



PRE-KINDERGARTEN FAMILY HANDBOOK

Home of the Royals

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*Leman Academy PreK
Bayou Gulch Campus
6405 Estancia Boulevard, Parker, Co, 80134*

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I. WELCOME

Dear Families of Leman Academy:

The foundational principles for the educational philosophy of Leman Academy of Excellence have been formed and established by Dr. Kevin Leman, the founder of the school. Dr. Leman has often dreamed of launching a school and learning environment for young people that willingly engages and embraces parents in the educational process, highlighting the parent-teacher-scholar relationship to bring out the best in each and every child.

Our school's mission statement, core values and beliefs are foundational to Leman Academy of Excellence in establishing a positive school culture and demonstrating an interconnectedness of enhanced academic outcomes with a school climate where scholars feel safe, supported, academically challenged, enthusiastic about learning and socially capable.

Scholar success at Leman Academy is based on our unwavering commitment to combining our classical educational program and its ancient view of learning and traditional teaching methods that promote critical thinking skills with the present day methodology of data-based learning that involves rigorous assessments to measure scholar learning and achievement. Today's world demands that schools focus not on "what was taught" but rather on "what was learned" and to this end we will strive and hold ourselves accountable.

Welcome to Leman Academy of Excellence!

Melissa Lum
PreK Director

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. Leman Academy is a classical school that equips scholars 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

Leman Academy of Excellence offers a rigorous, classical education for scholars, based on the traditions of Western culture where all disciplines are interrelated allowing scholars the ability to think independently and critically. We purpose 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 Leman 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.

1. Grammar Stage

These are the years in which the building blocks for all other learning are laid with scholars learning the basic skills of reading, writing and mathematics. The child in the "Grammar Stage" (grades K-5) is mentally ready to absorb information and is naturally good at memorizing. This stage takes full advantage of this fact using methods such as; lectures, readings, drills,

dictation, tests, charts, flash cards, chants and songs although appropriate attention is still given to meaning and comprehension. . This forms the foundation from which all other subjects can be approached..

The most emphasized learning activity at this stage is memorization both for purposes of cognitive recall and for building storage identities for future knowledge acquisition. Therefore, during this period, education involves not self-expression and self-discovery, but rather the learning of facts such as the rules of phonics and spelling, rules of grammar, poems, the vocabulary of foreign languages, the stories of history and literature, descriptions of plants, animals and the human body, and the facts of mathematics. Grammar teaches scholars how to read and how to understand what they are reading, and it teaches the rules for writing intelligibly, according to the rules of a particular language. This information makes up the basic building blocks in preparation for the second stage of education.

2. Logic Stage

By 6th grade, a child's mind begins to think more analytically, and the scholar starts to study formal logic and argumentation. Middle-school scholars (grades 6 through 8) are less interested in finding out facts than in asking "Why?" The second phase of the classical education, the "Logic Stage," sees the young person as able to learn to argue his or her point, thus taking information, organizing it, and applying it in increasingly sophisticated forms.

3. Rhetoric Stage

The final phase of a classical education, the "Rhetoric Stage," builds on the first two. At this point, the high school scholar learns to write and speak with force and originality. The scholar of rhetoric applies the rules of logic learned in middle school to the foundational information learned in the early grades and expresses his conclusions in clear, forceful, elegant language. The maturing scholar in the rhetoric stage has achieved the ability to communicate, synthesize and generalize learning across a range of disciplines.

B. 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 PreK has incorporated her philosophies into our PreK program.

IV. INSTRUCTIONS AND POLICIES

1. Hours of Operation, Scholar Eligibility

Leman Academy PreK is open Monday through Friday from 8:15 A.M. to 2:15 P.M. Leman Academy PreK serves scholars ages four and five. Children must be age four by October 1st of the school year and toilet trained.

2. Procedures for Inclement Weather

In accordance with the Colorado Office of Early Childhood, LAPREK will follow the following guidelines for inclement weather: In the event of excessively hot weather (above 95 degrees), scholars will hold recess activities indoors. In the event of temperatures below 32 degrees, scholars will hold recess activities indoors. Outdoor recess will be held indoors if there is precipitation falling from the sky or if the air quality is listed as severe (as determined by the National Weather Service). Should LAPREK need to close for inclement weather, families will be notified by a Remind message and an email from the school.

3. Enrollment Process, Immunization Requirements

Please note: this Enrollment Request is only good for the year selected. We only accept information from parents whose child is eligible to attend the current year.

