



Legacy Elementary School

4830 Swan Lake Road

Bossier City, LA 71111

759-2000

Fax 759-2003

School Hours: 8:10 – 3:15

Kelle Ogilvie
Principal

Megan Hembree
Assistant Principal

Lisa Smith
Counselor

Britney Bass
Academic Coach

Megan Newton
Secretary

“Learning Today, Building a Legacy for Tomorrow”

Message from Principal

Welcome to Legacy Elementary School. It is with pleasure and enthusiasm that I welcome you to the 2022-2023 school year on behalf of the administration, faculty, and staff. We are the home of the Bears for children in Kindergarten through fourth grade. Legacy also has one Early Childhood Special Education Class. It is our goal to have every student feel welcomed, supported, and actively engaged in the teaching and learning process throughout the year. Since opening in 2008, Legacy has experienced unprecedented growth. Shortly after opening, our school had two construction additions to accommodate our growing population. In 2012, our school peaked with an enrollment of almost 1,000 students. Another elementary school was built to provide relief. In 2020, our fifth grade students moved to Benton Intermediate due to continuous growth.

We attribute the growth and success of Legacy to the strong partnerships that we have developed with our school community. We are proud of our positive school culture where students not only excel academically, but thrive in all areas of development. By nurturing the whole child and building strong relationships, we are able to help students develop confidence and reach their full potential. Our faculty and staff are genuinely concerned about the growth and development of each child, and we look forward to partnering with you to provide the best educational experience possible while instilling a love for learning and developing leaders for tomorrow. We are honored to have your support to ensure that our students have a successful and amazing 2022-2023 school year. Together we truly can make a difference.

Mrs. Kelle Ogilvie
Principal

Mission

Learning Today, Building a Legacy for Tomorrow

Vision

Legacy Elementary nurtures the whole child, provides a positive environment and develops confident learners to reach their full potential.

Follow Us:



Facebook - @legacybearsbossier



Instagram - @legacyelementary



Twitter - @LegacyBearsCARE

POLICIES AND PROCEDURES



ENROLLING A STUDENT

Bossier Parish Schools New Student registration for the 2022/23 school year will be available starting July 11, 2022. The entire registration process can be completed online at your convenience. Please note that the parent/guardian who completes the new student online registration will need to have a valid email account.

All new students **MUST** have a certified birth certificate, an **up-to-date** Louisiana health card, and proof of residence. New students in Grades 1–12 must bring previous school records.

What to Bring...

- Photo ID (Driver's license, State issued ID, or Military ID)
- Student's original, state issued birth certificate
- Current Louisiana Immunization Record
- 2 Proofs of Residence with your name and address:
 1. One (1) current utility bill showing the physical address for service within the District; **AND**
 2. One (1) of the following that shows location of residence within the District;
 - Property tax records with one (1) other form listed here;
 - Mortgage documents or property deed; or
 - Apartment or home lease or, if no lease, a notarized statement of the verified property owner (see school registrar for additional information required)
 - Declaration of Residency and/or personal visit by designated District official.
 3. If the student resides with a legal guardian, the court decree must be provided

Legal custody papers, if applicable (MUST have the signature of a judge)

Kindergarten registrants must be 5 years of age on or before September 30, 2022.

****All Bossier Schools Returning Students are required to complete Annual Registration. This can be completed at <https://www.bossierschools.org/enrollment>. A returning student is considered any student that has a current Bossier Schools enrollment and is not moving attendance zones. If school is currently not in session (summer), this includes any student that completed the previous school year.****

An emergency card will be filled out at the time you register your child. Any changes that need to be made on the registration form or emergency card during the year must be made in person at the school office by the parent/guardian.

