

Legacy Academy

Leave a Legacy, Make your Mark

Optimism, Wonder, Leadership, Success



Student-Parent Handbook

16450 East Preserve Loop

Chino, CA 91708

Phone (909) 364-2319

Fax (909) 703-6110

<http://chino.k12.ca.us/LegacyAcademy>

Instagram & Facebook: @LegacyAcademyCVUSD

Office Hours: 7:00 am to 4:00 pm

Fun Club: (909) 628-1201 ext. 5911

Fun Club Hours: 6:30 am to 8:00 am & 11:30 am to 6:00 pm

Legacy Academy

Administration

Principal	Adrienne Chase
K-4 Assistant Principal	Jami DeVoe
5-8 Assistant Principal	Jasmine Norman

Office Staff

School Secretary	Ethel Siriban
Counseling Assistant	Katherine Boskovich
Typist Clerk II	Devin Calderon
Attendance Clerk	Heather Trinidad
Typist Clerk I	Mandy Hrynezuk-Estrada

Health Office and Support Staff

Nurse	Kattia Gironas
Health Tech	Marshona Sultan
K-6 MTSS-B Counselor	Charmia Cabrera
7-8 MTSS-A/B Counselor	Sandra Gonzales
School Psychologist	Kayla Valente
Instructional Coach	Amanda Long & Erica Robles
Fun Club Teacher	Shelley Thomas

School Mascot: OWLS

School Colors: Navy Blue & Sky Blue

Vision: Legacy Academy guarantees every child a rigorous curriculum filled with Optimism, Wonder, Leadership, and Success.

Mission: Through a literacy-based STEAM instructional approach, our community works together to create a safe and secure learning environment that prepares all students to leave a legacy and make their mark.

Legacy Academy

Leave a Legacy, Make your Mark

If you're going to live, leave a legacy. Make a mark on the world that can't be erased.

-Maya Angelou

Dear Parents,

Welcome to the inaugural year of Legacy Academy, home of the OWLS! Our staff looks forward to partnering with you to provide the best possible education for our students. We encourage your involvement, your questions, and your active participation in all aspects of the school environment.

Legacy Academy guarantees every child a rigorous curriculum filled with **O**ptimism, **W**onder, **L**eadership, and **S**uccess. Through a literacy-based STEAM instructional approach, our community works together to create a safe and secure learning environment that prepares all students to leave a legacy and make their mark.

This handbook will provide you with important information about Legacy Academy. It will answer many questions you may have regarding our school procedures and programs. As updates are made to the handbook, specific changes will be introduced in the weekly community newsletter. More information regarding district policies and procedures can be found within CVUSD Board Policies and the CVUSD Parent and Student Information Handbook at <https://www.chino.k12.ca.us/Page/2479>.

Thank you for allowing us to be a part of your child's educational experience. Together we will make this year the best year ever for all our Legacy Academy Owls!

Sincerely,

Mrs. Adrienne Chase

Principal

School Calendar/Important Dates

2024-2025

Date	Day	Event
July 4 th	Thursday	4 th of July – School Closed
July 8 th	Monday	Tracks A, B, C – First Day of School
July 8 th @ 8:00 am	Monday	Tracks A, B, C – Kinder Orientation
July 23 rd	Tuesday	Tracks A, B, C – Back to School Night
July 29 th	Monday	Track D – First Day of School
July 29 th @ 8:00 am	Monday	Track D – Kinder Orientation
August 1 st @ 5:00 pm	Thursday	Jr. High - Orientation
August 5 th	Monday	Jr. High – First Day of School
Aug 13 th	Tuesday	Track D – Back to School Night
Aug 22 nd	Thursday	Jr. High – Back to School Night
September 2 nd	Monday	Labor Day – No School
November 1 st	Friday	Jr. High – No School
November 11 th	Monday	Veteran’s Day – No School
November 25 th to 29 th	Monday-Friday	Thanksgiving Holiday – No School
December 19 th to January 3 rd		Jr. High Winter Break – No School
December 20 th to January 3 rd (Track A) December 23 rd to January 3 rd (Tracks B & D)		Elementary Winter Break – No School
December 23 rd to January 3 rd		Office Closed for Winter Break
January 20 th	Monday	Martin Luther King Holiday – No School
February 10 th	Monday	Lincoln’s Birthday – No School
February 17 th	Monday	Washington’s Birthday – No School
March 24 th to 28 th	Monday-Friday	Jr. High Spring Break – No School
April 18 th	Friday	Jr. High – No School
May 21 st	Wednesday	6 th Grade Awards (Track A)
May 22 nd	Thursday	8 th Grade Promotion
May 22 nd	Thursday	Jr. High Last Day of School (min day)
May 23 rd	Friday	Track A Last Day of School (min day)

May 26 th	Monday	Memorial Day – No School
June 19 th	Thursday	Juneteenth – No School
June 25 th	Wednesday	6 th Grade Awards (Tracks B, C, D)
June 27 th	Friday	Track C Last Day of School (min day)
June 30 th	Monday	Track B & D Last Day of School (min day)

Additional Minimum Days

Track A: August 19th, August 20th, August 21st, September 13th, September 24th, January 17th, January 28th, May 23rd

Track B: August 19th, August 20th, August 21st, August 28th, October 11th, December 20th, April 18th, June 30th

Track C: July 26th, September 16th, September 17th, September 18th, November 15th, March 28th, June 27th

Track D: September 16th, September 17th, September 18th, October 18th, December 20th, February 7th, February 21st, June 30th

Jr. High: August 5th, August 30th, September 25th, September 27th, March 21st, April 4th, May 19th, May 20th, May 21st

	Trimester 1	Trimester 2	Trimester 3
Track A	7/8/24 - 9/10/24 Progress: Parent Conf. Report Card: 9/19/24	9/11/24 - 1/14/24 Progress: 11/21/24 Report Card: 1/24/25	1/15/25 - 5/7/25 Progress: 4/1/25 Report Card: 5/23/25
Track B	7/8/24 - 10/8/24 Progress: Parent Conf. Report Card: 10/17/24	10/9/24 - 2/7/25 Progress: 12/2/24 Report Card: 2/20/25	2/11/25 - 6/12/25 Progress: 4/2/25 Report Card: 6/27/25
Track C	7/8/24 - 10/8/24 Progress: Parent Conf. Report Card: 10/17/24	10/9/24 - 2/7/25 Progress: 1/9/25 Report Card: 2/20/25	2/11/25 - 6/12/25 Progress: 4/30/25 Report Card: 6/27/25
Track D	7/29/24 - 10/8/24 Progress: Parent Conf. Report Card: 10/17/24	10/9/24 - 2/7/25 Progress: 1/8/25 Report Card: 2/20/25	2/11/25 - 6/12/25 Progress: 5/7/25 Report Card: 6/27/25
Jr. High (mailed)	Progress Report 8/5/24 - 9/13/24	Progress Report 10/28/24 - 12/18/24	Progress Report 2/18/25 - 4/4/25
	Report Card 8/5/24 - 10/25/24	Report Card 10/28/24 - 2/14/25	Report Card (7) 2/18/25 - 5/22/25 (8) 2/18/25 - 5/13/25

Class Placement and Class Change Procedures

Kindergarten to 6th Grade Class Placement

Annual classroom placement is carefully determined prior to the start of school for each student. Placement is determined by the student's previous teacher, grade level team, and administration. Newly enrolled students are added to the classes as they register, with classroom decisions based on the information that is available.

The primary purpose of the placement process is to create classroom environments that meet the academic, social, and emotional needs of every student. Requests for specific teachers are not accepted as it would be highly unlikely that the staff could successfully build the most productive, balanced class groups based on parent requests. A child's attitude towards their new class is highly influenced by the statements and strategies of their parents. We can all provide our children with a successful beginning of the year experience by responding to their classroom assignments with positive enthusiasm.

Combination classes, while not preferred, are necessary at times. A variety of factors are looked at when students are placed in a combination class. When forming combination classes, we assign students based on their instructional strengths and learning styles. Such careful consideration contributes to students' academic and emotional success in the class. Students in each grade level receive rigorous instruction and support in achieving and excelling in grade level standards. In a single grade level classroom, there are a variety of learners who may be grouped throughout the day. Similarly, in a combination class, one group of students works on an independent task while another group receives direct instruction from the teacher.

7th & 8th Grade Course Placement

Legacy Academy offers a variety of courses to our students including GATE/Honors classes, Accelerated & Integrated Math, and Electives.

GATE/Honors Language Arts, History, Science: GATE-identified students are automatically enrolled in the GATE/Honors program at Legacy Academy. Up to half of the class is comprised of GATE-identified students, and the remaining seats can be filled with students who score at the Standard Exceeded levels on benchmark assessments and state assessments. Only students who are making sufficient progress will be allowed to continue in GATE/Honors classes.

Accelerated Math: Placement of students into either the Accelerated Math 7 or Math 7 courses is determined by multiple measures. Prior to the start of 7th grade, staff considers state and district testing results as well as teacher input when placing students into Accelerated Math 7. At the beginning of the year, all students take a placement test to ensure class placements are appropriate. Ongoing diagnostic, formative, and summative assessments continue to occur as an added measure to ensure the best possible placement for each student.

Integrated 1 Math: Students who have successfully completed Accelerated Math in 7th grade will be placed in Integrated Math 1 per teacher discretion. This course is equivalent to freshman math at the high school level. Students are expected to pass the class with a C or higher. If students are

struggling with the concepts, remediation of Integrated Math 1 may be suggested for high school class placement.

Electives: Students select their preference for elective classes each year using their Aeries Portal account. Students will be placed in their elective based on class availability and scheduling.

Class or Schedule Changes (K-8)

At the beginning of the year, student's schedules may change as administration is working on balancing classes and properly placing students. We try very hard not to disrupt your child's routine and take everything into consideration when a change has to be made.

