



LEGACY

LEARNING CENTER



Dear Parents and Guardians,

Assalamu alaikum wa rahmatullahi wa barakatuhu!

I would like to welcome you to Legacy Learning Center. Legacy's mission is to provide a safe, nurturing environment to enable its students to achieve academic excellence and prepare them to be morally and socially responsible citizens.

By choosing Legacy Learning Center, you have given us the opportunity to help your child grow mentally, morally, and spiritually. Together, we share the responsibility of shaping the future. We will strive to be a model Private school where students may grow to their fullest potential and be among the leaders and productive/proactive individuals who are highly motivated to be successful in this life and the hereafter Insha'Allah.

Our school has established clear behavior expectations to ensure a safe and secure setting for learning. Islamic values are the core of our policies. Our School uses the Jupiter Ed Website to help keep you informed about your child's progress. You can login anytime to check your child's current grades, homework, missing assignments, test scores, report cards and to contact teachers.

Like you, we want what is best for your child, and for all the students at our school. Together, we can make this year rich in experience that lead to mental, moral, and spiritual growth.

Thank you for your continuous support of our Legacy Learning Center Community.

Let us continue to work together to make this year a most successful one!

Wassalamu alaikum,

Tewfik Choukri
Dean of Legacy Learning Center



Legacy administrators:

The Legacy Learning Center has committed Executive Board, Strategic Planning Board, Academic Board, and Finance Manager and employs a payroll company.

The Executive Board oversees the overall operational and educational well-being of the school.

The Strategic Planning Board lays out the strategic plan for the school.

The Legacy Learning Center Academic Board (LLCAB) oversees Legacy Learning Center's academic and curricular state as per IDOE and SBOE regulations.

The Payroll Company "PAYCHEX" oversees the day-to-day and overall monetary state of the school.

The Meredith Bovin State Data Reporting Services:

Is contracted by Legacy Learning Center to oversee every state mandated reports of the Legacy Learning Center. The MB Reporting Services submits school related reports to the IDOE on a daily, weekly, and monthly basis. Meredith Bovin is a distinguished former IDOE data analyst who was employed by the IDOE for 6 years.

The School of Fish for academic mentoring:

Debbie Fish is employed by Legacy Learning Center to help train, educate, and help Legacy teachers to become more efficient educators. Debbie Fish, the founder of School of Fish, is former employee of Central Indiana Educational Service Center with 30+ years of experience in the field of education. She had previously served as a school principal, academic advisor for the Indiana Department of Education, and academic mentor of excellence at the Central Indiana Educational Service Center. Debbie Fish also serves as an advisor in our Legacy Learning Center Academic Board.

Legacy Learning Center is also a member of INPEA:

(Indiana Non-Public Education Association). The INPEA executive director, Mr. John Elcesser, has served as our advisor between January 2015 and May 2015. With his advice and guidance as well as his support, Legacy Learning Center was able to set up and equip the school with the necessary furniture and logistic support with other Catholic and private parochial schools such as Lake View Christian School and its principal Dr. Doug Ballinger. To this day, both Dr. Elcesser and Dr. Ballinger remain LLC advisors.

Legacy Learning Center's Administration:

Tewfik Choukri, Dean:

The Dean of Legacy lead school wide efforts to build and maintain a strong, positive, achievement-oriented school culture where teachers, students, parents grow in a warm and joyful environment. The Dean is responsible for the oversight and management of all Legacy activities.

Saleha Ansari, Assistant Principal & School Test Coordinator:

Assistant Principal to correspond with the IDOE and coordinate the administration of all statewide assessments, including preparation, before and follow up after testing windows.

Mirzohid Mamasidikov & Debbie Fish, School Adviser:

for the overall vision and management of the school in the academic initiatives and programs related to the school that will lead to student achievement. They also help in the development of all instructional staff and coach a portfolio of teachers.

Hocine Debah and Shazia Haq, Office Administrator:

To supervise & Performs administrative duties for executive management.

Mona Hussein, Academic Curriculum Administrator:

Academic Administrator work to ensure that every student reaches ambitious achievement goals for school wide levels of mastery.

Huma Soomro, School counselor:

Provide valuable assistance to students regardless of whether they work in an elementary school or middle school, high school or beyond.

Legacy Learning Center is designed to offer education to students in Pre-K-12. Currently, the Legacy is serving students in Pre-K-10 grades.

The Legacy Learning Center has one main entrance gate to the building, parking lot, and the valet area. Inside the building, there are 4 emergency exit doors and one main entrance double-door. The front desk monitors any people coming in and out of the building with the sign-in sheet for visitors or guests. The Legacy building is equipped with 16 security cameras that monitor the school building inside and outside at all times live and recording in DVR.

Legacy Philosophy:

The Need for healthy and strong Education According to a prophetic narration is that some individuals residing in very high levels of paradise would wonder how they reached these levels, when their own deeds were not enough for that. Allah the almighty will say to them, "You left behind you children who were praying for you all the time, and this kept raising your levels in paradise higher and higher." (The word praying encompasses all aspects - physical, spiritual, intellectual, emotional, and moral - of raising a child with an emphasis on the idea of upwards and lofty growth). Legacy's philosophy is rooted in the belief that every student has the right to the best quality of education available, and that education is a process which encompasses the entire experiences students encounter in their school. Legacy's philosophy is also rooted in the belief that classroom instruction is only one small aspect of a student's educational experience, and that students learn from the behavior and actions of the adults around them more than they learn from books. Finally, it is rooted in the belief that student's knowledge and pride in their religion and heritage are key to their well-being and success. It is part of Legacy's philosophy that:

- Each student is a unique individual with different needs.
- Legacy School must be able to serve the needs of each and every student accepted into its programs.
- The school strives to assist the students in the discovery of their individual potential and their own personal worth.
- The school should encompass a balanced curriculum of academics and arts, clubs and activities, competitive sports and community service.
- The teaching of religious tolerance and ethnic/cultural equality leads to an improved society.
- The school should guide its students in their academic and spiritual endeavors and help them become well-balanced individuals.
- Students achieve more when challenged with high expectations.
- Problem-solving and critical-thinking skills are essential for the success of students.

- Legacy faculty and staff should all be positive role models for the students.
- Parents and community members are an integral part of the education process.

Parents Pledge

Legacy Learning Center is requesting parents to pledge themselves to their child's education success, by fulfilling the following responsibilities:

- Take an active and vigorous role in the school; attend parent-teacher conferences, meetings, and other school related educational programs.
- Let your child see that you are proud of the Legacy school they attend and that you are concerned about their educational environment.
- Encourage your child to be respectful toward his teachers, administration, and school policies.
- Direct your child at all times to address his concerns directly to his teacher first then to the school administration.
- Communicate and cooperate with your child's teacher in matters related to his academic performance or related issues; if problems or questions arise related to your child, then approach the teacher in a professional way involving the administration for better result.
- Fulfill your financial obligations to the school in timely manner (within the first 5 days of each month); your monthly tuition payments are applied towards school salaries and our daily operations.
- Support the school throughout the year in its policies, academics competitions, fundraising efforts, and other school activities; become a member of the Legacy Learning Center Parent Teacher Organization (PTO).
- Volunteer you're required 25 hours' time per year. Please contact administration with your available time and talents. This requirement may be fulfilled by payment of \$10.00 per hour.
- "I consider my commitment as a duty to educate my child in a safe environment, and therefore I shall endeavor to support and uphold the principles, practices, and policies of Legacy Learning Center in every way. With Allah's help, I pledge to fulfill these responsibilities as a proud parent for the success of my child."

Legacy Objectives

1. To instill in our students a real love of learning to make them lifelong learners, "enjoins learning from the cradle to the grave. Legacy strives to fulfill this command.
2. To offer the best possible educational opportunities and experiences to allow our students to reach their highest potential.
3. To develop in our students a desire, willingness and ability to be positive, contributing members of their school community and of the community at large.
4. To instill in our students a real love for and understanding of the teachings and practices of Islam, with particular emphasis on respect, effective communication, and cooperation.

5. To develop in our students strong leadership skills by fostering self-discipline, self-motivation, strong work habits, the ability to think critically, and the desire to do one's best.
6. To encourage each student to cherish his/her own cultural values and heritage and to respect individuals with different cultural backgrounds.
7. To develop each student's ability to analyze and solve problems facing individuals in a rapidly changing world.
8. To prepare students to do well on standardized tests.
9. To empower students to seek and succeed in post-secondary education.
10. To hire the most qualified faculty and staff.
11. To provide faculty, staff, and students access to the best possible resources to enable them to reach their highest educational and extracurricular goals.
12. To include parents in the educational process by regularly updating them on school activities; including them in special trainings and workshop opportunities dedicated to supporting their parenting duties; and inviting them to participate in all school-related activities.

Non-Discrimination Policy:

Legacy Learning Center is committed to admit students of any race, color, religion, gender, national or ethnic origin, and accords them all the rights, privileges, programs, and activities generally accorded, or made available to students at the school. It does not discriminate on the basis of race, color, religion, gender, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic or other school-administered programs.

Religious & Ethnic Tolerance

All members of Legacy's administration, faculty, staff and students are expected to respect the religious beliefs and ethnic backgrounds of all administration, faculty, staff, parents and students. Members of Legacy's administration, faculty, staff, parents and/or students are not allowed to promote any religious beliefs and/or practices besides those that are accepted and/or taught by Legacy Learning Center while on Legacy property, at Legacy events or to Legacy students and/or staff. Promotion refers to talking about or distributing information about these beliefs and/or on any published medium, including social networking sites.

Our Goals

At Legacy Learning Center we believe we must provide the environment and structure that allow all Legacy students to engage in experiences that will help prepare them in full measure to reach their potential and become responsible, contributing individuals.

Elementary education is contingent upon the students meeting their cognitive and intellectual abilities with effective success, thus promoting increased self-esteem. Hence, to improve instruction, a multitude of strategies and techniques is used, and each teacher possesses the knowledge to articulate and apply these strategies in order to positively impact students' education. When teachers teach with a myriad of strategies relative to different learning styles, they will not only improve student achievement, but will also increase the likelihood that students will feel good about themselves and ultimately be more successful in and out of the classroom.

Secondary education builds on the foundation established in the Elementary level and strives to prepare each student for life: academically, socially and spiritually. The goal is to give the students the knowledge and tools they will need to perform successfully in institutions of higher learning, as well as in their jobs, their communities and their homes.

Overall Goals

- To develop and nurture and expand each student's knowledge of humanity, society, the universe and Allah the creator SWT
- To develop and nurture in each student a positive attitude towards seeking and acquiring knowledge and upholding truth
- To develop and nurture each student's ability to think, analyze, and solve problems creatively and independently, with an Islamic awareness and perspective
- To develop within each student the pride of belonging and well-focused world view
- To develop and nurture each student to become a productive, useful, contributing member of society

Educational Academic Goals

- To prepare each student for the role of being a contributing adult through a sound knowledge, and righteous conduct, and enable him to represent the true and correct idea of socialization and interaction
- To provide a quality, academically challenging education that surpasses state requirements
- To emphasize personalized instruction through small class sizes
- To provide a creative and disciplined learning environment that stimulates growth and emphasizes high academic standards.

Legacy Learning Center partnership with Purdue Extension Programs:

Legacy Learning Center is proud to introduce 4-H Purdue extension youth development program for our students. Purdue 4-H programs prepare youth to be leaders in their community and around the world through hands-on experiences alongside their peers and caring mentors. Students will have the opportunity to learn more about a subject matter through completing hands on activities. 4-H offers varieties of projects to suite

the interest of Legacy youth. Each project has a beginner, intermediate, and advanced level-this allows youth to build on their knowledge each year and continue to challenge their skills.

