LEMAN ACADEMY of EXCELLENCE

PRESCHOOL FAMILY HANDBOOK

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Welcome

A Warm Greeting to Leman Academy Families,

Kevin Leman, the visionary founder of Leman Academy of Excellence, crafted the school's educational philosophy on firm foundational principles. His vision of a school that actively engages and collaborates with parents in the educational journey has become a reality. This approach emphasizes the vital parent-teacher-student partnership to unlock every child's potential.
Our mission statement, core values, and beliefs are essential in fostering a positive school culture. This culture encourages academic excellence, safety, support, challenging academics, a passion for learning, and the development of social skills among scholars.

At Leman Academy, we are dedicated to ensuring scholar success. Our approach blends the classical educational program's ancient learning perspective with traditional teaching methods to enhance critical thinking skills, alongside modern data-driven learning strategies. We employ rigorous assessments to evaluate student learning and achievement, focusing not only on "what was taught" but also on "what was learned." We hold ourselves accountable and strive to meet the highest standards.

We are thrilled to welcome you to the Leman Academy of Excellence!

Sincerely,
Leman Academy Administration and Staff

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 students with the proven tools of learning that is structured around the Trivium.

B. Mission Statement

Leman 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 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.

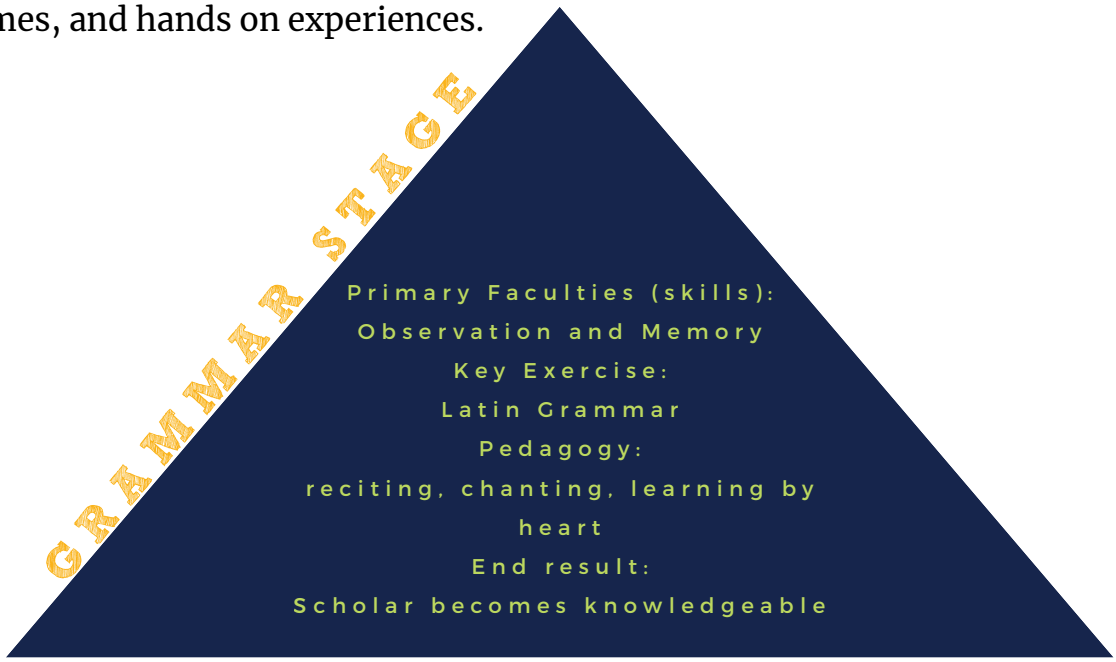
Classical Education Model

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,

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. Our daily schedule is an example of one way we use Miss Mason's approach with our focus on curriculum in the morning and a review in the afternoon.

Preschool Daily Schedule - SAMPLE (may vary by campus)

7:00 - 8:00	Morning Greetings Teacher Directed Centers
8:00 - 8:30	Handwashing/AM Snack
8:30 - 9:00	Recess
9:00 - 9:15	Circle time
9:15 - 10:15	**Focus One**: Math and Literacy Teacher and Scholar Directed Centers
10:15 - 10:30	Music and Movement
10:30 -11:30	**Focus Two:** History, Writing, Art, Science, Sensory, or Spanish
11:30 - 12:00	Lunch
12:00 -12:30	Cleanup/ Nap Prep/Storytime
12:30	**HALF DAY DISMISSAL**
12:30 -2:00	Nap Time
2:00 - 2:30	Wake Up/Clean Up/Snack time
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

SAMPLE

"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

Policies & Procedures

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

All enrollment forms must be completed and submitted to the site director to be considered for acceptance to the program. Scholar's may not attend until they have been notified of their acceptance to the program via email. It is crucial to notify us of any changes to the information provided. We require a current copy of your scholar's immunizations within 7 calendar days of acceptance (or a completed health waiver). It is a parent's responsibility to keep a current copy on file with the preschool office after immunizations are updated.