Jr. High Schedule Changes (first two weeks): Students can submit a schedule change request the first two weeks of school. Forms are available in the office and late forms will not be accepted. All schedule requests require a parent signature and a rationale for the change. After the due date, all forms are reviewed and prioritized by administration – changes are not made based on when the forms are received. Administration will try to accommodate appropriate requests, but space and classes are limited. Physical Education changes will not be considered without a medical note and reason.

K-6 Class Change Request: If you would like a different class for your child, the following protocol is needed prior to making the request. Note, requests are not accepted during the first 10 days of school:

- Parent/Teacher Conference - communication between the family and the teacher is an important step to allow all parties to work together to solve any issues or questions.
- Parent/Teacher/Administration Conference - if the concerns continue, administration should be invited to the next meeting to give additional input to all members of the team.
- Parent Request to Administration - if all options have been exhausted, then a classroom change request would be appropriate. Administration will determine if the request is granted, and it will depend on space and availability. The Class Change Request Form is available in the office.

Track Change Request: Families can request a track change for the following school year on an annual basis. The opening of the electronic Track Change Request Form will be communicated (newsletter, Parent Square, website) to families the first week of March, and the form will close on March 31st at 4:00 pm. A lottery to determine the waitlist order will be held on or before April 30th. Any requests for track change after March 31st at 4:00 pm need to be made in the office and will be placed on the waitlist below the lottery names, in the order received. Administration will make track changes utilizing the waitlist if there is space. Completing a request form does not guarantee a track change. If the change can be made, you will be contacted by the office staff and must respond within 24 hours. The waitlist will expire annually on October 15th.

A

ACADEMIC HONESTY: Teachers, administration, and parents/guardians shall be responsible for creating and maintaining a positive school climate that encourages honesty. The Board of Education believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The expectation is that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules (EC; 35291-35291.5).

The following are example violations of Legacy Academy's Academic Honesty Policy:

- ✓ Plagiarism: Copying word for word, in part or in whole, another student's work/test, or citing information from a text without giving credit to the original source. This includes erasing/deleting someone else's name and presenting it as your own work.
- ✓ Using a "cheat sheet" or other external assistance without teacher consent.
- ✓ Stealing, borrowing, copying, without expressed teacher permission of a test, quiz, and/or other confidential document, including, but not limited to, taking a picture of a test or quiz.
- ✓ Creating false data for a bibliography.
- ✓ Watching a video or reading "Cliff Notes" of a literary work in place of reading the piece.
- ✓ Forging a parent signature.
- ✓ Unauthorized collaboration: working with another student on a project, assignment, homework, test, etc. without expressed permission from the teacher.
- ✓ Attempting to solicit another student in the process of violating Legacy Academy's Academic Honesty Policy.

Consequences for violating the Academic Honesty Policy may include:

First Offense: Student receives a zero on the assignment. Per teacher's discretion, assessments may be redone for credit to receive a score that reflects the student's mastery of the subject/concept. Teacher contacts parent/guardian and follows the behavior flowchart/discipline ladder. Student may receive a lowered grade in citizenship and/or work habits for the reporting period.

Repeat Offenses: Student receives a zero on the assignment. Teacher contacts parent/guardian and follows the behavior flowchart/discipline ladder. Student shall receive a lowered grade in citizenship and/or work habits for the next reporting period.

ACADEMIC PROGRAM: California Common Core state standards as prescribed by the California State Department of Education will be the basis for curricula taught to students in the classroom. District-adopted textbooks that align with these standards are used in each student's classroom. A complete copy of standards for your child's grade level can be found at the California State Department of Education website, www.cde.ca.gov.

Each elementary grade level has designated 10-12 Essential Standards in the areas of English Language Arts (ELA) and Mathematics. Each secondary grade level has designated 10-12 Essential Standards in English Language Arts (ELA), Mathematics, Science, and Social Studies. The standards in ELA and Math are assessed three times a year using CVUSD's Essential Standards Assessment (ESA) and the data is used to determine Tier 1-3 interventions for our students. More information regarding the Essential Standards is available on the Elementary Curriculum and Secondary Curriculum tabs on the CVUSD website.

ACTIVITIES: All students are eligible to participate in school activities if they maintain appropriate academic standards and exhibit good citizenship on campus. Students may forfeit activity eligibility due to school suspensions, administrative discipline, truancy, habitual tardiness, and outstanding fines. All students will be subject to a grade/citizen/disciplinary check prior to each school-organized event. Jr. High students must have a minimum GPA of 2.0 and meet the criteria above in order to participate in all dances and activities. The end of the year Jr. High field trip check will be done using the 6th week progress report grade point average during 3rd trimester.

AERIES: The Aeries Parent/Student Portal provides parents and students with a secure, convenient way to access student information such as attendance, grades, assignments, tests scores, and standards progress from your mobile device or computer. All student information is stored in Aeries and you will be required to update contact information, emergency information, and sign district forms annually via data confirmation.

If your address of residence changes, you must come to the office with valid ID and an updated utility bill as proof of residency. All other contacts and phone numbers can be changed in the Aeries Parent Portal.

ARRIVAL: Students should not arrive at school before 7:45 am, unless they are at school for Breakfast, which begins at 7:30 am. Students should be picked up promptly at dismissal time. Maps for arrival and dismissal traffic flow can be found on our website. See *Parking Lot Safety* for more information.

ASSESSMENT INFORMATION: Each teacher will inform parents how they assess student progress as part of the Back-to-School Night information. At the fall parent/teacher conference, the teacher will review grade-level standards, show student work samples, and share progress on district assessments (Essential Standards Assessment and Writing Performance Task).

English Learners will be assessed annually through the use of the English Language Proficiency Assessment of California (ELPAC). The results of this assessment are available in the Aeries Parent Portal.

All students in Grades 3-8 will participate in the California Assessment of Student Performance and Progress (CAASPP) in English Language Arts and Mathematics. In addition, students in Grades 5 and 8 will also participate in the California Science Test (CAST) and the Physical Fitness Test. Assessment results are available in the Aeries Parent Portal.

ATTENDANCE: The California State Education Code requires school attendance for minors. Students should regularly attend all classes on time. Students are expected to be in school unless they are ill. Students are not allowed to participate in after-school activities if they were absent from school on the same day.

Parents/guardians shall call the school office between 7:00 am and 4:00 pm, use the absence reporting link on the school website, submit the absence through the Parent Portal, or send an email/hand-written note to the office, upon returning to school (BP/AR 5112.1). **You have three days to clear your child's absence.** Please contact the school office in advance of any long-term (3 or more days) unavoidable absence to arrange a schedule of the work to be completed by the student. This must be done at least one week in advance. See *Independent Study-Short Term*

The following information is your right to know and required by law. This law directly relates to the amount of state appropriated funding our school receives each day for average daily attendance (ADA). We appreciate you reading this Education Code 48205 and your cooperation in planning vacations or routine medical exams during our regularly scheduled breaks to avoid unexcused absences.

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending funeral services of a member of his or her immediate family, so long as the absence is not more than **one day** if the service is conducted in California, and not more than **three days** if the service is conducted outside of California.
5. For the purpose of jury duty in the manner provided for by the law.
6. Due to the illness or medical appointment during school hours of a child whom the pupil is the custodial parent.
7. For justifiable personal reasons, including appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been required in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(b) A pupil absent from school under this section shall be allowed to:

1. Complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit, therefore.
2. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Per California Education Code, any student who has three or more unexcused absences (as defined above) or has been tardy for over 30 minutes on three or more days, is truant and shall be reported to the district attendance supervisor and a **School Attendance Review Team (SART) meeting will be scheduled.**

AWARDS: One of the most important aspects of our school is the recognition of positive student effort, behavior, and achievement. We know that verbal praise is an important and immediate way to recognize students' achievement. School-wide recognition is used as part of our PBIS system to encourage students to excel. Awards are distributed to deserving students who have met or exceeded the school's high expectations. In addition to daily positive acknowledgement and feedback, awards are given to students throughout the year. The awards and corresponding selection criteria were carefully created by teachers as staff to ensure that we are recognizing students who demonstrate our mission and vision. The list of awards and criteria can be found on our website.

B

BICYCLE AND SCOOTER RIDERS: Students may ride bicycles or scooters to school with parent permission, and if they follow safety rules including the use of protective helmets. Bicycle riders are to follow bicycle safety rules on the way to and from school. They are to walk their bicycles in the crosswalk, on the sidewalk, and on campus at all times. Bicycles are to be kept in the designated bike rack area and are stored at the student's own risk. It is the responsibility of parent/guardian to work with school personnel to promote bicycle safety whenever possible. The District is not liable for any damage to bicycles or lost or stolen items.

Bicycle Helmet Law (VC 21212) Persons under 18 years of age may not operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards. Bicycle riding is not allowed on campus.

Failure to follow safety and/or procedural rules will result in loss of bicycle riding privileges. Students without helmets will have their bicycles or scooters confiscated until they can have someone pick up the bike or bring a helmet. The school, legally, can assume NO RESPONSIBILITY OR LIABILITY in connection with the child's bicycle if it becomes lost, stolen, or damaged. Also, please remember that **skateboards, roller skates, and shoes with skate wheels are NOT allowed at school**. If your child comes to school with these items, you will receive a phone call from the school office.

BIRTHDAYS: Birthdays can be an exciting time for students, and we want to recognize their special day; our teachers will do their best to verbally recognize birthdays. However, in order to minimize loss of instructional time, and to follow our wellness policy, **treats and goodie bags are not to be brought to school**. We ask that you do not place a teacher in an awkward position by asking them if you can have a party or bring in cupcakes, cakes, goodie bags, etc. because they have been told the same policy. Gifts/balloons/flowers should not be sent to the school. If these items are brought to school, they will remain in the office until the end of the day.