Each year, Leman Academy will hold a lottery. Applications will be collected for only one year at a time as the waitlist will be purged each year. The PreK lottery will follow the timeline of Leman Academy's Elementary and Middle School open enrollment. Parents will be notified of an offer as seats become available. After the family is contacted and enrollment is offered, the school will require an email decision within 48 hours. Parents or legal guardians of the child are responsible for providing an email address for LAE to reach them regarding enrollment. Parents or legal guardians are also responsible for informing the school of any change to their contact information. While LAE will make every attempt to notify families through email, the school is not responsible for the inability to contact families should they be unreachable (e.g., traveling, inaccurate information on the enrollment application, etc.).

During the lottery process enrollment preferences will be given to scholars who meet the following criteria in the order listed:

1. Applicants who are siblings of an already-enrolled LAE scholar. Note, this includes the following: If two or more siblings submit completed application packets during the open enrollment period, and a sibling is randomly selected by lottery for enrollment, the other sibling(s) will be given preference in the enrollment process.

2. Applicants who are children, grandchildren, or legal wards of:

- Employees of the school
- Employees of the charter holder
- Members of the governing body of the school,
- Directors, officers, partners or board members of the charter holder, or Founding Family members. These students will not exceed 20% of the school population.

3. Scholars that reside within Douglas County

After capacity is reached, applicants will be selected through the lottery process and placed on a waitlist in the order they were selected.

If a Scholar Enrollment Request is received after the lottery, the applicant will be added to the waitlist according to the date of submission.

NON-DISCRIMINATION POLICY It is the intention of LAE to be fair and equitable to all potential students. LAE will not discriminate against any student based on race, color, national origin, creed, religion, ancestry, age, gender, sex, sexual orientation, disability, or socioeconomic status.

Immunizations/Physical: State Law mandates that children entering school must have a current record of immunization status. And a current physical required by Colorado Department of Early Childhood.

4. Registration Fee/Tuition/Payment/Late Tuition Policy

Sign in/out procedure

- Each family will be assigned an account with Procure. Per Colorado Early Childhood Education licensing rules and regulations, every scholar must be signed in and out daily to ensure accurate attendance tracking. Failure to comply with this requirement may result in disenrollment from the program.

There is a registration fee of \$125 per child or \$150 per family. The Edukit fee is \$170. These fees are non-refundable and are due upon registration. This registration fee is non-refundable, non-transferable and must be renewed each year.

Tuition/Payment

- Tuition is \$1150 a month, August through May, for a total of 10 payments. Tuition for the year will be assessed at the beginning of August through

Procure. Payment may be made in full or monthly payment may be made on the 1st of each month through Procure. We have a transition period from 2:30 to 3:30 pm. The first 24 scholars to sign up will secure their spot. The cost is \$40 per week, and late pick-up fees will apply if parents are late. A weekly fee will be added to Procure.

- Tuition is based on a contracted schedule, not on attendance.

Late Tuition Policy

Tuition is due by the 10th of the month. A late fee of \$25.00 will be charged to all accounts not paid by the 11th. If the account is not made current by close of business on the 11th, services will be suspended and scholars may not attend until the account is again brought to a \$0.00 balance; enrollment may be reinstated (additional fees may apply). Multiple late payments may result in disenrollment from the PreK Program.

5. Custody

Leman Academy will release scholars to parents/legal guardians and if necessary, parent authorized emergency contacts. Custody claims must be supported by legal documentation to be observed by Leman Academy. It is the sole responsibility of the parents to keep this documentation up-to-date and on file with the school.

6. Program Changes/Withdrawals/Disenrollment

We require a minimum of a 14 day written notice before you withdraw your child from Leman Academy PreK.

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 Leman Academy. If you intend to withdraw, please complete the withdrawal form from the site director. Verbal withdrawal will not be honored, and you will be required to pay for 14 days from the date of your written notice.

Leman Academy PreK 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 and or drop offs
- 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.
- Continued Potty Accidents
- Continued violation of policies by child or parent/guardian.

7. Procedure for Identifying Location of Scholars

The LAPREK staff will identify the location of scholars periodically throughout the day by using Face to Name practices. Face to Name identification will occur at the beginning of the school day, before and after recess, before and after lunch and anytime that the scholars leave or re-enter the classroom. Face to Name records will be available to parents and staff at any time and kept on file for 365 days.