Legacy Learning Center has a partnership with the Indiana Association of School Principals:

Per partnership, Legacy Learning Center students in all grades will have the opportunity to compete against the other schools in the city, state, and the nation in subject areas such as Math and Science.

Story time by Spades Library:

Story time programs introduce young children to books, rhymes and other fun activities. Every month spade's librarian comes to the Legacy Learning Center to share the story time program with Pre-K students and Kindergartners. Library story times incorporate the early literacy skills, such as vocabulary building, phonological awareness, and letter knowledge that children must master before they can learn to read.

Marion County Public Library Downtown visit:

Every Month students from pre-K and Kinder grader go to the Central library downtown for various programs which includes reading, learning activities, and games

Financial Support

A strong academic education in a safe environment requires a collaborative efforts and continuous supports. Operating costs are underwritten by tuition payments, donations from community members, and annual fundraising activities. To continue our mission, we need the faithful support and sacrifice of our families enrolled in the school and the community as a whole. Parents are asked to show their appreciation for the school by supporting fundraising efforts.

General Policies and Procedures

1. Admissions Policy
2. Attendance Policy and Student Records
3. Academic and Language Curriculum and Programs
4. School Dress Code
5. Disciplinary Procedures
6. Half Days, Early Dismissals and Withdrawals from School
7. Home and School Communications
8. Emergencies, Drills, and School Closings
9. School service, Parent Volunteers and PTO
10. Administration and Teacher Appointments
11. Visitors
12. Spiritual Growth and Development
12. Miscellaneous Rules and Regulations

1. Admissions Policy

Registration: Registration takes place in early spring of each year. All returning students must pre-register in the spring for the coming school year.

If classroom space permits, new students will also be accepted for admission during the first month of school in August only. New students entering the second semester must have been enrolled in another school for the first semester at the same grade level. All new students will be tested before admission.

Status of All Admitted Students

Probationary and Provisional Status

Good Standing: All Students are considered in “Good Standing” unless on probation status.
Probationary Status:

New Student Probation: All new students will be admitted on a probation period for the first quarter, during which time their academic and social progress will be closely monitored. New students are expected to participate in all school activities unless prior stipulations prevent them from doing so.

Academic Probation: Any student failing to earn a grade of 70/C- at the end of the semester will be placed on academic probation. These students will be restricted from all extra-curricular activities, be ineligible for certain school privileges and will be closely monitored in academic and social performance.

Social Probation: Any student earning more than three disciplinary referrals to Administration in a given semester will be placed on social probation. If this occurs parents of the student will be notified and a conference will be scheduled.

Provisional Acceptance and/or Placement: Students admitted under Provisional Acceptance will be closely monitored based upon their provisional status. All extra-curricular activities and eligibility for school privileges will be regulated for at least a year according to their provisional contracts.

Student Records: All student records (including transcripts, evaluations and credentials) from all previously attended schools must be received by Legacy Learning Center administration prior to deadline for admission. Students will not be considered officially enrolled unless these records have been received; such students will be listed on probation placement status. Parents will be notified of this status in writing.

Student Medical Records Indiana law requires that current medical records be on file BEFORE a child begins school. Parents and/or guardians must provide the school with a copy of the original medical records and keep the originals at home. If students have incomplete shot records they will be sent home, and not be permitted to attend school until their shot records have been brought up-to-date. If your child does not receive shots due to religious objection you must bring a letter of explanation to-Legacy administration prior to enrollment. Any child with a medical reason for not taking shots must bring a doctor’s signed statement detailing the medical reasons. Personal preference is not an acceptable objection.

Student’s Shot Record must include: Diphtheria, Tetanus, Pertussis (whooping cough), Polio, Measles, and Rubella

1. Student’s must also have received the following prior to enrollment: Mumps vaccine and Hepatitis “B” screening
2. All 6th graders must have the following prior to enrollment

3. Mumps, Measles, and Rubella (MMR) records All immunization records must be up-to-date and submitted before ANY student is admitted to school. NO EXCEPTIONS.

D. Parental - Student Interview

- All students seeking admission will be interviewed.
- Parents and/or Legal Guardians will also be interviewed.
- Non-custodial parents(s) may be interviewed, if possible, via telephone in person or in writing.

E. Enrollment Criteria and Transfer Students

1. All students seeking enrollment must have been promoted to the next grade level at the end of their previous regular school year.
2. Transfer students applying for admission will be assessed on a case-by-case situation based upon current grades, attendance, and standardized testing in their previous academic program, and whether such a program facilitates an easy transition.
3. Newly enrolling and transfer students must have had passing grades in these subjects: Reading, Math and Language Arts. Students who fail to meet these requirements may be admitted on a probationary status.

F. Home schooling Admittance

1. Parent(s) of home schooled students must submit all transcripts, evaluations and standardized Test results.
2. Parents must submit, in writing, an outline of their curriculum, student test results and all forms of evaluations used to assess student performance.

G. Admissions Testing

All students seeking admission into Legacy Learning Center will be given a grade level placement test.

I. Special Needs Students

Legacy Learning Center reserves the right to refuse acceptance of students with special needs and learning disabilities based on the school's inability to adequately meet the needs of such students and parent(s) and/or guardian(s) at this time. Students with no/ or limited English-speaking ability are considered special needs students and will be admitted on a probationary or provisional status.

Currently, students with emotional or psychological problems cannot be admitted. However, in the future if we are able to accommodate such students, they will be admitted if professional help occurred prior to admittance and an on-going relationship is established between Legacy Learning Center and any professional help on behalf of the student.

When we observe a candidate for special needs, then parents are required to get proper help and counseling. If the situation is not handled in a timely manner, or if the case is severe the student may be required to transfer to an equipped school.

Admission Age Requirement s for Kindergarten (KG)

All students seeking admittance into our Kindergarten (KG) program must have had their 5th birthday before September 1st. Students under the age of 5 will be accepted under individual circumstances. Students entering the PreK4 program must have had their 4th birthday before September 1st. Students entering the PreK3 program must have had their 3rd birthday before September 1st.

Orientation

1. All parents and/or guardians must participate in order for their children to be admitted.
2. Out-of-State students will be admitted without orientation at the discretion of the administration.

Tuition and Fees

A non-refundable application fee (\$100) is due at the time of registration for each new student, payable upon return of the completed application form. In May, a non-refundable pre-registration fee (\$50) is due to secure placement for the next school year.

Tuition is per year and per child enrolled. First month's tuition is due before the start of the school year in August. Payment plans are available, with the first payment being due by the first day of school. All other payments will be due on the 1st day of each month. A \$20 late fee will be charged for any payments received after the 5 th day of each month.

In the event of dismissal/withdrawal, the tuition for that month is due in full for any day in that month (non-refundable). Parents and/or guardians with a student enrolled in Legacy Learning Center for at least 10 (ten) days are obligated the tuition fees in full, for that month, notwithstanding the subsequent absence, withdrawal, or dismissal from school.

All tuition payments may be made by cash, check or money order. Checks returned by the bank due to insufficient funds (ISF) or a closed account, are expected to be replaced immediately plus any charges incurred by Legacy Learning Center. Failure to replace returned checks within 5 (five) working days will result in an additional service charge and all remaining payments for the school year will be required by money order or cashier's check.

Due to our low tuition rate, we require that all parents and guardians volunteer one hour per week, for a total of 25 hours per year. Please contact administration with your available time and talents. This requirement may be fulfilled by payment of \$10 per hour.

Any delinquent, unpaid tuition will result in the following:

1. Children being barred from attendance until the past due amount has been paid or notified otherwise by the Legacy administration or special arrangements are made between the parents and the Legacy Learning Center administration.
2. Report cards and records being retained.

3. If payment has not yet been received or arrangements are not made by the end of the school year, all final grades, reports, and any other records will be retained by administration until the account is paid in full.
4. There is a nominal fee per child for all school issued hardback textbooks. In addition, some supplemental soft cover books may need to be purchased. Any books lost, defaced, or damaged, by students will result in a replacement charge and book fines charged to parents.

School Supplies

All parents and/or guardians are expected to provide necessary school supplies for their children; remember that some items will need to be replaced more often than others (i.e. pencils, paper, Etc.) Parents should be sure that their children come to school each day with their necessary books and supplies. A supply list will be provided to parents detailing what items each child will need according to grade level and classes.

Also make sure your child comes to school each day prepared for the weather. Rainy days: Boots and raincoats as needed; for the winter/cold season: Hats, gloves or mittens, loose fitting navy blue or black sweaters or loose fitting sweatshirts.

Medical Emergency Forms and Medications

Parents and/or guardians are required to fill out a medical emergency form for each student enrolling in Legacy Learning Center. **You must update this information as soon as it changes.**

Emergency Information must include the following:

1. Family doctor name, phone, and address
2. A named emergency contact, their relation to the child, and phone numbers
3. Preferred hospital
4. Any allergies or medications taken on a regular basis
5. Emergency medical card will be issued

In the event of a non-emergency where the parent or any of the named emergency contact persons cannot be reached, the student will remain at school.

Illness and Injury

Any type of injury is to be reported to the school office; if it is minor, the students will be treated and returned to class. If the injury is more serious, the student will be made comfortable and parents, guardians, or the named Emergency contact will be called to pick the student up. If no one is available, we will consult the named family doctor for directions.

Any type of illness occurring in school is to be reported to the school office immediately; if it is minor, the student will be allowed to rest for a while in the prayer areas; if it is more serious parents, guardians, or the

named Emergency contact will be called to pick the student up. If no one is available, we will consult the named family doctor for directions.

Legacy Learning Center has no -staff nurse; therefore no medications will be dispensed or administered to students, including prescription and/or any over the counter drugs unless written permission is received from a parent or verbal instructions are given from a family doctor.

Attendance Policy

All students are to report to school with proper uniform and supplies during these hours:

Monday – Friday 8:45 am – 4:00 pm - Morning Assembly begins promptly at 8:50 am and any students not present at this time are marked as late.

A. Attendance, Lateness & Tardiness

Per IDOE requirements each student must meet 180 days of school to earn credits and be progressed to the next grade level. Only 10 excused absences are allowed per school year per student. Each excused absence must have proper documentation to verify reasons of absence. Such absences are then reported and justified to the IDOE at the end of the school year for progression and retention purposes. It is imperative for parents to understand and comply with the School and IDOE regulations.

It is the parent's responsibility to ensure that their children arrive to school on time (8:45 am).

Excessive tardiness or unexplained absences will not be tolerated and may result in disciplinary action or dismissal. Administration must receive phone notification prior to 8:45 am for those students who will be absent or tardy for the school day. Three unexplained tardiest will result in one absence.

All tardy students must present a signed, written explanation from a parent or guardian to their teacher upon arrival to school, unless prior notification has been given to the teacher or administration.

The following are NOT VALID reasons for an absence, lateness, or tardy will be considered unexcused:

Oversleeping, Shopping, Extended Celebrations or Guests, Extended Trips or Vacations (with no prior notification)

B. Truancy/Cutting Class

If a student is on school premises, but is not in class (without permission), he/she will be counted as truant and subject to disciplinary action. Students are not to leave campus without prior notification/permission by parent.

C. Drop-Off, Late pick-Ups and Non Parental/Guardian Pick-Ups

Students must be picked up promptly at 4:00 pm (NO LATER THAN 4:15) or late fees will be charged. (\$5 per every 5 minutes late). **Legacy Learning Center is not responsible for any students left on the premises after 4:15 pm unless prior arrangements have been made.**

For safety reasons, administration must be notified by phone, but preferably in writing, if someone other than a parent or guardian will be picking up a student.

