federal laws require schools receiving certain federal funding to provide military recruiters, upon request, with names, addresses, and telephone listings unless parents have advised the school that they do not want their student's information disclosed without their prior written consent. Parents wishing to opt out of the release of their student's directory information, as set forth above, must do so in writing. Please contact LOA's front office to update your student's records.

<div align="center">

Legacy Online Academy
Email: online@legacytraditional.org
Phone: (602) 671-1400

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FLAG CEREMONY

LOA's Flag Ceremony is held virtually each morning. The goal of the Flag Ceremony is to encourage responsible citizenship and enhance school unity, spirit, and pride. The Flag Ceremony consists of the Pledge of Allegiance and a Moment of Silence led by the principal or designee. In addition, a variety of announcements and character instruction may be included, alongside providing students with social and emotional guidance. All students are encouraged to participate in the Pledge of Allegiance. Each class may have the opportunity to make patriotic presentations during the Flag Ceremony throughout the school year. In addition, birthdays and individual recognition/awards will be acknowledged. Parents are welcome and encouraged to attend.

GRADING AND REPORT CARDS

Legacy has four quarters. Progress reports are emailed mid-quarter to provide an opportunity to address the academic or behavioral needs of the student. Report cards are emailed at the end of each grading period. Report cards provide information regarding the student's academic and behavioral performance.

Parents are encouraged to access their child(ren)'s grades at any time via our student information system: PowerSchool. Parent Portal account access information is provided during the first week of the school year and may be requested from the registrar at any time. Parents may request to meet with their child's teacher at any time throughout the year to discuss their child's performance.

Kindergarten Grading Scale

All areas receive
- O (Outstanding)
- S (Satisfactory)
- N (Needs Improvement)
- U (Unsatisfactory)

Grading Scale (Grades 1–6)

A | 90–100%

B | 80–89.9%

C | 70–79.9%

D | 60–69.9%

F | 0–59.9%

Elementary School (Grades 1–5)

All academic subjects receive a letter grade of A, B, C, D, or F. All special area classes, academic

effort, and citizenship receive an O, S, N, or U.

Grade 6

Homework and all academic subjects receive a letter grade of A, B, C, D, or F. All special area classes receive an O, S, N, or U.

Junior High (Grades 7–8)

All core subjects and elective courses receive a letter grade of A, B, C, D, or F. Legacy begins each quarter with a fresh start. Legacy implements a 45/45/10 formula to calculate semester grades.

Quarters One and Two
Quarter One Final Percentage = 45% Semester One Weight
Quarter Two Final Percentage = 45% Semester One Weight
Midterm Exam Administered in Quarter Two = 10% Semester One Weight

Quarters Three and Four
Quarter Three Final Percentage = 45% Semester Two Weight
Quarter Four Final Percentage = 45% Semester Two Weight
Final Exam Administered in Quarter Four = 10% Semester Two Weight

Example: Scores shown are based on a 100-point system

Quarter	Semester Weight	Score	Weighted Semester Score (45/45/10)
Quarter 1	45%	80	36
Quarter 2	45%	82	36.9
Final	10%	82	8.2
Final Semester Grade			81.1

HEALTH SERVICES

Legacy Online Academy does not have a staffed health office because it is an online school. While students are learning at home, the school will not have physical access to them for basic health care, including medication administration or treatment of chronic health conditions. Parents are solely responsible for providing basic health care to students and will not expect Legacy Online Academy to render treatment to their child(ren).

Health services personnel are available to ensure accommodation for health-related needs in the online learning environment and may serve as a member of the Special Education or Section 504 multidisciplinary teams to ensure the health-related needs of students are understood and supported in school as they impact access to curriculum and instruction.

Upon enrollment, parents are expected to complete a Student Health Screening form. Additionally, parents shall provide updates on health status as they occur, in order for health services staff to fully understand needs.

Hearing and Vision Screenings

Legacy screens the hearing and vision of all students in grades K, 1, 3, 5, and 7; newly enrolled students; and students receiving special education services during each school year, per Arizona legislative mandates. LOA students will complete hearing and vision screenings at a local LTS campus. If there is not a campus within 25 miles of a student's residence, an alternative screening location may be identified by contacting the Health Assistant. If a parent/guardian chooses to have their child "opt out" of the hearing screening, the parent/guardian must contact the Health Assistant. For both hearing and vision screenings, parents will not receive a notice home unless the student fails the screening.