8. Procedures for Positive Guidance and Support of Scholars with Challenging Behaviors

Leman Academy PreK has built our system around the teachings of Dr. Kevin Leman. His brand of relational discipline does not include sticker charts of conditional rewards for doing the right thing, we strive to build character and values and encourage our scholars to do the right thing, because it's the right thing to do. This is done through Relational Discipline. Staff members will maintain consistent and reasonable guidelines for enrolled scholar's behavior; teach, model and encourage orderly conduct, personal control and age appropriate behavior. Staff members will not use or permit discipline that could cause harm to the health, safety, or welfare of an enrolled scholar, including emotional and mental health. Staff will not engage in corporal punishment, abusive language, or discipline in association with eating, resting or toileting.

In the event that a consequence needs to be served, the staff members will look to the natural consequence that matches the offense. The dignity of the scholar will always be maintained, consequences that aim to embarrass or demean a scholar will not be tolerated.

For behaviors and actions that cannot be corrected between the staff member and the scholar, parent communication will be enacted. If the staff member and parent are not able to communicate and correct the behavior successfully, additional support will be provided by the site director and other support sources.

If a scholar is unable to meet the behavioral requirements for attending LAPREK, and all resources available have been consulted, the site director and LAE administration team will meet with parents to determine if the scholar should remain enrolled in LAPREK.

We embrace the philosophies of Dr. Kevin Leman concerning Relational Discipline and Child Development. He values Vitamins E and N for every child: "E" for Encouragement and "N" for No. All children need to receive encouragement and to be told "no" when appropriate. 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 or fill out a carbon form. A copy of the form will be placed in the scholar's file.

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 Procure or fill out a carbon form. A copy of the form will be placed in the scholar's file.

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 Principal)
- 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 PreK reserves the right to disenroll your child without prior notice if the following situation arises:

- 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.

9. Procedure for Notifying Parents of illness/accidents/injuries

In the event of an illness, accident or injury, parents will receive a phone call from the school. If a parent is not able to be reached by phone for 30 minutes, the school will contact the parent authorized emergency contacts for the scholar.

In the event that emergency personnel must be contacted, the school will notify parents.

10. Emergency Procedures

Providing a safe learning environment for scholars is a priority at LAE. Adult supervision will be provided when the campus is open from 7:30 a.m. until 3:30 p.m., and 8:30 a.m. until 3:30 p.m. on late start Wednesdays. Campus gates are locked throughout the school day and all visitors must enter through the main

office during school hours.

All parents, visitors and volunteers are required to show a photo ID and sign in including the date and time of arrival, reason for visit, and will sign-out, including their departure time. 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 school office at once.

LAE 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 scholars.

Faculty, staff and scholars should know the location of the nearest emergency exit, the 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 Principal follows 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 Administrative Assistant 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 scholars:

Fire Drill Exit Procedure

1. Scholars will leave all items on desks.
2. Scholars shall walk quickly to the classroom door in a quiet and orderly manner. Each class needs to exit the building as a group (single file) and walk to the assigned area.
3. The scholars remain together with their classmates outside so the teacher can take attendance of his/her class.

Lockdown Procedure

1. Scholars will leave all items on desks.
2. Scholars will 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 teacher is to immediately check the area outside their classroom door and bring in any scholars who may be in the hallway. The teacher 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 administration.
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 the "All Clear" command has been given by the Incident Commander over the PA system.

11. Field Trips/Transportation

Leman Academy PreK does not provide any transportation for field trips. Walking field trips may be taken to a nearby park with written parent/guardian permission.

In the event of a special guest, used to supplement an educational topic or unit, scholars will be escorted to the presentation room with their teachers and instructional aides. No scholar will be left unattended with a special guest or visitor; teachers and instructional aides will remain in the room for all presentations.

12. Media Usage

Leman Academy PreK will occasionally use media to support an educational lesson or learning experience. Videos or books shown to scholars will not exceed 9 minutes in length and will correlate directly with the lesson being taught. During special holiday celebrations, teachers may allow scholars to view a themed movie not to exceed 30 minutes. PreK sends a permission slip for any movie played.

13. Procedure for Releasing Scholars, Emergency Pickups

Parents/guardians will be required to complete a list of approved people to pick up their scholar; this will be provided in the Douglas County School District Infinite Campus portal. Each family will receive a placard that must be presented during dismissal. If a parent does not have their placard, they must present their ID to the front office. If your child is to be picked up by anyone not listed on the release form, LAPREK must be notified in advance and said person will need to bring a valid ID to the front office upon arrival.

All scholars must be signed in and out at the front office. In the event of an emergency pickup (i.e.- shelter in place, secure perimeter, etc..) parents will be required to check in at the front office and provide a government issued ID before being allowed to enter the building and pick up their scholar.