Parents and/or guardians are to use the front entrance for drop-offs and pick-ups. **Do not park or leave your car in this area. Do not leave your child in your car unsupervised.** If a parent or guardian needs to enter the building, they must park in a designated parking space out of the flow of traffic. Students who have been picked-up from school by their parents/guardians, but have not left school grounds, must remain in the car or with the parent or guardian.

D. Students Walking To and From School

Parents of students who are able to walk to and from school are still responsible for making sure their children arrive to school on time.

E. Student Behavior during Pick-Up Times

Students awaiting pick-up must wait in their classroom in an orderly fashion. All students, whose parents are late picking them up, are to wait inside the school building, until their parent arrives.

For safety reasons, children will not be allowed to wait or play outside. Legacy Learning Center is not responsible for students on the premises after school hours (4:15)

F. Student Absence Due to Illness or Medical Reasons

Do not send sick children to school. When at all possible, parents are asked to make every effort to schedule medical and dental appointments for after 3:30pm, on school days, or when school is out; student absences due to these appointments make teaching and learning more difficult.

Students who are or will be absent for 1-3 days due to illness or medical reasons, must report to the administration office, upon the first day of their return to school, with a signed doctor's statement in order to receive an admittance form for class. Students are responsible for any missed assignments or homework. All test make-ups will be at the discretion of the teacher(s).

A written explanation of absence must contain the following information:

1. Current date
2. Name of student
3. Reason for absence
4. Parent(s), guardian(s) and/or doctor's signature

When to keep your child home

- The American Academy Pediatrics recommends that your child be kept home from child care or school if any of the following conditions exist:
- A child with any signs of severe illness, including fever, irritability, difficulty breathing, crying that does not stop with the usual comforting, or extreme sleepiness should not be sent to child care or school.

- A child with diarrhea or stools that contain blood or mucus should not attend childcare or school.
- A child who vomits two or more times in 24 hours should not attend child care or school, unless a physician feels the cause of the vomiting is not an infectious disease and the child is in no danger of becoming dehydrated.
- A child with mouth sores and drooling should not attend childcare or school, unless a physician or the local health department authority does not feel the condition is infectious.
- A child with fever or rash or a change in behavior should not attend school or childcare, unless a physician has determined that it is not caused by an infectious disease.
- A child with diarrhea cause by E-coli 0157:H7 or shigella that has been diagnosed by a physician should not attend childcare or school. The child may not return to day care or school until two stool cultures (collected 24 hours apart) are negative for the organisms and the child no longer has diarrhea.
- For shigella, the child may return if treated with an appropriate anti-biotic for five days and if the child no longer has diarrhea.
- A child with conjunctivitis or “pinkeye” may not attend day care or school without being examined, treated, and approved for readmission by a physician.
- A child with impetigo may not attend school or day care until 24 hours after beginning antibiotic treatment and until the child no longer has a fever. Be sure to cover any lesions.
- A child with strep throat may not attend school or day care until 24 hours after beginning antibiotic treatment.
- A child with head lice may not attend day care or school until the first treatment has been given.
- A child with scabies may not attend daycare or school until after treatment has been completed.
- A child with chickenpox must remain out of daycare or school until all lesions are dried and crusted, which is usually after about six days.
- A child with pertussis (whooping cough) must remain out of school or daycare until five days of antibiotic treatment have been completed. (Treatment is to continue for a total of 14 days).
- A child with mumps may not return to school or daycare until nine days after the swelling begins.
- A child with measles must remain out of school or child care until four days after the rash begins.
- A child with hepatitis A must remain out of school or child care until the child’s physician or local health department authority feels the child’s condition is no longer infectious.
- A child with an illness that prevents the child from feeling well enough to participate in the usual activities and routines should not be sent to school or child care.

For child care only: A child whose illness requires more care than the child care staff can provide without putting the health and safety of other children at risk not be sent to child care.

G. Non-Illness, Non-Medical Student Absences

Parents of students who will be absent for extended periods of time, for non-illness or non-medical related reasons, must inform administration and the classroom teacher in writing prior to the absence. Also, arrangements for all missed classroom assignments, homework, or tests must be made prior to the absence. If arrangements are not made in advance, all schoolwork missed will not be counted as leave, and will receive a value of zero.

Academic & Language Curriculum and Programs

Staff:

The teachers and administrators at Legacy Learning Center have academic training and various years of experience, some state certified, combined with a commitment to the principles of high academic standards. Each member of our staff, along with your help, is dedicated to the goal of educating your child to enable him/her to achieve their full potential. Every student has the right, and is expected to be academically successful by putting forth his/her best effort to achieve this goal. Every student has the right to learn and be taught, and every student must respect the rights of his/her fellow students and teachers.

A. Policies & Homework

Legacy Learning Center is a homework school. Homework in some form will be given on a daily basis (unless otherwise stated by the teacher) with the purpose of reinforcing material learned in the classroom. Parents will be notified whenever there are 3 (three) missed homework assignments. Parents are encouraged to review their child's homework for completeness and neatness. Students should be given ample time nightly to complete all homework assignments. We recommend that weeknight television viewing and other entertainment means be limited with the exception of class assignments and educational programs.

A. Student Expectations

Students are expected to adhere to the following guidelines:

- -Behave with high standard in all situations
- -Participate fully in class discussions and activities, as well as school functions
- -Be aware of all homework assignments and return completed assignments on time
- -Ask questions concerning any unclear assignment or instruction
- -Put forth an effort to complete all assignments and homework as designated
- -Be respectful of administration, teachers, staff, and other students.
- Report to school on time, prepared to learn, with proper uniform supplies and books
- B. Teacher Expectations
- Behave in good manner in all situations
- Make every effort to encourage student dialogue and participation so as to gauge their level of comprehension
- Assign meaningful, related homework and be sure that all students are aware of the assignment
- Collect and review homework, quizzes, exams in a timely fashion, providing oral or written feedback to students

- Treat each student as an individual and be flexible with his/her teaching methods
- Be respectful of students and parents
- Report to school on time with prepared lessons and supplies
- Have a class syllabus, class rules and regulations

Academic & Language Curriculum & Programs

The teachers and administrators at Legacy Learning Center have academic training and various years of experience, some state certified, combined with a commitment to the principles of high academic standards. Each member of our staff, along with your help, is dedicated to the goal of educating your child to enable him/her to achieve their full potential.

Every student has the right, and is expected to be academically successful by putting fourth his/her best effort to achieve this goal. Every student has the right to learn and be taught, and every student must respect the rights of his/her fellow students and teachers.

Curriculum

What is Curriculum? For many people, curriculum is a vague concept that everyone talks about, but no one seems able to explain very well. It really isn't that difficult.

Curriculum is the entire body of knowledge that a school has decided a student should learn at each level/grade.

Because curriculum is based on what we think should be taught, curriculum is based on our values – what we believe is important. This creates tension as we all push and pull for our vision of the world. Sometimes decisions can be made by looking at the subject, its expected outcomes, and the needs of our society. For example, if we know that universities expect students to know algebra before entering, we know we will have to offer it before students graduate.

- Textbooks oftentimes will cover much of the knowledge we decide to offer children, but never all of that knowledge. If a school or teacher uses only the textbook, she/he will omit teaching those skills/concepts not in the text but required in the curriculum.
- Legacy academic committee facilitate the teachers' understanding the skills/concepts that the curriculum calls for but that are not in the chosen textbooks by supplementing the textbook, developing or searching out materials to teach those skills/concepts, and making certain the entire curriculum is taught.

The curriculum of Legacy Learning Center consists of the following subjects:

- **English/Language Arts** (based on IDOE standards with additional supplements)
- **Mathematics** (based on IDOE standards with additional supplements)

- **Science** (based on IDOE standards with additional supplements)
- **Social Studies** (based on IDOE standards with additional supplements)

All academic subjects are based upon the State of Indiana standards. Supplemental materials are usually provided by certified and experienced teachers and are structured according to current lesson topics. All academic material provided to our students is under the supervision of the Legacy academic committee and approved by Debbie Fish the school trainer and consultant.

Monthly Teacher Workshop



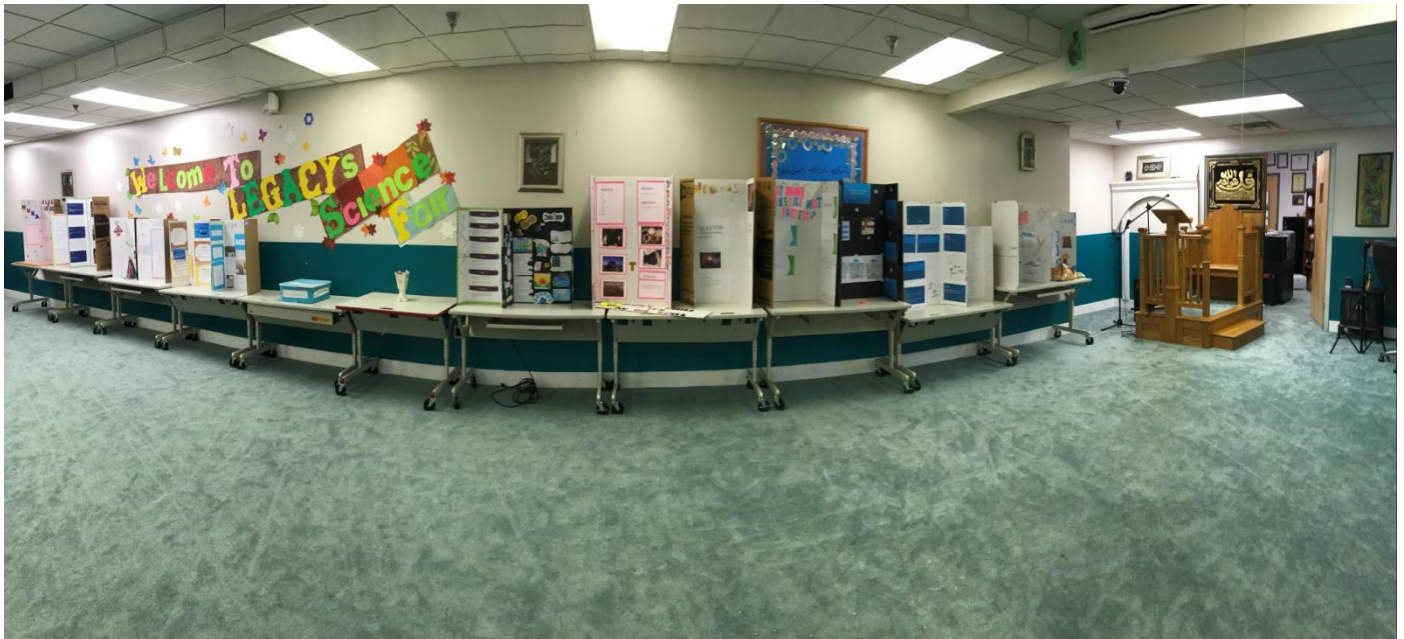
Language Arts

the primary goal of language arts instruction in the lower school is to inspire students to read for pleasure, learn new information, share their thoughts and feelings, and speak confidently and dynamically. To meet those goals, teachers in grades K-3 focus on reading skills that include print knowledge, alphabet awareness, phonological awareness, phonemic awareness, decoding, vocabulary, and fluency. In grades 4 and 5, reading instruction focuses on vocabulary development, fluency, and comprehension. Students learn and practice three types of writing in grades K-5: opinion/argument writing, narrative writing, and informative writing using a workshop model where students are provided with clear goals, as well as responsive, assessment based feedback.