BREAKFAST: See Cafeteria

BULLYING/HARASSMENT: Parents and teachers recognize the harmful effects of bullying and harassment on student learning and school attendance, and desire to provide safe school environment that protects students from physical and emotional harm. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Student safety at Legacy Academy is a high priority. Bullying or harassment of any student will not be tolerated. Please report all suspected bullying or harassment to a teacher or administrator (BP 5131.2, AR 5145.7).

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a phone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Horseplay vs. Bullying	
Equal power between peers	Imbalanced of power between peers
Individuals often play together	Individuals rarely play together
Actions are accidental	Actions are purposeful
Actions are not serious	Actions are serious with threat of physical or emotional harm
Equal emotional reactions	Strong reaction from the complainant; little to no reaction from the bully
Not seeking power or attention/ Not trying to get something	Seeking power, control, or material things
Remorse; willing to take responsibility	No remorse; blames the complainant
Effort to solve the problem	No effort to solve the problem

Legacy Academy will focus on prevention of bullying by establishing clear expectations for student conduct and strategies to establish a positive, collaborative school climate. Any student who engages in bullying or harassment on school premises or off campus, in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline. This may include suspension or expulsion in accordance with district policies and regulations.

C

CAFETERIA: Breakfast and lunch are available daily at our school. All students are expected to eat lunch every day. When students are observed refusing lunch regularly, parents will be contacted

to find out why. Children learn better and have more energy if they eat regular meals and maintain a constant level of nourishment. Breakfast and Lunch menus are also available in the office or online. Free and reduced-price student lunches are available for families who qualify; applications are processed through the District Food Services Department. Please call Nutrition Services at (909) 628-1201 Ext. 1500. You can also apply for free or reduced lunch or pay for lunches online at www.chino.k12.ca.us

Parents are not allowed to eat lunch on campus with their children. Due to a variety of student allergies, sharing food is not permitted. Students can't bring cupcakes, cookies, pizza, and other food items to distribute in class or at lunch. Outside food deliveries are not accepted at Legacy Academy. Fast food that is delivered by a parent, guardian, or family member must be eaten in the school office as this causes a disruption and overwhelming pressure to share with friends.

Please review the cafeteria expectations with your child so that all students have a pleasant breakfast and lunch experience every day.

- ✓ Use good manners at all times. Stand quietly in the lunch line.
- ✓ Sit at your assigned table.
- ✓ Do not move once you are seated unless given permission to do so by an adult.
- ✓ Use only a low, 'inside' voice in line and at the tables.
- ✓ Keep hands, feet, objects, and food to yourself. Never throw food.
- ✓ Keep your area clean. Pick up any trash - **even if it's not yours**.
- ✓ Raise your hand, look toward the supervisors and wait to be excused.
- ✓ Sort your trash in the appropriate receptacles and walk quietly to the playground.

CAMPUS CLEANLINESS: We are all responsible for keeping our campus clean. Our custodians do a great job keeping our campus looking great. It is up to all of us (students, staff, parents, and visitors) to keep it this way. If you see someone littering, remind him or her not to do so. If you have any concerns about the cleanliness of the campus, please advise administration.

CELL PHONES, SMART WATCHES, ELECTRONICS: Legacy Academy provides students with access to Chromebooks in all of our classrooms. Students should only use electronic devices under the direct supervision of the teacher, so there is no need for students to bring their own devices from home. This includes cell phones, smart watches, iPads, tablets, cameras, etc. It is recommended that all electronics be left at home and not brought to school. If a student brings electronics to school, the following guidelines must be adhered to:

- ✓ Cell phones, smart watches, and electronic devices must be turned off and placed inside their backpack once students arrive on campus.
- ✓ Electronic devices include cell phones, smart watches, cameras, iPods/MP3 players, video game players, readers/tablets/iPads, air pods, etc.
- ✓ Cell phones may be used once outside the gates at school dismissal as a means to communicate with parents.
- ✓ At no time should someone be taking pictures or recording video while on campus or while under the supervision of school staff (to and from school, and school events).

First offense: staff confiscates item, item given to administration, parent notified, contract signed, warning, device picked up by student at the end of the day.

Second offense: staff confiscates item, item given to administration, parent notified, second contract signed, minor referral, (1) LUNCH detention, device returned to parent in the office.

Third offense: staff confiscates item, item given to administration, parent notified, third contract signed, major office referral and (2) LUNCH detentions, device returned to parent at conference, conference to discuss an appropriate intervention/consequence moving forward.

Additional offense: staff confiscates item, item given to administration, parent notified, contracts reviewed, major office referral with (1) ONE HOUR after-school detentions, device returned to parent at conference to discuss additional interventions/consequences.

Please note that the school is not responsible for the loss of personal electronic property and is unable to investigate the loss of personal electronic property.

CHROMEBOOKS/COMPUTERS: (see also Technology) All students are provided Chromebooks as part of their instructional materials. However, the Responsible Use Policy Agreement must be completed annually through data confirmation to access the Chromebook and CVUSD Wi-Fi.

K-3: Chromebooks are checked out to students for classroom use only.

4-8: Chromebooks are checked out to students who carry to and from school. A charged device must be brought to school every day. A charging cord is provided.

CITATION POLICY: Citations are given to students who show disregard for playground expectations. Citations may be given for playground or lunchroom behavior. The signature does not signify agreement with the citation, only parent acknowledgement that their child received it.

CLASSROOM INTERRUPTIONS/DELIVERIES: Time on task is the single most important controllable factor in learning. We are committed to preserving our instructional minutes for academic purposes. We make every effort to minimize classroom interruptions. We will not call classrooms for forgotten homework, lunches, band instruments, or other items. Homework or other small items will be placed in the teacher's mailbox. If students are expecting parents to drop off items at the office, they may check at recess and/or lunch. Unless it is an emergency, office staff will not call classrooms to have students pick up forgotten items. The school will not assume responsibility for supervision and/or distribution of items brought to the office. Deliveries of balloons, flowers, or outside food vendors (Door Dash, Uber Eats, etc.) will not be accepted.

Food from home cannot be shared with other students due to food allergies. Please DO NOT purchase food to share. Food can be brought in for your child ONLY. In order to preserve the instructional time for all students, we will not interrupt classrooms for forgotten lunches. Children who do not have lunches, or expect a parent to bring a lunch, are instructed to check at the lunch drop-off table at lunchtime. Lunch must be dropped off prior to the assigned lunch time, which is located on the school website.

CLASS PARTIES: PTO/Room parents work with the teachers to provide parties for the classroom. The number of parties is limited to no more than 5 a year. Suggested times include Fall, before Winter break, Valentine's Day, before Spring break, and at the end of the year.

Guidelines for parties:

- ✓ All parties, including food and activities are to be planned with the teacher and follow the district wellness guidelines (see Wellness Policy). Unplanned/surprise parties for students or staff will be denied by administration if district policies were not followed.
- ✓ With approval, the room parent can request donations (up to the price of a school lunch). The party flyer/letter must state that if a student cannot or does not wish to donate money, the student is to remain anonymous and may still fully participate. Flyers/letters sent home to ask for donations of food or money must be approved by the teachers and the principal.

CLOSED CAMPUS: Legacy Academy is a closed campus, and students may not leave the campus for any reason during the school day without being signed out by an adult who is listed as one of their emergency contacts (must show valid ID). Lunch passes are not issued.

CLUBS: A variety of activities, clubs, and enrichment opportunities are made available to Jr. High students throughout the year.

COMMUNICATION: We believe that communication between home and school is necessary to guarantee the best possible education for our students. We make every effort to inform parents of matters relating to district and school-wide policies, procedures, and events through this Parent Handbook, the Parent Information Packet at the beginning of school, weekly community newsletter, Back-to-School Night, Open House, special notices, phone calls, Parent Square messages, and social media accounts. You can call the school or visit our school website for additional information.

Teachers and staff will use the school phone, district email, or Parent Square to communicate with parents/guardians. Please allow 24 hours (excluding weekends and off-track time) for teachers and staff to respond to messages. Teachers are instructing students during the day and therefore, are unable to immediately reply to messages or accept phone calls into the classroom.

School staff will communicate information about your child through progress reports, report cards, parent conferences, behavior or homework notices, citations, awards, letters, Parent Square messages, or phone calls. Many teachers send regular notices home outlining classroom events. Most teachers use homework packets or agendas. Teachers will communicate basic classroom information the first week of school and/or Back-to-School Night.

Emphasize to your child the importance of providing you with all communication from school. Be certain to read all notices from school and to follow up appropriately. Monitor progress on projects or reports, look over homework or test papers, discuss school events and activities, and attend conferences and events that involve your child. Please listen to all phone messages, read emails, and access the messages sent by teachers and administration in Parent Square.

CONCERN/COMPLAINT PROCEDURES: Legacy Academy is always striving to improve and encourages students and parents to share their suggestions and concerns. We strongly encourage parents to communicate with teachers and other school personnel. When you have concerns

about classroom incidents, assignments, workload (too little, too much, or no homework), etc., please communicate with the teacher.

The Chino Valley Unified School District has a complaint procedure, and copies of this policy are available upon request in the front office and on the district website. Administration strongly encourages parents and students to voice their concerns/complaints with staff prior to filing a formal complaint, with the hope of resolving the conflict/issue.

CUSTODY: In most cases, divorced or separated parents continue to have equal educational rights (such as access to information) where their children are concerned, regardless of custody arrangements. If you have a court order that limits the rights of one parent in matters such as custody, visitation, access, etc. please provide a copy for the school. Unless a court order is on file in the office, we must provide equal rights and access to both natural parents. If both parents wish for copies of student reports, discipline information, etc. please notify the office at the beginning of the school year.

