

LEGACY HOMESCHOOL ACADEMY

An online community meeting weekly for academic enrichment and community.



2025 - 2026

HANDBOOK

Table of Contents

Welcome to Legacy Homeschool Academy	4
Mission & Vision	4
Statement of Faith	4
Philosophy	6
Who We Serve	6
Academic Information	7
Meeting Structure (online, in-person activities, field trips)	7
Curriculum & Instruction	7
Assignments	7
Grading & Mastery	8
Grading Scale	8
Honor Roll	8
Progress Reports	8
Student Support	8
Enrollment & Application Process	9
Tuition & Fees	9
Policies & Procedures	10
Nondiscrimination Policy	10
Attendance & Punctuality	10
Communication Between Parents & School	10
Technology & Media	10
Dress Guidelines	11
Weapons	11
Alcohol and Drugs	11

Legacy Homeschool Academy

Discipline	11
Emergency Drills	12
Inclement Weather	12
Power or Internet Outages	13
Emergency Communication	13
Health / Medication / Emergency Information	13
Medication	14
Emergency Medications	14
Schedules & Calendar	14
Weekly Class Schedule	14
Academic Calendar 2025–2026	14
Breaks & Holidays	14
Grading Periods	14
Field Trips & Special Events	15
Contact Information	15
Legacy Homeschool Academy Website	14
Email & Phone	14

Welcome to Legacy Homeschool Academy

We're so glad you're here! At LHA, our goal is to help students grow in knowledge, confidence, and faith. Our mission is to guide students to grade-level mastery while helping them grow in their reliance on God.

Every family has its own story, and we feel privileged that you've chosen to make LHA part of yours. Together, we will cultivate an atmosphere of respect, encouragement, and growth.

Thank you for entrusting us with your child's education. We look forward to walking alongside you this year as we build a legacy of faith and excellence, one student at a time.

In the service of The King,
Pamela Jano – Administrator

Mission & Vision

Mission

To guide students to grade-level mastery while nurturing their faith in God, using Christ-centered teaching methods that build both confidence and academic excellence.

Vision

To make private, Christ-centered education accessible to all families by offering affordable tuition, personalized learning, and a supportive community that helps every student thrive spiritually and academically.

Statement of Faith

Legacy Homeschool Academy is a Christ-centered school integrating faith and learning. We do this by employing staff that have a personal relationship with Jesus Christ, teaching all subjects from a Biblical worldview, and acknowledging God as the source of all truth. The following are the biblical standards upon which LHA is founded. Enrollment signifies an agreement by all families to support a learning environment where these standards are upheld, and to refrain from undermining or contradicting them in word or action while participating in school activities.

- The Old and New Testaments of the Bible are the inspired, infallible, and authoritative Word of God. The Bible is the divine and final authority for Christian life.
(2 Timothy 3:16; 2 Peter 1:20; 1 Thessalonians 2:13)
- There is one God, the creator of all things, who is infinitely perfect and eternally existent in three persons: The Father, the Son, and the Holy Spirit. (Colossians 2:9; Matthew 28:19)