In the event of an emergency in which children need to evacuate the building, parents will be informed of the reunification site via email, Remind and an automated phone call. LAEPre-k will follow the reunification process outlined in the LAE handbook.

Children with disabilities will be assigned two staff members that will assist in evacuation procedures.

14. Late Pickup

Parents are required to pick up their children by 2:30pm. A child who is picked up late can get anxious, and teachers who have worked a full day need to be able to count on leaving their job promptly. Being on-time is a significant contributor to the job satisfaction of all our teachers and the happiness of our scholars. We pride ourselves on being a school whose parents are on-time and strive to have no violations of this rule. Parents who do not take advantage of registering (for free) with our before and after school program-Champions, to use in case of emergencies or when they are running late, will be charged a late fee of \$20 for the first minute and \$1 per minute thereafter.

15. Medication Administration

LAE strives to keep our scholars safe and healthy. In an effort to do so, we have guidelines to support your decisions for your child's health that may affect all scholars at LAE.

Medications: For the safety of all children, we ask that medications be administered through a PreK staff member who has been trained and delegated by the school's Registered Nurse (RN) to support scholars' medications. Please do not send your child to school with over the counter medications in their backpack. In order to administer any medication to your child, you must have a doctor's note on file with the proper paperwork that is approved by the state licensing. The medication must be in the original container with the original prescription label. If the medication needs to be refrigerated, it will be stored in the refrigerator located in the PreK office. Controlled substances may only be stored with the exact amount needed for one day.

16. Personal Belongings

Scholars will have a cubby and hook for their personal belongings. Scholars are highly discouraged from bringing items to school such as stuffed animals, poppits, chapstick, small toys and money. Scholars will be required to label any personal items, such as coats, water bottles, backpacks, lunch boxes, etc...

17. Meals and Snacks

Leman Academy PreK does not provide snacks, only lunch. Parents are responsible for providing healthy and nourishing snacks for their child.

18. Diapering, Toilet Training, Toileting

Leman Academy PreK requires that all scholars are toilet trained and able to use the restroom independently. No staff member will be able to assist in the toileting process unless a biological reason is present. Any scholar that requires assistance with toileting will need a doctor recommendation and a consultation with the nurse. Parents are required to pick up their children if they do not have extra clothes to change into or are unable to clean themselves properly after an accident. If accidents continue, the director may ask the parents to keep their child at home until they are fully potty trained. After multiple accidents in one day, we will request that parents come to pick up their child.

Since LAPREK is not licensed for diapering or toilet training, scholars who are not fully toilet trained will not be eligible for attendance.

Independent in toileting is defined as:

- *pull up their pants.
- *wipe to the best of their ability
- *get redressed after an accident

Each classroom at LAPREK has a restroom and sink area. Scholars are welcome to use the restroom at any point during the day.

19. Conduct of Visitors/General Public on School Property Policy

The definition of *general public* is anyone who does not come under the definition of scholar, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the school for any reason (i.e. volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors.
- All visitors shall dress modestly while on school property.
- No person shall visit or observe a classroom or other school activity, nor shall any person come upon or remain upon school premises, without prior approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the principal or principal's authorized representative.
- Any member of the general public considered by the principal, or a person authorized by the principal, to be in violation of these rules shall be instructed to leave school property.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the school.

- No person shall possess or engage in the use of any type of marijuana, tobacco, or vaping on school property or at school-sponsored events.

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the school by either:
 - Threatening to cause physical injury to any employee or scholar of the school or any person on the property of the school.
 - Threatening to cause damage to the school, the property of the school, or the property of any scholar or employee of the school.
- Intentionally or knowingly entering or remaining on the property of the school for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the principal, Director of Operations, or another person designated to maintain order at the school.

The above identified acts need not be directed at a specific individual, the school, or specific property of the school to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor charges as provided in C.R.S. § 18-9-109.

A person may also interfere with or disrupt the operation of the school by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the School Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the school or at school-sponsored functions.
- Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on school property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.

- Failure to comply with the lawful directions of school officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a school rule and/or policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the School Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

20. Parent Teacher Conferences

Formal parent / teacher conferences will be held twice a year, once in the fall and again in the spring. The teacher and parent have the right to request an additional conference at any time during the year if concerns arise. Conferences at the request of the parent/guardian must not interfere with regular school hours and are by appointment only.