D

DANCES - JR. HIGH: The leadership class organizes dances throughout the school year. Students must have a minimum of 2.0 GPA to attend. Students who have been suspended prior to the dance during the semester the event is held are ineligible to participate. The following guidelines have been established to promote a fun, yet safe environment:

- ✓ Students at the dance must stay in the MPR.
- ✓ Students from other schools are not allowed to attend.
- ✓ If a student is absent from school on the day of the dance, that student will not be allowed to attend the dance.
- ✓ Dancing will be the expected activity of the function.
- ✓ The DJ will not dance with the students.
- ✓ Students are expected to remain until the end of the dance. Students will not be allowed to leave the building and then return, except with the permission of an administrator or teacher.
- ✓ Students will not be allowed to have cell phones or smart watches in their possession during the dance. Only those designated by Leadership and/or Yearbook advisors shall take pictures or record the dance.
- ✓ Physical display of affection is not permitted.
- ✓ All school rules and expectations are in effect at the dance. For example, the dress code still applies and will be enforced.

Failure to adhere to dance rules will result in consequences, including time out, informing parents, detention(s), in-house suspension, being sent home, and exclusion from further dances.

DATA CONFIRMATION: See *Aeries*. If your address of residence changes, you must come to the

office with valid ID and an updated utility bill as proof of residency.

DELIVERIES: Deliveries of balloons, flowers, or Uber Eats, etc. will not be accepted. A parent may only bring outside food for their child(ren); please do not bring food to share with other students.

DETENTIONS: After-school detention is permitted by law, and by Board Policy with prior notice to the parent (AR 5144). If staff elects to use after-school detention, parents will be notified at least one day in advance. The parent is responsible for providing transportation home after the detention. Recess and lunch detentions may also be used. Students will attend recess/lunch detention during the day and will be allowed to eat a snack/lunch and use the restroom during detention.

DISCIPLINE: (also see **PBIS**) Successful discipline is designed to teach acceptable/appropriate behaviors and must be firm, fair, and consistent, without discrimination. High expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline. Staff will use preventative measures and positive conflict resolution techniques whenever possible.

The Legacy Academy discipline philosophy has as its foundation the following premises:

- ✓ No student shall keep a teacher from teaching or another student from learning.
- ✓ Students will not be permitted to harm themselves or others.
- ✓ Students shall mature emotionally by learning to take responsibility for their actions.
- ✓ Students shall treat others how they themselves would want to be treated.

Our school has a policy of progressive discipline. The first infraction may consist of a warning, counseling, reteaching, etc. Continued infractions of the rule apply progressive consequences such as a note home, parent conference, or phone call home. An office referral will be made when the teacher has reached the end of their progressive discipline plan. Some severe acts of disobedience or serious misbehavior earn an immediate office referral (*see PBIS*).

Serious offenses include:

- ✓ Defiance of or disrespect for authority
- ✓ Fighting
- ✓ Habitual profanity
- ✓ Vandalism
- ✓ Theft or cheating
- ✓ Harassment, including sexual harassment, or any discrimination based on age, gender, race, or handicap.
- ✓ Possession of any weapon (including look-alikes), tobacco, controlled substance, or explosive device.
- ✓ Intimidation or Bullying – Acts of verbal or physical aggression targeted toward other students.

Severe acts of disobedience may result in suspension or a recommendation for expulsion in

accordance with the District Behavior Code that was included in the Aeries data confirmation documents (BP/AR 5144, EC 48900).

DISMISSAL: All students should clear the campus within 10 minutes of the dismissal bell each afternoon. Students who are not picked up within 10 minutes of dismissal will be brought to the office and only released to an adult with valid ID who is on the emergency contact list. If participating in a supervised school program (tutoring, discipline, extracurricular activities) students should report to the appropriate area immediately after the school day ends. When the activity concludes, students must immediately leave campus. Maps for arrival and dismissal traffic flow can be found on our website. See *Parking Lot Safety* for more information.

Parents and students are to be informed that students are under the direct supervision of school administrators before school and after school, from “door to door.” Student behavior in violation of school or district policy is punishable by consequences to be determined by school officials until a student has returned home at the end of the school day.

DRESS CODE: Students should wear comfortable casual clothing that permits running, freedom of movement, and is washable so it will not be ruined by participation in Art or P.E. Comfort and good taste are the guiding principles in clothing selection. Student dress should be neat and clean. Students should be dressed and groomed in a manner that will not interfere with or detract from a school environment conducive to academic learning or study, or which disrupt or threaten to disrupt the educational or instructional process or create an unnecessary or unreasonable risk of injury or harm to any student.

Students are expected to give proper attention to personal cleanliness and to wear clothes suitable for the school activities in which they participate. Each school shall allow students to wear sun-protective clothing, including but not limited to, hats as approved by the principal, for outdoor use during the school day.

AR 5132 of the CVUSD Board Policies (EC 35183.5) addresses Student Dress Code. This policy information is also a part of Aeries data confirmation documents and on the district website. Please note that these are minimum guidelines for students K-8:

- ✓ Shoes must be worn at all times. Grades K-6: Sandals must have heel straps. Thongs, thong-type, or backless shoes or sandals are not permitted. Platform shoes above 2 inches are not permitted. Roller shoes are not permitted.
- ✓ Absence of undergarments is prohibited. Clothing shall always be sufficient to conceal undergarments. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, tube or strapless tops, bare midriffs, and skirts or shorts that show the buttocks are prohibited.
- ✓ Bathing suits are not permitted as outerwear, except when in use for a P.E. activity or athletic activity.
- ✓ Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and likenesses, or which advocate racial, ethnic, or religious prejudice.

- ✓ Clothing or grooming that is obscene or defamatory, or that so incites students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school regulations, or the substantial disruption of the orderly operation of the school is not permitted.
- ✓ Clothes and belts must be the appropriate size and length when worn.
- ✓ Gang-related and/or obscene/profane/vulgar tattoos must be covered at all times.
- ✓ Jewelry that creates a health or safety hazard is not permitted.
- ✓ Accessories that advocate or cause disruption on campus and/or other acts of violence or may be used as weapons are not permitted.
- ✓ Hair shall be clean and neatly groomed.
- ✓ Hats, caps, and other head coverings shall not be worn indoors unless they are worn for religious or medical reasons.
- ✓ Approved hats may be worn during outside activities for sun protection.
- ✓ Make-up is not permitted in grades K-6 (nail polish may be worn).

Coaches and teachers may impose more stringent dress requirements to accommodate specific sports, activities, or classes.

For dress code violations, parents will be contacted and asked to bring appropriate attire to the school (Jr. High will change into PE clothes). The violation will be documented, and the appropriate consequence will be provided based on our Behavior Flowchart/Discipline Ladder (possible consequences below). The site administrator will review and determine any dress or grooming that violates district guidelines but is not expressly delineated by district or school policies.

First Violation: documented warning

Second Violation: Minor Referral & Lunch Detention

Third Violation: Minor Referral & 2 Lunch Detentions

Fourth Violation: Major Office Referral, parent conference, detention, contract

E

EARLY RELEASE: Please make every attempt to schedule your child's medical appointments AFTER school hours. If this is not possible, you must come to the office and show a picture ID to sign your child out. The office will then call for your child to come to the office. For safety and instructional reasons, students will not be called out of class until an adult who is on the emergency contacts, is present in the office with valid ID. If someone other than a parent needs to sign their child out, they must be on the Aeries emergency contact list and have valid ID.

If you need to pick up your child during lunch or recess time, please make prior arrangements with the teacher. Otherwise, in addition to needing to wait while your child is located on the playground, they will not be able to return to the classroom to gather their personal belongings and/or backpack. We discourage sign-outs 30 minutes prior to dismissal due to the disruption

caused so close to the end of the school day when important procedures are occurring within the classroom.

ELECTIVES: Students in 7th and 8th grade will have one elective class in their daily schedule. Course availability is based on staffing and enrollment. Elective classes may include ASB, Leadership, Yearbook, Band, Technology, Study Skills, and Language Support.

EMERGENCIES: The safety of our students is our number one priority on campus. When potential or actual incidents occur, we follow a strict protocol. Our primary responsibility is to account for the whereabouts and ensure the safety of all students. A committee works together annually to update Legacy Academy's Comprehensive School Safety Plan. The plan is approved every year by the School Site Council and the CVUSD Board of Education.

Parent notification cannot be our first action as it takes valuable time and manpower away from staff and supporting agencies working to ensure student safety. In addition, premature parent notification would be incomplete and could potentially lead to unwarranted elevated levels of concern, panic, and confusion. Incidents that involve a single class or a limited number of students that did not pose a school-wide threat will not be reported to the community at large. Instead, only parents of affected students will be notified. Please do not call the school to find out what is going on as it ties up our limited phone lines and limits our resources to quickly resolve the issue. Should a major emergency occur, we would be releasing students at the designated relocation area to someone listed on the Aeries emergency contact list (must show ID).

EMERGENCY CONTACTS: We maintain emergency contact information for each student as it is entered in the Aeries Parent Portal. Parents/guardians update contacts annually as part of Data Confirmation. The emergency contacts in Aeries are used for day-to-day student release, and for emergency contact in the event of injury or illness. The accompanying Medical History form lists allergies, pre-existing medical conditions, authorizes first aid, and in an extreme emergency, treatment by emergency medical personnel and/or transport to a medical facility.

It is extremely important emergency contacts are updated yearly in the Aeries Parent Portal. The information should contain the full name of each person authorized to pick up the student as it appears on their state-issued identification (both parents, any stepparents, siblings 18+ years old, relatives, friends, babysitters, and neighbors). State-issued identification must be shown at the time of student release. Someone should be available to pick up your child within 15 minutes of a call from school and provide current proper identification. Emergency contacts can be updated at any time, but parents/guardians, through the Aeries Parent Portal. Please do not jeopardize the health and safety of your child by forgetting to update his/her emergency contact information, or by failing to provide complete information.