Computer Lab





Science Fair Project 2017

Just as children explore concentrically larger circles of community in social studies, the science curriculum teaches them to understand and appreciate the physical world around them. Students take part in engaging, hands-on investigation focused on the following four areas.

- Plants and animals- their impact on the environment, parts and functions, interdependence in ecosystems, variations of traits of different organisms, functions of internal and external structure in

growth, reproduction, and information processing, role of decomposers, consumers, and producers in a healthy ecosystem.

Legacy Elementary Library



Legacy Elementary Library: Every month spade’s librarian comes to the Legacy Learning Center to share the story time program with Pre-K students and Kindergartners. Library story times incorporate the early literacy skills, such as vocabulary building, phonological awareness, and letter knowledge that children must master before they can learn to read.

Islamic Studies

The crisis of modern-day Islamic education is rooted, in large part, in the way we teach our children about Islam. This approach, which focuses primarily on conveying “information” about Islam, has failed to capture the hearts and minds of our youth. A renewed approach is therefore needed – one that addresses the real needs and concerns of students themselves. The field of Islamic values education – with its focus on beliefs, values, manners, feelings, attitudes, and moral literacy skills – should be the focus of contemporary Islamic education, as it was in the time of the Nobel Prophet (Pbuh)

- **Tarbiyah and Spiritual Growth Development**

There are two separate sides to the tarbiyah: the concept of tarbiyah and implementation of that concept.

The word tarbiyah is an Arabic word that when used related to education includes the following ideas: nurture, care, guidance, upbringing, growth, and more. Essentially, the word encompasses all aspects - physical, spiritual, intellectual, emotional, and moral - of raising a child . . . with an emphasis on the idea of upwards and lofty growth. Curricula and tarbiyah intersect in the field of education right at the core of a school and the hearts of parents, educators, and community members. Tarbiyah for educators means an approach to education that addresses the heart, mind, body, and soul of a child. In the same way that you understand reading and writing across the curriculum, tarbiyah is sort of like faith across the curriculum.

If you are a teacher or homeschooler, tarbiyah will have or has had a significant impact on the way you teach and what you teach. For an example of how tarbiyah might be applied, let's look at an earth science lesson about pollution. The lesson would cover the same basic information about pollution that you normally teach. However, as an integrated part of that lesson, you, the science teacher, would also address the concept of the successor, God deputy on earth for example. The Qur'an teaches us that God gave humans a purpose on this earth, and part of that purpose is to be responsible for the earth.

What does that mean to the students? What should it mean to the students? What is the student's role and responsibility as a citizen Muslim in regards to pollution? In what ways can the student impact the world around him/her to make this happen? The lesson on pollution isn't complete until the students explore all the possible ways the concept of the successor might apply. The teacher guides the students in their discovery of this knowledge.

Furthermore, educators in private schools need to compete with the style and approach generally used here - lively and engaging. A successful curriculum here must incorporate educational concerns such as brain-based, cognitive, child-centered, readiness, living in a pluralistic society, and more. Based on the need to provide a transformative and engaging educational experience, private Islamic schools in America have worked to design new curricula. The results are impressive.

Character

Our goal, as Elementary, middle & High school faculty, is to make sure each of our students leave our Legacy Center wishing they could return. We accomplish this goal by building strong relationships with students and then leveraging those relationships to help students learn and become good citizens. Education research gives us empirical evidence of two things:

- Students who are engaged learn more.
- Student engagement can be raised with the perception that teachers care.
- **When teachers care, students learn more. At Legacy Learning Center, we not only care, we make sure the students know that we are working with them, inside and outside the classroom.**

- *Qur'an teaches us that God gave humans a purpose on this earth and part of that purpose is to be responsible for the earth.*



Extra-curricular Programs

- **The Indianapolis Institute of Quran Memorization**

The Quran memorization program was founded by Sheikh Tewfik Choukri back in early 2002. Over time the program has successfully evolved into a full-time endeavor and an extracurricular program for students seeking proper and authentic styles of Quran memorization. In 2008, **the Indianapolis Institute for Quran memorization** was founded. The success of the program was immediate with 20 Huffadh having graduated until today, with many more on the way Insha'Allah. These same Huffadh have turned into leaders of the community by delivering khutbahs and leading Taraweeh prayers.

Alhamdulillah, besides the institute there are many other similar Qur'an memorization programs across the city of Indianapolis. However, one unique element that separates the Indianapolis Institute of Quran Memorization program from others is the instruction methodology. Conducted and taught by **Sheikh Tewfik Choukri**, this program is perhaps the only program in the nation which combines unique style of teaching seven different recitation methods to its students. Sheikh Tewfik Choukri has the **Ijaza** and Sanad to teach seven different Qiraat, (recitation) of them **Warch**

from **Naafi'** and **Hafs** from **Aasim** riwaya, which are more well-known nowadays in many Muslim communities in the U.S. Sheikh Tewfik spent 4 years to obtain his **Ijaza** and Sanad in recitation of seven different Qiraat from many prominent scholars of al-Sham.

What are Sanad and Ijaza?

Ijazah is permission of an authority to the student for a particular discipline after deeming the student fit. It may be given orally or in written form, while contemporary scholars advise that it be written. A **sanad** is the chain of authorities which links the teacher to the source of a discipline. It is given to a student after qualifying at the hands of the teacher. If a student receives a **sanad** from his teacher then it includes an **ijazah** but if he only receives an **ijazah** then it would not necessarily include a **sanad**! Many who qualify from institutes only receive **ijazah** which is not accompanied by a **sanad**.

Sanad is a list of authorities who have transmitted a report (hadith) of a statement, action, or approbation of the Prophet Muhammad (saw), one of his Companions (Sahabah), a Successor (*tabi'*) or of a later authority; its reliability determines the validity of a hadith. The **sanad** precedes the actual text (*matn*) and takes the form. This system of *isnad*, a personal rather than institutional certification has served not only for hadith, but also for transmission of texts of any kind, from history, law, or philology to literature, mysticism, or theology, including the Quran and its related sciences. The sanad of a long manuscript as well as that of a short hadith reflects the oral, face-to-face, teacher-to-student transmission.

An **ijazah** is a certificate used primarily by Scholars to indicate that one has been authorized by a higher authority to transmit a certain subject or text of Islamic knowledge. This usually implies that the student has learned this knowledge through face-to-face interactions "at the feet" of the teacher. In a formal, written **ijazah**, the teacher granting the certificate usually includes a **sanad** containing his or her scholarly lineage of teachers back to the Prophet (saw), a later admired sheikh, or the author of a specific book. This **sanad** is his link through which he transmits a hadith, a book, a discipline etc.

Arabic Language:

Furthermore, all full time Islamic Private schools teach Arabic language to one degree or another. There is a serious and unresolved question about whether to teach

Arabic as a mechanism for understanding Islam or as a complete language (such as Spanish, French, or German in public schools). The Legacy Learning Center supports and encourages schools to teach Arabic as a complete language, including poetry, grammar and literature with audio visual curriculum.

The goal of lower school Arabic is for students to become effective and confident communicators in the Arabic language. In the lower school Arabic classroom, the teacher and students only speak Arabic, forcing students to act out or circumlocute words they do not yet know. Using Organic World Languages (OWL) techniques as well as Total Physical Response (TPR) and Teaching Proficiency through Reading and Storytelling (TPRS), students begin to feel comfortable exploring the world around them in a new language. In grades K-2, students focus on building vocabulary through stories, games, and the program ; Iqra'! Third grade is a transitional year: students start off by reviewing and building upon the words learned in previous grades, and transition to chorally reading a chapter book and beginning to express themselves through writing. In fourth and fifth grade, we review the vocabulary and skills learned in grades K-3 and then transition to reading a level-appropriate chapter book in Arabic. Students read chorally, in partners, and independently. They act out, draw, and write scenes from the book and use the book as a starting point for further discussion. Students will leave the lower school able to understand and speak Arabic as well as reading and writing according to their level.



- **Arts**, calligraphy and Crafts (based on IDOE standards with additional supplements)



Visual Arts

Lower school artists use paint, clay, collage, sculptural and digital media to explore artistic expression in a structured and supportive environment. One of the main goals of the art program is to familiarize students with an art studio setting and teach them to navigate safely and confidently through this space. In addition they learn about artists, art movements and how to move from concept to creation. Students learn the vernacular of art and build a vocabulary that grows with them as they progress from grades K-5.

Each grade focuses on a specific theme as follows:

Kindergarten: Art Exploration

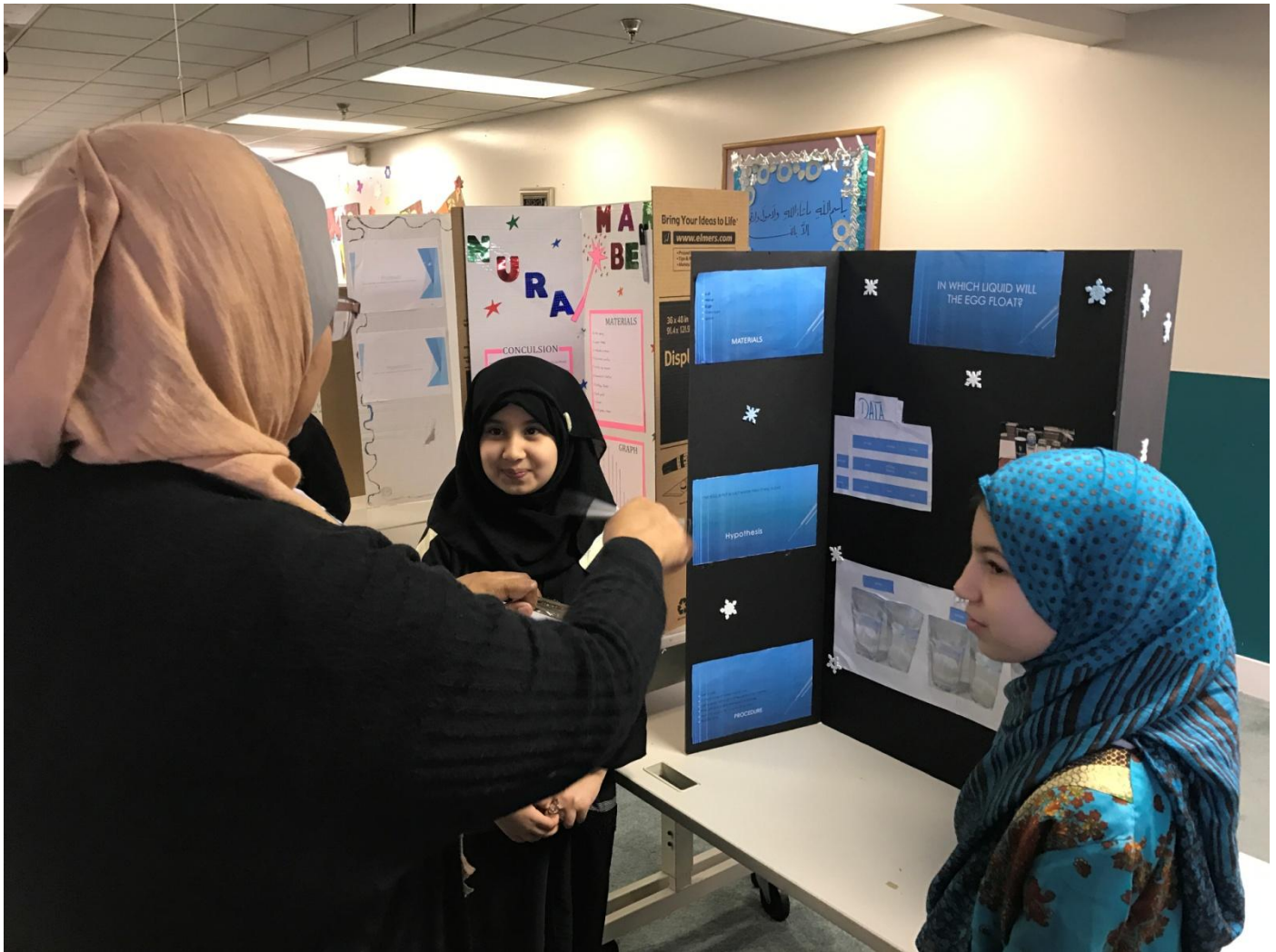
- First grade: Artist Studies
- Second grade: Community and Art
- Third grade: Art Around the World
- Fourth Grade: Storytelling Through Art
- Fifth Grade: Principles and Elements of Design Study

Legacy Arts education, comprising a rich array of disciplines including media arts, literature, calligraphy, design, and visual **arts**, is a core academic subject and an essential element of a complete and balanced **education** for Legacy students.