Immunization Policy

Arizona state law requires that all children must have proof of immunizations, proof of immunity, or a valid exemption in order to attend the first day of school. The record of each vaccine dose must include the date and name of doctor or clinic. Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs. Homeless students are allowed a five-day grace period to submit proof of immunization records. The immunization record for each vaccine dose must include the complete date and the doctor or clinic name. The statutes and rules governing school immunization requirements are Arizona Revised Statutes §15-871-874 and Arizona Administrative Code R9-6-701–708. Childcare and preschool immunization requirements are posted at [Arizona Immunization Program: Schools & Child Care Centers - Immunization Requirements & Forms](#).

Arizona Immunization Program Office
150 North 18th Avenue, Suite 120
Phoenix, AZ 85007
(602) 364-3630 / Toll-free (866) 222-2329

INTERNET AND TECHNOLOGY POLICY

Internet Use Policy

Legacy recognizes that there are many valuable educational resources on the internet and encourages parents to explore them with their children. Teachers may place resources within Schoology for parents to access with/for their child(ren). Upon enrollment, parents and students are required to agree to the Technology Use Agreement.

Social Media at Legacy

Legacy's social media sites are places where parents, staff, alumni, and friends are encouraged to interact. The school's office staff and administration can individually and personally address specific questions about the school. Parents are encouraged to call the school should they have any questions. Legacy reserves the right to remove anything deemed inappropriate and to terminate involvement by users who post such content:

- Abusive or personal attacks
- Material that is unlawful, obscene, defamatory, threatening, harassing, abusive, hateful, or embarrassing to any other entity
- Personally identifiable information
- Third-party advertising
- Chain letters or spam

Internet Safety

Legacy Online Academy's students will complete a digital safety and citizenship course that will be taught to students in partnership with the parents or guardians, as outlined in the enrollment agreement. Parents will play a part in understanding the policy for responsible technology use and enforcing safe internet use for their child. Bryans-Bongey & Graziano (2016) suggested a list of items to be discussed with students about this topic:

- A student should alert parents or guardians right away if there is material that is offensive or somewhat uncomfortable in nature.
- Students should not respond to others who have posted negative comments or comments that make the student uncomfortable.
- Students should not give their passwords or other confidential information to anyone in their courses or online.
- Students should check with their parents or guardians before downloading anything. This includes teachers asking students to download things within the courses.
- Students should be instructed to not post anything offensive, questionable, or against the law.

LEGAL COMPLIANCE

Elementary and Secondary Education Act

Legacy Online Academy complies with all components of the act applicable to public charter schools serving a K–8 population. Policies and procedures have been developed and are implemented throughout Legacy's program of instruction.

Individuals with Disabilities Education Act

Legacy Online Academy complies with the act and has developed policies and procedures to ensure that students are identified and provided services in accordance with their needs.

McKinney-Vento Homeless Assistance Act

Legacy Online Academy complies with the act and has developed policies and procedures to ensure that identified students receive an equal opportunity for education.

Homeless Population Services

The term "homeless children and youth" means individuals who lack a fixed regular and adequate nighttime residence (A); and (B) includes—(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii). The McKinney-Vento Homeless Assistance Act (Subtitle B—Education for Homeless Children and Youth) ensures educational rights and protections for children and youth experiencing homelessness.

McKinney-Vento Regulations

All students are required to fill out a McKinney-Vento form upon enrollment. If the student's living arrangement is both temporary and the result of economic hardship, you may qualify for services under the McKinney-Vento Act. The purpose of this law is to provide academic stability for students of families in transition.

You may want to talk with the Homeless Education Liaison if your family's temporary living arrangement is one of the following:

- You are living with friends or relatives or are moving from place to place because you cannot currently afford your own housing.
- You are living in a shelter or a motel.
- You are living in housing without water or electricity.
- You are living in a place not considered traditional housing, such as a car or a campground.

A student may also qualify as an "unaccompanied youth" if he or she is living with someone who is not a parent or guardian, or if he or she is moving from place to place without a parent or a guardian. Children who qualify under McKinney-Vento have the right to

- attend the school they were attending when their family was forced to move to a temporary address because of economic hardship, even if that school is in another school district (the choice must be a reasonable one that is in the best interest of the children involved—contact the Homeless Education Liaison if you are not sure);
- stay in this school for the duration of the school year if their family is forced to move to another temporary address because of economic hardship;
- receive assistance with transportation to attend school while they are in temporary housing;
- start school immediately while people at the school help the family obtain school and immunization records or other documents necessary for enrollment;
- enroll in school without having a permanent address;
- participate in the same programs and services that other students participate in; and
- receive any applicable Title I services.