21. Filing a Complaint

If you feel that an issue cannot be resolved by talking with your scholar's teacher, site director or administration team, you are welcome to file a grievance with:

Colorado Office of Early Childhood

710 S Ash St.

Denver, Co. 80222

1-800-799-5876

22. Child Abuse Reporting

If you suspect abuse, you are welcome to contact:

Colorado Department of Human Services

1575 Sherman St.

Denver, Co. 80203

303-866-5700

23. Dressing Children Appropriately

At Lemman Academy PreK, it is our expectation that parents/guardians will send their scholar to school with appropriate outerwear. If a scholar arrives at school without a coat during cold weather, we will try to provide one from the lost and found. If no coat can be found, the scholar will spend recess inside until a parent can provide appropriate clothing.

Scholars at LAPREK are required to follow the dress code. Scholars that are not in dress code will be able to join the class when a parent/guardian has provided the required clothing.

Dress Code

A scholar's clothing at LAE must be of such a nature that it is not disruptive to the educational atmosphere of the classroom, distracting to other scholars, and adheres to standards of modesty and good taste. The expectations and standards for the dress and appearance of LAE scholars are geared toward promoting a positive, productive and safe academic and social environment. Scholars of LAE are expected to dress in a manner that demonstrates respect for themselves and others within our school's learning environment. Leman Academy Dress Code is applicable all through the school year up to and including 8th Grade Commencement. Please see administration if you have any questions pertaining to the Dress Code.

Clothing should be modest, neat, clean and in good repair. By all accounts, clothing must be modestly loose, covering midriff and all undergarments including camisoles. Clothing may not be sheer. It is our belief that the responsibility for compliance with the scholars' dress and appearance belongs to both parents and scholars. Parents and guardians, please be aware of what your child is planning to wear as he/she leaves for school. In all matters of dress and/or personal appearance, the administration of LAE is the final authority on what is appropriate or not appropriate for scholars to wear at school. The administrative team reserves the right to ask scholars to change their clothing if their clothing is considered inappropriate or unsafe.

You may choose from the following items for your child's choice of clothing/dress at LAE. You may mix and match from the items on the list. Please note that all items need to adhere to the dress code. If you have any questions about an item or the dress requirements please contact the main office prior to purchase. We appreciate your support and look forward to partnering with you regarding the dress code of LAE.

Dress Code Guidelines

- Scholars DO NOT have to keep their shirt tucked in through the school day.
- Any print or solid leggings are allowed for young ladies under their skorts, skirts or shorts. Leggings alone are not permitted, except on Fridays with a shirt or top at least fingertip length that covers 360°.
- Hats, caps, bandanas, and/or sunglasses may ONLY be worn outside. NOTE: Exceptions for specific headwear may be made by administration on a case-by-case basis.
- Pants, Capris, Shorts, Skirts and Skorts must be worn at the waist.
- Scholars are permitted to wear socks of their choosing as long as the socks do not offend or have any unwholesome messaging. Solid, bright colors and patterns

are acceptable. Socks must be suitable for the scholars' activities during the school day.

- Outside of the building, scholars are permitted to wear outdoor coats, jackets and sweatshirts with patterns and designs as long as they do not include inappropriate, scary, political, or offensive language or images on them. They shall be removed upon entering class. Any sweaters, jackets or sweatshirts worn inside the building must follow the specific guidelines listed below.
- Shoes must be worn at all times. Scholars are permitted to wear athletic or dress/leather shoes worn with socks. Sandals (that adhere securely at the heel) are also permitted with or without socks. NO "flip-flops", clogs (including Crocs clogs), slides, slippers, cleats or "rollers" may be worn to school.
- Hair should be neatly styled, out of the eyes, and may be any natural color. Hair bows, barrettes, headbands, and "scrunchies" are permitted so long as they are not a distraction. NOTE: No hair color, cut or hairstyle may be a distraction to the learning environment.
- No jewelry, extreme make-up, or outerwear will be permitted that may be a distraction to the learning environment.

Monday - Thursday

PANTS, CAPRIS, SHORTS, SKIRTS, SKORTS, JUMPERS

Solid colors only. Traditional uniform style. No halter, off shoulder, strapless, one-strap, bare-back or partial bare-back styles. Cargo, plain, or pleated are acceptable. Shorts, skorts, and jumpers must have a minimum of a 5" inseam. Jumpers must be worn over a collared shirt. Skirts must be an appropriate length for the height of the scholar, and should be at least fingertip length. Skirts must have shorts worn underneath for modest play.

NOTE: No Jeans (in any color) or athletic wear except for on Fridays for Free Dress (see below).