By the order of the Louisiana Legislature, students will be required to have the following **immunizations**:

- 4 DPT vaccines - (Diphtheria, tetanus and pertussis or whooping cough)
- 2 MMR vaccines - (Measles, mumps and rubella)
- 3 Polio vaccines
- 3 Doses Hepatitis B vaccine
- 2 Varicella vaccinations

These immunizations are necessary for kindergarten children as well as any student entering Legacy Elementary for the first time. One of each vaccination must have been administered since the child's 4th birthday. Proof of these immunizations must be provided on a state of Louisiana Universal Certificate of Immunizations, available at the Bossier Parish Health Unit, at your local physician's offices or at Barksdale Air Force Base.



MEDICAL PROCEDURES

Keeping students healthy is a concerted effort between school personnel and parents. For the health, safety, and well-being of our students, it is essential that each child has up-to-date emergency information on file in the school office. If there are any changes in the emergency names or telephone numbers during the school year, the school office should be notified immediately.

The following are helpful guidelines given by the Bossier Parish School Nurses to consider when deciding whether your child should attend school:

Fever is a sign of infection. If your child has a temperature of **100 degrees or above**, he/she should remain at home. **Children must be free of fever for 24 hours without fever medication before returning to school.**

Vomiting and Diarrhea are often contagious. Your child must be **free of diarrhea and vomiting for 24 hours before returning to school.**

Chicken Pox: A child must be fever free and all of the chicken pox must be scabbed over with no blisters remaining.

Rashes: Any student having a rash that has not been diagnosed by a doctor will be sent home. Some rashes are contagious and may be spread from one child to the other.

Illness/Injuries: If a child becomes sick or is injured at school, parents will be contacted. Minor cuts and bruises will be attended to by office personnel.

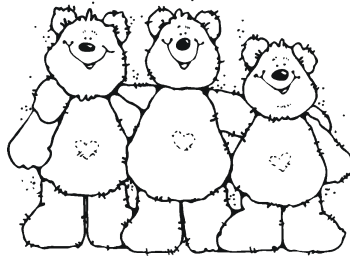
Life-Threatening Conditions: A life-threatening condition is "a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place". Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, diabetes, severe seizures, etc., are required to have a medication or treatment order and nursing plan in place. These forms can be obtained through the school nurse.



MEDICATION

Due to state laws regarding medication guidelines, **only prescription medication, accompanied by a prescription from a doctor and completed medication forms will be administered during school hours.** It is preferred, if possible, that all medication be given before and after school. The school must be informed of any possible reactions that the medication may cause. For more information, please refer to the Medication section of the Bossier Parish Student Handbook which can be found on the BPSB website.

All medication must be turned in at the office by a parent or guardian. For the safety of all students, students are not allowed to have any medication on school grounds.



Legacy Uniform Policy

Girls

Tops: 2022-2023 Bear Tracks spirit shirt, white sailor collar blouse, white Peter Pan collar blouse (navy piping- optional). White, royal blue, or gold polo-shirts – short or long sleeved. Club shirts may be worn on the day of the club meeting.

*****Friday Only:** Spirit shirts from previous years may be worn on Friday only.

Bottoms: khaki pants, shorts, skorts, skirts, jumpers, and capris – no navy bottoms; Plaid 57 skirts or jumpers (available at Sports World). All shorts and skirts must not be shorter than fingertip length with arms extended, including free dress days.

Belts: Must be worn if pants have loops. Brown, khaki, black, plaid 57, or ribbon belts with school colors ONLY.

Hair Bows & Ribbons: School colors ONLY

Socks: Solid white or navy socks, white or navy footed tights or full-length leggings

Outerwear: Navy or white cardigan sweaters, navy jackets and coats, Legacy sweatshirts, Legacy jackets.

*Non-uniform outerwear is not allowed to be worn inside the building. Name should be written on all outerwear.

Girls may not wear earrings larger than 1/2 inch.

Boys

Tops: 2022-2023 Bear Tracks spirit shirt, Legacy dri-fit shirts, white, royal blue, or gold polo-shirts short or long sleeved. Club shirts may be worn on the day of the club meeting.