Science Projects

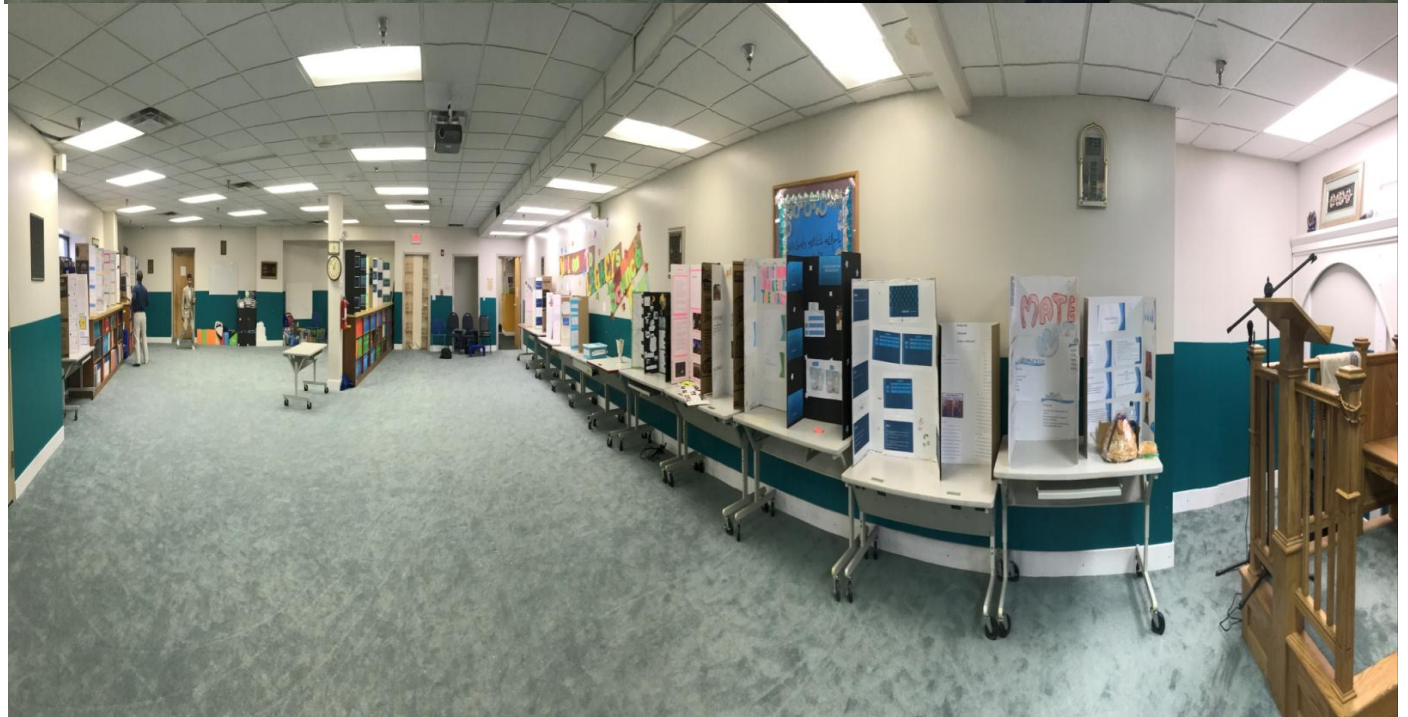


Legacy Science Fair 2017-01-27



A wide range of science fair projects for students as well as ideas that will help challenge and guide them through whatever subject they investigate. Legacy Students at any grade of elementary school, middle school and high school can enjoy creating cool projects with easy ideas and interesting questions about chemistry, biology, physics, earth, plants and more





Grading Policies



Legacy Learning Center utilizes a grading system based on an absolute scale and no curve system (only when applicable). Mid-quarter notices will be issued regarding possible failures and/or for those students earning less than a '70/C-'average.

The academic grade is computed according to the following percentage scale (may vary slightly):

1. Class work – 20%
2. Unit tests, weekly and/or daily quizzes and special projects – 25%
3. Homework – 20%
4. Final Examinations – 30%
5. Conduct –5%

Methods for the evaluation of the quality and/or quantity of a student's academic progress are measured according to:

- a. Notebook, folder, portfolio, and classroom demonstrations
- b. Reports, oral and/or written
- c. Review of tests and quizzes, oral and/or written

- d. Student participation and classroom behavior
- e. Reports, term papers and/or research papers
- f. Tests and examinations, weekly, quarterly and/or by semester

D. Progress Evaluations, Report Cards, & Parent-Teacher Conferences

There will be one student progress evaluation & and one report card per semester at which time a Parent-Teacher Conference will take place. Parents and/or guardians are expected to attend these conferences. In addition, individual conferences may be scheduled throughout the school year and are at the discretion of a teacher.

E. Letter Grade System

Letter grades that symbolize student progress or achievement are based upon the following scale and grade points:

A = Excellent (4.0) B = Very Good (3.0) C = Average (2.0)

D = Below Average (2.0) F = Failing (0.0 Point)

Percentage Groupings

(Note: +/- symbols combined with a letter grade indicate a percentage level range):

A + = 98 – 100 A = 95 – 97 A - = 90 – 94

B + = 88 – 89 B = 85 – 87 B - = 80 – 84

C + = 78 – 79 B = 75 – 77 B - = 70 – 74

D + = 68 – 69 D = 65 – 67 D - = 60 – 64 F = 59 and below.

Graduation Procedure

- It is intended that Legacy Learning Center will graduate students that are capable of performing in academic settings beyond High School matriculation. This is the process for validating that students have met the school's minimum graduation requirements and assure that the appropriate amount of credits have been obtained. This process, to the extent of being able, will become effective upon adopted by the Legacy Learning Center's academic committee.
- Beginning with the Eighth grade class upon implementation of this policy, each student and parent will meet with the school's Administrative staff to review the student's academic objectives and goals and be advised of the necessary requirements for graduation.

- Upon the completion of each academic year thereafter, the student and parent will receive written notification of the number of credits obtained and the number outstanding in order to complete graduation requirements. This notification shall be in addition to the end of the year report card.
- Beginning at what is expected to be the student's final year of matriculation, both the student and parents will meet with the school's Administrative staff to review any outstanding requirements that need completion to comply with graduation requirements;
- Each January, the Dean of the school shall present to the school's academic committee a certification of the candidates for graduation. This information shall consist of a written report verifying, by name, the candidates for graduation and the completion of all credits except for those intending to be completed during the spring semester.
- At the beginning of the final quarter of the school calendar, the Dean shall again report to the committee the progress of those students intending to graduate. In the event that a student is in jeopardy of not graduating due to lack of attendance, failure to progress academically or any other reason this shall be made known to the committee and a copy of the stated reasons shall also be provided to the parents.
- In the event that a student is in jeopardy of not graduating, the Dean shall provide to the parents options for completion of the outstanding credits after the completion of the semester. • If it is determined that a student does not meet the minimum standards for graduation, the student will be allowed to participate in the graduation ceremony and the diploma will be held until all requirements or deficiencies are cleared by the Administrative office of the school.
- If a student transfers to Legacy Learning Center, the Administrative staff shall notify parents and prospective students of the graduation requirements.

Graduation Requirements

The following requirements shall be completed for graduation from Legacy Learning Center with a Core 40 diploma + issued by the State of Indiana, upon accreditation by the State and by Legacy Learning Center until the accreditation by the State occurs:

- | | |
|---------------------------------------------------------------------------------|-----------|
| • English (including speech, composition and Literature) | 8 credits |
| • Science (including Biology, Chemistry and Physics or an Earth Science) | 6 credits |
| • Math (including Algebra I, Geometry, Algebra II Or Integrated Math) | 6 credits |
| • Social Studies (consisting of American History, World History) | 4 credits |
| • Economics | 1 credit |
| • U. S. Government | 1 credit |
| • Health/Wellness | 1 credit |
| • Physical Education | 2 credits |
| • Arabic | 6 credits |

- **Islamic Studies** 6 credits
- **Electives** 4 credits
- **Technology** 2 credits

CORE 40 WITH ACADEMIC HONORS DIPLOMA (MINIMUM 40 CREDITS) (IDOE) For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40;
- Earn 2 additional Core 40 math credits;
- Earn 6-8 Core 40 world language credits;
- Earn 2 Core 40 fine arts credits;
- Earn a grade of “C” or above in courses that will count toward the diploma
- Have a grade point average of “B” (3.0) or above

Complete one of the following:

1. Two Advanced Placement coursed and corresponding AP exams;
2. Academic, transferable dual high school/college courses resulting in 6 college credits;
3. One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits;
4. Score 1200 or higher combined SAT math and critical reading;
5. Score a 26 composite ACT;
6. An International Baccalaureate Diploma.

Core 40 with academic honor diploma (Legacy Standard)

For the Core 40 with Academic High Honors diploma, students must:

- Complete all requirements for Core 40;
- Earn 2 additional Core 40 math credits;
- Earn 6-8 Core 40 world language credits;
- Earn 2 Core 40 fine arts credits;
- Earn a grade of “C” or above in courses that will count toward the diploma
- Have a grade point average of “B+” (3.5) or above

- **Complete one of the following:**

1. Four Advanced Placement course and corresponding AP exams;
2. Academic, transferable dual high school/college courses resulting in 12 college credits;

3. Two Advanced Placement courses and corresponding AP exams and academic transferable dual high school/college course(s) resulting in 6 college credits;
4. Score 1350 or higher combined SAT math and critical reading;
5. Score a 26 composite ACT;
6. An International Baccalaureate Diploma.

MINIMUM GRADUATION REQUIREMENTS FOR LEGACY LEARNING CENTER STUDENTS

All students must have completed the following to qualify for graduation from Legacy Learning Center:

- Attended at least 4 consecutive semesters at Legacy Learning Center unless approved by the Academic Committee, with said requirement being waived on a case by case basis;
- Performance of at least a minimum of 100 volunteer service hours during each of their years of matriculation at Legacy Learning Center. Said community service hours will be required to be logged and verified by the agency or organization for which the student volunteers;
- Obtained a minimum 2.0 “C” cumulative GPA for their school matriculation;
- All classes must have been attended at Legacy Learning Center, IUPUI (through the SPAN program) or any other accredited High School program.