Dispute Resolution

If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond quickly, in writing. During the dispute, the student must immediately be enrolled in the school and be provided transportation until the matter is resolved. The Homeless Education Liaison will assist you in making a decision, providing notice of any special process, and filling out dispute forms. You have the right to appeal a decision to the state level. If you have questions, contact LOA's front office.

Contact Information:
McKinney-Vento Homeless Liaison
480-270-5438

Notice of Nondiscrimination

Legacy Online Academy does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in admissions to its programs, services, or activities; in access to them; in treatment of individuals; or in any aspect of their operations. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s):

For Title IX assistance, please contact the vice president of Exceptional Student Services at 480-270-5438.

For further information on notice of nondiscrimination, contact the following agency:

US Department of Education
Office for Civil Rights
1244 Speer Blvd., Ste. 310
Denver, CO 80204
800-421-3481

Section 504 of the Rehabilitation Act of 1973

Legacy Online Academy complies with the act and has developed policies and procedures to ensure that identified students receive equal access to the school's programs and facilities.

Teacher Education and Background

In accordance with ARS 15-341(29), the educational and teaching background and experience of an instructional employee will be available for review upon request by parents or guardians of students enrolled at a Legacy school.

Title IX of the Elementary Amendments Act of 1972

Legacy has implemented a grievance procedure to ensure compliance with Title IX's prohibition on sex discrimination in educational programs and activities that receive federal financial assistance and to promote the resolution of complaints of sex discrimination or harassment in a prompt and equitable manner.

Legacy is committed to maintaining an educational and working environment free of sex discrimination and encourages any individual who believes he or she has been subjected to discrimination on the basis of sex to notify the Legacy Title IX Coordinator, either informally or through a formal written grievance.

The Title IX Coordinator will attempt to informally resolve the complaint or assess and investigate the formal grievance as appropriate, and then make a determination on the merits of the complaint, which may be appealed pursuant to the policy. A full copy of the Title IX Grievance Procedure and Grievance Report Form may be obtained by contacting the Legacy Title IX Coordinator or the school's front office.

504 Compliance Officer
480-270-5438

PARENT CODE OF CONDUCT

Purpose

Legacy Online Academy is very proud and fortunate to have a dedicated and supportive school community. We recognize that the education of our students is a partnership between the school staff, students, and parents.

The purpose of a Parent Code of Conduct is to provide a mutual understanding to all parents/guardians about conduct expectations while on school property, while at school events, and when interacting with Legacy employees and/or students.

Prohibited Behaviors

In order to provide a safe and peaceful school environment, Legacy Online Academy prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane, or harassing communication, either by email or text/voicemail/phone or other written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with school operations, including the effective operation of a virtual classroom, or if visiting on school grounds
- Threats to damage or the actual damaging of the property of a Legacy employee, visitor, fellow parent/guardian, or student
- Threats to do bodily harm to a Legacy employee, fellow parent/guardian or visitor, or student
- Communication with someone else's student online in order to discuss or chastise them because of the actions of this child toward your own child (such an approach may be seen as an assault on that child and could have legal consequences)
- Excessive unscheduled emails, text/voicemail/phone messages, or other written or oral communication:
    - School staff and administration may not always be immediately available to speak with you. In order to ensure that you are able to speak with a staff member or administrator, please schedule an appointment through the LOA office.
- Defamatory, offensive, or derogatory comments regarding the school or school staff made publicly to others:
    - This includes the use of any social media, including but not limited to websites, blogs, and social networking sites.
    - Any concerns that you may have regarding the school or school staff must be made through the appropriate channels, so they can be dealt with fairly, appropriately, and effectively for all.

Consequences

Depending upon the severity of the incident, parents/guardians may be removed from or otherwise banned from LOA school-sponsored online events under criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to respond appropriately to the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet their child's education needs.