POLO SHIRTS

Solid colors only. May be short or long sleeve, but must have a collar, and cover the scholar's midriff. Polos may be any brand, but have no writing other than a logo. NOTE: No T-Shirts may be worn except for on Fridays for Free Dress (see below).

SHOES

Shoes must be worn at all times. Acceptable footwear may be athletic, casual or dress, and they must be attached at the back of the feet for safety reasons. Sandals (that adhere securely at the heel) are also permitted with or without socks. Shoes should be appropriate for participating in PE on PE days. NOTE: No "flip-flops," clogs (including Crocs clogs), slides, slippers, cleats or "rollers" may be worn to school.

SWEATERS: Scholars are permitted to wear any plain, solid-color sweaters that are a pullover, button-up, half-zip or zipper front style. Sweaters need to be worn over a dress code shirt. Small logo of a brand name is acceptable.

NON-HOODED SWEATSHIRTS/JACKETS: Scholars are permitted to wear any plain, solid-color, non-hooded sweatshirts that are pullover, button, half-zip or zipper front. Sweatshirts need to be worn over a dress code shirt. Small logo of a brand name is acceptable.

NOTE: Sweatshirts/Jackets that are not solid-color, plain, or non-hooded may only be worn outside of the building.

OUTDOOR WEAR

Outside of the building, scholars are permitted to wear outdoor coats, jackets and sweatshirts with patterns and designs as long as they do not include inappropriate, scary, political, or offensive language or images on them. They shall be removed upon entering class. Any sweaters, jackets or sweatshirts worn inside the building must follow the specific guidelines listed above.

Friday Free Dress Day Guidelines

Scholars are permitted to wear their favorite T-shirt with traditional blue jeans, cargo pants, shorts, including athletic shorts. All T-shirts **MUST** have a crew neckline or V-neck; scoop neck T-shirts are not permitted. **NOTE:** Scholars may wear a polo shirt on Fridays if they desire.

- Shirt must fall over the pants' waistband and not show skin when you raise your arms.
- Shirts must have regulation length sleeves and length (i.e., no tank tops, no sleeveless shirts, no spaghetti strap shirts, no halter-tops or crop tops).
- No sheer materials allowed.
- If there is a message on your shirt it must be appropriate for the learning environment of LAE (e.g., College/University, sports team, etc).
- Pants or shorts must not fit extremely tight. All pants, jeans and shorts must be properly hemmed and be free from holes and rips. No "low-rider" jeans will be allowed. Jeans should fit properly and appropriately.
- Athletic pants, athletic shorts or basketball shorts are allowed on Fridays.
- Leggings are permitted on Fridays with an appropriate top that is fingertip length and covers 360°.
- No spandex or skin-tight clothing.

24. Pre-Kindergarten Program

Leman Academy PreK follows a Classical Curriculum. This curriculum is based on four time periods of history; Ancient times, Middle Ages, Early Modern and Late Modern times. Our curriculum integrates history, geography, math, science, English and phonics, writing, art, music, physical development, values, virtues, and Spanish. Kinder-Saxon Math, A-Z early readers, and sight words will be introduced in our 4's classrooms.

LEARNING CLEVERLY DISGUISED AS PLAY

Play is an essential and critical part of all children's development. Play starts in the child's infancy and ideally, continues throughout his or her life. Play is how children learn to socialize, to think, to solve problems, to mature and most importantly, to have fun. Play connects children with their imagination, their environment, their parents and family and the world around them.

PreK aged children:

- Enjoy games, stories and songs
- Want to touch, taste, feel, smell
- Are imaginative and creative
- Have a short attention span

TEACHING METHODS OF PLAY BASED LEARNING

- Guided exploration and discovery
- Use of tactile objects to illustrate an idea
- Singing, chanting, reciting, coloring, drawing, painting, building
- Use of body movement
- Short creative projects
- Show & Tell, drama, listen to/read/tell stories
- Introduction of letters, numbers and shapes



SAMPLE CLASSROOM SCHEDULE

7:30-7:50 Drop-off

Breakfast snack (packed by parents)

Morning work

8:00-8:30 Morning meeting

8:30-9:00 Recess

9:00-9:30 Handwriting

9:30-10:00 Free choice/small groups

10:00- 10:30 Saxon Math

10:30-11:15 Lunch
 11:15- 11:45 Recess
 11:45- 12:15 Academic centers
 12:15-12:45 Free choice center
 12:45-1:15 Read-alouds
 1:15 -1:45 Restime
 1:45-2:15 Snack
 2:15- 2:30 Pack up
 2:30- 3:30 Aftercare

25. Child Assessment Procedure

We assess all of our scholars with a 45 day screening form. This is a series of observations and questions in key areas that support educational development and academic attainment. Screening is an informal or formal process of determining the status of a child with respect to appropriate developmental and academic norms. This helps us to see what their needs are and how we can best help them learn and achieve.