*****Friday Only: Spirit shirts from previous years may be worn on Friday only.**

Bottoms: khaki colored shorts and pants (cargo pants and shorts are acceptable). No navy bottoms.

Belts: Belts must be worn if pants have loops. Approved colors are brown, black or khaki.

Socks: Solid white or navy crew or knee socks

Outerwear: Navy jackets and coats, Legacy sweatshirts, Legacy jackets. *Non-uniform outerwear is not allowed to be worn inside the building. Name should be written on all outerwear.

Mohawks and earrings for boys are not permitted.

General Guidelines

Monogramming: No monograms on clothing. Only outerwear (sweaters, jackets and coats) may be monogrammed with name or initials in gold or white (3 inches or less on the left side of the chest). No other clothing items may be monogrammed.

Shoes: All shoes should be suitable for P.E. and recess. No flip flops, crocs, birkenstocks. Shoes with wheels are prohibited.

Undershirts: Undershirts can be white or match the uniform shirt.

Backpacks: Backpacks with wheels are not allowed.

*****Uniforms can be ordered online through the school website.**



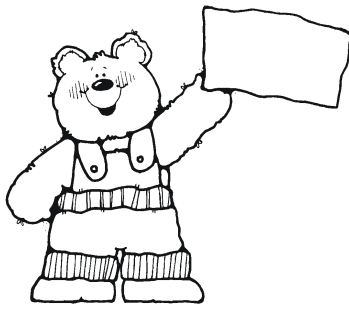
ATTENDANCE

Good school attendance is an important habit to develop and nurture within children – not only for their success as students in school, but also for their success as responsible adults in their chosen careers. We recognize students with excellent attendance at the end of each nine-week grading period.

Elementary students shall be in attendance a minimum of 167 six hour days or 60,120 minutes a school year. (Bulletin 741 §1103) Exceptions to attendance guidelines can be made only in the event of extended personal illness verified by a physician and/or other extenuating circumstances approved by the Director of Student Services, in consultation with the principal, ELL Coordinator, and/or Director of Special Education.

TARDIES AND ABSENCES

All students should arrive on time. Students should be in their classrooms by **8:20 am** to avoid being marked tardy. Parents must come to the office to check their child in to avoid being marked absent for the day. If you know your child will be absent, please call the office by 9:00 am (759-2000). Please refer to Section III of The Bossier Parish School Board Student Handbook which can be found on the BPSB website.



EXCUSES AND ADMITS

Students can have 5 unexcused absences and/or tardies per semester. After 5 unexcused absences and/or tardies a letter is automatically generated from the District Attorney's office. The Louisiana State Department of Education mandates that all student absences are considered unexcused unless a student is sick with a doctor/dental excuse or mitigating circumstances have occurred in the family. All excuses must be presented within 5 school days of the student's return to school or the absence will be considered unexcused. Absences due to a death in the family will be excused with a copy of the obituary or funeral program. Please refer to Section III of The Bossier Parish School Board Student Handbook which can be found on the BPSB website.

STUDENT CHECK-OUT

We encourage you to schedule your child's doctor and dental appointments before or after school. There will be no check-outs after 2:30. If your child must be checked out, please come to the office first, and your child will be called for dismissal. All students must be signed out in the office by a parent/guardian or other authorized person. Please show your photo ID when requesting to check out a student. Also, please note that checking out of school unexcused prior to the regularly scheduled dismissal shall also be considered tardy. Please refer to Section III of The Bossier Parish School Board Student Handbook for more detailed information on tardies.

SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT PLAN

Exemplary student behavior in the classroom, cafeteria, commons area, gym, and outside play areas is directly related to academic achievement; therefore, Legacy Elementary has implemented a Positive Behavior Support Plan.

Student Expectations
Rules and Expectations for Different School Settings

Legacy Bears CARE!