STATE TESTING

Arizona Department of Education requires that all standardized state testing be conducted in person. LOA students will complete state testing at a local LTS campus that is within 25 miles of their residence. If there is not a campus within 25 miles of a student's residence, an alternative testing location may be identified. It's important to note, based on Arizona law, that students who fail to comply with the testing requirements may not be allowed to participate in Arizona online instruction.

PLACEMENT TESTING

Legacy reserves the right to administer a grade-level placement test to students who have not attended public schools. For new enrollments that start on or after the second day after the winter break, Legacy will administer an assessment through NWEA MAP. These assessments are not used as a condition of enrollment, rather as a guide for teachers and parents to help ensure a successful transition into Legacy.

STUDENT RECOGNITION AND ACHIEVEMENT

Legacy utilizes a positive discipline program to reinforce appropriate behavior in order to create an environment conducive to learning. Appropriate behavior is praised publicly and reinforced in all grade levels.

Student Academic Recognition

Principal's Pride and Honor Roll recognize students for academic achievement.

Principal's Pride

- Grades K–2: Students who earn all O's or A's (excluding art, computers, PE, and music courses)
- Grades 3–5: Students who earn all A's (excluding art, computers, PE, and music courses)

- Grades 6–8: Students who earn all A's in all subject areas (including electives)

Honor Roll

- Grades K–2: Students who earn an O, S+, S, A, or B in all subject areas (excluding art, computers, PE, and music courses)
- Grades 3–5: Students who earn an A and B in all subject areas (excluding art, computers, PE, and music courses)
- Grades 6–8: Students who earn an A and B in all subject areas (including specials)

"Caught Ya's" Positive Affirmations

Caught Ya's are given to K–8 students by staff members when they demonstrate positive citizenship and character during class or at a school-sponsored activity. Students are recognized throughout the school year.

Standards of Citizenship Character Awards

Teachers will select students that best demonstrate the trait chosen for each grading period in the Standards of Citizenship curriculum, which includes Citizenship, Responsibility, Loyalty, and Service. Selected students will be publicly acknowledged during the Flag Ceremony.

PROMOTION/RETENTION

Students will be promoted when they demonstrate proficiency of the fundamental skills that are needed to be successful at the next grade level. The retention of a student in his/her grade level is the final intervention step to ensure these skills are achieved before advancing to the next grade level.

Students must demonstrate accomplishment of the standards adopted by the Arizona State Board of Education in reading, writing, mathematics, science, and social studies. Legacy values all academic disciplines by providing a well-rounded program of instruction. The promotion and retention policies reflect our back-to-basics philosophy, rooted in the belief that all students will be successful across all disciplines when they are proficient in the foundational skills of reading, writing, and mathematics.

Promotion Criteria for Grades K–5

Students will be promoted in grades K–5 when they have demonstrated proficiency of a combined 70% or above in the foundational academic subjects of language arts (writing, grammar, reading, spelling, and phonograms) and math at the conclusion of the school year.

Promotion Criteria for Grades 6–8

Students will be promoted in grades 6–8 when they have demonstrated proficiency of a combined 70% or above in their core academic subjects of literature, English, math, science, and social studies at the conclusion of the school year.

Students in Grades K–8 Who Do Not Meet Promotion Criteria

If a student does not meet the promotion criteria for his or her grade level, parents will be notified of all available interventions. Interventions may include, but are not limited to, additional tutoring, intersessions, summer school, and grade-level retention.

SCHOOL COMMUNICATION

Alert Solutions Powered by SwiftReach

Legacy Online Academy uses automated communication software called Alert Solutions powered by SwiftReach, which is embedded in PowerSchool (our student information system), to quickly contact parents and staff regarding school events, daily attendance, emergencies, and other school-related items. Parents are able to customize their preferences regarding what types of messages and what forms of communication they receive in our PowerSchool Parent Portal. Additionally, parents may unsubscribe from our notification system.

Grievance Procedures

A grievance is a formal complaint about an issue of concern. If a student or parent/guardian has a complaint, he or she may send a written grievance to the school or schedule a meeting with the school principal. The principal will make every effort to find a resolution. If the matter cannot be resolved at the school level, please ask the principal or school registrar for the process for issuing a grievance to the deputy superintendent.

Parental Feedback

Legacy believes that timely, open, and honest communication is vital to the success of the students and the school. Parents and students are encouraged to respectfully provide feedback and express concerns about any part of the Legacy program to the classroom teacher or school administration. Parents/guardians will receive surveys throughout the school year to help gauge the school's success.