Teachers will also use the Leman Academy of Excellence Assessments Tool to assess the children throughout the year. As a guideline we will use a developmental checklist, anecdotal notes, and portfolios that include social and emotional behavior, physical development, problem solving skills, pre-writing skills, cognitive development etc. This will be conducted twice a year.

26. Birthdays, Holidays and School Closure

At Leman Academy PreK we celebrate the life of each scholar every day but especially on the child's birthday. We sing, we laugh, we recite poetry, we put on crowns and stickers, we blow out pretend candles and we celebrate their lives. If you, as a parent or guardian, wish to send in a little something to celebrate you are more than welcome to do so. However, we do not celebrate at school with food. We are asking parents and guardians to send in party favors for classmates in place of cupcakes or other food: decorative pencils, stickers, party treat bags, etc. By doing so, we keep all children safe from allergic reactions and still give the birthday child the satisfaction and joy of bringing in a party treat for their classmates. This also allows the other children to bring a memento home to share about their day and talk about their new friends.

Holidays and School Closure

Leman Academy PreK follows the same calendar as Leman Academy Bayou Gulch. All holidays and school closures will be listed on the Bayou Gulch calendar and will be available on the Leman website in January of each year for the upcoming school year. Leman Academy acknowledges National Holidays and celebration plans are based upon the makeup of each classroom, guided by the LAE administration. Store-bought food with ingredient labels may be included in these celebrations, pending approval by the school's Health Team.

If your family does not celebrate birthdays and/or other holidays, please inform the classroom teacher. We will honor your beliefs and ensure that your child is appropriately taken care of with an alternate activity during the celebrations.

27. Sunscreen

Leman Academy does not provide or apply sunscreen. Parents are responsible for applying sunscreen before the school day.

28. Allergies

If your child has any allergies, please inform the Director and list allergies on your scholar's emergency card located in the enrollment packet so that we can make the right precautions to ensure the health and safety of your child.

29. Illness

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

- A fever over 100.4 degrees
- An undiagnosed rash or blisters
- Discharge from the eyes or ears
- Vomiting or diarrhea
- Any symptoms of a communicable disease

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

If your child develops any of the above symptoms while at Leman Academy PreK, you will be immediately contacted and asked to pick him/her up as soon as possible. No longer than one hour will be allowed for an ill child to be picked up by an authorized adult; if not, a \$50.00 penalty will be applied. Your child must be symptom-free without the use of medication for 24 hours **or** have a Doctor's note stating that the child is "not contagious" before returning to Leman Academy of Excellence PreK.

30. Bedding/Blankets

Each child will attend nap time and will have to provide their own crib sheet and one small blanket. Blankets will be sent home on Fridays to be laundered.

Leman Academy will not wash the blankets and sheets, so please make sure to take them home on a weekly basis. Some items, included but not limited to the following are not permitted: pillows, stuffed animals, diapers, and pacifiers.

31. Rest Time

For healthy growth and development it is important that children have a period of rest time during the day. Rest time will be no longer than 30 minutes. Scholars do not have to sleep but do have to be respectful to all others that do.

32. *Exit Procedures*

The Leman Academy pre-k program is a private pre-kindergarten program and parents may withdraw their students from the program at any time for any reason. However the Pre-K tuition and registration fees are non-refundable.

If a Pre-K family wishes to unenroll from the Pre-K program, the parents must notify the Pre-K director in writing with the following information:

- student name
- reason for unenrollment
- effect date of unenrollment

V. SCHOLAR INFORMATION

A. Scholar Code of Conduct

Administration, Faculty and Staff of Leman Academy PreK expect our Scholars will:

- **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.
- **Be caring toward others.** Scholars who are caring will express gratitude, kindness, compassion and forgiveness toward others and will help others in need.
- **Be responsible.** Scholars will bear responsibility for their own conduct and take responsibility for belongings.
- **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.
- **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 PreK.

- 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 scholars 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 scholars doing the work. Especially if a scholar 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 scholars 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. Scholars 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.

Scholars 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 scholars 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 scholars will begin to learn the value of responsibility.