Expectations	Cafeteria Rules	Hall Rules	Commons/Playground Rules	Restroom Rules	Bus & Car Line Rules
<u>C</u>ome Prepared	<ul style="list-style-type: none"> Wash your hands Bring your lunch card 	<ul style="list-style-type: none"> Face forward Pay attention 	<ul style="list-style-type: none"> Listen for teacher signals Line up quickly 	<ul style="list-style-type: none"> Have bathroom pass Zip and flip 	<ul style="list-style-type: none"> Know how you are going home Keep backpack on Keep items inside backpack Sit in assigned area
<u>A</u>ct Safe	<ul style="list-style-type: none"> Walk and watch Stay seated 	<ul style="list-style-type: none"> Zip and flip Walk on right side of hallway 	<ul style="list-style-type: none"> Stay inside fence Use equipment correctly 	<ul style="list-style-type: none"> Use sink and toilet correctly 	<ul style="list-style-type: none"> Walk orderly Wait for teacher signals Wait until car stops
<u>R</u>espect Others	<ul style="list-style-type: none"> Whisper Keep area clean 	<ul style="list-style-type: none"> Be silent Respect classroom displays 	<ul style="list-style-type: none"> Play fairly Take turns 	<ul style="list-style-type: none"> Give privacy Flush the toilet 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Be silent
<u>E</u>xpect the Best	<ul style="list-style-type: none"> Use good manners 	<ul style="list-style-type: none"> Travel quickly Be on time 	<ul style="list-style-type: none"> Be a friend to everyone 	<ul style="list-style-type: none"> Conserve water, paper, and soap Enter and exit quickly 	<ul style="list-style-type: none"> Wait patiently Walk quickly

Incentives for Students

The teacher and staff will model and teach the expected behavior. Students who exhibit the expected behavior will be rewarded with the following incentives:

1. Weekly classroom rewards
2. “Braggin’ on a Bear” (see below)
3. Bear Bucks that can be spent at “Bears R Us” or redeemed for special activities
4. Positive Office Referrals
5. “Bear To Roar About”

Braggin’ On A Bear

One student is recognized each week as a Braggin’ on a Bear student for each class. This student is featured in the classroom, recognized in their class newsletter, and their name is announced on the morning news.

Bear To Roar About

Each month, a student from each class who exhibits the monthly core value is selected as the “Bear To Roar About.” This student is recognized on the front bulletin board and on social media, and participates in a fun activity with the administration.

Legacy Classroom Rules

1. Follow directions quickly.
2. Raise your hand for permission to speak.
3. Raise your hand for permission to leave your seat.
4. Make smart choices.
5. Keep your dear teacher happy!

Classroom Card System and Consequences

Green	Fresh Start
Yellow	Warning (no consequence)
Orange	Time Out & Written Reflection Kindergarten to 2 nd grade: 5 minutes 3 rd & 4 th grade: 10 minutes
Red	Call Parent / Note Home
Blue	Office Referral

- * Toys are not allowed at school. Students in possession of toy weapons may receive disciplinary action.
- * During after-school activities and school sponsored field trips students must follow school rules. Students may be removed from the activity if there is a discipline issue.

Office Managed Referrals

The administrator will determine the next course of disciplinary action. In less severe cases, a conference with the school counselor will be scheduled with the student and/or the parent(s). Subsequent office referrals will follow these steps:

1. Behavior Improvement Packet (BIP) and GASP (In-School Suspension): Student will be sent to the office with a completed disciplinary referral detailing the offense. The Principal or Assistant Principal will assign the student to GASP. Student will be given a *behavior improvement packet* to be completed and returned to the Assistant Principal. BIP and teacher assignments must be completed before student will be allowed to return to class.
2. Parent Conference and GASP: Student will be sent to the office with a completed disciplinary referral. A parent will be called by the Principal or Assistant Principal. If the parent can not be reached, a message will be left on the answering machine. The disciplinary referral will be sent home with the student. It must be signed and returned to school the following day. A parent conference may be required before the student is allowed to return to class.
3. Out-of-School Suspension: Student will be sent to the office with a completed disciplinary referral. A student will be suspended from school for failure to cooperate. A parent conference may be required before the student is allowed to return to school.
4. Expulsion: After a number of suspensions during the school year, an expulsion hearing may be requested by the administration. With the approval of the School Board, the student can be removed from the school environment.



