



LEMAN ACADEMY

of EXCELLENCE

PRESCHOOL

FAMILY HANDBOOK

MARANA CAMPUS

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ORO VALLEY CAMPUS

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TABLE OF CONTENTS

| | |
|--|-------------|
| I. WELCOME..... | 1 |
| II. ABOUT US..... | 2-4 |
| A. Philosophy Statement | |
| B. Mission Statement | |
| C. Core Values | |
| D. Cultivation of Character Attributes | |
| E. Core Beliefs | |
| III. CLASSICAL EDUCATION MODEL..... | 5-6 |
| A. Trivium | |
| B. Grammar Stage | |
| C. Logic Stage | |
| D. Rhetoric Stage | |
| E. Charlotte Mason | |
| IV. INSTRUCTIONS AND POLICIES..... | 7-24 |
| 1. Hours of Operation | |
| 2. Enrollment | |
| 3. Annual Material and Registration Fee | |
| 4. Tuition/Payment | |
| 5. Rate Changes | |
| 6. Program Changes/Withdrawals/Disenrollment | |
| 7. Late Pick Up | |
| 8. Holiday and School Closures | |
| 9. Vacation and School Breaks | |
| 10. Preschool Curriculum | |
| 11. Custody | |
| 12. Child Assessment Procedure | |
| 13. Parent-Teacher Conferences | |
| 14. State Licensing | |
| 15. Empower | |
| 16. Non-Discrimination | |
| 17. Birthdays | |
| 18. Medication | |
| 19. Sunscreen and Personal Products | |
| 20. Allergies | |
| 21. Immunizations | |
| 22. Illness | |
| 23. COVID-19 | |
| 24. Personal Belongings | |
| 25. Dress Code Guidelines | |

TABLE OF CONTENTS

- 26. Food and Nutrition
- 27. Nap Time
- 28. Toilet Training and Bathroom Independence
- 29. Inclement Weather
- 30. Discipline Practice
- 31. Biting
- 32. Mandatory Reporting
- 33. Arrival/Dismissal
- 34. Field Trips/Transportation
- 35. Liability Insurance
- 36. Pesticide Application Notification Procedure

| | |
|--|--------------|
| V. SAFETY | 25-26 |
| A. Evacuation Drill Procedure | |
| B. Lockdown Procedure | |
| C. Child Accident Procedure | |
| VI. SCHOLAR INFORMATION | 26-29 |
| A. Student Code Of Conduct | |
| 1. Be polite | |
| 2. Be caring towards others | |
| 3. Be responsible | |
| 4. Be respectful | |
| 5. Be attentive towards others | |
| B. Habits of the Mind and Heart | |
| 1. Habit of Attention | |
| 2. Habit of Best Effort | |
| 3. Habit of Responsibility | |
| 4. Habit of Respect | |
| VII. STUDENT ANTI-HARASSMENT POLICY | 30-36 |
| A. Definitions and Prohibited Acts | |
| B. Application of Anti-Harassment Policy | |
| C. Prohibited Actions | |
| D. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation | |
| E. Where to Report Harassment, Bullying, or Intimidation | |
| F. Confidentiality | |
| G. Protection Against Retaliation | |
| H. Procedure For Investigation of a Complaint and Taking Corrective Action | |
| VIII. HANDBOOK ACKNOWLEDGEMENT PAGE | 37 |

I. WELCOME

A Warm Greeting to Lemman Academy Families,

Dr. Kevin Lemman, the founder of Lemman Academy of Excellence, has established its educational philosophy based on foundational principles. His dream of a school and learning environment that effectively involves and collaborates with parents in the educational process has come true. This approach highlights the parent-teacher-student relationship to unleash the potential of every child.

Our school's mission statement, core values, and beliefs are key to creating a positive school culture. This culture promotes academic excellence, safety, support, challenging academics, enthusiasm for learning, and social skills for scholars.

We are committed to ensuring scholar success at Lemman Academy. Our approach combines the classical educational program's ancient perspective of learning and traditional teaching methods that promote critical thinking skills with present-day data-based learning methodologies. We use rigorous assessments to measure student learning and achievement. Our focus is not only on "what was taught" but also on "what was learned." We strive to be accountable and hold ourselves to the highest standards.

We are excited to welcome you to the Lemman Academy of Excellence!

Sincerely,

Nikki Pennington
Regional Director
520.499.1474 ext. 2021
npennington@lemanacademy.org

II. ABOUT US

A. Philosophy Statement

A classical education puts young minds to work and will lead young people to understand themselves and the world around them. Lemman Academy is a classical school that equips students with the proven tools of learning that is structured around the Trivium.

"For the sole end of education is simply this, to teach men and women how to learn for themselves; and whatever instruction fails to do this is effort spent in vain."

- Lost Tools of Learning, Dorothy Sayers.

B. Mission Statement

Lemman Academy of Excellence offers a rigorous, classical education for scholars ages 3, 4 and 5, based on the traditions of Western culture where all disciplines are interrelated allowing scholars the ability to think independently and critically. We propose to partner with supportive parents, pursue excellence, provide a safe and challenging environment, and instill morals and values in order to produce tomorrow's leaders today.

C. Core Values

1) Academic Excellence: We have adopted a rigorous, classical approach to education. We believe that the holistic approach personified by the classical model is exceptionally outstanding in preparing the scholar to retain knowledge, think logically and analytically, communicate effectively and succeed in life by being a responsible, caring, contributing member of society. Within that context, every teacher is passionate about their subject and has exceptional qualifications to perform their role with excellence. High academic standards are maintained for each scholar, with the expectation that each can succeed. Every young person is encouraged to maximize his/her learning potential and develop a lifelong love for learning.

2) Partnership with Families: We believe that parents have the ultimate responsibility for the education of their children. We serve as an extension of the home, partnering with parents and serving families in the intellectual, social, emotional and ethical development of their children. Parental support is essential to the success of educating young people with a classical approach to education. Teachers, administration and parents must work together to make sure that scholars' learning takes place in both the school and the home.

3) Children & Learning: We believe that children are born persons and are unique and worthy of our utmost attention, love and respect. The child's mind is not a blank slate, or a bucket to be filled. It is a living thing and needs knowledge to grow. We believe that the typical child has powers of mind which fit him to deal with all knowledge proper to him, and therefore, we should give him a full, rich and generous curriculum; taking care only that all knowledge offered him is vital, that is, that facts are not presented without their informing ideas, allowing scholars to think in an independent and critical fashion.

D. Cultivation of Character Attributes

We believe that education is not just about training the mind with knowledge, but also training the heart. A child is not born either good or bad. Instead, children from all walks of life and backgrounds make choices for good or bad. A scholar's relationship with fellow scholars, parents and teachers should be one of thoughtfulness, respect and accountability. Key virtues that are fostered at Lemman Academy of Excellence include caring, good citizenship, perseverance, respect for authority and others, responsible stewardship, and trustworthiness and are explained as follows:

a. Caring - Caring is being interested, concerned or empathetic about someone or something. Caring people express gratitude, kindness, compassion and forgiveness. Caring people will help others in need.

b. Citizenship - Citizenship is accepting the responsibility to contribute to the greater good of the community. Good citizens cooperate, respect authority, and obey rules and laws. Good citizens stay informed, vote and are responsible, caring participants in school and local, state and global communities.

c. Perseverance - Perseverance is working hard to set and achieve personal goals, learning from failure, and following through with any undertaking to the end. People who persevere demonstrate commitment, pride and a positive attitude in completing tasks.

d. Respect - Respect is recognizing other people's feelings, opinions or possessions. It is an attitude that you display every day. When you treat others with respect, you accept differences, use good manners, and deal peacefully with anger, insults and disagreements. Respectful people show high regard for authority, other people, self and country.

e. Responsibility - Responsibility is taking control of your actions and your obligations. It also means taking ownership for something that is your fault, and holding yourself accountable for decisions and actions rather than pointing the finger at someone else. It means having a sense of duty to fulfill tasks with reliability, dependability and commitment. It includes self-discipline and work ethic; when you are responsible, you always do your best. Responsible people will think before they act, and consider the consequences.

f. Trustworthiness - Trustworthiness is being reliable, keeping promises and following through on your word. Trustworthy people are honest and have the courage to do the right thing.