Legacy Homeschool Academy

- Jesus Christ is the union of God and man. He is true God and true man, conceived of the Holy Spirit and born of the Virgin Mary. He lived a sinless life and died on the cross as a sacrifice for the sins of all men. He arose bodily from the dead, ascended into heaven, and is presently seated at the right hand of the God, the Father, as our high priest and advocate. (Philippians 2:6–11; John 1:1, 14, 18, 14:28)
- Man was created in the image of God but fell into sin, which resulted in his spiritual death and separation from God. Only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. As a person makes the decision to believe in the death and resurrection of Jesus Christ and confesses with his mouth the lordship of Jesus in his life, a miracle of regeneration by the Holy Spirit takes place and they are “born again”. (Romans 3:10, 23, 5:12, 10:9–10; 1 John 3:8; Ephesians 2:8; 2 Corinthians 5:17; John 3:3,5–7)
- Water baptism and communion are ordinances to be observed by the church during the present age. (Matthew 23:19; Romans 6:4; Colossians 2:12; Acts 8:36–38; Luke 22:19–20; 1 Corinthians 10:16)
- The Holy Spirit comforts and guides the believer, with the final purpose of glorifying the Lord Jesus Christ in the earth. During this age, He indwells, guides, instructs, and empowers the believer for godly living and service. Every believer should be filled with the Holy Spirit, with speaking in tongues as the initial physical evidence. (Matthew 3:11; John 14:16–17; Acts 1:8, 2:4, 38–39; 19:1–7)
- Every born again, Spirit-filled believer should maintain a consistent prayer life. (1 Corinthians 14:15; 1 Thessalonians 5:16–18; Ephesians 6:17–18)
- Without faith, it is impossible to please God. The Word tells us that the just—those who have been justified by the blood of Jesus—shall live by faith. Our lives can be prosperous and healthy in every realm as we walk in the light of this redemption by faith in God’s Word. (Hebrews 11:6; Romans 1:17; James 5:14–15; Mark 16:18; Isaiah 53:4–5; Matthew 8:17; 1 Peter 2:24; 3 John 1:2; Deuteronomy 8:18; Galatians 3:13–14)
- There will be a bodily resurrection of the dead—the believer to everlasting joy with the Lord and the unbeliever to judgment and eternal punishment. (Hebrews 9:27–28; Revelation 19:20)
- We believe that marriage is a covenant sanctioned by God to join one man (born as and continues to be male) and one woman (born as and continuing to be a female) in a single, exclusive, holy union. (Genesis 2:2–25)

Legacy Homeschool Academy

- We believe that sexual activity is a gift from God to be enjoyed only between a married man and a woman. Sex outside of marriage is inconsistent with our faith. (1 Corinthians 7:2–5; Hebrews 13:4; 1 Corinthians 6:9–10, 18–20; Genesis 1:26–27)
- We believe that all human life is sacred and created by God in His image. God intentionally and purposefully designed each person to be a particular gender, as evidenced at birth (or at the chromosomal level when necessary). Human life is of inestimable worth in all its dimensions. (Genesis 1:26–27; Psalms 139:13–18)

Philosophy

- At Legacy Homeschool Academy, we believe that every student can achieve grade-level mastery when given the right balance of **support, accountability, and encouragement**. We approach teaching with the conviction that academics and faith are inseparable—God is the source of all truth, and His Word gives meaning to what we learn.
- We value **personalized learning**, meeting students where they are and helping them grow at a pace that builds both competence and confidence. We emphasize **hands-on learning, real-world application, and active engagement** so students don't just memorize facts but truly understand and retain what they learn.
- Most of all, we believe education is not just about reaching academic goals—it's about shaping character and preparing students to live with purpose.

Who We Serve

Legacy Homeschool Academy partners with families who want support in their homeschooling journey. We serve:

- **Students who need a fresh start** in areas where they've struggled or fallen behind.
- **Parents who welcome extra help** teaching certain subjects or providing structure and accountability.
- **Learners who thrive in community**, benefiting from encouragement, challenge, and Christ-centered teaching.

Our goal is to come alongside families with care and guidance, creating a place where students not only master academics but also see strengths they hadn't recognized before.

Academic Information

Meeting Structure (online, in-person activities, field trips)

Our weekly rhythm is designed to balance **online instruction, in-person gatherings, and independent study.**

- **Online Classes:** Students meet with teachers and peers through live Zoom sessions. These classes provide direct instruction, discussion, and practice in core subjects.
- **In-Person Gatherings:** Once a week, students come together for hands-on learning, group activities, and community-building events. This gives students the chance to apply what they've learned, connect with classmates, and enjoy fellowship.
- **Independent Work:** Outside of class, students complete assignments, projects, and reading at their own pace, with guidance from both their parents and Legacy staff.

This structure provides flexibility for families while ensuring students receive the instruction and support they need to succeed.

Curriculum & Instruction

Legacy Homeschool Academy uses the Abeka curriculum as a foundation, while adapting lessons to keep students engaged and actively learning. To balance structure with creativity, we follow a cycle of one week using the textbook and one week applying concepts through creative writing, hands-on activities, problem-solving, and real-world application.

This method allows students to master core skills while developing confidence, critical thinking, and a genuine enjoyment of learning.