CAMPUS VISITATION

We encourage and welcome your visits to Legacy Elementary. Visitor parking is in the front of the school. For your child's safety, all visitors must follow the procedures outlined below when visiting the campus. This includes conferences and other visits to the classroom beginning at 7:30 a.m.:

- Bring Driver's License
- Enter through the front doors of the school
- Sign in at the office
- Receive a visitor's badge

ARRIVAL AND DISMISSAL PROCEDURES

There is **NO SUPERVISION AVAILABLE** for students at school before 7:55 a.m. and after 3:15 p.m. Parents transporting their children should plan to arrive at the school between 7:55 and 8:20 am. We appreciate your help in providing for your children's safety in the mornings.

CHANGE IN AFTERNOON TRANSPORTATION

For security reasons, phone calls to change the method of transportation for a student to go home is **prohibited**. Written notification from home with appropriate date and parent signature will be required in order to change afternoon transportation. You may send it with the child or come to the school in person during the day if you need to make a change.

School Bus Conduct

School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Bossier Parish school buses. All Board policies are strictly enforced on school buses. The bus operator, together with the principal, assumes full responsibility for the discipline of students who ride the bus. Should an infraction occur, the bus operator will notify the principal in writing. The principal has the sole authority to determine punishment, if warranted.

The responsibility for supervision of students begins at the bus stop in the morning and ends when students exit buses at the end of the day. Student safety and on-time delivery are the primary goals of each bus operator.

When riding the school bus, every student will:

1. Follow the bus transportation rules as directed by the bus operator and the student's principal.
2. Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by your student's bus operator.
3. Not bring objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
4. Assist the bus operator in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
5. Not exit the bus at a different stop from their assigned stop without written authorization from the principal. The note must be presented to the operator at the start of the afternoon run.

6. Remain seated with backs against the seat, backpacks in lap, facing forward in the student's permanently assigned seat, while the bus is in motion and during stops for other students. The bus operator is responsible for seat assignments.
7. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
8. Adhere to the dress code for each school.
9. Not eat on the bus. (Students may carry water on the bus in plastic bottles)
10. Not extend arms out of windows or doors; not throw objects out of windows.

NOTE: A violation of a bus rule may result in loss of bus privileges and or disciplinary action. All buses are equipped with video cameras that constantly monitor student passengers. Bus operators are permitted to make reasonable rules for the safe transportation of students.

See Transportation website for additional bus safety tips.



CAR LINE

Parents are encouraged to allow their children to ride the bus or form carpools to reduce congestion in our school parking lot. Car line is the established procedure for students arriving and departing in private vehicles. We have designed procedures that make the car line a safe place for our students and families. Faculty members are on duty to assist students and parents with the flow of traffic in and out of the loading area, both in the morning and after school.

Car Line Policies:

- Car Line begins in the west driveway. Cars entering the east drive will not be permitted to enter the carline for drop off or pick up.
- Anyone picking up children must have a current 2022-2023 Legacy car line tag from the school office. Homemade signs are not accepted.
- **Cell phone use in car line is against the law.**
- Dogs in cars must be held or in a kennel when loading and unloading.
- Pedestrians must wait until the car line comes to a complete stop prior to crossing.
- Students will exit on the passenger side of the car for safety.