E. Core Beliefs

We Believe That:

- Each child is born a unique person and has value with specific gifts.
- High standards and expectations inspire a higher level of scholar's performance.
- Education is about knowledge, skill and understanding.
- The highest goal of education is to become good both intellectually and morally as taught by Plato
- Teachers and scholars developing meaningful relationships will only increase the scholar's sense of belonging to the school.
- A quality, Classical education expands the opportunities for each young person and is vital to the success of the entire community.
- Educating young people is a shared responsibility of the entire community.
- Understanding all forms of diversity is essential in a global society.
- Parental involvement is necessary if their child is to reach their full potential in life.
- Everyone has the responsibility to contribute to the greater good of the school community.
- Developing positive relationships is based on the Golden Rule which teaches one to "Treat others as you would want to be treated yourself."
- Bullying or put downs of any kind are not tolerated.
- Life lessons, accountability, responsibility and discipline are taught through natural consequences, rather than "punishment."
- Learning is fun in a safe, interactive, vibrant and challenging environment.
- Scholars enjoy learning, making progress and being able to achieve.

III. CLASSICAL EDUCATION MODEL

A. Trivium

Classical Education is about equipping children for the future with what has been proven successful in the past. The roots of classical learning can be traced back to the age of the Greeks. The classical emphasis is built on an approach called the Trivium which corresponds to the three basic stages of a developing child. The three foundational academic categories are Grammar, Logic and Rhetoric. By following the path of development that children naturally take, classical education teaches "with the grain" and equips scholars to master the art of learning.

B. Grammar Stage

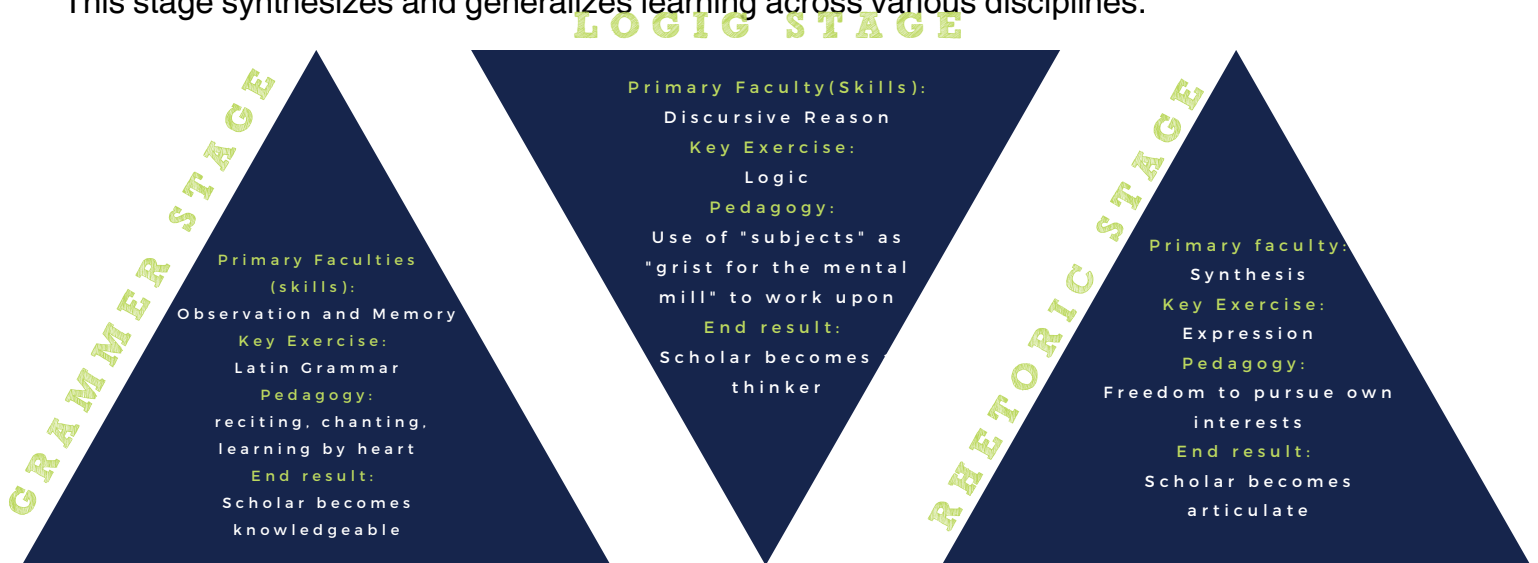
The "Grammar Stage" (grades **PreK-5**) is crucial for building the foundation of a child's learning, focusing on basic skills such as reading, writing, and math. Methods like lectures, readings, drills, and memorization are used to take advantage of a child's natural ability to absorb information. Education emphasizes the learning of facts, including basic grammar rules, phonics, history, and math. This stage prepares scholars to approach other subjects in the future. These foundational skills are taught through age-appropriate activities, songs, games, and hands on experiences.

C. Logic Stage

In the "Logic Stage" of classical education, middle-school students become more interested in asking "why" and develop analytical thinking skills through formal logic and argumentation. They learn to organize and apply information to argue their points in more sophisticated forms.

D. Rhetoric Stage

In the "Rhetoric Stage" of classical education, high school students learn to write and speak with originality and force, applying the rules of logic to express conclusions in clear, elegant language. This stage synthesizes and generalizes learning across various disciplines.



E. Charlotte Mason

Charlotte Mason was an English educator (1842-1923) who over the course of a long career established a teachers' college and several schools and authored a six-volume work on her new philosophy of education for both the home and school. Miss Mason advocated a rich, comprehensive, connected curriculum for all scholars, not merely to “educate” them, but also to guide them in the development of character and cultivate in them a lifelong love of learning.

Miss Mason would plan for each school day so that the more demanding academic subjects were placed in the morning; the afternoon would consist mainly of physical education, creative work in art, music study and song, along with any other practical activities with possible participation in youth clubs or sports after school; evenings would be filled with homework along with reading and purposeful "leisure" activities at home.

Charlotte Mason's approach to the school day was practical but more importantly, very effective and why Leman Academy Preschool has incorporated her philosophies into our preschool program.

“The function of education is not to give technical skill but to develop a person; the more of a person, the better the work of whatever kind.”

~Charlotte Mason

IV. INSTRUCTIONS AND POLICIES

1. Hours of Operations

Leman Academy of Excellence Preschool is open Monday through Friday from **7:00A.M. to 6:00 P.M.**

2. Enrollment

To ensure your child's health and safety, all enrollment forms must be completed in full and submitted to the site director for review before acceptance and attendance. It is crucial to notify us of any changes to the information provided. The enrollment package should include Immunization Records or an exemption form. For every new immunization, a copy of the immunization record must be submitted. Please note that registration fees must be paid in full before your child can attend school.

3. Annual Material/Registration Fee

To secure a spot for your child or family, please note that a registration fee of \$125 per child or \$150 per family is required. It is important to note that this fee is non-refundable and must be paid in full during open enrollment or upon acceptance. Additionally, it is non-transferable and must be renewed annually.