Assignments

Homework is designed to reinforce concepts taught in class, encourage independent study habits, and provide parents with a window into their student's progress.

- Homework assignments are meant to practice skills, prepare for upcoming lessons, or complete projects that require independent effort.
- Middle school students should expect an average of **30 minutes per subject per week**, while high school students may have **60 minutes per subject per week**, depending on course level and workload.
- Assignments are expected to be completed by the due date provided. Late work may receive reduced credit unless prior arrangements are made with the teacher.
- Parents are encouraged to provide accountability and support, but homework should reflect the student's own work and effort.
- Students are expected to manage their time wisely, seek help when needed, and complete all assignments.

This policy is meant to help students build strong study habits, deepen their understanding, and take ownership of their learning—skills that prepare them for future success both academically and in life.

Grading & Mastery

- **Assessment:** Only tests and quizzes are formally graded.
- **Homework:** Assignments are designed to reinforce concepts and provide additional practice, not to generate grades.
- **Review:** Daily review is built into every lesson, as consistent practice and reinforcement are essential to mastery.

This approach ensures that grades reflect genuine understanding while giving students the opportunity to strengthen skills through ongoing review and practice.

Grading Scale

GRADE	PERCENTAGE	GPA VALUE	WEIGHTED GPA VALUE
A	92 - 100		
B	80 - 91		
C	70 - 79		
D	66 - 69		
F	65 and under		

Honor Roll

Academic Honor Roll recognition is awarded each quarter. Students who receive a “D” or “F” in any course become ineligible for honor roll during that quarter. Honor Roll is marked on a student’s report card each quarter. There are two honors categories for middle school students:

High Honor Roll: grade point average of 3.5–4.0

Honor Roll: grade point average of 3.0–3.49

Progress Reports

- Progress reports are issued every quarter (see Academic Calendar).
- Grades are calculated by averaging all test, quiz, and project grades for each subject.
- Transcripts can be created upon request at no additional cost.

Student Support

We are committed to walking alongside students in their learning journey. We recognize that questions don’t always wait for class time, so we make ourselves available to provide help when it’s needed most.

Legacy Homeschool Academy

Students can expect support through:

- **Timely communication:** Teachers are available by email, voice call, or video call during designated support hours.
- **Flexibility:** When possible, additional help may be offered outside regular hours to ensure students don't remain stuck on a problem or concept.
- **Encouragement:** We believe learning thrives in a safe and supportive environment. Students are encouraged to ask questions, seek clarification, and reach out when they need help.

Our goal is to make sure no student feels alone in their learning. Whether in class or through one-on-one support, we are committed to helping students master their work with confidence.

Enrollment & Application Process

- Complete and submit the online application form.
- The first week's tuition (\$25) must be submitted with the application.
- Administration will review the application and contact the family for any additional information.
- Once approved, parents will receive an email with instructions on how to register for classes and all necessary information to prepare for the start of classes

Tuition & Fees

- Annual tuition is **\$900 per student**.
- Tuition may be paid weekly (\$25 per week), monthly, or in full at the start of the year.
- **A minimum of \$25 per week is due each Friday must be received to maintain active enrollment.** Students whose accounts fall behind will not have access to the program until payments are brought current.
- A **\$68 fee** will be charged for declined credit card transactions.

All financial transactions are processed securely and protected by **256-bit encryption**.

Policies & Procedures

Nondiscrimination Policy

Legacy Homeschool Academy admits students of any race, color, national and ethnic origin and does not discriminate based on these factors in its educational policies, admissions, tailored tuition, and other school-administered programs.

Attendance & Punctuality

- **Zoom Meetings:** Students are expected to log in on time, prepared with materials, and ready to engage. Arriving late disrupts the flow of the class and shows a lack of respect for both the teacher and fellow classmates.
- **In-Person Outings/Events:** Students should arrive on time, dressed appropriately, and prepared to participate fully. Being punctual reflects maturity and a readiness to represent both themselves and Legacy well.

Regular attendance and punctuality build strong habits, foster accountability, and prepare students to succeed in future responsibilities.

Communication Between Parents & School

- Parents will receive updates on student progress, assignments, and announcements by email..
- To meet with teachers just call (973) 460-1170 or email:info@legacy1nj.org to schedule a meeting.
- Parents are expected to check messages regularly and respond promptly when necessary.
- Concerns should be addressed directly with the teacher first, then administration if unresolved.