The Quill

This is a monthly newsletter emailed to parents providing information about the school, including upcoming events and updates. *The Quill* also includes important updates from the Legacy district.

STUDENT CODE OF CONDUCT

Online Learning: Expectations for Student Behavior

LOA uses a positive discipline program to reinforce appropriate behavior and create an environment conducive to learning. For an LOA online classroom, teachers consistently point out and praise students for correct behavior. In both the in-person and online learning environments, students are expected to conduct themselves in an honest, responsible, respectful, and mature manner and to refrain from any behavior that does not comply with behavioral expectations, regardless of whether such behavior is specifically referenced in the Legacy Consequence Chart and Definition of Violations, the Legacy Parent & Student Handbook, or the Online Student Code of Conduct listed below.

Online Student Code of Conduct

1. While in Schoology, what I say and how I say it will be school appropriate.

2. I will use posts to discuss school-related content only.

3. I will use a respectful tone when posting. All school rules and consequences related to harassment apply to Schoology.

4. I will use appropriate grammar instead of texting language.

5. I will not reveal any personal information on Schoology. This includes telephone numbers, addresses, email addresses, etc.

Posting and Replying to Messages or Comments

- I will post a note to the whole group if my question is about something the whole group should know (assignments, instructions, due dates, etc.).

- I will send a note only to my teacher if I want to talk about something that doesn't relate to everyone.

- I won't post questions or comments about personal issues or topics; I will keep private information private.

- I will keep my conversations on the topic.

- If I'm not sure whether a word, joke, or image is okay, then it's probably not, so I won't write posts that tease, bully, harass, annoy, spam, or gossip about any other person.

- I will use appropriate punctuation and grammar, not abbreviated texting language, including
    - capitalizing proper nouns and the first word of a sentence (not using all caps); and
    - limiting end-of-sentence punctuation to one punctuation mark (not multiple exclamation points or question marks).

If you think there is something inappropriate posted in Schoology, please communicate with your teacher.

Administrative Disciplinary Steps

Violations of classroom or school rules requiring intervention beyond that of the classroom teacher are handled according to the following disciplinary process:

In addition to abiding by the Online Student Code of Conduct, the following behaviors are prohibited on campus and at school-related events. Students also are subject to potential discipline for engaging in prohibited behaviors off-campus or at non-school-related events/functions, if the behavior at issue may result in substantial disruption of the school community or otherwise directly and adversely affects the school or members of the school community.

Disciplinary Steps

- Step 1 - Conference with the administrator
- Step 2 - Suspension for the remainder of the day, and the parent must attend a re-admittance conference with the administration before the student returns (a Student and Parent Behavior/Academic Commitment will be established)
- Step 3 - Short-term suspension (one to nine days), and the parent must attend a re-admittance conference with the administration before the student returns
- Step 4 - Long-term suspension (10+ days), and the parent must attend a re-admittance conference with the administration before the student returns
- Step 5 - Notification of intent to expel

Disciplinary action may begin at any step and steps may be combined, depending on the severity of the offense. Principals will reference the *Infraction and Consequence Matrix* to determine consistent student consequences based on the infraction(s). The *Infraction and Consequence Matrix* is available for review on the Legacy website.

Suspension/Expulsion

Students who have been suspended or expelled will not be permitted to attend any live virtual sessions during their discipline period.

Threats

Student and staff safety is of utmost importance. All threats are taken seriously and processed in accordance with the Legacy Threat Assessment protocol. In the school environment, threats may be defined as expressions of intent to do harm or to act out violently. Threats may be verbal, symbolic, or written. School personnel, students, parents, and community members will report all threats to the school administration.

Bullying

According to StopBullying.gov, "Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time."

Bullying behavior is meant to hurt another person and is carried out by someone who is seeking power or control over another person. There are multiple forms of bullying, including physical, emotional, and social. These can be carried out in person or through cyberbullying. Any bullying that disrupts the learning environment will receive an immediate consequence, up to and including expulsion.

Various bullying prevention efforts are implemented at Legacy Online Academy, including the social and emotional learning curriculum, as well as the utilization of positive discipline. If a student, parent, staff member, adult relative, or other adult observes or receives a report of bullying, harassment, or intimidation, a Bullying Report Form is completed and submitted to the school administrator. Bullying Report Forms are available upon request in the school office. All reports of bullying conduct will be taken seriously and investigated, and findings will be communicated to parents of the alleged victim(s) and alleged offender(s). Any individual who intentionally submits a false report of bullying will face strict consequences for deliberate, hurtful actions against another individual.