4. Tuition/Payment

- Payment options include Automatic withdrawal, check, money order, credit card, or cash.
- A \$30.00 fee will apply to any returned checks.
- Tuition fees are due every Monday morning.
- It's important to note that the tuition fees are based on the contracted schedule and not attendance.
- **Please note that any child care services exceeding 10 hours in a day will result in an additional charge of \$10.00 per day added to your bill.**

LATE POLICY

To ensure timely payment, tuition must be paid in advance on Mondays. If payment has not been received by Wednesday at 6pm, a late fee of \$25.00 will be charged to the account in arrears. If the account remains unpaid by close of business on Friday, services will be suspended and scholars will not be allowed to attend until the payment is brought to a \$0.00 balance. Please note that re-enrollment may be subject to additional fees. Consistent late payments may result in disenrollment from the Preschool Program.

| Marana, East, & Central Campus Tuition Rates | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| 2 Half Days | 2 Full Days | 3 Half Days | 3 Full Days | 4-5 Half Days | 4-5 Full Days |
| \$126 per Week | \$141 per Week | \$153 per Week | \$181 per Week | \$181 per Week | \$210 per Week |

| Oro Valley Campus Tuition Rates | | | | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 2 Half Days | 2 Full Days | 3 Half Days | 3 Full Days | 4-5 Half Days | 4-5 Full Days |
| \$136 per Week | \$151 per Week | \$163 per Week | \$191 per Week | \$191 per Week | \$220 per Week |

5. Rate Changes

Enrolled parents will receive a 30 day written notice of any tuition adjustment. Notice will be posted in the preschool lobby as well.

6. Program Changes/Withdrawals/Disenrollment

We require a minimum of a 14 day written notice before you withdraw your child from Lemman Academy of Excellence Preschool. There is a Withdrawal form to be completed and return to your site director. If you withdraw your child without providing a 14 day written notice, you will remain responsible for your child's tuition for 14 days following your child's departure from Lemman Academy. **Verbal withdrawal will not be honored, and you will be required to pay for 14 days from the date of your written notice.**

Lemman Academy of Excellence Preschool reserves the right to disenroll your child without prior notice if the following situation arises:

- Failure to pay tuition in full or on time
- Noncompliance with immunization requirements or exclusion due to a contagious illness.
- Repeated late pickups (12:30pm half day scholars) (6pm full day scholars) and or drop offs after 8:30am.
- Verbal or physical abuse by child or parent/guardian to other children or staff such as; language and behavior that is harmful, sexual language or profanity, throwing items, kicking or hitting or threats of any kind.
- Continued Potty Accidents
- Continued violation of policies by child or parent/guardian.

7. Late Pick up

Leman Academy of Excellence Preschool is open from 7:00 A.M. to 6:00 P.M. Monday-Friday. In the event that a parent arrives after 6:00 P.M. for full time scholars or 12:30 P.M. for half day scholars, a late fee of \$20.00 per child plus \$1.00/minute/child will be applied.

IMPORTANT NOTE: Please be advised that if listed emergency contacts cannot be reached after half an hour, Child Protective Services will be notified. An additional fee of \$10.00 will be charged per day if more than 10 hours of child care is needed for full day scholars. This will be reflected on the following week's billing.

8. Holidays and School Closure

Leman Academy of Excellence Preschool is open each day of the year, Monday-Friday, excluding the following:

New Year's Day
Martin Luther King Day
Rodeo Days
Spring Holiday
Last week of May
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
The Day after Thanksgiving
The week of Christmas
District In-service days noted on the Preschool Calendar

If a holiday falls on the weekend, Leman Academy Preschool will observe it on the nearest Friday or Monday. Additionally, we reserve the right to close for days to provide our staff with professional development opportunities. These training sessions have been instrumental in enhancing our preschool program. If we do need to close for professional development, we will provide a 30-day notice in advance.

9. Vacation and School Breaks

Each school year, one vacation week will be granted to each family. This covers a full billing week with no attendance and can be taken at the family's discretion. It is essential to note that this vacation week is non-transferable to the following year and will renew on a yearly basis in August and has to be used as a full week (5 consecutive days).

School Breaks

Our preschool runs year-round, but during Lemman Academy of Excellence K-8 school breaks, we offer camps that operate from Monday to Friday, **7:00 AM to 6:00 PM**.

Affected Lemman Academy of Excellence K-8 breaks:

Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Summer Break

During camp weeks, we will take a break from our regular curriculum and integrate special activities instead. **Parents/Guardians are required to sign up for camps two weeks in advance and are expected to maintain the schedule they signed up for, as they will be charged accordingly.** Any changes to the selected schedule must be made by the Friday prior to the start of camp. It is important to note that camp week charges are based on scheduled days and not days attended. Consequently, scholars may not attend days that were not previously scheduled. Camp fees are consistent with our tuition rates.

Please be aware that full year tuition payment does not include Camp weeks. If you sign up, you will be responsible for those fees. However, no tuition charges will be applied to your account if you decide not to sign up for camp. If you do not sign up initially but find that you need your scholar to attend camp, please call the preschool office to inquire about availability.

10. Preschool Curriculum

The Lemman Academy of Excellence Preschool adheres to a Classical Curriculum, which is based on four distinct historical periods: Ancient Times, Middle Ages, Early Modern, and Late Modern Times. This approach integrates various subjects such as history, geography, math, science, English, phonics, writing, art, music, physical development, values, virtues, and Spanish. In our 4's classrooms, we introduce Kinder-Saxon Math, A-Z early readers, and sight words.

LEARNING CLEVERLY DISGUISED AS PLAY

From infancy to adulthood, play is an essential and critical component of a child's growth. It teaches socialization, problem-solving, and maturity, while also providing entertainment. Play is a gateway to children's imagination, environment, family, and the world around them. It is an activity that serves as a bridge between children and their surroundings.

"When you asked me what I did in school today and I say, 'I just played.' Please don't misunderstand me. For you see, I am learning as I play. I am learning to enjoy and be successful in my work. Today I am a child and my work is play."

~Anita Wadley, 1974.

SAMPLE CLASSROOM SCHEDULE



| | |
|---------------|--|
| 7:00 - 8:00 | Morning GreetingsScholar Self-Directed Centers |
| 8:00 - 8:30 | Handwashing and AM Snack; Potty Break |
| 8:30 - 8:45 | Circle time (Pledge and Recitation) |
| 8:45 - 9:15 | Focus One: Math and Literacy |
| 9:15 - 10:00 | Teacher and Scholar Directed Centers |
| 10:00 - 10:30 | Recess |
| 10:30 - 10:40 | Handwashing and Whole Brain Group Activity |
| 10:40 - 11:15 | Focus Two: History, Writing, Art, Science and Sensory, Spanish |
| 11:15 - 11:45 | Teacher and Scholar Directed Centers |
| 11:45 - 12:15 | Music and MovementLunch |
| 12:15 - 12:30 | Storytime; Potty Break |
| 12:30 | HALF DAY DISMISSAL |
| 12:30 - 2:00 | Nap Time |
| 2:00-2:30 | Handwashing, potty break and PM Snack |
| 2:30-3:30 | Focus Three: Review of concepts and skills, Teacher and Scholar Directed Centers |
| 3:30 - 4:30 | Recess |
| 4:30 - 6:00 | Evening Goodbyes Scholar Directed Centers/Activities |

11. Custody

Leman Academy Preschool is committed to ensuring the safety and well-being of every scholar in our care. This custody policy is designed to provide clear guidelines for the release of scholars to authorized individuals while maintaining a secure and supportive environment. This policy is also established to provide clarity and fairness in managing tuition payments when parents are divorced or separated. Leman Academy Preschool aims to maintain open communication and equitable financial practices while respecting the legal responsibilities of each parent.

Authorized Pick-Up Persons:

- Only individuals listed on the scholar's enrollment form provided during enrollment, accompanied by a photo ID, will be permitted to pick up a scholar.
- Parents/guardians are responsible for updating the list of authorized individuals. Changes must be communicated in writing to the preschool administration and agreed upon by both parents/guardians.

Verification Process:

- A photo ID must be presented by any person picking up a scholar.
- Preschool staff will verify the person's identity against the authorized pick-up list before releasing the scholar.

Emergency Contacts:

- In case of an emergency or if a parent/guardian is unreachable, emergency contacts listed on the scholars enrollment form will be contacted.
- Emergency contacts must also provide a photo ID for verification.
- Leman Academy Preschool does not condone parents engaging in disputes regarding authorized persons for picking up enrolled scholars.