Technology & Media

- Our teachers devote significant time and effort in preparing lessons so that students have a meaningful and engaging learning experience. In return, we ask that students give their full attention during class time and when completing assigned work.
- **During Zoom Classes:** Students must stay fully engaged on their computer or tablet. Cell phones should be put away and not used for talking, texting, or browsing.
- **During In-Person Classes:** Phones must remain silenced and out of sight. Students may not use phones or other devices in class unless directed for a learning activity.
- **Focus and Respect:** Whether online or in person, students are expected to give their full attention to the teacher and their classmates without distraction.

Legacy Homeschool Academy

- Only the computer or tablet being used for the Zoom class should be open. No gaming, streaming, or unrelated browsing is permitted.

Dress Guidelines

Students are expected to dress appropriately whenever we are conducting class—whether on Zoom, in person, or on field trips. As ambassadors of the Kingdom of God, we ask that students dress in a way that reflects biblical principles.

- Shirts should have a standard crewneck or similar neckline.
- Clothing should not be overly tight, revealing, or distracting.

Weapons

Weapons of any kind are not permitted at Legacy Homeschool Academy in-person classes, field trips, or events. This includes firearms, knives, and any other objects intended to cause harm. Violation of this policy will result in immediate dismissal from the program.

Alcohol and Drug Free

Legacy Homeschool Academy maintains a strictly alcohol- and drug-free environment.

- **Students** may not possess, use, or distribute alcohol, tobacco, vaping products, or illegal drugs at any school-related class, activity, or event.
- **Parents and staff** are expected to refrain from alcohol, tobacco, vaping, or drug use while participating in or supervising school activities.
- **Prescription medications** must be used only as directed and may not be shared (see “Medications” section)
- Violation of this policy will result in immediate disciplinary action, up to and including dismissal from the program.

Discipline

Webster’s Dictionary defines discipline as *“training that corrects, molds, or perfects the mental faculties or moral character.”* Discipline is therefore not to be confused with punishment; it is a whole-person exercise with both positive and negative outcomes. We love giving rewards around here! Rewards build children up and motivate them to make right decisions.

Disciplinary Steps

1. Student warning.
 2. This may include removal from a Zoom session or, if in an in-person class, the student will be asked to leave. In either case, a follow-up meeting will be scheduled with the parent.
 3. Termination of enrollment from Legacy Homeschool Academy.
-
- Misconduct will first be addressed with a warning and redirection.
 - Continued issues may result in removal from class and parent notification.
 - Serious or repeated offenses will require a meeting with parents and administration.
 - The goal of all discipline is restoration—helping students take responsibility, correct behavior, and grow in maturity.

Emergency Drills

FIRE / SMOKE

Evacuate by Exit A- Assembly point. If blocked, use Exit B (Nursery) route. Headcount.

SHELTER-IN-PLACE / LOCKDOWN

Lock doors. Lights out. Remain Silent. Await All-Clear .

SEVERE WEATHER

Stay downstairs, away from doors/windows, along an interior wall. Cover heads.

MEDICAL

Call 911. Keep class seated and calm. Send an adult to guide EMS to person requiring medical attention.

Inclement Weather

In the event of inclement weather on one of our scheduled meeting days, we will notify parents by text and a phone call, as early as possible, that we will not be meeting.

Weather Changes During Class

- If conditions worsen while we are on-site, we may call Early Dismissal. Staff will supervise an orderly exit using the primary exterior door (Exit A) unless directed otherwise for safety.

Power or Internet Outages

- **Teacher outage:** Administration will email families with a new time/plan or alternate teacher link.
- **Student outage:** As soon as possible, email the teacher; you'll receive make-up directions.

Parents, use your discretion. If conditions are unsafe where you are, keep your student home and notify us by text or call as soon as you can.

Field Trips, Special Events, and Facility Use

- If the church facility closes or the event location cancels, our event is canceled or moved to a future date.
- Field trips follow the venue's weather policy; we'll notify you of any changes as soon as they're confirmed.