ENGLISH LEARNERS: English Learners (EL) are identified by district English proficiency testing based on responses to the Home Language Survey. English Learners (EL) will be clustered by ability level and placed in regular classrooms with an authorized ELD teacher. Parents and teachers will be

informed of a student's EL placement at the beginning of the year. Teachers will also be informed of student's EL levels for lesson planning and grading purposes.

Students who are Limited English Proficient (LEP) are provided with daily Designated English Language Development (DELD) as well as Integrated English Language Development instruction. Students who meet district criteria will be reclassified to Fluent English Speaking (R-FEP). EL levels are based on the English Language Proficiency Assessments for California (ELPAC) given annually. The California ELD Standards are the expected curriculum for EL students.

- ✓ Level 1 – Beginning to Develop
- ✓ Level 2 – Somewhat Developed
- ✓ Level 3 – Moderately Developed
- ✓ Level 4 – Well Developed

F

FIELD TRIPS: Field trips are an extension of the classroom and should provide experiences related to the curriculum. Attire for field trips should be appropriate to the activity but must still adhere to the district and school dress code. If a child rides the bus on a field trip they must return on the bus as well. In an effort to ensure the safety of our students and accompanying staff, field trips may be subject to change due to uncontrollable factors. This includes, but is not limited to, inclement weather, limited and potential emergencies, regional disasters, or a directive issued by a governing agency.

FUNDRAISING: In accordance with California law, all fundraising activities must be approved by the Board of Education. Most fundraising activities at Legacy Academy are handled through our PTO. We encourage you to support our PTO fundraisers, and in turn, our students.

G

G.A.T.E.: In accordance with CVUSD guidelines, our Gifted and Talented Education (GATE) students in grades 3-6 are clustered together in each grade level. GATE students in grades 7-8 are automatically enrolled in the GATE/Honors classes for ELA, Science, and Social Studies. This allows students to work together with others who possess similar abilities and needs. It also provides an atmosphere that is academically rigorous and is designed to enhance the output of such students. By differentiating the curriculum, GATE students are given work that varies in depth and complexity. CVUSD utilizes a universal screening process for all 2nd graders in the Fall. Staff and parents can request additional GATE screening for students in grades 3-8. This screening takes place in January, so all requests should be made to administration prior to Winter Break.

GRADING POLICY: Grades/achievement marks indicate a child's progress toward meeting specific grade-level standards. Students' proficiency is reported separately from their efforts to participate, be resourceful, cooperative, etc. will be based on displays of mastery of Common Core Standards. Students will have several opportunities to demonstrate mastery through classroom participation, homework, tests, and other assigned tasks. Teachers will communicate their grading criteria to the site principal, parents/ guardians, and students at the beginning of the year.

The evaluation of each student's progress and achievement in each course will be the responsibility of the teacher for that course. Evaluation of a students' growth mindset within the essential areas of 21st Century Learning are found under "Habits of Success" on the report card. Performance standards towards mastery shall be reported each grading period as follows:

Kindergarten through 6th Grade

Performance Standard	Description
4 Excelling	Consistently performs at grade level, demonstrates independence, and extends grade level standards, when applicable.
3 Achieving	Adequate understanding of and ability to apply skills to meet grade level standards.
2 Progressing	Partially meets grade level standards.
1 Beginning/Not Met	Not yet meeting grade level standards.

If the student makes no attempt to show their ability to master a standard due to absences/suspension or chooses not submit work, then the performance standard score will reflect the student's inability to produce evidence of meeting the standard.

7th and 8th Grade

Course Content	Work Habits/Effort/Behavior
A Advanced 90-100% (4 points)	O Outstanding
B Proficient 80-89% (3 points)	S Satisfactory
C Basic 70-79% (2 points)	N Needs Improvement
D Below Basic 60-69% (1 point)	U Unsatisfactory
F Far Below Basic 0-59% (0 points)	

Plus (+) and minus (-) signs may be used at the discretion of the teacher, but do not affect the grade point average. The use of plus or minus signs for a grade of "F" serves no purpose and shall not be used.

Per district policy, a GPA of 2.0 or greater is required to participate in extracurricular activities. This includes athletics, dances, and promotion activities. The most recent reported school-issued grade of progress will determine GPA every 6 weeks.

GUM: Legacy Academy is a "No Gum Campus." Staff will not discern between gum, mints, or objects

in a student's mouth. The behavior flow-chart/discipline ladder will be followed to enforce consequences for gum chewing.

H

HEALTH OFFICE: Our school has the part-time services of a Health Technician. When on duty, it is his/her job to see to the physical well-being of our students. The Health Technician is on campus during school hours. These are the most desirable times to communicate with him/her concerning medical/health information. Office staff provides coverage for student health needs at other times during the school day when the Nurse or Health Technician is not on duty. Emergency Contacts and Health History Forms are maintained in the Health Office. A parent will be notified as needed when a student visits the health office. Please ensure you have updated emergency contact information in the Aeries Parent Portal.

The Health Office is open to students who are injured at school or become too sick to continue class. Students who are ill or injured must come to the Health Office. Students should not call or text parents before going to the Health Office. Our nurse is on campus weekly to supervise hearing and vision tests and maintain records, but will be called in for emergencies as needed.

Medications of any kind should be brought to the Office for dispensing (BP/AR 5141.2, 5141.31). Medications must be in the original container and must be accompanied by a *Parent/Physician Medication Permission Form*, which is available from the Health Office. No medication can be administered at school without proper authorization. Students may not have any medication, including aspirin, cough drops, or vitamins on their person except when a written waiver has been established. In certain circumstances where students require immediate medication for the treatment of emergency or unusual medical conditions, students may be granted a waiver to carry the medication on their person at school. Please see the Health Office for the specific requirements and the waiver.

HOMEWORK: At Legacy Academy, homework assignments are designed to reinforce skills learned in class, extend learning, and develop good personal study habits. This may include special projects. Students are responsible for keeping an accurate record of assignments, having the necessary materials, and completing the assignments on time. When a student is not on campus due to absence, suspension, or truancy, they are still responsible for completing work [BP 6154(a), 6154(b)].

Homework shall be assigned Monday-Thursday according to the district-adopted guidelines listed below (BP/AR 6154).

Grade 1	10-20 minutes
Grade 2	20-30 minutes
Grade 3	30-45 minutes
Grades 4-8	60-90 minutes

Elementary students are required to read 15-20 minutes every day, in addition to regularly assigned homework. Junior High students shall be required to read a minimum of 30 minutes every day, in addition to regularly scheduled homework.

Parents can help by checking assignments, agendas, and digital platforms each evening for accuracy, neatness, and completeness. It is also important to communicate any concerns or questions to the teacher, and to read, discuss, and respond to (as applicable) all notes from the teacher or school. In some cases, classwork that was not completed during the school day will be added to the regular homework assignment. Please contact the teacher if your child is spending too little or too much time on homework each night. Students who fail to complete and return assigned homework will receive appropriate consequences.

I

ID CARDS: All Jr. High students at Legacy Academy receive a student identification card which contains their picture and student identification number. Students are expected to carry their identification cards with them at all times. ID cards are used to check out materials from the library. Elementary students receive an ID card that will be kept in the classroom with the teacher for use in the library and other school activities.

ILLNESS: Students should stay home if they experience fever, vomiting, diarrhea, or have been diagnosed with a communicable disease. Please contact the school immediately when your child stays home due to any illness, especially a communicable disease. The school nurse and/or health tech will be able to provide instructions for returning to school for illnesses such as Chicken Pox, COVID, Impetigo, Head Lice, Ringworm, and Pinkeye.

INDEPENDENT STUDY - SHORT TERM: If your child must be absent from school for 3 to 14 school days, you may request a Short-Term Independent Study Contract. This request must be made at least one week before the absences and should be directed to the Office. The teacher will provide 4 hours of work for each school day of the absence. All work must be completed and turned in on the first day the student returns to school. A student will be credited with one day of attendance for every 4 hours of quality work that is accepted by the teacher. Independent Study is a voluntary program that takes a commitment on the part of both the parent and student.

Although there is no way for independent study to provide the full educational benefit your child has in school, Independent Study Contracts can help keep your child from getting behind and may prevent him/her from being declared truant. Please use this option judiciously and make every effort to plan vacations and out-of-town trips during school holidays or when off track. There is a yearly cut-off date for Independent Study. Please check with the office for that date.

INTERVENTION: Legacy Academy offers intervention to our students for both academic and social-

emotional needs. Services are provided by site-based and district-based teachers and counselors, and through the city of Chino. A variety of assessments, evidence, and progress monitoring will determine the level of tiered support a student receives. Social-emotional and behavioral intervention/counseling can be requested by a staff member, parent, or student.

K

KINDERGARTEN: Our kindergarten students are known as Legacy Academy *Owlets*. This foundational year is important for preparing students in the areas of letter recognition, number recognition, fine motor, gross motor, independence, and social-emotional skills. Daily attendance for our owlets is very important for them to be successful during their time at Legacy Academy.



L

LIBRARY: Our school library is a valuable resource for our students. If they forget their book(s) on library day, they will not be allowed to check out another book. Students using the library are expected to be quiet, working, and respectful to others. Students may check out books using their ID cards and are responsible for returning the books on time and in good condition. Parents will be charged the repair/replacement cost for lost or damaged books. All library fines for lost or damaged materials will need to be paid by the end of the year to participate in end of year activities.

LOST AND FOUND: Label all your child's belongings to help prevent loss. Items of clothing that are found are placed in the lost and found. Small items of value (watches, glasses, phones, jewelry, etc.) found are to be brought to the office where they are kept in a safe place until claimed by their owner. Please encourage your students to periodically check the Lost and Found clothing to claim their items. Several times a year we donate all unclaimed items to the HOPE Center.