4. Habit of Respect

Demonstrate respectful behavior. “We don’t generally give our scholars 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 scholars 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 scholars, 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 scholars, and being firm shows respect for what needs to be done."

VI. STUDENT ANTI-HARASSMENT POLICY

POLICY:

The policy of Lemman Academy PreK 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 scholar 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 scholar 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 scholar 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 scholars 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 scholar 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 scholar or group of scholars 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 scholar'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 scholar 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 scholars 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 Leman Academy PreK scholar to another Leman Academy PreK scholar becomes a significant disruption to the educational process.

C. Prohibited Actions

1. Scholar-Scholar Harassment, Bullying or Intimidation:

Scholar-scholar harassment, bullying or intimidation of any type is prohibited.

2. Employee-Scholar Harassment, Bullying or Intimidation:

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

3. Scholar-Employee Harassment, Bullying or Intimidation:

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

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

Scholars 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.

Scholars 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 scholar regarding an incident involving scholar-scholar 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 scholar-scholar or even employee-scholar 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 Leman 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:

Trustin Thompson, Principal at Bayou Gulch: trustin.thompson@lemanacademy.org

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 PreK Director to resolve your concerns, however, understand that you may feel it necessary to escalate a concern/complaint beyond the PreK Director. Should you feel it necessary, please contact the Site Leadership below.

Trustin Thompson, Principal at Bayou Gulch: trustin.thompson@lemanacademy.org

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-scholar, scholar-scholar, scholar-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 scholar 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

The Leman Academy of Excellence Pre-K program reserves the right to amend or update this handbook, including policies, procedures and other program details, at any time. All changes are at the sole discretion of the program director or Leman Academy administration and are made to maintain the highest standards of care and education.

The Leman Academy PreK program is a private specialized program designed to provide a strong academic foundation while aligning and partnering with a k-8 program to ensure a seamless transition for scholars and their families.

The policies and procedures in this handbook will be reviewed annually. Any changes or updates will be communicated to parents via email and access to the online handbook.

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 _____



PARENT HANDBOOK SIGNATURE PAGE

By signing this page, I acknowledge to have read and agree to the following rules and regulations at Leman Academy of Excellence PreK stated in the

Parent Handbook

(Available at lemanacademy.com)

Scholar's Name (Print)

Parent/Guardian Name (Print)

Parent/Guardian Name (signature)

Date



Pre-Kindergarten Tuition Discount Policy

Location: Parker, Colorado

Program: Leman Academy Pre-Kindergarten

Effective: 2026–2027 School Year

Purpose: This policy establishes the structure for offering tuition discounts in the Pre-Kindergarten program to support families in financial need and those with siblings/twins. The goal is to increase access while maintaining financial sustainability and competitive market positioning.

Discount Types & Rates

A. Need-Based Discount (Up to 10 Seats)

- **Discount:** Up to 50% tuition reduction. *Eligibility is determined using the Federal Poverty Guidelines.*
- **Eligibility:**
 - Demonstrated financial need through income documentation or supported hardship
 - Priority given to lowest-income applicants
- **Capacity:** Limited to 10 seats per school year
- **Annual Renewal:** Families must reapply each year

B. Sibling / Twins Discount

- **Discount:**
 - **10% off** tuition for the second enrolled child
 - **15% off** tuition for the third enrolled child
 - **Twins:** Each twin receives **10% off**
- **Eligibility:**
 - Siblings enrolled concurrently in pre-K
- **Notes:**
 - Oldest child pays full tuition

Eligibility & Verification Requirements

Need-Based Discount

- Completed application
- Income documentation
- Reviewed by Business Office
- Scored using the need-based rubric

Sibling/Twins Discount

- Automatically applied at enrollment
- Verification through household records

Financial & Operational Safeguards

- **Cap:** No more than 10 need-based discounted seats per year
- **Annual Review:** Leadership evaluates discount impact on budget and enrollment each spring
- **Documentation:** All discounts require signed agreements

Policy Statement

Leman Academy's Pre-Kindergarten program in Parker, Colorado offers a limited number of tuition discounts to support family access and scholar readiness. Discounts include need-based seats and sibling/twin tuition adjustments. All discounts are subject to eligibility verification, annual review, and program capacity. All discounts apply directly to tuition.

Application for PreK Tuition Discount

To apply for Leman Academy's PreK Tuition Discount email the following to:
operations@lemanacademy.org.

Parent's Name

Scholar's Name

Name of campus (Bayou Gulch, Parker, CO)

Names of siblings with the grade level or age of each

Proof of income (W-2 or comparable tax document)