Court Orders and Legal Documents:

- In cases where custody arrangements are governed by court orders or legal documents, Leman Academy Preschool must be provided with copies of relevant paperwork.
- Leman Academy Preschool will follow the directives outlined in court orders or legal documents regarding custody and visitation.

Changes to Custody Arrangements:*

- Parents/guardians are responsible for notifying Leman Academy Preschool of any changes in custody arrangements promptly.
- Leman Academy Preschool will adhere strictly to the information provided by legal guardians, as documented in official court orders or legal agreements.

Notification of Custodial Issues:

- In the event of custodial disputes or changes in custody arrangements, both parents/guardians are encouraged to provide Leman Academy Preschool with clear and updated instructions.
- Leman Academy Preschool will maintain a neutral stance in custodial matters and will only act based on official legal documentation.

Tuition Responsibility:

- **Joint Responsibility:** In cases where both parents share legal responsibility for the scholar's educational expenses, Lemman Academy Preschool considers tuition payments as a joint responsibility.
- **Communication:** Lemman Academy Preschool requires open communication between divorced or separated parents regarding financial obligations. Both parents are encouraged to keep each other informed about tuition-related matters.

Tuition Billing Information:

- **Billing Statements:** Tuition statements will be provided to both parents, either jointly or separately, as per the preference indicated by legal guardians during the enrollment process.
- **Address for Communication:** Lemman Academy Preschool will use the contact information provided by both parents for communication regarding tuition matters unless otherwise specified in writing.

Payment Options:

- **Joint Payments:** Lemman Academy Preschool accepts joint payments from both parents. It is the responsibility of the parents to coordinate payments to ensure timely and complete coverage of tuition.
- **Individual Payments:** If parents prefer to make individual payments, Lemman Academy Preschool must be notified in writing, and arrangements can be made accordingly.

Delinquency and Late Payments:

- **Joint Responsibility for Delinquency:** Both parents share responsibility for any delinquency in tuition payments. Lemman Academy Preschool will communicate with both parents regarding overdue payments.
- **Communication of Issues:** In the event of financial challenges that may affect timely payments, parents are encouraged to communicate promptly with Lemman Academy Preschool administration to discuss possible solutions.

Legal Documentation:

- **Submission of Legal Documents:** In cases where legal documents specify the financial responsibilities of each parent, Lemman Academy Preschool requires copies of relevant court orders or agreements.
- **Compliance with Legal Directives:** Lemman Academy Preschool will adhere to the directives outlined in official legal documents regarding financial responsibilities unless otherwise agreed upon in writing by both parents.

This policy aims to ensure fairness, transparency, and effective communication between Lemman Academy Preschool and divorced or separated parents. Our goal is to create a supportive environment for the scholar's education while respecting the legal obligations of each parent.

12. Child Assessment Procedure

At Lemman Academy Preschool, we evaluate all of our scholars using a 45-day screening form. This involves a series of observations and questions that cover key areas supporting academic attainment and educational development. This screening method is used to determine the scholar's status in relation to appropriate developmental and academic norms. It helps us identify their needs and develop a plan to help them learn and achieve.

In addition to the initial screening, our teachers will also use the Lemman Academy of Excellence Assessments Tool to evaluate the children throughout the year. This tool includes a developmental checklist, anecdotal notes, and portfolios that focus on social and emotional behavior, physical development, problem-solving skills, pre-writing skills, cognitive development, etc. Our faculty conducts this assessment twice a year, providing a comprehensive overview of the child's progress.

AZ Child Find is a program dedicated to locating and evaluating young children, ages birth to five, who may have developmental delays or disabilities. This initiative, in Arizona, ensures that all children have access to early intervention services, fostering their overall growth and preparing them for a successful transition to school. If you have any concerns about your child's development, AZ Child Find is here to support and guide you through the assessment process. More information on AZ Child Find is located in the Preschool Lobby.

13. Parent Teacher Conferences

Parent-teacher conferences can be arranged by the teacher, director, or parent upon request. It's important to schedule a time that works for everyone to ensure that all parties can give their full attention to the topics being discussed. Please note that conferences should not take place during drop-off or pick-up times.

14. State Licensing

Compliant with State Licensing Regulations At Lemman Academy of Excellence Preschool, we take pride in adhering to the strictest state licensing regulations. This includes the entire spectrum of school management, staffing, health, and safety protocols. Inspection reports, including state licensing, are available to the public upon request at our center or the Department of Health Services. If you have additional questions, please do not hesitate to contact us at:

Arizona Department of Health Services
400 W. Congress, Tucson Arizona 85701
(520) 628 6540

We encourage parents to visit our licensed areas and maintain an open-door policy towards visitors and volunteers. All must check in with ID at the Preschool Office. Please be aware that COVID-19 procedures may apply.

15. Empower

Lemman Academy of Excellence Preschool is an active participant in the Empower Pack Program initiated by the Department of Health Services. The program was created to foster a healthier lifestyle for children and to promote good habits from a young age. Our curriculum includes ten standards that we implement to meet these goals.

16. Non-Discrimination

Leman Academy of Excellence Preschool does not discriminate on the basis of a person's religion, color, race, gender, sexual orientation, age, national origin, disability or any other factor protected by law. We provide care for children and families with various backgrounds and beliefs.

17. Birthdays

Celebrating Birthdays at Leman Academy of Excellence Preschool, we take every opportunity to cherish and appreciate the unique lives of our scholars. On their special day, we sing, recite poetry, laugh, and even wear crowns and stickers to celebrate. While parents and guardians are welcome to contribute a little something to the festivities, **we do not celebrate with food** to prioritize the safety of all our scholars. Instead, we kindly ask that party favors such as decorative pencils, stickers, or treat bags be sent in as a substitute for cupcakes or other food. This way, we can ensure that all scholars are safe from allergic reactions while still letting the birthday scholar share their joy with their classmates. Additionally, this allows all scholars to bring home a memento of the celebration and share their experience with family and friends.

Guidelines for Distributing Party Invitations-Our goal is to ensure that everyone is included and no one feels left out. However, we understand that not everyone can invite an entire class, so we kindly ask that invitations be distributed discreetly. Please give all invitations to your child's teacher or the Preschool Director for distribution. We appreciate your cooperation in promoting a positive and inclusive preschool community.

18. Medication

Guidelines for Administering Prescribed Medication to Your Scholar:

If your scholar requires medication while at school, a designated staff member can administer it. However, certain procedures must be followed. First, a Medication Administration Form must be properly filled out. Additionally, the medication must be in its original bottle with a label that clearly states the following details:

- Child's first and last name
- Name of medication
- Prescription number if applicable
- Dosage and route of administration
- Doctor's name if applicable
- Reason for the medication
- Date of authorization.

Restrictions on Dispensing Medication to Scholars-We are only able to provide medication to scholars as directed by their prescription/directions or accompanying documentation from a doctor.

Epinephrine Auto-Injectors such as Epi-pens sometimes come in a box containing 2 separate injectors. It is best that Leman Academy Preschool keep both injectors on campus but If the parent wants to keep one of the injectors at home, then the vial stored at the facility must be in the original box with the pharmacy label. A written authorization by a health care provider to separate the Epi-pens is required to ensure only one injector is needed at the facility.

19. Sunscreen and Personal Products

Leman Academy does not provide sunscreen, but you are welcome to bring sunscreen that is safe to use on your scholar. A staff member may apply personal products on an enrolled scholar with written permission, such as petroleum jelly, rash ointments, sun screen, or toothpaste. The personal products must be labeled with the enrolled scholars first and last name and the personal products must be kept inaccessible to all enrolled scholars.

20. Allergies

If your scholar has any allergies, please let the Director know and list them on your scholar's emergency card located in the enrollment packet. This way, we can take the necessary precautions to ensure your child's safety and well-being.