Morning Procedures:

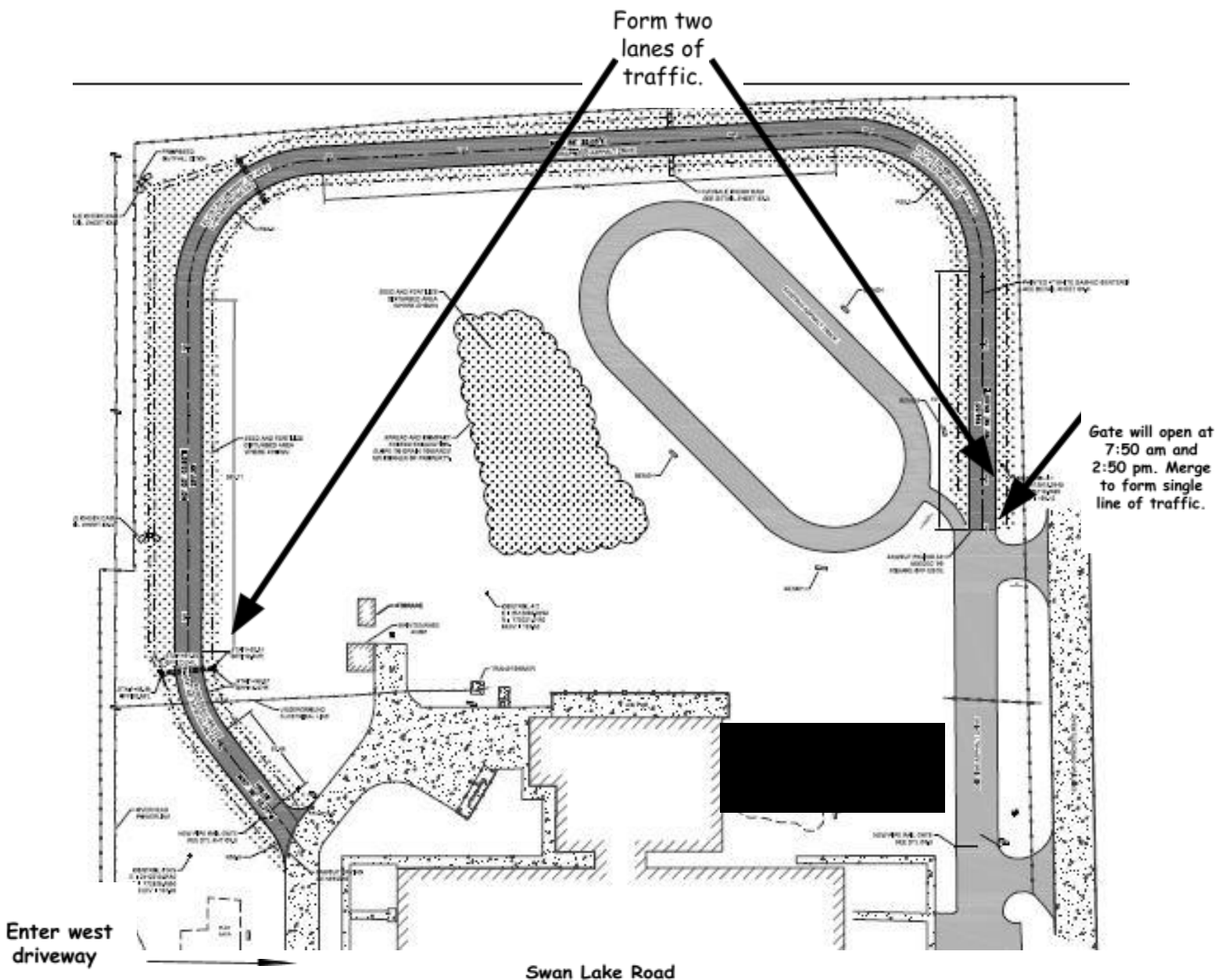
1. Enter in the west driveway and form two lanes of traffic around the back of the building.
2. The gate will remain locked until 7:55 to allow teachers to arrive and park. Please do not block the faculty parking areas.
3. After entering the gate, cars should merge to form one single line. Please continue moving forward as the traffic flow permits.
4. As you enter the drop off area please pull forward as far as possible.
5. Please remain in your vehicle while in the drop off area and follow the instructions of our faculty.
6. Please wait until children are safely on the sidewalk before pulling away.
7. Cars must remain in line at all times – passing is not allowed.
8. **Parents are not allowed to park and walk their child to the crosswalk or sidewalk – stay in car line.**