F. Promotion and Retention

All students in grades KG-12 will be promoted, if in the judgment of the teacher, satisfactory academic, social, and behavioral progress has been made during the current school year that would predict success in the following grade. A failing grade in Reading, Math or English/Language Arts will result in the student being retained in the current grade level.

A decision to retain a student is made by consultation between teachers, Dean, Principal, and parents. A letter stating a definite retention will be sent at the end of the third grading period.

In borderline cases promotion may be granted upon satisfactory completion of summer school or tutoring sessions.

Minimum attendance required for promotion in all grades is 180 days per IODE regulations (10 days of excused absences).

C. Honor Roll

Honor roll status is determined at the end of each grading period. Student who achieve all A's, B's in all subjects will be on the honor roll. Being named to the honor roll indicates an achievement of high academic standards.

D. Awards and Student of the Month

Each month a student may be selected from each grade level to be recognized as student of the month. This program lets students, and their families know that their positive behavior is noticed and appreciated. It is given a recognition of a students' behavior, citizenship, concern for others, and overall positive attitude. Selected students are honored in morning assembly.

E. End of Year Awards and Programs

At the closing of the school year, students are recognized in assembly for any special awards and achievements for outstanding work throughout the year. Awards are given in the following areas:

- Academic Achievement
- Extra curriculum and Language Studies achievements
- Service and hour of Volunteers
- Attendance
- Best manners

Are there before or after-school programs?

The after-school “extracurricular” activities start after 4:15. Such activities include: Math Bowl (10 students), Spell Bowl (12 students), Vex Robotics (5 students) Science Fair (24 students) Foreign Language (Arabic) (40 students) Indiana Public School Title-1 program for immigrant English learners (13 students) Boys Scout and Girls Scout (20 students) Soccer Program (30 students) Reading and Literacy Program (10 students) IUPUI Math Mentoring Program (5 students).

Academic competition:

1. Indiana Academic Spell Bowl
2. Science fair
3. Academic World Quest 2016
4. Indiana Academic Decathlon
5. Math Bowl
6. NHD (National History Day)
7. ICTM Math Competition
8. Future City
9. Siemens Competition
10. The DuPont Challenge Science Essay Competition
11. Toshiba/NSTA Explore a Vision Science Completion
12. Arabic Spell Bowl
13. Arabic/ Islamic study competition (in School).

Field trips:

Can be an excellent way to enliven the curriculum, provide hands-on field experience, spread

culture, and strengthen a school's community by providing enjoyable, inter-personal learning experiences. What's especially important for Legacy Learning Center, though, is that field trips allow our students to learn more about the wider, non-Muslim community surrounding them. With this in mind, Legacy students have taken field trips to the following sites:



-
- Fire Fighter Museum
- Fire hall field trip
- Central Library
- Corner Perrier
- State Museum
- Challenger Learning Center
- Bizz Town
- Fair Oak Farm
- Eco Lab, Marian University
- Holiday Park/Eagle creek Park
- State house
- Marengo Cave

- Children Museum
- Apple orchard
- Zoo
- Family Field Trips * Skating * Incredible * Great Times * Amusement park
- UNIVERSITY Field Trip
- IUPUI * Purdue * IU Bloomington * University of Chicago * University of Notre Dame
- Butler



Science Fair Elementary Award Ceremony....

Honor Roll

Each month a student may be selected from each grade level to be recognized as student of the month. This program lets students, and their families know that their positive behavior is noticed and appreciated. It is given a recognition of a students' behavior, citizenship, concern for others, and overall positive attitude. Selected students are honored in morning assembly.

Student of the Month

Each month teachers choose students who demonstrate *Academic Pride*, *Eagle Pride*, or *Character* to receive a *Student of the Month* award.

The ***Academic Pride Award*** is given to students who demonstrate excellence in the subject matter. Students are chosen because of overall academic achievement or excellence on a specific project or assignment.

The ***Eagle Pride Award*** is given to students who demonstrate consistent hard work, significant improvement, attitude, cooperation, or effort.

The ***Character Counts Award*** is awarded to students who demonstrate exemplary character traits — Caring, Citizenship, Fairness, Respect, Responsibility, and Trustworthiness.

Academic Award Ceremony



End of Year Awards and Programs

At the closing of the school year, students are recognized in assembly for any special awards and achievements for outstanding work throughout the year. Awards are given in the following areas:

- Academic Achievement
- Extra curriculum and Language Studies achievements
- Service and hour of Volunteers
- Attendance
- Best manners
- Quran complete Memorization....

Legacy Learning Center also organizes an End-of-Year Program and invites all parents, friends, and supporters to attend.

Recognize your student's accomplishments, celebrate all you've learned together, reflect on your own growth, and set goals for next year with these activities, lessons and ideas.

Honor Roll Award Ceremony



Honor Roll status is determined at the end of each grading period. Being named to the honor roll indicates an achievement of high academic standards.

Part of our school goal is "for each student in our school to recognize and develop his/her unique talents and interests..." The key words in this are "each student". We do not want to just recognize those that excel in specific areas; we want to recognize EACH student for the areas in which he/she excels.

As a school, we need to move away from the traditional educational hierarchy that says those students who

excel in language arts and maths are more important than those who excel in fine arts. We need to move away from recognizing only those students who have figured out the "game of school" and know how to "do" school_well









Class Trips

"We shall not cease from exploration and the end of all our exploring will be to arrive where we started and know the place for the first time." – TS Elliot

Class trips are integrated into the school curriculum to enrich learning by taking advantage of place-based learning opportunities. Teachers take day trips throughout Indiana State to supplement the science curriculum and some longer trips that include University Field Trip such as IUPUI, Purdue, IU Bloomington, University of Chicago, University of Notre Dame and Butler University.

Students will periodically leave school using the Legacy school bus to attend and/or participate in individual classes or school wide field trips, programs and/or activities.

Can be an excellent way to enliven the curriculum, provide hands-on field experience, spread culture, and strengthen a school's community by providing enjoyable, inter-personal learning experiences. What's especially important for Legacy Learning Center, though, is that field trips allow our students to learn more about the wider, non-Muslim community surrounding them.







Academic competition:

1. Indiana Academic Spell Bowl. 2. Science fair. 3. Academic World Quest 2016. 4. Indiana Academic Decathlon. 5. Math Bowl. 6. NHD (National History Day). 7. ICTM Math Competition. 8. Future City 9. Siemens Competition. 10. The DuPont Challenge Science Essay Competition. 11. Toshiba/NSTA Explore a Vision Science Completion. 12. Arabic Spell Bowl. 13. Arabic/ Islamic study competition (in School).

Daily Prayer and the Jumuah Prayer

The following regulations have been established to ensure that students learn and benefit from the daily prayer(s):

1. All students are to make wudu (ablution) before entering the prayer area.
2. Students are to enter the prayer area in a quiet, dignified manner.
3. Students are encouraged to contemplate, recite or make tasbeeh (supplication) to gain heart calmness and tranquility.
5. A designated student will make the call to prayer according to a predetermined schedule.

Weekly Friday sermon

The purpose of the weekly Friday congregational prayer and sermon is to spiritually educate students in matters pertaining to faith needs, recall them to the high ethics observance of all prophets and messengers teachings, and to connect them with the community events and concerns.



Physical Education (Legacy Indoor Facility)





Physical Education (Legacy Indoor Facility)

Physical education helps children develop physical as well as social-emotional skills to become healthier young people through different sports and games. Sportsmanship, work ethic, communication, and inclusion are daily lessons woven into each activity. Classes use a number of facilities including our gym carpet soccer field, and exercise room. The end goal is building confidence, self-worth, and problem solving through a physically active lifestyle that will enable children to enjoy traditional sports as well those that define our mountain lifestyle.

In addition, taking full advantage of our unique cross-age learning environment, lower school students may elect to participate in seasonal development clinics in soccer, volleyball, and available disciplines. The clinics are led by athletes who teach fundamental skills and introduce the basic rules of each game.

Parent Teacher Organization (PTO)

School Service

Legacy Learning Center is a Private School, and as such is dependent upon student and parent cooperation. School Service is an obligation for every student and our program is designed to instill in students School pride and a sense of belonging by accepting personal responsibility for the maintenance and upkeep of the school.

Assigned tasks will include, but are not limited to the following:

1. Cleaning of physical facilities (classrooms, Gym, public areas, and hallways)
2. Classroom special assistants and/or aides
3. Library and book shelves
4. Office special assistants and/or aides

Parental Volunteers

Legacy Learning Center relies heavily upon involved parental and community support. All parents are required to volunteer 25 hours during the school year. Please check with your child's teacher or administration to see where you can be service; please let them know if you have any special training or skills in any area of our academic or religious curriculum. This requirement can be substituted by paying \$10 per hour to the school.

Voluntarism is the means by which parents and community members contribute services to the school. Parent volunteers are very important to the success of the school. Parents are encouraged to volunteer a few hours each month based on their expertise as library assistants, homeroom mothers, lunch duty observers, parent tutors, maintenance work assistants, or in many other valuable services to the students and the operation of the school.

Legacy PTO Mission Statement

The Legacy Learning Center PTO is committed to enriching the educational and social experience of Legacy School students and their families. Legacy PTO is an organized group of parents who are willing to

spend their time and efforts to help strengthen the school and develop positive environment for our children to learn, play and grow

PTO Vision:

- Establish and maintain a working relationship among parents, school and community.
- Support school improvement teams and promote the finest education possible for the students at LLC.
- Expand technology and supplement equipment and supplies.
- Increase student safety and security.
- Develop programs and projects that will support or enrich the curriculum

Legacy PTO is organized every fall with a mission to contribute significantly to the success of all Legacy students. Any parent or staff residing within Legacy shall be deemed a member whose standing is based on complying with the purpose and basic policies of Legacy. The role of the PTO is advisory in nature. There are no dues levied. PTO has the following duties:

1. To promote an atmosphere in which children can grow as individuals, each aware of his/ her own worth and value in society.
2. To foster an awareness among parents of the need for their participation in the total education of their children.
3. To develop united efforts between educators and the general public that will secure for every child the highest achievements in religious, mental, social, and physical education.
4. To provide a forum for constructive communication between parents, teachers and administration for cooperative resolution of school problems.
5. To sponsor community, social, and fund-raising activities to promote the general welfare of Legacy and its students.
6. PTO coordinate helpers for special activities to create a phone tree for communication among families, to support parents group activities, to coordinate celebration events for families
7. PTO also offers many school-wide volunteer opportunities and events to help organize, decorate and clean up school events such as Qur'an Competitions, the annual Hajj simulation, and other school activities.
8. Beautification: Volunteers improve and maintain the grounds around the school building. Volunteers help with weeding, pruning, raking, and spreading fertilizer and mulch.
9. Hospitality: Volunteers help provide refreshments for school events or help clean up afterwards.
10. Library: Volunteers are trained to assist the librarian by shelving, repairing, and cataloguing books. Volunteers also assist during the book fair.
11. Family Fun Day: Volunteers help coordinate and publicize the Family Fun Day, or volunteer on the day of the fair. Fun booths offer a range of activities.
12. School Pictures: Volunteers assist during Picture Day.