Hazing

According to the Arizona Revised Statutes, "hazing" means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

(a) The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
(b) The act contributes to a substantial risk of potential physical injury, mental harm, or degradation or causes physical injury, mental harm, or personal degradation.

All forms of hazing conduct must be taken seriously, and school personnel, students, parents, and community members will report hazing to the school administration, no matter the type. The School Hazing Policy is available for review upon request. Any individual submitting a false report of hazing will face strict consequences for deliberate, hurtful actions against another.

Harassment

According to the United States Office for Civil Rights, "harassing conduct" may take many forms, including verbal acts and name-calling, as well as graphic and written statements, which may include use of cell phones or the internet or other conduct that may be physically threatening, harmful, or humiliating.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

All forms of harassing conduct will be taken seriously, and school personnel, students, parents, and community members will report harassment to the school administration. The Harassment Policy is available for review upon request. Any individual submitting a false report of harassment will face strict consequences for deliberate, hurtful actions against another.

STUDENT SERVICES

Classroom Supply Lists and Kits

A suggested classroom supply list for each grade level is provided on the LOA website.

Textbook Policy

LOA curriculum is designed to be accessed online via student devices, and no textbooks are planned to be distributed to students. However, in a situation in which a textbook may need to be provided to a student, the criteria used to determine the damaged book fee is as follows:

- Pencil writing that can be erased = 25% of book price
- Ink writing that cannot be erased = 100% of book price
- Torn pages that can be repaired = 50% of book price
- Lost or damaged completely = 100% of book price
- Water damage to book = 25%–100% of book price

Any physical textbooks must be returned at the end of the school year, or a replacement fee will be assessed.

TECHNOLOGY AGREEMENT

In order to successfully access LOA online course materials and participate in opportunities for live instruction and class interaction, students must have internet access and their own personal hardware device that aligns with the following requirements:

Mobile Devices

Students can use any of the following devices for online learning:

- Devices with a minimum 7-inch screen (7 inches or larger is recommended)
- Apple iOS devices with one of the last three major iOS versions

- Android devices with one of the last five major Android versions
- If using an iPad for 2+ testing, they need iOS 13 or higher, and for K–2 they have to use the secure browser.

Windows Computers

Students can use any of the following devices for online learning:

- Computers with a 1.4 GHz Intel Pentium or faster processor (or equivalent)
- Microsoft® Windows 7 or higher
- Computers with 2 GB RAM

During three days of the school year, online students will participate in NWEA Map assessments. NWEA MAP assessments are district assessments to gauge how students are performing in reading and math skills. On NWEA Map testing days, students will need access to a computer that meets the following requirements:

- Microsoft® Windows 10 or higher
- Chrome OS 87 (minimum)

Mac Computers

Students can use any of the following devices for online learning:

- Computers with a 1.83 GHz Intel Core Duo or faster processor
- Computers with 2 GB RAM
- MacOS 10.9 or higher

During three days of the school year, online students will participate in NWEA Map assessments. NWEA MAP assessments are district assessments to gauge how students are performing in reading and math skills. On NWEA Map testing days, students will need access to a computer that meets the following requirements:

- MacOS 10.14 or higher
- Chrome OS 87 (minimum)
- If using iPad for 2+ testing, they need iOS 13 or higher, and for K–2 they have to use the secure browser.

Internet Requirements

In order to access Schoology and online course materials, your child will need access to the internet. Here are some things to consider regarding your internet set-up:

- A minimum speed of 5 Mbps download is required.
- DSL, cable, or fiber optic service is preferred.
- Dial-up connections are not supported

Internet Browsers

- Internet Explorer 11+ (for Windows 7 and Windows 8)
- Edge (for Windows 10 or higher)
- Safari 10 and 11
- Google Chrome (latest version recommended)

Additional Technology Requirements

- Javascript must be enabled on internet browsers.
- HTML5 is required ([these browsers support the HTML5 audio/video recorder](#)).
- Cookies are recommended to be enabled on internet browsers.
- Working speakers and microphone are required.
- A working web camera is required.

Internet Usage Policy

All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Legacy Online Academy and, as such, is subject to disclosure to the parent(s), administration, or other third parties.