*****After 8:20 am, parents need to park their vehicle and check their child in at the front office.**

Afternoon Procedures:

1. The gate will open at 2:50.
2. Parents must have a current 2022-2023 Legacy car tag when picking their child up from school. If you do not have a Legacy car line tag, you will be asked to go to the office to pick up your child with proper identification. Carline tags may be obtained in the office.
3. Enter in the west driveway and form two lanes of traffic around the back of the building.
4. After entering the gate, cars should merge to form one single line. Please continue moving forward as the traffic flow permits.
5. As you enter the pick-up area please pull forward as far as possible.
6. Please remain in your vehicle while in the pick-up area and follow the instructions of our faculty. Please **do not** motion or call for your child. The faculty will direct children to their vehicle when it is safe.
7. Students must be picked up between 3:15 pm and 3:25 pm. Please be on time.
8. At dismissal, parents are **not** allowed to park and pick up their child from the library, classroom, or any other common area of the school.

CAR LINE MAP DETAILS



WALKERS

Only students who live in the walking zone (no bus provided) will be permitted to walk to and from school for safety reasons. Upon arrival, parents will escort students to the cross walk on the east side of campus awaiting the teacher on duty to safely cross Legacy Drive. At dismissal, walkers will line up at the library door and be escorted by the duty teacher to the drop off location across the street from campus (east side of Legacy Drive) at crosswalk. Students that will be walkers MUST sign a 2022-2023 Walker Waiver.

Please take time to review these procedures at home with your child. Although we hope that most of our students will ride buses this year, we ask each parent who chooses to transport his/her children to and from school, to make a special effort to follow these procedures each and every time they enter the car line. Thank you for assisting us in ensuring that all our students arrive to school and return home safely!



CAFETERIA AND SCHOOL LUNCHES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Every student is required to eat in the school cafeteria by purchasing a school lunch or bringing a sack lunch from home.

Each child will have a lunch account. This account will track deposits, meal purchases and any extra items purchased. We encourage you to prepay and make deposits in advance to avoid lost or forgotten lunch money. If you write a check, please be sure your child's name and homeroom teacher are on the check to ensure proper credit. Checks should be made payable to Legacy Elementary cafeteria.

- Student lunch: \$2.10
- Adult lunch: \$4.50
- Milk: \$0.60
- Juice: \$1.25
- Water: \$0.75
- **prices are subject to change**

When the account exceeds \$10.00 in charges, the student or staff will call parents to bring payment to school. Students will not be allowed to participate in extracurricular activities until balance is paid. If payment is not made, Child Welfare may be contacted.

For your convenience, payments may be made at the school cafeteria or online at www.myschoolbucks.com with \$2.50 service charge. You may view your student's lunch account, and set up a lunch account balance reminder as well. If your family's financial circumstances have changed for any reason, remember you can re-apply for free or reduced meals at any time during the year school www.myschoolapps.com.

According to Louisiana State Law, no soft drinks are permitted in the cafeteria (even in sack lunches) except in thermos bottles. **No outside restaurant/fast food is allowed in the cafeteria.**

If your child has food allergies and cannot drink milk or eat certain foods in the cafeteria, please contact the cafeteria manager.

Guests must eat at the guest table with only the student they came to visit. No other students may sit at the guest table with the guests.



SNACKS

ALL FOOD TO BE SHARED FOR A CLASS SNACK OR PARTY MUST BE PEANUT FREE!



OnCourse

The Bossier Parish School System features a student information system called *OnCourse* that will deliver information to parents at home, the office, wherever there is Internet access. Parents are able to monitor their child's daily attendance, completion of assignments, homework, grades and more. An additional benefit to parents with multiple children attending Bossier Schools is the need for only one account to view each child's profile. The website is completely secure.