PTO Goals: Our Goals revolves around promoting School Spirit, Educational enhancement, Facility Upgrades and community Support. Our Primary goals for this year include:

- Increasing parental involvement.
- To increase advocacy efforts in the community to promote LLC families' involvement in school academic and enrichment programs
- Acquiring Indoor Gym Equipment.
- Girls restroom wudhu area construction funding.
- To develop and support at least two new enrichment clubs for students this year (Robotics club and Raspberry Pi Club).
- To support competitive academic teams such as Math Bowl and Spell Bowl.
- Conduct various fundraisers to increase our PTO Budget.
- Develop a PTO newsletter over the next 12 months.
- Enhance the quality of education by raising funds for school supplies or programs that fall outside the school budget.
- PTO goal is to see our school grow; become strong and successful in many different levels. The PTO exists to provide volunteer services and to raise funds that support students' educational efforts and extracurricular

PTO Activities/Fundraisers

- **SOCIAL:** International Culture Day, Hosting Eid parties, Family Fun Day at Incrediplex, Open House, Graduation Celebration, Teacher Appreciation Day, Picture Day, Skating Parties, Family Night, etc.
- **SERVICE:** School Lunch Program, Green Team, Food Drives, Winter Coat Drive, Library Helpers etc.
- **ENRICHMENT:** Supporting Field trips, Supporting various school competitions such as Qiraat Competition, Islamic Studies Competition, History Competition, and Art Competition. Supporting after School Enrichment Clubs such as Reading Club, Robotics Club, Chess Club, etc.
- **FUNDRAISERS:** Box Tops, Fall/Spring BBQ, Jumuah Sandwich sale, Kids movie night, etc.

WHY DOES THE PTO NEED ME?

Getting involved with the PTO is a worthwhile endeavor. Research shows that when parents are involved in their children's education, the children are more likely to earn better grades, have better social skills, show improved behavior, and be more positive in their attitude toward school. As parents we choose the life of Islamic school for our children, and we have to make sure our children love the environment that they are in and enjoy the best of it.

HOW CAN I HELP?

The PTO needs your time and talent to meet its goals and maintain its programs. There is a multitude of ways to help the PTO enrich the lives of our kids.

- Volunteer to chair one of our committees.
- Become a member of a committee.
- Volunteer in a wide variety of in-school support services.
- Help coordinate family and fundraising events.
- Donate funds to the PTO.

There are lots of involvement opportunities with many different levels of time and commitment involved

Contact Us: You can Contact the PTO Board Via email – LegacylearningcenterPTO@gmail.com
PTO BOARD CONTACTS - 2016-2017 PTO LEADERSHIP

HOME AND SCHOOL COMMUNICATIONS

Parents, teachers, and school administration should make every effort to maintain ongoing communication. Notes, reminders, announcements, flyers, and other communication will be sent home in family folders designated for this purpose. Parents are responsible for reading all of the communications sent home and are asked to stress to their children to return all papers or notices needing signatures in a timely manner. To express your concerns or to make suggestions for improvement in any area, please send your remarks in writing to the school office at the attention of the dean (dean@legacylearningcenter.org).

Be sure to sign your name and phone number.

Please keep the school informed of any changes of address, phone numbers or emergency contacts



Legacy PTO events during the school year



Legacy outdoor activities





Legacy Monthly Teacher's workshop





Legacy Cafeteria

School Uniform and Dress Codes

Uniforms are required for those students in 1 st grade and up, while KG being optional. All students are expected to be neat and be clean daily. Students purposely reporting to school without the proper uniform will be sent home to change, or if this is not possible, the student will be put on in-school suspension for the rest of the day.

Parents should inspect their child's uniform periodically for signs of wear and tear and repair any damages as needed. Please encourage your child to keep his/her uniform clean.

The following are general procedures and policies regarding daily dress and uniform requirements for all students: (individual female/male regulations listed below.) Any student violating these regulations will be subject to removal from class and disciplinary action.

1. Students in 1st and up are required to wear the official (KG optional), standard school uniform until the last day of school, while in school, between the regular school hours of 8:45am to 4:00pm and on all school field trips, unless otherwise notified by administration or teachers.
2. Only black, navy blue, or white shoes or sneakers are to be worn with the uniform. All shoes or sneakers must be closed heel and toe. NO SANDALS OR SLIPPERS (for safety reasons). Heel height is limited to 1 inch only.
3. Students in 1st and up (KG optional) are required to wear only clean black, navy blue, or white socks only

4. No heavy coats or jackets are to be worn in the class. Only navy blue or black front-buttoning sweaters or lightweight navy blue or black
5. Jackets or loose fitting sweatshirts will be allowed. Uniform must still be visible with sweaters or sweatshirts on—otherwise they will not be allowed.
6. Nose or tongue rings, ankle bracelets, or ear straws are not allowed at any time. All chain or beaded necklaces are to be worn underneath the uniform.
7. No visible tattoos or other such markings
8. No colored contact lenses that change eye color are to be worn whatsoever.
9. All earrings must be completely concealed under a scarf.
10. No see thru clothing of any type is to be worn to or during school programs or activities.
11. No make-up, heavy perfume or even colored lip gloss
12. Sunglasses are to be worn outdoors only and not in the classroom.

A. Female Student Uniform and Dress Code

1. All female students in 1st grade and up are required to wear clean, white scarves that cover the hair and neck completely at all times), as part of their daily uniform, while in school and/or on school property or attending school programs. Different color scarves may be worn for field trips and uniform dress-out days.
2. Only white, navy blue or black socks are to be worn. No sheer stockings or oddly-colored hosiery. All socks, stockings, and hosiery must be removed prior to making wudu.
3. No perfume, make-up, artificial nails and/or nail polish of any kind is permitted.
4. No studded collars or wrist bands. Students may wear only one ring per hand.
5. Female students in Elementary School are required to wear navy blue or burgundy jumpers with navy blue, white or light blue shirts under the jumpers. (Shirts of other colors will not be allowed, including other shades of blue.) With the jumpers they need to wear navy blue/burgundy or black pants.
6. Female students in the 6 th Grade and up will be required to wear navy blue jilbabs purchased from East Essence. Only these specified jilbabs will be allowed.

B. Male Student Uniform and Dress Code

1. All male students from grades 1 to High School (KG optional) will be required to wear navy blue/burgundy polo shirts without any logos on them. No other shirts should be visible underneath the polo shirts.
2. They will need to wear khaki or black dress pants. No jeans, sweatpants or cargo pants will be allowed.

3. Only white, navy blue or black socks are to be worn. No oddly colored or mismatched socks.

C. No Uniforms, Special Occasions, and Dress Ups

Students are expected to observe reasonable standards of cleanliness, grooming, and dress on nonuniform days. Reasonable standards of dress are those which do not cause disruption in the learning activity and/or call undue attention to the individual or some part of his/her person. No clothing with suggestive words or pictures is allowed.

Also, students are not permitted to wear any clothing, hats, buttons, pins, etc. containing any drug/alcohol related logos of any type. Students not properly dressed will be excluded from attending and/or possibly sent home.

All students must adhere to the following additional guidelines:

- **No Uniform Days** On no uniform days, all students are expected to dress clean, neat, and with modesty. No tight or ripped clothing, shorts or short skirts/dresses. Loose tops are to be worn outside pants (not tucked in) and should be long. For females these tops must comply with appropriately guidelines of dress, meaning long, loose and knee length. Female students must wear scarves that completely cover the hair and neck. All students are expected to abide by the general grooming and dress code regulations. Shoes and socks must be worn at all times, unless performing salaah.

- **Dress up**

Sometimes outside school trips require dressing-up. In these incidents students must dress appropriately, meaning no t-shirts, jeans, or sneakers. All loose, long sleeve dresses or loose skirts worn by female students must be ankle length, with no slits. All loose blouses or dress shirts to the knee must be long sleeve and come to the wrist.

- **Disciplinary Procedures**

School is a place of discipline and orderly behavior. At Legacy Learning Center, discipline is taken very seriously and violations will not be tolerated. All students are expected to behave in a respectful, dignified manner on a daily basis. Disruptive behavior of any type, such as excessive unnecessary talking during class, distractive behavior, rudeness, etc. will not be tolerated and will be reported to parents by the teacher. Continued occurrences may result in suspension and or expulsion. All behavioral occurrences and correspondences with parents will be documented and placed in the student's permanent file. Serious behavioral problems such as cursing, fighting, or hitting a teacher and/or another student will result in immediate suspension followed by a Parent-Teacher conference to discuss the problem. If the behavior continues, the student will be expelled from Legacy Learning Center.

A. General Rules

1. Students are not to bring toys and/or personal belongings to school unless directed by a teacher and/or for the purpose of an educational presentation. All magazines, toys, skateboards, Game Boys, trading cards, roller blades, and other such items will be confiscated and kept until the end of the school year.

2. No selling, trading or borrowing of toys or other such personal items between students at school.
3. No eating or drinking in classrooms.

B- Cheating

1. **Cheating** is a very serious offense and will not be tolerated at Legacy Learning Center. Cheating is defined as copying another students' paper, homework, assignments, quizzes, and/or tests without permission from a teacher and/or using 'crib sheets', gestures and/or verbal signals or any student who purposely shares their work with another students with the intention of cheating.

2. **Plagiarism** – copying another person's work from books, magazines or other sources is not tolerated. Plagiarism is cheating, no ifs, ands, or buts....

When evidence is clear that cheating has occurred, the teacher has the authorization to do the following:

- a. Give the student a zero (0) for the assignment, quiz, and test.
- b. Notify the parents and/or guardian immediately of the situation and the consequences.
- c. Schedule a conference to discuss what action will be taken to prevent future incidents.

Students will not be allowed to make up any work for which a zero (0) has been given because of cheating.

C. Suspension and Expulsion

Students may be suspended or expelled, and parents notified for violation of any of the following:

- Recurring unexcused absences or tardiness
- Failure to maintain a minimum grade point average (GPA) of 2.5 during the school year
- Failure to accept correction and/or disciplinary action
- Fighting, using profane language, and or making obscene gestures
- Lewd and licentious behavior, or sexual misconduct
- Stealing, vandalism and/or malicious destruction of school property
- Disrespecting or disruptive behavior during daily prayer & Jumuah prayer
- Failure to adhere to school dress codes
- Sale, use, possession, or distribution of drugs, drug paraphernalia, alcohol, tobacco, or other such contraband – Gambling
- Cheating, hiding, or willfully missing a class or classes
- Leaving school or Masjid property without prior permission and authorization

- Possession of any weapon on school or Masjid property
- Affiliation with gangs or gang-like behavior and/or activity
- Repeat offenses of any kind

B. Grievances

Parents are expected to support and uphold Legacy's policies. Without this cooperation and confirmation from the parents, a double standard exists between home and School, which is counter-productive to the student's development and our effectiveness. If at any time misunderstandings develop between the school and home, it becomes the obligation of both to seek clarification and explanation. All suggestions and comments from the parents will be examined fully, and are welcomed and encouraged for the overall strengthening of the school.

The school agrees to work closely with the parents in the education of the child. This includes provision of competent teachers, a full and developmentally appropriate curriculum, regular reporting of student progress, proper student supervision, and communication with the home.

In full cooperation with the school, parents are expected to attend Parent/Teacher Conferences and actively support other planned activities, knowing that parental participation is critical to the health and well being of the school and the child.

Grievance Policy

Remember that "Students hassle" is not a synonym for "harassment."

Parents or students who have a complaint against any student, teacher or staff-member should follow the procedures below in order to reach a satisfactory resolution: Of course, you can always informally bring any concern to the school administration attention and that is often the best way to resolve minor matters, Yet if the issue is not resolved satisfactorily, then:

1. Submit, in writing, a clear explanation of the issue at hand making sure to include: date, evidence, specific incidence(s), etc. Please **delineate the essential facts** to the person/Teacher in charge. If the issue is not resolved satisfactorily then you can take the issue to the administration for consideration.
2. If the complaint is not dealt with in a satisfactory manner, a copy of this written complaint should be submitted to the Administration.
3. If the complaint is still not dealt with in a satisfactory manner, a copy of the written complaint should be submitted to the Dean.