21. Immunizations

A current and complete Immunization Record is required for each scholar. If you wish to have an Immunization Exemption Form, it must be properly filled out and on file. Parents are required to provide the Director an updated copy of immunization records as they receive new ones.

22. Illness

Please keep your child at home if any of the following symptoms are exhibited:

1. A fever over 100.4 degrees
2. An undiagnosed rash or blisters
3. Discharge from the eyes or ears
4. Vomiting or diarrhea
5. Any symptoms of a communicable disease
6. Your scholar is currently unable to take part in their regular daily activities due to feeling unwell

For the health and safety of the children at Leman Academy of Excellence Preschool, please notify the Director immediately if your child is diagnosed with a communicable disease.

- At Leman Academy Preschool, we take the health and safety of our scholars seriously. If your scholar develops any of the symptoms mentioned above while attending school, we will contact you immediately to pick up your scholar. An authorized adult has 45 minutes to pick up the ill scholar, or a \$50.00 penalty will be applied.
- To ensure the safety of all scholars, your scholar must be symptom-free for 24 hours without medication or obtain a doctor's note stating that the scholar is "not contagious" before returning to Leman Academy of Excellence Preschool.

23. COVID-19

Our preschool is committed to prioritizing the health and safety of our community. In response to COVID-19, we have implemented rigorous hygiene practices, regular sanitization, and health screenings. We adhere to local health guidelines and appreciate your cooperation in creating a secure environment for all.

24. Personal Belongings

In order to avoid any lost or stolen items, we kindly request that you label all clothing, jackets, water bottles, bags, and backpacks. Please note that scholars, with the exception of show and tell, should not bring toys from home, as Lemman Academy of Excellence Preschool cannot take responsibility for personal items. All lost and found items are donated at the end of each semester.

25. Dress Code Guidelines

To ensure a safe and comfortable environment, please adhere to the following dress code guidelines:

- Wear weather-appropriate clothing that is comfortable.
- Wear closed-toe shoes for safety reasons.
- Consider the possibility of messy activities and avoid wearing fancy clothing that may become dirty or stained.
- Avoid wearing clothing with elaborate fastenings to promote independence during bathroom breaks.
- Shorts are required to be worn underneath dresses.
- Shirts should cover the belly area.
- Shorts need to be at least fingertip length.

All scholars must have an extra set of clothes (including undergarments, socks, and shoes) on hand at Lemman Academy Preschool. Please keep these clothes in a labeled, gallon-sized ziplock bag for easy identification and replace as needed.

26. Food and Nutrition

- At 8:00 A.M. a morning snack is provided by Lemman Academy of Excellence Preschool
 - AM and PM Snacks consists of 2 food group components
- At 11:30/11:45 A.M. lunch is provided by parents/guardian
 - Lunches will **NOT** be refrigerated or heated up in a microwave!
- At 2:15 P.M. an afternoon snack is provided by Lemman Academy of Excellence Preschool
 - Families are welcome to pack additional/extra snacks for their scholars

When packing your scholar's lunch we encourage you to include the following items as recommended by the Department of Agriculture:

- 2 small servings of 2 different fruits or vegetables or one of each
- 1 serving of grain
- 1.5oz of meat or meat alternative such as cheese, eggs or beans
- 1 serving of milk

Lemman Academy of Excellence allows peanut butter, but a great alternative to peanut butter is sunflower butter.

27. Nap Time

To ensure healthy growth and development, children require a designated period of rest time during the day. Following lunchtime, there will be rest time where each scholar will be required to lie down on their sleep mat for at least 20 minutes. Scholars who don't fall asleep after the short rest period will be provided quiet activities such as reading books, solving puzzles, coloring or other peaceful activities while remaining on their sleep mat.

Although scholars are not obligated to sleep, they must be considerate and respectful of others who are napping. In the event that a scholar is causing disturbances during naptime, the scholar may be sent home and their attendance may be modified to half a day schedule.

For nap time, each scholar must bring their own fitted crib sheet and blanket. Please note that Lemman Academy Preschool does not provide washing services for blankets and sheets, so they must be taken home at the end of each week for cleaning. To ensure proper storage, the bedding must fit in a 2.5 gallon-sized ziplock bag. For safety reasons, **we do not allow pillows**.

28. Toilet Training and Bathroom Independence

At Lemman Academy Preschool, we are not licensed for diapering and toilet training. It is required that all scholars be toilet trained and bathroom independent. But what does this mean exactly? Being independent in the bathroom means that the scholar is capable of performing the following actions:

- Pulling their pants up and down by themselves
- Wiping themselves to the best of their ability after using the bathroom
- Redressing themselves after an accident
- Communicating their needs to staff – verbal skills necessary to ask for help or notify of an accident

Our teachers will provide verbal instructions to scholars to assist them in self-clean-up. If a toilet accident does occur, we will help the scholar with the initial clean-up, including buttoning and tying shoes if needed. If a scholar has a second accident in a day, parents will be notified to pick up their scholar. In the event that a Director deems it necessary, the scholar may be asked to take a one-time two-week break to focus on becoming more independent in the bathroom or toilet trained.

To ensure the safety and well being of all our scholars, we have implemented a policy that requires parents or guardians to be notified immediately if their child becomes soiled with feces. In such cases, the scholar must be picked up from school and taken home for cleaning and showering. Once the scholar has been cleaned by the parent or guardian, they may return to school.

29. Inclement Weather

In the event of severe weather conditions that prevent the school from opening, we follow the local area school closing schedule. If you are unsure if the school will be open, we recommend calling ahead to ensure that staff have arrived and there are no weather-prohibitive problems. In case of early closure due to extreme weather, our staff will notify you by email, phone call or app message, so you can make arrangements to pick up your scholar within one hour.

30. Discipline Practices

Discipline, as defined by Merriam-Webster, is training that corrects, molds, or perfects the mental faculties or moral character. The Latin root of discipline is disciple which means to teach. Therefore, the goal of discipline involves the parents/guardians and the school partnering together in order to teach, mold and correct our scholars with the purpose of growing both their hearts and minds. We embrace the philosophies of Dr. Kevin Leman concerning Relational Discipline and Child Development. He values Vitamins E, A and N for every child: “E” for Encouragement, “A” for Accountability and “N” for No. All children need to receive encouragement and to be told “no” when appropriate and held accountable. The LAE Discipline Policy reflects who we are as an organization and remains compliant with the legal mandates of school discipline.

We believe it to reflect:

- Our Mission: Consistent with the values we pursue in our mission statement.
- Core Values: Academic Excellence, Partnering with Families and Children & Learning
- Relational Discipline: highlighting the parent-teacher-scholar relationship to bring out the best in the child. Teachers and scholars developing meaningful relationships will only increase the scholar’s sense of belonging to the school.
- Core Beliefs:
 - Life lessons, accountability, responsibility and discipline are taught through natural consequences, rather than “punishment”.
 - Developing positive relationships is based on the Golden Rule – “Treat others as you would want to be treated yourself”.
- School Operation:
 - Learning is fun in a safe, interactive, vibrant and challenging environment.
 - Everyone has the responsibility to contribute to the greater good of the school community.
 - Recognizing the value of discipline policies and procedures in order to meet the Mission of our school for all stakeholders.

Levels of Misconduct and Discipline LAE uses the model of relational discipline as espoused by Dr. Kevin Leman. LAE is a learning environment that willingly engages and embraces parents in the educational process, highlighting the parent-teacher-scholar relationship to bring out the best in the child. LAE is founded on the key principles that parental partnership and relational discipline are essential in maximizing the scholar’s educational experience. Therefore, the below Levels of Misconduct are always within the confines of both principles.

LEVEL 1 Misconduct

Level 1 misconduct is dealt with within the setting the behavior took place in. Staff discretion regarding natural consequences and/or referral to administration or communicating with parents is afforded. If a pattern of Level 1 misconduct develops, it escalates the misconduct to a Level 2 and is dealt with accordingly.