Consequently, Legacy Online Academy expects both students and parents to abide by the school's **Internet Usage Policy:**

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of internet platforms and tools in violation of school policies will result in disciplinary action. Below are examples of poor behaviors that are prohibited and will result in disciplinary action (prohibited behaviors are not limited to this list).

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside the organization

- Violating copyright law
- Engaging in unauthorized transactions that may incur a cost to the school or initiate unwanted internet services and transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of Legacy Traditional Schools, another organization, or another person
- Refusing to cooperate with a security investigation
- Using the Education Portal for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage Legacy Traditional Schools or another organization's products or services
- Passing off personal views as representing those of Legacy Traditional Schools
- Sending anonymous email messages
- Engaging in any other illegal activities
- Disturbing the virtual learning environment
- Refusing to follow the rules of the specific virtual learning classroom
- Unmuting yourself when your teacher has placed you on mute
- Recording any class session and transmitting it
- Recording your teacher and/or classmates
- Not dressing properly for class (examples: dressing in revealing clothes, dressing in clothes with inappropriate sayings)
- Participating in cyberbullying and/or harassment
- Cheating or plagiarizing

TITLE I FAMILY INVOLVEMENT POLICY

Legacy Online Academy is governed by the following statutory definition of parent and family engagement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parent and family engagement means the participation of parents or guardians in regular, two-way, meaningful communication involving student academic learning and other school activities, including ensuring that

- parents play an integral role in assisting with their child's learning;

- parents feel welcome at their child's school and are encouraged to be actively involved in their child's education at school;

- parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and

- other activities, such as those described in section 1118 of the ESEA, are carried out.

Ongoing pursuit of parental engagement enables the organization to meet federal and state requirements and improves student academic achievement.

Title I Organizational Local Education Agency (LEA) Parent and Family Engagement Policy

Legacy Online Academy agrees to implement the following statutory requirements:

1. The schools will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures are planned and operated with meaningful consultation with parents of participating children. Legacy Online Academy will take actions including, as appropriate, the establishment of parent committees to involve parents in the joint development of this organizational plan as required under section 1112 of the ESEA.

2. Legacy Online Academy will provide necessary coordination, technical assistance, and other support to assist schools in planning and implementing effective parent and family engagement activities in order to improve student academic achievement and school performance.

3. Legacy Online Academy will build the school's capacity in planning and implementing effective parent and family engagement activities by offering staff development, required funding, implementation of parent and family engagement activities, implementation of communication avenues (e.g., newsletters, Facebook, AlertSolutions, and PowerSchool), and recommendation of 12 hours of volunteering by parents/families. Legacy Online Academy will integrate parent and family engagement strategies that are supported by other federal/state/local programs into a cohesive program.

4. Legacy Online Academy will involve parents in the process of school review and improvement by organizing an annual parental evaluation of the school, as required under section 1116 of the ESEA. The evaluation will be conducted via an annual survey. The school will use the findings from this survey to assist in improving its Parent and Family Engagement Policy, to create activities and design strategies for more effective parent and family engagement, and to revise, if necessary, its Parent and Family Engagement Policy. Survey evaluation will include

a. the content and effectiveness of this Parent and Family Engagement Policy in improving the quality of its Title I, Part A schools, including identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);

b. the academic quality of the Title I schools;

c. the needs of parents and family members to assist with their children's learning; and

d. strategies to support successful school and family interactions.

5. Legacy Online Academy will incorporate this Parent and Family Engagement Policy into its LEA plan developed under section 1112 of the ESEA. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports, as required under section 1111 of the ESEA, in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand. If the Title I Plan (or Integrated Action Plan), developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the organization will submit any parents' comments with the plan when the school submits the plan to the Arizona Department of Education and provide a rebuttal process or additional meetings, if requested.