Filing a grievance can provide you with an avenue for resolving issues when other efforts have failed. But unless you initiate a grievance, there is no requirement that Legacy School respond at all, no timelines applicable for a response, and no assurance that any action will be taken. Please do not texts message the person in charge. The grievance form is attached online at www.LegacyLearningCenter.org. Under the Parents Admission.

Regardless of the merits of your grievance, if you don't file within the timelines of 3 days or less from the time you become aware of the problem) you will likely lose for the procedural reason of filing late.

- **Dismissing Students**

Parents and/or Staff Legacy reserves the right to dismiss a student, parent and/or staff-member whose presence in the school is considered detrimental to the best interest of the student, of fellow students, or of the school in general.

Legacy also reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission." Legacy also reserves the right to dismiss any student, parent and/or staff-member who knowingly goes against any of the school's published policies and/or promotes negative advertising against the school verbally, in writing and/or on any published medium, including social networking sites.

Where do the kids have recess?

There are two areas where the Legacy students have recess/P.E. activities: The school gym is where the students go for recess. The school gym area is equipped with one carpeted area which is used for athletic activities and another with "vinyl flooring" which is used for 3 x 3 soccer, dodge ball, and other athletic activities for students in Pre-K-9 grades. The adjacent Indy Parks soccer field is also used for outdoor physical activities. The students are transported there and back in the school bus. In the field, the school holds its soccer and physical activities on every other day basis.

How do students get to the school?

The students are dropped off by their parents in the morning 10-15 minutes prior to the morning assembly which starts at 8:50 am.

Where do people park?

Legacy staff and employees park in the designated parking spot across from the school. Parents will come from the school entrance and come around the valet area and drops off/pick up the students. How does the drop-off system work? The students are dropped-off by the school valet area and the parents drive around and go to the school's entrance/exit. How many grades are currently offered?

How does the drop-off system work?

The students are dropped-off by the school valet area and the parents drive around and go to the school's entrance/exit.

How many grades are currently offered?

Legacy Learning Center is designed to offer education to students in Pre-K-12. Currently, the Legacy is serving students in Pre-K-9 grades.

How many entrances does the school have and how does the school monitor people coming in and out?

The Legacy Learning Center has one main entrance gate to the building, parking lot, and the valet area. Inside the building, there are 4 emergency exit doors and one main entrance double-door. The front desk monitors any people coming in and out of the building with the sign-in sheet for visitors or guests. The Legacy building is equipped with 16 security cameras that monitor the school building inside and outside at all times live and recording in DVR.

Where do kids go during emergency or fire?

Please refer to the Legacy Learning Center emergence action plan for further details. The LLC conducts quarterly fire drills and tornado drills twice a year.

Half Days, Early Dismissals and Withdrawals from School Half Days

Those days indicated as being half days 'Half Days' as stated on school calendar will end at 12:00pm (Noon).

Early Dismissals

Parent(s) and/or guardian(s) must inform the school office and the homeroom teacher, by calling or in writing, of any appointments for which the student(s) must leave during the school day.

Students, who must leave school early due to appointments, etc., must be signed out of the office by a parent, guardian, or a designated by a parent or guardian.

Student leaving school without prior permission and/or NOT in the company of a parent, guardian or designated person will be automatically suspended.

The procedures for early dismissals are as follows:

a. Pre-arranged check outs: On the day of the early dismissal, upon arrival to school, the student must present a signed note to administration and the homeroom teacher. The note should state the time of leaving, the reason, the time of return and a phone number where the parent can be reached for confirmation. All notes for early dismissal will be verified by phone before a dismissal slip is issued.

b. Illness check-outs: Any sick student will be issued a hall pass by a teacher or aide and is to immediately report to the administration office. A parent will be called and must sign out the student from the administration office. Withdraw

Withdrawal from School

If a student is to be withdrawn from school, a parent and/or guardian must make an official signed request in writing to administration in a timely manner (10 working days). Appropriate form must be completed and signed by parent(s) and/or guardian(s), as well as the Dean or assistant principal. No official school records will be released until all school books have been returned and delinquent accounts have been paid in full.

Parent(s) and/or guardian(s) who wish to re-enroll student after having withdrawn them may be subject to a waiting list if their child's space has been taken already.

Parents, who withdraw their children from Legacy Learning Center for whatever reason during the academic year, may not be allowed to re-enroll them again in the same academic year.

EMERGENCIES, DRILLS AND SCHOOL CLOSINGS

- **Emergency Closings**

The decision to close school during severe weather will be made from a practical standpoint. If these conditions occur before school starts, it is the parent and/or guardians responsibility to monitor news and weather reports for information regarding school closings. All weather related school closing announcements will be broadcast on local television stations, local radio stations and their websites. You may also call the school and listen to the voicemail for any updates. **All updates and decisions will be made by 6 am on the school website and local TV channels.**

In the event Legacy Learning Center is not listed, then follow the announcement closing for Indianapolis Public Schools (IPS) unless otherwise notified by the classroom teacher or administration. Call school voicemail for confirmation.

Emergency Drills

Periodically throughout the school year, as mandated by law fire, tornado, and intruder alert drills will be held. These drills will not be announced before hand so that students can learn the importance of obeying rules and regulation, remaining calm, and taking the drill seriously. Students must pay careful attention to any directions given by their teachers or classroom aids.

ADMINISTRATION AND OR TEACHER APPOINTMENTS

If at any time a parent or guardian feels the need to speak with administration or a teacher, please call the school office to schedule an appointment (9:15m-3:45pm).

Please do not just “pop-in” without prior scheduling and anticipate speaking with the dean (Sheikh Tewfik) or any academic staff (Mona/Saliha); interruptions are not tolerable as this distracts from the attention given to students. This includes speaking to a teacher before and after the morning assembly.

- **Visitors**

We are happy to have parents or guardians visit the school in their child’s classroom; however classroom visits must be scheduled in advance with the teacher and the administration. On the day of the visit, parents must check in at the school office and obtain a visitors pass prior to going to the child’s classroom.

Parents visiting the classroom are expected to enter quietly and sit in the rear of the classroom and are not permitted to interrupt, interfere, disturb, or discuss anything with the teacher or other students without the teacher’s permission. Parents are not allowed to bring other children or adults with them, unless the child is a prospective student.

Teachers, Parents or any employee at Legacy Learning Center are not allowed during the school year operation to admit or send other children not enrolled in Legacy Learning Center to spend the day with their enrolled child for Insurance and liability reasons including legal concerns.



MISCELLANEOUS RULES AND REGULATIONS

These are rules and regulation which do not fit into any specific category, but are still important and must be adhered to by all employees, students and parents.

a. Class room Parties

Classroom parties are permitted when related to specific units of study, class projects, and/or in celebration of Islamic holidays. **However, prior approval must be obtained from the administration.**

b. Lost and Found

Although the school maintains a lost and found service, students are expected to assume responsibility for all personal belongings, textbooks, lunch boxes, book bags, and other such property. Parents are expected to encourage this responsibility by ensuring that clothing, books, and personal items are clearly labeled. All items in lost and found will be held for one week only, and then disposed of.

c. Meals

All children should have a nutritious breakfast before coming to school as this enhances the learning process. Students who don't eat breakfast tend to be weak, tired, and listless and will often fail to learn and comprehend.

All students must provide their own lunch (for KG & 1st grade students, an additional light snack should be included). Students are not allowed to bring glass bottles and/or breakable containers or jars in their lunch boxes/bags. No soda pop in cans, except for those students in grade 5 and up. All lunches will be kept in the classrooms and students will not be allowed to use the refrigerator, Microwave for warming-up any food items without the teacher supervision.

e. Recess

Recess time for students is encouraged, weather permitting and will be at the discretion of the homeroom teacher. Any student causing a disruption, hitting, or otherwise hurting another student(s) during recess will be subject to disciplinary action and/or dismissal.

f. Restroom Procedures

All students when leaving the classroom to use the restroom are to be considerate of others by: Awaiting their turn quietly and orderly Flushing the toilet and refilling the water holder Cleaning up spilled water after making wudu (ablution) Each student is responsible for cleaning up after his/herself after using the bathroom. Making wudu (ablution) is not playtime. Students are not allowed to play in the water and/or splash it around. Instead water should be used wisely.

g. Child Abuse and Neglect

Indiana law requires that all cases of suspected child abuse or neglect be reported to the appropriate agencies. All teachers, child care providers, and school administration are required to follow the guidelines of Indiana law.

Ways Parents Can Help Their Children Succeed in School

- Be sure your children has suitable place to study and do their work
- Ask about any unclear assignments; advise your child of the importance of writing down all assignments clearly, neatly, and in the appropriate notebook or ledger.
- Praise your children for good work in school – your support, du'a and encouragement or the lack there of can make a huge difference
- Discuss the importance of that doing well in school now is important to the future success; if your children understands that you value education and learning, they will too.
- Become a school volunteer, join the PTO, become involved
- Attend school meetings and other programs; show your children that you are committed to their education.
- Make sure your children attend school every day unless there is an important reason or illness preventing them from doing so.
- Limit television watching or find programs that have educational value
- Visit museums or other programs that have educational value outside of school time
- Be informed about school happenings and activities; visit the website or read the newsletter
- Know your child's teacher and communicate with them regularly
- Make your house a house of books and reading.
- Ask your children what they learned in school today
- Remember you are the first teacher and model for your child, what is important to you will be important to them; they will do what they see you do, say and act
- Give your children opportunities to practice and reinforce what they have been learning- let them read, count, write, or keep track of information and/or provide opportunities for scientific exploration and discovery
- Help your children not to judge others, individual and group, and avoid prejudices; avoid making any derogatory remarks about other people, races, color, language or ethnic groups in front of your children.
- Encourage your children to have good friends and playmates and to take part in the community activities and events
- Practice good health habits, provide a balanced diet, and observe the rules of nutrition, exercise, and safety. Talk to your children about how to deal with strangers, animals, heavy traffic areas, and unsafe areas.

Goals achieved:

- Legacy Learning Center has received the school zoning variance certificate from the city county of Indianapolis.
- Legacy Learning School is accredited by the Indiana State Board of Education.
- Legacy Learning School is eligible for the state voucher program in 2016-2017 school year.
- New textbooks and revamped curriculum for all grades.
- Professional training opportunities regularly offered to teachers.

- Updated building set to meet stringent fire and health codes.
- School bus for educational field trip
- Students have partaken in and won multiple contests and scholarships.
- New college counseling program for all high school students.
- New, commercial quality student playground.
- Full-time Daycare.
- School Gym (Indoor Soccer Field, Ping Pong Table, Badminton)
- More professional end-of-year graduation ceremony.
- School Cafeteria
- Weekly teacher meetings have helped to create a more unified, stable atmosphere.
- Updated technology, including laptops for the staff, multiple computer projectors, large flat-screen display at the entrance and in the school cafeteria, and a brand new video surveillance system for student protection.
- Science Lab.
- Attractive landscaping for front of school building.
- Enhanced entryway to add to school's visual appeal.
- Improved Arabic language program (Honors)
- Complete ESL (English as a Second Language) and ENL (English as a New Language) programs.
- SAT Prep classes in Math and English





Legacy Interfaith Programs





LEGACY
LEARNING CENTER

Thank
You!



For questions related to administration and school policies, please visit our school website at www.LegacyLearningCenter.org or call and contact the school administration at 317-423-2866.