Examples (not limited to):

- Minor class disruption
- Disrespect to staff, scholars, visitors and property (first incident)
- Rough Playground play
- Inappropriate Display of Affection
- Profanity and/or inappropriate language or gestures
- Insubordination

Level 1 Natural and Logical Consequences - Responsible Party: Teacher/Staff Member Natural consequences occur without any enforcement on the part of the adult. Often, allowing the natural consequence to occur will prevent teacher/scholar argument and the child will learn the right lesson. Logical consequences involve action taken by the adult.

Level 1 misconduct will result in a teacher-given consequence. The teacher will send a note in Procure.

Examples of Redirection and/or Consequences for Level 1 (not limited to):

- Friendly Reminder
- Use of Proximity - get closer to scholar
- Use the "Thinking Chair" (set amount of time)
- Practice following directions on Scholar time (Recess, lunch, specials, etc.)
- Go to "Buddy Teacher" classroom
- Make up wasted time, during scholar time
- Create plan for behavior refinement on scholar's own time

***The list contains just a few of the possible consequences for Level 1 Misconduct. Consequences for Level 1 misconduct are given at the sole discretion of the administrator, teacher or administrator designee. ***

LEVEL 2 Misconduct

Level 2 misconduct will result in a Parent Teacher Conference. Parents/Guardians will receive communication regarding Level 2 misconduct through Procare.

Examples of Level 2 Misconduct (not limited to):

- Continued Level 1 misconduct
- Defacing school property and/or equipment
- Racial slurs or derogatory comments
- Pattern of Rough-housing: pushing, shoving, wrestling
- Pushing and shoving with the intent to harm
- Defiance

Level 2 Natural and Logical Consequences- Responsible Party: Administration

Level 2 misconduct will result in a Parent Teacher Conference and Behavior Plan, scholars calling home to inform parents of misconduct, and a Level 2 consequence. The teacher will supply all previous documentation to administration and he/she will keep a copy of all documentation in the scholar file.

Examples of Consequences for Level 2 (not limited to):

- Any Level 1 consequence for an extended period
- Community service
- Short-term out-of-school suspension (1-2) days

The list contains just a few of the possible consequences for Level 2 Misconduct. Consequences for Level 2 misconduct are given at the sole discretion of the administrator, teacher or administrator designee

LEVEL 3 Misconduct

Level 3 misconduct will result in an IMMEDIATE referral to school administration and inquiry completed by administration designee to verify misconduct and determine consequence. Scholars, in the presence of an administrator, will call parents/guardians to inform them of misconduct and possible consequences.

Examples of Level 3 Misconduct (not limited to):

- Level 1 and/or Level 2 misconduct/pattern of misconduct
- Fighting
- Physical Aggression toward another
- Defiance (significant display of)
- Use of vulgarity/swearing
- Vandalism
- Safety Concern of a dangerous nature

Level 3 Natural and Logical Consequences- Responsible Party: Administration

Level 3 misconduct will result in IMMEDIATE administrative Parent Teacher Conference, scholar calling home to inform parents of misconduct, and a Level 3 consequence. The teacher will supply all previous documentation to administration and they will keep a copy of all documentation in the scholar file.

Examples of Consequences for Level 3 (not limited to):

- Disenrollment
- Behavior contract upon return (at discretion of Director)
- Restorative action: community service or financial contribution

***The list contains just a few of the possible consequences for Level 3 Misconduct. Consequences for Level 3 misconduct are given at the sole discretion of the administrator, teacher or administrator designee and should be progressive in nature. ***

Leman Academy of Excellence Preschool reserves the right to disenroll your scholar without prior notice if the following situation arises:

Verbal or physical abuse by scholar or parent/guardian to other scholars or staff such as; language and behavior that is harmful, sexual language or profanity, throwing items, kicking or hitting.

31. Biting

Biting is age appropriate between the ages of 13 months to 3 years however, if a scholar still uses biting as a coping skill or form of communication excessively, by the age 3 or 4, we will have a meeting with the parents/guardians to come up with the best solution for your scholar. All staff are trained to evaluate the environment and activity at the time of the incidents. Adjustment might be made to prevent future biting.

In some cases, if the behavior doesn't change you may be asked to disenroll your scholar until the behavior has stopped.

32. Mandatory Reporting

Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature, or who reasonably believes that there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. § 36-2281, shall immediately report or cause reports to be made of this information to a peace officer or to the Department of Child Safety, except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a peace office only.

The following persons are required by law to report:

Any physician, physician's assistant, optometrist, dentist, osteopath, chiropractor, podiatrist, behavioral health professional, nurse, psychologist, counselor or social worker who develops reasonable belief in the course of treating a patient. Any peace officer, member of the clergy, priest or Christian Science practitioner. The parent, stepparent or guardian of the minor. School personnel or domestic violence victim advocates who develop reasonable belief in the course of their employment. Any other person who has responsibility for the care or treatment of the minor.

It's essential to remember that mandated reporters are prohibited from disclosing any details about a case to families or individuals not involved in the investigation.

33. Arrival and Dismissal

The entrance door will be locked during all hours of operation.

We ask you to not be on your cell phone during arrival and dismissal! Never leave your children unattended or in the car!

Morning drop off is between 7:00 A.M. and 8:30 A.M.

The office staff will be able to buzz you in through the main entrance door as of 7:00 A.M. and we ask that you please do not arrive earlier than this. **There is no drop off later than 8:30 am without prior permission from the Director.**

Perpetual tardiness disrupts the morning routine for both scholars and teachers. Continuous tardiness may result in dismissal from Lemman Academy of Excellence Preschool. If you need to drop off after 8:30 am, make sure to get prior approval from the Director.

Please make sure to sign your scholar in at the front lobby before leaving the building. If your scholar is having a difficult time separating at drop off please speak to his/her teacher or the Director in order to develop a plan for how best to navigate departure.

If your scholar is to be picked up by anyone not listed on the release form signed at the time of enrollment (i.e., babysitter, classmate's parent, etc) we must be notified in advance in writing. The person will have to bring a valid ID for identification and check in with the office staff.

All scholars must be signed in and out.

(Please see late fee policies)

34. Field Trips/ Transportation

Leman Academy of Excellence Preschool does not provide any transportation for field trips. Walking field trips may be taken to a nearby park/library with written parent/guardian consent.

35. Liability Insurance

Leman Academy of Excellence Preschool carries Liability Insurance.

36. Pesticide Application Notification Procedure

Parents will be notified of pesticide application 48 hours in advance by posting a notice on the Licensing Board in the Lobby. This notice will include the brand, concentration, the rate of application and any use restrictions required by the label of the herbicide or specific pesticide. It will also include the date of the application and the name and phone number of the pesticide business license and licensed applicator.

V . Safety

Providing a safe learning environment for scholars is a priority at Lemman Academy of Excellence Preschool. Campus gates are locked throughout the school day and all visitors must enter through the preschool office.

All parents, visitors and volunteers are required to show a photo ID and receive a visitor badge. While on campus, all parents, visitors and/or volunteers must wear a badge in order to be identified by school personnel. Faculty and staff are instructed to require any person who is seen on campus without a badge to go to the preschool office at once.

Please make sure that all parent and emergency contact information are always kept up to date with the school office. This information is critical for good communication between parents and school staff.

Leman Academy of Excellence Preschool is equipped with emergency warning devices, a PA system, smoke detectors, security cameras, and phones in every classroom. Additionally, faculty and staff or adult monitors are expected to have a cell phone or walkie-talkie with them while on the playground with the students.

All staff know the location of the nearest emergency exit, fire extinguishers, and what their responsibilities are in case of an emergency. Maps along with procedures are posted in each classroom indicating the proper exit in case of an emergency.

The Directors follow all state laws and regulations to conduct regularly scheduled fire/evacuation drills along with emergency lockdown drills to assure that scholars and staff are familiar with the procedures in case of an actual emergency. The Director will document and maintain a record of each of the drills performed, noting the date and time of each drill as well as any area of concern and resolution of any problems.