Title I School Parent and Family Engagement Policy/Plan with School-Parent Compact

As a single-site Local Education Agency, each Title I Legacy school will incorporate all requirements listed above in the Title I Organizational (LEA) Parent and Family Engagement Policy. To this end, LOA will do the following:

1. Convene an annual Title I meeting to discuss the Title I Plan and this Parent and Family Engagement Policy; parents can request additional meeting times and/or view the information provided at the meeting on the website. During this meeting, parents will be

   a. invited to be involved in Title I decision-making and policy-development activities;

   b. given information on how to help plan/review/improve the Title I Parental and Family Engagement Policy and/or Integrated Action Plan;

   c. provided with information about programs, curriculum, assessments, measurements of progress and how to monitor progress, and achievement

levels of the state academic standards, including what levels of achievement are cause for concern or intervention;

    d. given equal access no matter their status as English language learners, migrant, homeless, or disabled;

    e. given communication in a uniform format and in an understandable language, including alternative formats upon request;

    f. informed how to request additional meetings;

    g. notified of the location of the School-Parent Compact in this handbook;

    h. assisted in developing strategies for parent and family engagement and in general how to help with their students' academic achievement; and

    i. notified of their right to know the qualifications of their children's teacher(s) and whom to contact to find out more.

2. Legacy Online Academy will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parent and family engagement.

3. Legacy Online Academy will provide many parent/guardian participation opportunities, including

    a. volunteering and being involved in school activities;

    b. taking advantage of parent education opportunities;

    c. providing home support for their child's education; and

    d. participating in school decision-making.

4. Legacy Online Academy will educate its teachers, pupil services personnel, principals, and other staff on how to reach out to, communicate with, and work with parents as equal partners; the value and utility of contributions of parents; and how to implement and coordinate parent programs and build ties between parents and schools.

5. Legacy Online Academy will ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

6. Legacy Online Academy will support and implement the School-Parent Compact found below.

School-Parent Compact

Consistent with section 1118 of the ESEA, Legacy Online Academy will work to ensure that the required parent and family engagement policies meet requirements, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. The Title I School/Parent Compact is a commitment from the school, the parent(s)/guardian(s), and the

student to share in the responsibility for improved academic achievement. It outlines how parents, school staff, and students will share responsibility for improving student achievement.

School compacts will be reviewed with parents and revised as necessary annually. The School-Parent Compact is

a. made available in a uniform format in a language parents can understand (Spanish version available on our website);
b. available here in the handbook and on our website; and
c. distributed at parent-teacher conferences and individualized for student needs.

SCHOOL RESPONSIBILITIES

Legacy Online Academy will

- provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to exceed the state's academic achievement standards;
- hold parent-teacher conferences in the fall, during which this compact is discussed as it relates to the individual child's achievement (student-led conferences are held in the spring);
- provide parents with frequent reports on their children's progress, at least twice during each grading period;
- provide parents reasonable access to staff; and
- provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

PARENT RESPONSIBILITIES

The LOA parent will

- provide encouragement to their child to do well in school and be a good student in the classroom by respecting the teachers, school staff, and other students;
- provide an environment and schedule at home that help the learning process and ensure that their child will attend school every day, with the willingness to learn and actively participate in school activities;
- read all notes, flyers, and correspondence from the school and promptly respond, as needed, to a teacher or staff member concerning educational activities or other information;
- become knowledgeable of other ways to assist their child in learning by reinforcing lessons from school and other opportunities for learning in the community;
- communicate with the teachers and staff regarding anything that directly affects their child's ability to learn;

- become knowledgeable concerning the education standards and subject matter that affect their child and inquire about the status of their child's work;
- participate in the classroom and/or the school to ensure that the school is meeting the educational needs of their child;
- be aware of and follow all rules and regulations of the school; and
- encourage and ensure student participation in any supplemental instructional programs as recommended, including any tutoring in-class and before/after school.

STUDENT RESPONSIBILITIES

The LOA student will

- complete their coursework every day and ask for help when needed;
- be aware of and follow all rules and regulations of the school; and
- attend and actively participate in any supplemental instructional programs as recommended, including any tutoring in-class or before/after school.

The full Title I plan is available at the district office. For more information, please contact

Legacy Title I Coordinator
3125 South Gilbert Road
Chandler, AZ 85286
Phone: (480) 270-5438

TUTORING

Teachers and parents share the responsibility of ensuring children are academically successful. Tutoring provides assistance to students in academic need as determined by the teacher. Teachers will communicate with parents if their child is in need of tutoring. Legacy teachers provide a minimum of 60 minutes per week of tutoring. Students may attend any and all tutoring sessions that meet their academic and scheduling needs for their grade level, special area, or content area teachers (for grades 6–8). Students must sign in for each tutoring session to provide a record of attendance. Parents should talk to the teacher if they feel their child is in need of tutoring.