After fourteen (14) days, items left at the end of the school year, or when a student withdraws from school, will be donated or disposed of.

LOST/DAMAGED INSTRUCTIONAL MATERIALS: All students are responsible for school property that they use or are provided by the school. If a child misplaces or destroys school property, the parents will be notified of the cost so that they can reimburse the school. All fines for lost or damaged materials will need to be paid by the end of the year to participate in end of year activities.

LUNCH: *See Cafeteria & Classroom Interruptions/Deliveries*

M

MINIMUM DAYS: Our regular minimum day is Thursday. Please check the calendar for additional minimum days for Parent Conferences and Staff Development. PM Kindergarten students attend during the AM time on minimum days. Please refer to the bell schedule posted on our website for specific minimum day times.

N

NEWSLETTER: The weekly community newsletter is sent home via Aeries Communication every Saturday and published on the website. Information in the newsletter includes a note from administration, calendar of events, school and district flyers, PTO information, and PBIS resources. Additionally, please regularly access the Legacy Academy website for links to important information.

NURSE: *See Health Office*

O

OBSERVATIONS: All classroom observations must be cleared through the teacher and the principal with at least 48-hour notice. It is always the mission of the school to accommodate parent requests for classroom observations. However, there are some factors that may exclude a classroom observation. It is within the capacity of the principal or administrative designee to decline a request by a parent for a classroom observation based on testing or assessments, an on-going disruption to the campus, or any other issue that is not deemed in the best interest of all students within the classroom environment.

If you would like to visit the classroom during class time, please follow these steps:

- ✓ Request a visitation with the teacher in advance (48 hours)
- ✓ The teacher will communicate with the principal
- ✓ Work out a convenient time with the teacher
- ✓ Sign in and out at the office
- ✓ Do not interrupt the teacher or students

- ✓ Do not bring any other children with you

P

PARENT-TEACHER CONFERENCES: We encourage frequent communication between teachers and parents. Conferences are scheduled for all parents at the end of the first six weeks of class. It is very important that all parents attend this conference. Your child's teacher will arrange a time for your conference. If you would like to meet with your child's teacher any other time, please leave a message with the office staff or send an email to your teacher to make an appointment.

Effective parent conferences require planning and preparation by the parent(s) and the teacher; please be sure to make an appointment. Write down any concerns, questions, or observations you wish to discuss. The first, and usually best person to contact about any concern dealing with your child is the classroom teacher.

PARENT ENGAGEMENT: We believe that successful schools result from parents and school personnel consistently working together. We encourage parent participation in many aspects of our school community. Many parents provide valuable assistance by **volunteering** to work in classrooms or to do projects at home. **All parents can** provide support at home by stressing the importance of education, ensuring that homework is a priority, supporting the school's program and activities, and by making sure the child's busy schedule does not leave him/her too tired to effectively carry out the requirements of school.

The Legacy Academy School Site Council (SSC) is elected by parents and staff to help set priorities and goals for school improvement. The English Language Advisory Committee (ELAC) is elected by parents to help support those students learning to read, write, and speak English. The Legacy Academy Parent Engagement Policy can be found on our website.

PARENT-TEACHER-ORGANIZATION (PTO): Please show school pride and join the Legacy Parliament PTO. Successful schools result from parents and school personnel consistently working together. Our PTO is an excellent organization made up primarily of parents. They provide valuable program support by supplementing field trips, assemblies, instructional materials, software, and other school gifts. They also give thousands of volunteer hours for all students. If you wish to get involved, please contact a PTO member or visit the PTO website for further information.

PARKING LOT SAFETY: Parents must obey all traffic laws and school regulations while in or near the school parking lot. Students and adults are to use sidewalks and cross only in crosswalks. The left-hand lane of the drop off area is for moving cars only. For the safety of your child, please do not have your child exit the car from the left lane. Traffic is very heavy during drop off and pick up times. Please adhere to the following traffic safety rules:

- ✓ Students should not be dropped off early or picked up late. There is no supervision until 10 minutes before school and 10 minutes after school. Students who are not picked up 10 minutes after the dismissal bell will be brought to the office.
- ✓ Students may be dropped off from the right lane only. There is no stopping, waiting, or passenger loading or unloading in the left lane.
- ✓ If you need to leave your vehicle it must be parked in a parking space (in the parking lot) or along the curb on the street. Obey all posted parking laws.
- ✓ During heavy traffic times, parents may wait in their vehicles along the curb in the right hand drop off lane. Do not leave a car in the drop off lane. There is no double-parking or waiting in the left hand (no stopping) lane.
- ✓ The drop off lane is for quick loading and unloading of passengers only. If your child needs to put on her shoes, comb his hair, finish eating breakfast, etc., please park in a parking space to avoid impeding the flow of traffic.
- ✓ Please pull as far forward as possible in the drop off lane.
- ✓ Do not go around waiting cars to fill an opening in the drop off lane. The other cars will move up. Please stay in line and wait your turn.
- ✓ Always have children enter your vehicle on the curbside. Do not allow them to go into the traffic lane to enter the car.
- ✓ Please be courteous to cars attempting to leave a parking space or a parking lot exit.
- ✓ Double parking, jaywalking, U-turns, and impeding the flow of traffic all create extreme and unnecessary hazards for our children. Please refrain from these unsafe acts.
- ✓ Never ask your child to run or walk across the street to meet you. Cross streets at crosswalks ONLY.

The traffic flows very quickly and smoothly through our drop-off lane when these rules are followed. Please allow enough time for proper drop off/pick up, be patient, wait in line for your turn, and drop off or pick up your children in a manner and place that will help to ensure their safety and the safety of others. Thank you very much for consistently adhering to these procedures to help create a safer environment for all our children.

PARTY INVITATIONS FOR OUTSIDE EVENTS: We request that party/social invitations for birthday parties, etc. NOT be handed out at school. We want to prevent incidents of hurt feelings, lost invitations, miscommunication, and other issues that are disruptive to the learning environment. These private social events are important to your children, but they are not a school function, and all aspects of the event should be handled off campus.

PE LOCKERS: Locker use is a privilege offered to Jr. High students to store their belongings in the PE Locker Room during their PE class. Large amounts of money or valuables should not be brought to school. The school is not responsible for items that are lost, damaged, or stolen from lockers. Students should never share their combination with another student(s) and should always be sure their locker is closed and locked after each use. The PE lockers are considered school property and subject to search. Students who share or abuse lockers or violate locker rules will lose their locker privileges.

PERSONAL BELONGINGS: Students should not bring personal items to school, especially those of value (personal or monetary). Personal toys are not permitted on the school playground; this includes footballs, frisbees, baseballs, softballs, stuffed animals, cards, and games. The school is not responsible for the loss of any personal items brought to the school.

Items (supplies, assignments, awards, jackets, personal effects) left in the classroom on the last day of school, or upon withdrawal, will be held in the office for 14 days. Items that are not claimed within 14 days will be donated or disposed of.

PETS: Dogs and other animals are not permitted on school grounds for safety and health reasons. Parents should not walk or bring their dogs or pets to school when dropping off or picking up their children. For the safety of children and adults, family pets should not be brought onto school grounds, in the parking lot, or into the school office, except for registered service dogs. **(Board Policy AR 1330 (c) 8. *Animals shall not be allowed on district property at any time during use of facilities with exception of police dogs, seeing-eye dogs, and dog obedience classes sponsored by county or city organizations.***)

PBIS - POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS:

A successful PBIS program is designed to teach acceptable/appropriate behaviors, not merely punish unacceptable behavior. PBIS is predicated upon the sustained application of school-wide expectations that are fair, firm, and consistent.

REWARDS: We believe that students who choose to follow expectations should be recognized for exhibiting responsible behavior. Students may earn a reward for following our expectations to be respectful, responsible, and safe. We also award certificates, rewards, and other recognitions.

CONSEQUENCES: We like to work as often as possible on the positive side of discipline, using compliments and praise for students who are doing the right thing – the “catch them demonstrating expectations” attitude – which goes a long way towards a positive classroom environment and good behavior. However, we believe that negative consequences are necessary for some students to ensure that expectations are followed. We utilize a school-wide discipline ladder to determine interventions and consequences.



Legacy Academy

PBIS Behavior Flow Chart/Discipline Ladder



Observe Problem Behavior



Teacher/ Staff
Managed

Is the problem a
minor or a major offense?

Office Managed

Intervention #1:
Incident Log and
documented reteaching of
expected behaviors



Intervention #2 & 3:
Incident Logs with parent
contact and documentation
of classroom interventions.
Examples of interventions:

- 5:1 Positive praise
- Reteach/practice correct behavior skill
- Provide choice
- Incentive/privilege
- Establish a behavioral cue/prompt
- Restorative practices
- Seat change/Proximity
- Redirection
- Extra assistance
- Student conference
- Loss of privilege
- Send to partner for a break/think time
- Parent Contact



Intervention #4:
**4th Incident Log = Minor
Office Referral**
Attach Incident Logs #1-3 to
the referral and submit to
the office. Admin will call
student out of class for
intervention & corrective
action.

Once a MINOR referral is
completed, the process starts over.
If the behavior is habitual, contact
the PBIS Team for support.