The following are basic procedures for faculty, staff and students:

A. Evacuation Drill Exit Procedure- Monthly

1. Scholars are to leave all items being used on tables and/or floor.
2. Scholars are to walk quickly to the classroom door in a quiet and orderly manner. Each class needs to exit the building as a group and walk single-file to the assigned area.
3. The scholars are to remain together with their classmates outside while the teacher takes attendance of his/her class.

B. Lockdown Procedure- Quarterly

1. Scholars are to leave all items being used on tables and/or floor.
2. Scholars are to quickly and quietly move to the innermost area of the classroom away from the door and windows and sit together on the floor.
3. The teachers will make certain all windows are covered, lights are turned off, and the door to their classroom is locked.
4. Scholars in bathrooms are instructed to remain in that location with doors locked until clearance is communicated by the Director.
5. Scholars on the playground area will be given immediate instruction/direction by their classroom teacher to relocate to another area that is out of view of others.
6. Scholars are to remain seated quietly on the floor throughout the duration of the drill until the lockdown drill has been completed and an all clear has been given by the Director over the PA system or walkie talkie.

C. Child Accident Procedure

1. One teacher is to administer to the child as necessary.
- 2 A second teacher is to call:
 - The parent/guardian or listed emergency contacts if first are unavailable
 - call 911 if the situation necessitates.
3. A substitute teacher will be called to help assist the class.
4. The substitute teacher will stay in the classroom while the teacher stays with the scholar until a parent or emergency personnel arrive. In the event a situation necessitates emergency transportation and a parent cannot be reached, a teacher will go with the child.
5. A detailed accident report will be filed. It will contain the name and age of the persons involved, date and place of the accident, detailed review of the injury or incident, action taken by staff, and to whom the accident, injury or incident was reported.

VI. SCHOLAR INFORMATION

A. Student Code of Conduct

Administration, Faculty and Staff of Lemman Academy of Excellence Preschool expect our Scholars will:

1. Be polite and courteous. Scholars who communicate in an acceptable tone of voice using an acceptable choice of words are polite and courteous. Scholars are expected to treat others as they would like to be treated themselves.
2. Be caring toward others. Scholars who are caring will express gratitude, kindness, compassion and forgiveness toward others and will help others in need.
3. Be responsible. Scholars will bear responsibility for their own conduct and take responsibility for belongings.
4. Be respectful. Scholars who respect the school's atmosphere of learning by being prepared and punctual show respect toward their classmates and teacher. Scholars are expected to show respect for self, others and property. Each scholar will be expected to cooperate with and respect the faculty and staff, including teachers, office staff, administrators and any other people working in the school.
5. Be attentive to others. Scholars who follow directions when they are given as well as follow all requests made by adults on the premises with a positive attitude are being attentive and respectful to that individual.

In addition,

- Scholars are expected to adhere to the dress code.
- Scholars are expected to follow all classroom, common areas, and playground procedures and routines.
- Scholars are expected to follow school procedures when participating in school related events.
- Scholars may not use threats or intimidation against any other person. No harassment or bullying will be permitted at Lemman Academy of Excellence Preschool.
- Scholars are expected to respect the health and safety of others as well as safety rules and procedures.
- 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.
- Scholars are not permitted to leave the school grounds
- Scholars are expected to be trustworthy. Scholars who are trustworthy are honest, reliable and dependable and will keep promises and follow through on their word.

Finally, our scholars are expected to be good citizens toward one another. Citizenship is accepting the responsibility to contribute to the greater good of the community. Good citizens cooperate, respect authority and follow any established rules and laws.

B. Habits of the Mind and Heart

Education is a Discipline, the Importance of Instilling Good Habits...

“Sow a thought, reap an action; sow an action, reap a habit; sow a habit, reap a character.” – Charlotte Mason

“The habits of the child produce the character of the man.” – Charlotte Mason

“ ‘Sow a habit, reap a character.’ But we must go a step further back, we must sow the idea or notion which makes the act worthwhile.” - Charlotte Mason

HABITS...tracks for a train

Without a doubt Charlotte Mason’s favorite analogy with regard to habits is that they are similar to tracks for a train. The same way that it is easier for the train to stay on the tracks than to leave them, so it is for the child to follow lines of habit carefully laid down than to run off these tracks. Because habits are so powerful, Charlotte Mason tried to emphasize to educators that it is our responsibility to lay down these tracks.

There is no need to be overwhelmed. The formation of habit is not too much work. Charlotte considered habit a delight in itself, and the training in habits became a habit for the educator. The choice is ours. As Miss Mason put it, “The educator who takes pains to endow her students with good habits secures for herself smooth and easy days; while she who lets their habits take care of themselves has a weary life of endless friction with the children.”

1. Habit of Attention

Charlotte Mason once asked a very important question, "Do you want the child to remember? Then secure his whole attention." Her definition of attention is not a partial attempt to concentrate. Rather, she said, for "the whole mental force is applied to the subject in hand. This act of bringing the whole mind to bear, may be trained into a habit at the will of the teacher or parent, who attracts and holds the child's attention by means of a sufficient motive.

2. Habit of Best Effort

Educators need to emphasize the importance of their students doing the work. Especially if a student is new to school and/or a structured learning environment and is used to having more of an unstructured environment in which he/she could do things at their leisure (e.g. an academic institution with lower standards). Educators may need to have a short talk with these students about what they can and should do for themselves—to put forth their best effort and why it's important.

3. Habit of Responsibility

Training for responsibility is, in some senses, the more important focus of a reputable school. Students need adequate knowledge, but even more, they need good character to prepare them for adult life. Responsibility is one of the most important elements of good character.

Students even at the youngest age must be taught by educators and parents the value of being responsible. Being so is never that easy because foolishness is often within a child. But remember, an educator's fine example is a powerful tool in teaching their students to be responsible. So it is your responsibility to teach them this valuable quality. When they enter school, teach them to view their school assignments as an important responsibility they should take care of.

Finally, if your worldview is that everyone should contribute to the well being of all, no matter their ages and ability levels, your attitudes, actions and expectations will reflect that, and your young students will begin to learn the value of responsibility.

4. Habit of Respect

Demonstrate respectful behavior. "We don't generally give our students the kind of respect that we demand from them," says Jerry Wyckoff, a psychologist and the coauthor of *Twenty Teachable Virtues*. "We get confused because often, our upbringing makes us equate respect with fear. Instead, we need to begin by listening. It can be hard to wait patiently for a young person to have his say, but it's worth it. Get down on his level, look him in the eye, and let him know you're interested in what he's telling you. It's the best way to teach him to listen to you just as carefully.

Teach polite responses. Scholars can show care and respect for others through good manners. As soon as a young person learns he can communicate verbally he needs to also learn through the years to say "please" and "thank you." We need to explain to our students that people would rather help them when they're polite to them. Remember, being respectful will work better than lecturing to young people. Say "please" and "thank you" regularly to the students, and they'll learn that the phrases are part of normal communication, both within your class and around the school and home.

Set parameters. "One of the best ways to demonstrate respect is to be both kind and firm in your discipline," says Jane Nelsen, an education specialist. "Being kind shows respect for the students, and being firm shows respect for what needs to be done."

VII. STUDENT ANTI-HARASSMENT POLICY

POLICY:

The policy of Lemman Academy of Excellence Preschool is to provide a learning environment that is free from harassment whether based on sex (gender), race, religion, color, national or ethnic origin, age or disability an environment that is free from all forms of intimidation, exploitation and harassment and where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment and is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers and scholars. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of scholars, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, parents, volunteers and scholars who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge

A. Definitions and Prohibited Acts

1. Unwelcome and Offensive: Under the law of harassment, or bullying and intimidation, a scholar does not have to openly object to others' actions or words to prove that the actions or words are unwelcome. Harassment, bullying or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers and scholars should be sensitive to the feelings of others whether they object or not.

