

## DRAFT of proposed edits for the Lemn Academy Family Handbook 2019

- Page 1 - Update revision date and update School Year to 2019-20
- pg. 5 replace Matess as VP, with Bridget D'Arcy as "Interim Assistant to the Principal" with her #: 303-809-3190
- Page 9 - The last paragraph has the word, "Third" misspelled as "Thrid."
- pg. 10 change advance to advances
- pg 12: section L: remove the second repetition of 'placement test'
- Page 12 - I think the word advance should be changed to advanced in this sentence. Moving from Latin for Children to Latin Alive will be a natural progression for our scholars, and research supports the study of Latin greatly enhances vocabulary, reading, comprehension and study skills as well as advance math problem solving abilities.
- pg. 14 letter N: 1st line doesn't really make sense I don't think?
- "LAE has rigorous and engaging curricula in place that is taught through the Classical approach
- of educating young minds. **We ensure** the content is appropriate to the child and following the developmental stages of the Trivium.
- Page 15 - Under the heading of Scholar Hour - We use the words long term and long-term. We should pick one or the other and be consistent with it.
- pg. 15 (under scholar study team section): 1st Paragraph last line: we don't use the Arizona ELL plan: the Individual English Language Learner Plan.
- 1st sentence, 2nd paragraph: reference to the ILLP again, change to Colorado plan name for ELLs or CLDs.
- Pg. 17: in the bullets (3rd and last) are two more references to the ILLP
- Page 21 - Who is the Executive Director for the Board? Replace with VP of Academics
- pg. 21 section C: fiscal year needs updating
- pg. 22 section D: year needs updating
- pg. 22 section F: call our 24 hour attendance **line**
- pg. 22: appearance doesn't need to be capitalized if Required court Appearance
- Page 22 - Update Fiscal Year to say 2019-20
- Page 22 - School Calendar - Update to 2019-20, with new start date of August 1, 2019, also add Virtual Academy to the list of schools. Add Parker with start dates of August 6, 2019 (for grades 6-8) and August 8, 2019 (for grades K-5).
- Page 23 - In the second paragraph, the letter A, looks like it is italicized.
- Page 23 - There is a space before the paragraph that starts with "An absence..." The space needs to be removed.
- Page 23 - Change Appearance to appearance
- pg. 23: (last paragraph section F) we will NOT be reporting to Pima county
- Pg. 23: enrollment guidelines: (This is a guess but it seemed like throughout this document AZ's start with A) so is A.R.S. 15-184 correct for Colorado?
- Page 25 - This sentence is missing the word "to". If an offer is declined, the child's name is removed, and LAE will turn the waitlist to fill the spot. Change to - If an offer is declined, the child's name is removed, and LAE will turn to the waitlist to fill the spot.

- pg. 28: (section K, illness, 1st bullet) vomits
- pg. 29: communication line: Please make sure that all parent and emergency contact information **is** always kept up to date with the school office.
- pg. 29-30 school is repeatedly capitalized when it is not being used as a proper noun
- pg. 31: (section N, fourth paragraph after the bullets) The School shall not be responsible for the training, feeding, **or** grooming.
- pg. 34: I don't understand the heading "Growing the Hand the Mind" but maybe that's my misunderstanding of something?
- Page 34 - This bullet point references electronic devices, but I believe we should remove the reference to iphone and replace it with cell phones. Scholars may not bring an electronic device (iphone, games, tablet, CD player, etc.) to school unless given permission by their teacher to be used for class. Smart watches are also not permitted at school.
- Page 35 - Take out the space in worthwhile.
- Page 35 - Add a comma after, "Without a doubt,..."
- Page 39 - Change scholar to scholar's in this bullet point - Make up missed work due to tardies, on scholar own time
- Page 42 - In the Academic Dishonesty Police, remove comma after the word, plagiarism.
- Page 43 - Remove space at In-School Suspension.
- Pg. 54 (section E safety): times are wrong, we do not open at 7:15 we open at 7:30, and we are done at 3:30
- Page 51 - Under definition sections, the spacing is wrong for letter D, IEP. See formatting of letters A-C.
- Page 53 - Change Friday's to Friday.
- Page 56 - Under the Friday Free Dress Day Guidelines - Use either T-Shirt or T-shirt
- Page 56 - Under the Safety heading - Do we need to outline the adult supervision by campus, rather than a blanket statement?
- Page 59 - Grading Scale - The handbook says - Homework will account for 10% of a scholar's grade. However, in a meeting with a teacher, I was told that homework accounts for 20% of a scholar's grade. We are going to be discussing this in more depth on July 11th and perhaps should put the entire scale into this document.
- Page 59 - In the final paragraph, change "his duties" to "his/her duties".
- Page 60 - Affiliation - Sports Teams - Should we update this for all campuses, East, Parker, etc?
- pg. 60: Section VII policy: Any administrative personnel who receives a complaint of harassment and fails to appropriately report it or take corrective action
- Page 62 - This sentence is missing the word "not" towards the end of the sentence and it changes the meaning of the sentence. The fact that a scholar may not openly object to others' actions or words does not prove that they were (insert not here) unwelcome.
- pg 64: replace Matess with Bridget D'Arcy.
- Page 66 - Where to report Harassment, Bullying or Intimidation list needs to be updated