Minor Offense:
**Teacher/Staff
Managed**

Respectful

- Cell phone/electronics use
- Disagreeing inappropriately
- Disrespectful/profanity toward peers
- Defiance/ Disrespect/ Non-Compliance
- Inappropriate language
- Teasing, name calling, disrespectful comments

Responsible

- Disrupting or Distracting Others
- Taking another's property of minor value
- Academic dishonesty
- Dress code violation
- Excessive talking
- Not on task
- Not working well with others

Safe

- Property misuse
- Running/Horseplay
- Unwanted physical contact

Major Offense:
Administration Managed

- Bullying
- Overt Defiance/ Disrespect
- Committed obscene act
- Damage to school property/ Vandalism
- Damage to property not belonging to you
- Culturally inappropriate language
- Fighting, Physical Aggression, or Assault
- Plagiarism
- Possession of stolen property
- Unacceptable Language/ Profanity/ Vulgar gestures towards students or staff
- Harassment (sexual, verbal, physical)
- Threatening others
- Possession/use of tobacco, drugs, alcohol
- Weapon

(Ed Code 48900 & 48915)

Administration will call
student to the office to
determine interventions
and corrective actions .

Examples of interventions:

- Student reflection
- Student role play
- Conference with student
- Restorative practices
- Clarify how behavior did not meet expectations

Possible corrective actions:

- Conference with parent
- Remove obstacles for student
- Loss of privilege
- Alternative activities/schedule
- Behavior contract
- Counseling referral
- In-house suspension
- Suspension or expulsion
- Contact authorities
- Other



Administration follows through
with student(s) & parent(s).



Administration provides
teacher feedback regarding
actions taken.

If behavior continues &
interventions are not modifying
behaviors, the student should be
referred to Tier 2 or 3 PBIS Teams
and/or for MTSS-B STEP meeting.

PLAYGROUND EQUIPMENT: Playground equipment is available during recess for student development of basic muscular strength, physical agility, worthwhile physical and recreational skills, and the inner qualities of courage, initiative, alertness, self-control, cooperation, and sportsmanship within group activities. Students may not bring balls or other playground equipment from home. Playground expectations can be found on our website.

Slide:

1. Climb one step at a time. Only one person is allowed on a step at a time.
2. Do not start down the slide until the person ahead of you has gone down and moved out of the way.
3. Only one person may be on the slide at a time.
4. Slide in a feet-first seated position only.
5. Do not sit at the top of the slide for an extended length of time. This creates a long wait for other students.

Horizontal Bars:

1. Use for pull-ups and swinging.
2. Keep both hands on the bars at all times.
3. Do not use sweaters, sweatshirts, or coats to help you swing or twirl.
4. Do not push or pull anyone on the bars.
5. Hands must remain on the bars for the dismount. Do not attempt dangerous stunts.
6. Take turns.

Use of Balls:

1. Soccer balls are the only balls that can be kicked. Soccer should be played on the fields only.
2. Rubber inflatable balls should be used for handball, four square, and other organized games that are supervised by an adult. These balls should not be kicked.
3. Basketballs must be used to play basketball on the blacktop. Basketballs are not allowed on the field for any reason. **Students may not dunk basketballs or hang from the rim.**

Handball:

1. Four players play at a time.
2. The first serve takes place behind the front white line. The ball must be hit in sequential order, and the player may not hit it twice in a row. The ball on the first serve must fall at least behind the front white line.
3. If a player fails to hit the ball against the wall, he or she is out. A new player then joins that game as the last player to hit the ball.
4. In the event that it is not clear whether a player is out, the first person in line is the judge.
5. If a ball is hit and lands out of court, the player who hit the ball is out.
*Anyone waiting to play must wait on the line. Saving spots is not permitted.

Tetherball:

1. The game is played with 2 players.
2. The server and the judge are the first people in line.
3. Each player must stay on their half of the court.
4. No grabbing the rope or “ropies”.
5. The ball must be hit with your hand.
6. There is no stopping or catching the ball. The ball is hit continuously until it is wrapped around the pole.

*The first person in line in all games is considered to be the judge. However, if there are still disagreements they will be settled with “rock-paper-scissors.” Respect will be shown to everyone, by everyone. Foul language will not be tolerated.

PROBLEM-SOLVING TECHNIQUE: For many of the minor disagreements that occur on the playground (“you stepped out”, “the ball was on the line”, etc.) the students should use a problem-solving technique, such as Rock-Paper-Scissors, to solve the dispute among them. This keeps all children from losing fun time at recess and helps them to be problem-solvers.

The following technique for solving interaction problems has been taught and reinforced with students.

- ✓ TALK to the other person. Tell them, “Stop, I don’t like that.”
- ✓ WALK away. If the other person persists, tell them again, “Stop, I don’t like that,” and walk away.
- ✓ TELL an adult. If the child is followed or continues to have problems with the same student, he/she is to walk directly to an adult supervisor for help.

In the event of a severe problem, e.g., hitting, kicking, etc., the child is to go directly to an adult for help and skip steps 1 and 2. Children should never attempt to break up fights, they should go directly to an adult for help.

PROMOTION: A promotion ceremony is held only for 8th grade students at Legacy Academy. At the junior high school level, students must have a 2.0 GPA in their final trimester and no more than two (2) “unsatisfactory” (U) citizenship grades in order to participate in promotion exercises. (BP 5127, BP 6146.5). This includes a 2.0 GPA, no more than two “U” marks in citizenship, and no excessive discipline problems. Students may be excluded from promotion activities for behavior incidents and excessive unexcused absences and/or tardies. Students must pay for all lost or damaged books, technology, and any owed fundraising monies to be included in the ceremony. Specific information related to 8th Grade Promotion will be sent during the school year.

In lieu of promotion, 6th grade students will have their own end-of-year activities/celebration. All 6th grade students must meet grade, citizenship, and work habit requirements in order to participate in activities.

PROHIBITED ITEMS: Any potentially disruptive/dangerous item, including but not limited to the

following list, are not permitted on campus:

aerosol containers	gum	rubber bands	toys/trading cards
camera/video recorders	large sums of money	shocking pens	valuable items
electronic cigarettes	laser pointers/pens	shoes with wheels	vape pens/oil
electronic games	lighters	skateboards	wallet chains
fireworks/explosives	paint	spray bottles	weapons (real or fake)
glass containers	permanent felt-tip pens	sunflower seeds	whiteout correction fluid
glow sticks	rollerblades	tobacco products	yo-yos

R

RAINY DAY/INCLEMENT WEATHER SCHEDULE: On rainy days, or other inclement weather days (ex: excessive heat), the staff works especially hard to guard the health and safety of our students. On these days recesses are spent in the classroom or multipurpose room. Students are given a restroom break and either watch a movie in the MPR or play quiet games in the classroom during recess time. The principal or designee will call inclement weather schedule whenever the weather appears to be too harsh for the health and safety of children to observe a playground recess. Extreme heat or unhealthy air quality can also create a situation where students may need to be on an inclement weather schedule. When it is raining before school, all students grades K-8 are to follow the direction of school staff.

RESTROOMS: Students must not run, push, loiter, or play in or near the restrooms. Students should try to use the restrooms at breaks (recess/passing period/lunch) and only use the restroom during instructional time if it is an emergency. If there is a medical issue that requires your child to use the restroom frequently, please let the teacher or school nurse know.

Student restrooms are locked prior to dismissal in order to secure unsupervised areas. The Health Office restroom is available for students to use after school.

REPORT CARDS: The school year is divided into three trimesters. Students will receive an official report card at the end of each trimester. Parents should contact the school if they do not receive a report card and are encouraged to call the teacher should there be any questions/concerns regarding these reports. Report cards for students in K-6 are sent home with students on designated days. Report cards for students in 7-8 are mailed home each trimester by the district office to the address on file. See our calendar for the progress report and report card dates.

In addition, elementary students will be sent home with a 6-week progress report during the first trimester, and as needed during the second and third trimesters. Jr. High students will receive a 6-week progress report during each trimester, which is mailed home through the district office to the address on file. Mid-term progress reports provide an additional communication link with parents

concerning the progress of their child. See the calendar for progress report and report card dates. (BP/AR 5121)

RETENTION: Parents will be informed if a child is in danger of retention at a STEP team meeting. An intervention plan will be developed to increase your child's success during the year. At the end of the year, a STEP meeting will be held to determine if the student has made sufficient progress for promotion to the next higher grade. If the team decides that retention is in the best interest of the student, parents will be notified (BP/AR 5123).

S

SAFE AND DRUG-FREE SCHOOL: Legacy Academy & CVUSD are committed to a safe and drug-free learning environment for all students and staff. In a continuing effort to keep school campuses free of contraband/illegal drugs, CVUSD has been authorized to allow the use of specially trained detection canines on 7-12 grade campuses to search common areas such as classrooms, lockers, and locker rooms. These unannounced visits will occur at the discretion of the principal during school hours and while students are in class. Students who break school rules that involve breaking the law will be reported to the police department and receive a citation. Parents are notified that is student is being cited.

SCIENCE & ENGINEERING FAIR: Legacy Academy holds a Science and Engineering Fair ahead of the CVUSD Science Fair. All Legacy Academy students in grades K-8 will participate in some capacity. Information will be shared with students and families at the appropriate time. Our Science Fair Coordinator will work with teachers to select the projects in grades 4-8 that will represent Legacy Academy at the District Science & Engineering Fair.

SIBLINGS: Only children who are enrolled at Legacy Academy may be in school and on the playground during school hours. Younger siblings and children from other schools are not permitted to visit classrooms as it disrupts classroom routines, impacts behavior management, and creates liability concerns. Siblings can attend award ceremonies or performances if they remain seated with their parents for the entire duration of the ceremony or performance.

SPECIAL PROGRAMS: Legacy Academy is proud to offer many special programs to meet the diverse needs of our students. We offer a variety of support and services for students who qualify for an IEP. These programs have specific criteria for qualification. If you feel that your child might need the support of an IEP or 504 Plan, please discuss it with the teacher or the principal.

SPIRIT DAYS: Every Friday is Spirit Day! All students and staff are encouraged to wear Legacy Academy spirit wear. We will also have various ASB/Student Council spirit days throughout the school year. Students will be notified in our morning announcements, weekly community newsletter, and website calendar.