2. Definition of Bullying or Intimidation: "Bullying" or "Intimidation" means any written, oral or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a scholar in reasonable fear of harm to his or her person or damage to his or her property, or has the effect of insulting or demeaning any scholar or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any scholar. Harassment, intimidation or bullying includes a gesture or an act, whether written, oral or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, religion, age, or disability.

3. Examples of Harassment, Bullying or Intimidation: Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

Unwanted touching as to invade another's personal privacy, touching of a scholar in a sexually suggestive manner, unwanted sexual advances or propositions.

Making or threatening reprisals after a refusal to sexual advances, or a refusal to partake in harassing, intimidating another scholar.

Visual conduct such as leering, glaring, making obscene gestures, or displaying demeaning and/or sexually suggestive pictures, cartoons or posters.

Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes about a scholar's race, color, national or ethnic origin, religion, age, or disability.

Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, religion, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.

Physical conduct such as touching, hitting, shoving, assaulting, impeding, or blocking another individual's movement, or other intentional acts perpetrated in whole or in part because of the scholar's race, color, national or ethnic origin, religion, age, or disability.

Any conduct that has the effect of insulting or demeaning a student or group of scholars in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment will be subject to discipline by the school administration.

4. Verbal Harassment: Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, religion, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a scholar or group of scholars, especially if they are repeatedly made. Although some scholars or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Additional examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Statements that demean women are also prohibited.

5. Physical Harassment: As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another scholar. Prohibited actions include, but are not necessarily limited to the following:

Display of signs, pictures, cartoons, written statements or other material that denigrates, intimidates, bullies or otherwise discriminates against any scholar based on race, color, national or ethnic origin, age, or disability.

General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, religion, age, or disability.

6. Physical and/or Sexual Harassment: As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another scholar. Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature.

7. Sexual Harasser: A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on sexual identity or gender of the scholar.

8. Race, Color, National or Ethnic Origin, Religion, Age, and Disability Harassment:

Unwelcome statements, name calling or other verbal or physical conduct based on a scholar's race, color, national or ethnic origin, religion, age, or disability is prohibited if and when any of the following occurs:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by an individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.

Submission to, or rejection of, the conduct by an individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through this school.

9. Electronic Harassment: In addition to verbal, physical and sexual harassment, the scholar anti-harassment policy applies to harassment that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to; internet, email, cell phones including picture and text messaging as well as voice messaging, personal computing devices, or facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

B. Application of Anti-Harassment Policy

The scholar anti-harassment policy applies to the following school hours:

- To any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus
- While on school property or at school-leased facilities
- At any other time when the event or activity has any school recognition

Conduct violating these standards, whether occurring at school or during school-sponsored events, activities/functions or not, or on campus or not, is subject to appropriate action by the school.

The scholar anti-harassment policy may also apply to harassment committed during the hours when school is not in session and/or off campus without any connection to school if the harassment by a Lemman Academy of Excellence Preschool scholar to another Lemman Academy of Excellence Preschool scholar becomes a significant disruption to the educational process.

C. Prohibited Actions

1. Student-Student Harassment, Bullying or Intimidation:

Student-student harassment, bullying or intimidation of any type is prohibited.

2. Employee-Student Harassment, Bullying or Intimidation:

Employee-student harassment, bullying or intimidation of any type is prohibited.

3. Student-Employee Harassment, Bullying or Intimidation:

Student-employee harassment, bullying or intimidation of any type is prohibited.

D. What to Do If You Experience or Observe Harassment, Bullying or Intimidation

Students who feel that they have been subjected to conduct of a harassing, bullying or intimidating nature are encouraged to promptly report the matter to a teacher, staff member, parent volunteer or one of the school officials designated below. All complaints will be promptly investigated.

Students who observe conduct of a harassing, bullying or intimidating nature are also encouraged to report the matter to a teacher, staff member, parent volunteer or one of the school officials designated below. All complaints will be promptly investigated.

Employees who observe conduct of a harassing, bullying or intimidating nature are required to report the matter to the Head of Schools. All complaints will be promptly investigated.

NOTE: If a teacher, staff member or parent volunteer is approached by a student regarding an incident involving student-student harassment, bullying or intimidation, he/she should handle the incident calmly, appropriately and immediately (i.e. professionally with a personal touch).

Furthermore, the teacher, staff member or parent volunteer needs to document the incident and report the matter to one of the school officials designated below. All incidents are to be documented and reported to a member of the administrative team.

Additionally, if a parent or guardian receives a report from their child regarding an incident involving student-student or even employee-student harassment, bullying or intimidation, the parent or guardian should notify the school and speak with an administrator (see list below) with the school. The parent or guardian is also asked to document the incident of your child's report and bring it to the school. A planned conference between a school administrator and the parent/guardian will follow.

E. Where to Report Harassment, Bullying or Intimidation

Certain individuals within Lemman Academy of Excellence are specifically authorized to receive reports of harassment, bullying or intimidation and to respond to questions regarding the incident. You may reach them through the following emails:

| Campus | Email | Phone Number |
|------------|-----------------------------------|--------------|
| Marana | maranapreschool@lemanacademy.org | 520-639-8071 |
| Oro Valley | ovpreschool@lemanacademy.org | 520-912-4007 |
| East | eastpreschool@lemanacademy.org | 520-526-0480 |
| Central | centralpreschool@lemanacademy.org | 520-426-0876 |

NOTE: *Leman Academy of Excellence, at all levels, thrives for transparency and partnering with our supportive parents. We ask that you first work alongside your Preschool Director to resolve your concerns, however, understand that you may feel it necessary to escalate a concern/complaint beyond the Preschool Director. Should you feel it necessary, please contact the Site Leadership below.*

| Site Leadership | Email | Phone Number |
|---------------------------------------|------------------------------|---------------------|
| Nikki Pennington Regional Director | npennington@lemanacademy.org | 520-499-1474 x 2021 |
| Dennis O'Reilly Head of Schools | doreilly@lemanacademy.org | 520-639-8080 |

F. Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint as well as notify a scholar's parent/guardian and appropriate government officials as the circumstances warrant.

G. Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any scholar, who has filed a complaint involving harassment, bullying or intimidation or who has testified, assisted or participated in any manner in any investigation, formal proceeding or hearing concerning harassment, bullying or intimidation. However, if in the course of an investigation or subsequently the school learns that a scholar or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

H. Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a report from a teacher, staff member or parent volunteer, or receives a direct complaint regarding harassment, bullying or intimidation of another (i.e. employee-student, student-student, student-employee) he or she shall immediately inform the Head of Schools. The Head of Schools will direct an investigation. If the investigation confirms the allegations, prompt corrective action shall be taken. The individual who suffered the harassing, bullying or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction and will be left to the Head of Schools and/or school administrative members to determine.

Following Page:

Report Form for Reports or Complaints of Harassment, Bullying or Intimidation

Report Form: Complaints of Harassment, Bullying or Intimidation

Complainant:

Home address: _____

Home phone (_____) _____ Cell phone (_____) _____

Date of the alleged incident(s) _____

Did the incidents involve sexual harassment racial harassment national or ethnic origin harassment disability harassment and/or age harassment?

Give the name of the person who you believe harassed or was violent toward you or another person: _____

If the alleged harassment or violence was toward another person, identify that person:

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses who were present:

This complaint is filed on the basis of my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief. I agree to keep this complaint confidential during the investigation. I have read the school's anti-harassment policy and understand the procedures the school will follow.

Complainant signature: _____ Date: _____

Complaint received by (name) _____ Date: _____



By signing this page I acknowledge to have read and agree to the following rules and regulations at Leman Academy of Excellence Preschool stated in the
Parent Handbook
(Available at lemanacademy.com)

Scholars Name (Print)

Parent/Guardian Name (Print)

Parent/Guardian Name (signature)

Date