This partnership will allow all of our Legacy students, parents, and staff to become a community of learners. If you are new to Bossier Schools, you will receive information about OnCourse along with a personal access code from the school office once your child is entered into the system. If you have trouble accessing your child's information, please contact the office for assistance or contact OnCourse at support@oncoursesystems.com

All Bossier Parish School websites can be accessed at: www.bossierschools.org.

STUDENT PROGRESS REPORTS

Parents are encouraged to register for daily access and updates through OnCourse. Hard copies of progress reports will be sent home every 4 ½ weeks to parents. Report cards will be issued at the end of each 9 week reporting period. Parents should sign and return each progress report and report card. They will also be emailed to the address registered in Oncourse. Parents are encouraged to contact the classroom teacher any time there is a question concerning their child's progress.



PARENT-TEACHER COMMUNICATION

Research has proven that there is a strong correlation between parental involvement and a child's success in school. We encourage you to become involved in your child's education. Please take advantage of Legacy's website as well as individual teacher websites to stay informed about your child's school work and activities. Students may have several teachers during the school day. Please give your child's teacher any pertinent information that would be helpful to them in working with your child. Parent-teacher conferences are held for every child at the beginning of the year at the request of the teacher. Parents may request additional conferences.

All staff members have a school email address. Each staff member's address is the staff member's first name.staff member's last name@bossierschools.org. For example, our principal's email address is **kelle.ogilvie@bossierschools.org**. Parents should feel free to use this means of contacting us, to send important messages, and/or to ask questions about their children's classroom learning activities.

SPECIAL CONCERNS

If you have any special concerns regarding your child, such as family concerns, custody concerns, emergencies, etc., please alert the office and your student's teacher. In the case of custody or legal guardianship, please provide copies of legal documents to be filed with your child's records.

In addition, Legacy Elementary will send only one set of notices, report cards, etc. home with the child. It will be up to the parents to give copies and notices to each other.

TRANSFERRING A STUDENT

Please give the school office **at least three days notice** if you should withdraw your child from Legacy Elementary. This will give us ample time to complete the necessary transfer forms.



LOST BOOKS

Each student is responsible for library books that are checked out and textbooks that are issued. Students are assigned one set of academic textbooks for which they are responsible for returning at the end of the school year. Any lost or damaged book must be paid for before another book is issued. We would rather have the textbook or library book than the money. Payment must be made in cash or money order. If the book is found, a refund is made. **Library book and textbook refunds will only be made during the school year in which the book is lost.** Please call the school if you need to know the replacement cost of a lost book.



LOST AND FOUND

Parents should label all outerwear and any possessions with the child's name and homeroom teacher. All articles of clothing or possessions found in the school or on the school grounds will be taken to Lost and Found. Parents are encouraged to check the Lost and Found periodically. Any unmarked or unclaimed items are put in the uniform closet or taken to a charitable organization at the end of the school year.



CELL PHONES, ELECTRONIC DEVICES, ETC.

Cell phones, iPods, iPads, Electronic tablets, E-Readers, any type of recording devices are not allowed at school without permission from the teacher and should only be used for instructional purposes. Legacy will follow the Bossier Parish Guidelines listed in the district handbook for unauthorized use of electronic devices during the school day.



BIRTHDAY INVITATIONS/GIFTS

Personal party invitations should not be sent to school to be distributed unless the whole class is invited. Gifts, bouquets, balloons, etc. should not be sent to school. We also discourage children from bringing gifts to give one another. There will be **no birthday parties** during the school day. Cupcakes/individually wrapped store bought items may be sent on the student's birthday. Please check with your child's teacher to determine the best time for these to be shared with the class. Parents are asked to drop the snacks off at school in the morning. Homeroom parents will organize Christmas and Valentine's parties.

*****ALL FOOD TO BE SHARED FOR A CLASS PARTY MUST BE PEANUT FREE. *****