STAFF LOUNGE: The lounge is reserved for staff only. Its purpose is to provide a positive, restful area in which staff members can relax and enjoy the company of their colleagues, or to quietly unwind and relax in solitude. There is a bathroom available in the office for visitors or volunteers.

STAFF: Legacy Academy has an excellent staff of teachers and support personnel. All teachers have credentials and are highly qualified to teach at the elementary and secondary level. They have certificates to teach English Language Learners. Many have advanced degrees and other credentials or certificates in addition to a basic teaching credential.

Our teachers are life-long learners and constantly looking for new techniques to better serve our students, school, and community. All staff members are evaluated both formally and informally on a regular basis. This outstanding, highly qualified, professional staff is the main key to the excellent program at Legacy Academy.

STEP TEAM: STEP stands for Student-Teacher Excellence Plan. The purpose of a STEP Team meeting is to address any academic and/or behavior concerns from either the teacher or the parent. The STEP Team (MTSS-A/B) is usually comprised of the child's current teacher(s), parent(s), intervention teacher/counselor, administrator, and student (when appropriate). Any concerns should first be directed to the classroom teacher.

SUSPENSIONS: Suspensions are pursuant to Education Code 48900 (a-s), which can be found on the ***Grounds for Suspension and Expulsion (K-Adult)*** form, which is signed by parent/guardian and student during data confirmation/registration each year. Students who violate EC 48900 may be assigned a home suspension for one to five days, based on the severity of the incident, prior disciplinary incidents, response to previous interventions, and the student's citizenship. Students who are suspended from school may not return to campus or school-owned property located within the CVUSD during school or non-school hours/days. This includes activities during the length of the suspension.

T

TARDIES: All K-6 students must be in line when the bell rings for school to start. Students in Jr. High should be in their seats when the bell rings for school to begin. The first tardy (1st period for Jr. High) will result in a warning. Excessive tardies will result in disciplinary action at administrative discretion, which may include a tardy contract and/or referral to the **School Attendance Review Team (SART)** if the number of "tardies" is deemed excessive.

Jr. High students who are tardy to 2nd – 7th period receive an incident log the first time, and then progress through the behavior flow-chart/discipline ladder for further interventions and consequences.

TECHNOLOGY USE: We provide access to technology on campus in accordance with the [CVUSD](#)

[Responsible Use Policy.](#) Legacy Academy has Chromebooks and Wi-Fi for students to use during the school day. Students whose parents do not consent to the Responsible Use Policy during data confirmation/registration will not be permitted to use district technology, including Chromebooks and Wi-Fi.

TEXTBOOKS & INSTRUCTIONAL MATERIALS: Textbooks, library books, and instructional materials are provided free of charge to all students. In accordance with District policy and Education Code provisions, parents will be billed the cost of replacement or repair of lost or damaged school property. No student will be charged a fee nor required to purchase any item for any project, activity, or supply needed for a class. Teachers provide lists of suggested supplies for parents, families, and community members who are looking to directly support the classroom. We appreciate all donations!

TRANSPORTING STUDENTS: Parents and teachers may not transport children to or from field trips. Board Policy and Administrative Regulations 6153 requires driver information from parents who will be transporting students in their private vehicles to and from activities. Information regarding this can be found on the Risk Management website at <https://www.chino.k12.ca.us/Page/20510>.

U

UNIFORM COMPLAINT PROCEDURE: The Board of Education has established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan. Copies of the UCP form can be requested in the front office or downloaded from the district website (BP/AR 1312.3).

V W

VANDALISM AND THEFT: Although rare, if you spot anything that looks like vandalism, please report it to the office. Discourage theft by locking your car when visiting the school.

VISITORS & VOLUNTEERS: All visitors and volunteers, including parents, must sign in with a valid ID at the office upon entering the campus (BP/AR 1250, Penal Code Section 627.2). Volunteer/Visitor badges will be issued from our RAPTOR Visitor Management System. Under no circumstances may visitors go to classrooms or enter the campus without a visitor badge and approval from the teacher or administrator. This includes before, during, and after school. Our students are taught to tell an adult on campus (teacher, staff, or administrator) if they see someone on campus without a badge.

Volunteers must be scheduled with teachers ahead of time so they can provide the office with a list of expected volunteers for the day. Anyone who volunteers 10 days or more per month must be cleared through the Division of Human Resources (BP/AR 1240). Part of this process includes fingerprinting through Live Scan, completing Vector Solutions training, and submitting a TB test.

WALKING ROUTE TO SCHOOL: Students should walk directly to and from school. They should follow street routes only and should, whenever possible, walk with a sibling, friend, or neighbor. Students should always walk on sidewalks and not on private property when going to and from school. Parents may be held liable for any damage caused by their children. **Students are subject to school discipline while on the way to and from school** (Education Code 44807). Please instruct your children that they must cross at the crosswalks, even if it means walking a few extra feet to get there. Never have your child run across a street or between vehicles to enter or leave the school or to enter your vehicle.

WELLNESS POLICY: Our district has implemented a wellness policy that complies with rules for acceptable foods and portions as mandated by the State of California. The Chino Valley Unified School District Board of Education recognizes the important connection between a healthy diet and a student's ability to learn effectively to meet high achievement standards in school. The board also recognizes the school's role in creating an environment that fosters healthy nutrition and quality physical activity.

Parents may not send food or treats to school to be given out to the class or other students on campus (i.e., birthday). All treats provided at scheduled class parties must be approved by the teacher and administration before the party or distribution to the students. Please check the district website (AR 5030e) for the complete details of the Wellness Policy.

GLOSSARY

BP/AR –Board Policy/Administrative Regulation

DELAC –District English Learner Advisory Committee; this committee meets throughout the year, and the representative from Legacy Academy is voted on by our ELAC committee.

EC –Education Code

EL – English Learner: These students did not speak English as their first language, and generally, do not speak English at home and are learning English at school.

ELA – English-Language Arts

ELAC – English Learner Advisory Committee; a school-level committee comprised of parents, staff, and community members designated to advise school officials on English learner programs and services.

LEA – Local Education Agency; school district.

LEP – Limited English Proficiency; a label applied to a student from a non-English speaking background that has not yet learned English.

MTSS – A Multi-Tiered System of Supports is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students.

NGSS – The Next Generation Science Standards (NGSS) are K–12 science content standards.

PBIS – Positive Behavioral Interventions and Supports; a schoolwide system that enacts a multi-tiered approach to social, emotional, and behavioral support.

PFLN – Partnership for Learning Network; meet several times a year at the CVUSD Family Engagement Center to work on various parent engagement tasks.

PLC – Professional Learning Community; an identified group of teachers and other school staff that meet regularly to assess student work and determine student interventions.

RtI – Response to Intervention; RtI is a comprehensive problem-solving process in which school teams use data to assess students' individual needs and provide interventions to support students who are struggling. At Legacy Academy, we call this WIN Time.

SEL – Social Emotional Learning is the process through which children understand and manage emotions set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

SPSA – The School Plan for Student Achievement (SPSA) is a document that represents a school's cycle of continuous improvement of student achievement. The annual process of developing, reviewing, and updating the SPSA includes a comprehensive review of data and the development of actions necessary to achieve school goals.

SSC – A School Site Council (SSC) is group of teachers, parents, administrators, and interested community members who work together to develop and monitor a school's improvement plan.

STEAM – Science, Technology, Engineering, Art, and Mathematics

STEP Team – Student Teacher Excellence Plan, also referred to as a Student Study Team (SST)

Title 1 – Provides financial assistance to schools to help ensure that all children meet state academic standards. Schools enrolling at least 35% of children from Socio-Economic Disadvantaged families are eligible to receive Title 1 funds. This number comes from free and reduced lunch applications.

WIN Time – (What I Need) Each class has blocks of Tier 1-3 intervention time (RtI) for both ELA and Math built into their schedule to provide intervention or extension with the CVUSD Essential Standards.

Chino Valley Unified School District Nondiscrimination Statement

The Chino Valley Unified School District is committed to equal opportunity for all individuals in education and employment. The District prohibits discrimination, intimidation, harassment (including sexual and discriminatory), or bullying based on a person's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, immigration status, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics in its programs, activities, and provides equal access to the Boy Scouts and other designated youth groups. (CVUSD BP [410](#), [1312.3](#), [5131.2](#), [5145.3](#), [5145.7](#), [5145.9](#), [5131.2](#), [5145.3](#), [5145.7](#), [5145.9](#)).

The following employees have been designated to handle questions and complaints of alleged discrimination:

Grace Park, Ed. D.
Deputy Superintendent
Title II Coordinator (Employees)
Chino Valley USD
13461 Ramona Ave., Chino, CA 91710
grace_park@chino.k12.ca.us

Antonia Hunt, Ed. D.
Coordinator, Equity, Diversity, & Support Systems
Title IX Coordinator
District Coordinator for Nondiscrimination
Equity Compliance Officer
Chino Valley USD
13461 Ramona Ave., Chino, CA 91710
(909) 628-1202, Ext. 1750
antonia_hunt@chino.k12.ca.us

Al Bennett
Coordinator, Child Welfare and Attendance
District Section 504 Coordinator
Title II Coordinator (Students)
Chino Valley USD
13461 Ramona Ave., Chino, CA 91710
(909) 628-1202, Ext. 1756
al_bennett@chino.k12.ca.us

Students have the right to a free public education, regardless of immigration status or religious beliefs. More information about these rights is available from the [California Attorney General, Know Your Rights](#). Learn more about Title IX, Student Rights Under [Title IX](#). For more information on Title IX, visit www.chino.k12.ca.us/page/45440. (Federal Program Monitoring and Civil Rights Review, 2022)