Emergency Communication

- **Call or Text:** (973) 460-1170
- **Email:** info@legacy1nj.org
- Check your email on weather-impacted days and watch the school calendar for updates.

Health / Medication / Emergency Information

(Zoom Classes)

- If a student is too ill to participate, parents should notify the teacher by email or message.
- Students who are mildly ill but able to sit in on class may attend Zoom with camera off if necessary.
- Assignments from missed classes should be completed as soon as the student is well enough.
- Extended absences due to illness should be communicated promptly so teachers can provide support.

(In-Person Classes and Events)

- Students who have a fever of 100.4°F or higher, vomiting, diarrhea, or other contagious symptoms should not attend in-person classes or events.
- Students must be symptom-free for at least 24 hours without medication before returning.
- Parents should notify the school if their child has been diagnosed with a contagious illness (such as strep throat, flu, or COVID-19).
- If a student becomes ill during an in-person class or event, the parent will be contacted to take the student home.

Legacy Homeschool Academy

Medication

- Legacy Homeschool Academy staff do not administer prescription or over-the-counter medication to students in the absence of a parent.
- Parents are responsible for administering all medications before or after school hours.
- In cases where medication must be taken during class time, a parent or guardian must be present to administer it.
- Students are not permitted to share or distribute medication under any circumstances.

Emergency Medications

Students who require emergency medication (such as an EpiPen or inhaler) may carry and self-administer with prior written consent from a parent.

Schedules & Calendar

2025 - 26 Class Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9-9:30	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
9:35-10:30	American History M 6th - 12th Karyn Fontana	American History T 6th - 12th Karyn Fontana	American History W 6th - 12th Karyn Fontana	American History TH 6th - 12th Karyn Fontana	American History F 6th - 12th Karyn Fontana
10:35-11:30	Math M 6th - 12th Pamela Jano	Math T 6th - 12th Pamela Jano	Math W 6th - 12th Pamela Jano	Math TH 6th - 12th Pamela Jano	Math F 6th - 12th Pamela Jano
11:35-11:50	Break	Break	Break	Break	Break
11:45-12:15	Spelling M 6th - 12th Pamela Jano	Spelling T 6th - 12th Pamela Jano	Spelling W 6th - 12th Pamela Jano	Spelling Th 6th - 12th Pamela Jano	Spelling F 6th - 12th Pamela Jano
12:15-1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:05-2:00	English Grammar M 6th - 12th Pamela Jano	English Grammar T 6th - 12th Pamela Jano	English Grammar W 6th - 12th Pamela Jano	English Grammar TH 6th - 12th Pamela Jano	English Grammar F 6th - 12th Pamela Jano

Academic Calendar 2025–2026

- **First Day of Classes:** Monday, September 8, 2025

Breaks & Holidays

- **Thanksgiving Break:** Monday - Friday, November 24–28, 2025
- **Christmas Break:** Monday – Friday, December 15, 2025 – January 2, 2026
- **Martin Luther King Jr. Day:** Monday, January 19, 2026 (No Classes)
- **Good Friday/Easter Break:** Friday, April 3, 2026
- **Spring Break:** Monday – Friday, March 16 –20, 2026
- **Memorial Day:** Monday, May 25, 2026 (No Classes)

Grading Periods

- **Quarter 1 Ends:** Friday, November 7, 2025
- **Quarter 2 Ends / First Semester Ends:** Friday, January 23, 2026
- **Quarter 3 Ends:** Friday, April 3, 2026
- **Quarter 4 Ends / Second Semester Ends:** Friday, June 5, 2026
- **Last Day of Classes:** Friday, June 5, 2026

Field Trips & In-Person Events

Field trips and in-person events are designed to enhance learning and build community.

- Parents will be notified in advance of all trips and events by email and/or text. Details—including date, time, location, and any fees—will also be posted to the school calendar.
- When a parent is present at the event, no permission slip is required. If a student is being dropped off, a signed permission slip must be provided.
- Students are expected to follow all school rules, dress code, and behavior standards during trips and events.
- Misconduct during a field trip or event may result in removal from the activity and possible further disciplinary action.

Contact Information

Legacy Homeschool Academy Website

Legacy1nj.org

Email & Phone Contacts

(973) 460-1170