3. Registration Fee

To secure a spot for your scholar(s), 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 before your scholar can attend preschool. Additionally, it is non-transferable and must be renewed per school year.

4. Tuition/Payment/fees

- Payment options include Automatic withdrawal by providing a completed Tuition Express form, check, money order, credit card, or cash.
- A $25 fee will be applied for any returned or declined payments.
- **Auto payments that are repeatedly declined are "blacklisted" by Procare and an alternate form of payment may be required.**
- Tuition is due every Monday for the week ahead.
- It's important to note that the tuition fees are based on the contracted schedule and not attendance.
- Please note that any daily attendance exceeding 10 hours will result in an additional charge of $10.00 per day added to your account.
- A non-refundable late fee of $25.00 will be charged to the account Thursday morning if no payment has been received. If the account remains unpaid by close of business on Friday of that week, services may be suspended and scholars will not be allowed to attend until the account is brought current.

5. Rates & Rate Changes

Below are the current rates per campus. Enrolled parents will receive at least a 30-day notice of any rate changes before they take effect. Additionally, written notice will be posted in the preschool lobby on the parent board.

Central Campus Tuition Rates					
2 Half Days	2 Full Days	3 Half Days	3 Full Days	4-5 Half Days	4-5 Full Days
$130 per Week	$145 per Week	$157 per Week	$185 per Week	$185 per Week	$215 per Week

East & Marana Campus Tuition Rates					
2 Half Days	2 Full Days	3 Half Days	3 Full Days	4-5 Half Days	4-5 Full Days
$132 per Week	$147 per Week	$160 per Week	$188 per Week	$188 per Week	$219 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
$140 per Week	$155 per Week	$167 per Week	$195 per Week	$195 per Week	$225 per Week

The rate for one day is $67.00 for a full day and $33.50 for a half day (pick up by 12:30 p.m.)

6. Program Changes/Withdrawals/Disenrollment

We require a minimum of a 14-day written notice, submitted by completing a withdraw form (provided by your Director) prior to the desired end date. If your scholar stops attending Preschool without providing a withdraw form, you will remain responsible for your scholar's contract tuition for 14 days following your scholar's last day in attendance. Verbal withdrawal will not be honored.

Our program is committed to creating a safe, supportive, and inclusive learning environment for all children. We believe behavior is a form of communication, and we work together with families to understand and support each child's developmental, emotional, and behavioral needs before considering suspension or expulsion.

Leman Academy of Excellence Preschool reserves the right to disenroll your scholar if the following situations arise:

- Failure to pay tuition in full or on time, this includes consistent declined payments
- Noncompliance with immunization requirements or not following the exclusion requirements due to a contagious illness if a health waiver is on file
- Repeated late pick-ups and/or disruptive drop-offs after 8:30 AM
- Verbal or physical abuse by the scholar, or parent/guardian, to other scholars or staff, such as (but not limited to): language and behavior that is harmful, sexual language or profanity, throwing items, kicking or hitting, repeated biting incidents, or threats of any kind
- Continued potty accidents
- Continued disruptive behaviors at naptime
- Destruction of school property
- Continued violation of policies & procedures by the scholar 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 in your Procare account.

IMPORTANT NOTE: Please be advised that if a scholar is here after 6:00 P.M. and the school has not been notified of proper arrangements for pick up within 30 minutes, Child Protective Services, or the police department, may be notified to pick your scholar up from preschool to escort them home.

8. Holidays and School Closures

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 - camp may be offered, see the Director for details
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
The Day after Thanksgiving
The week of Christmas
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. If we close for professional development, we will provide at least 30-day notice to enrolled families.

9. Vacation, School Breaks & Camps

Each school year, one vacation week will be granted to each family. This covers a full week (5 consecutive days), 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. Notice to use your vacation week must be given in writing to your site Director at least two calendar days before the start of the vacation.

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

Leman Academy of Excellence K-8 breaks where there may be a camp offered:
Fall Break, Thanksgiving Break, Winter Break, Rodeo break, Spring Break, and Summer Break

During camp weeks, we will take a break from our regular curriculum and integrate seasonal activities instead. **Parents/Guardians are required to sign up for camps in advance and are expected to maintain the schedule they sign up for, as they will be charged accordingly.** However, no tuition charges will be applied to your account if you decide not to attend a camp.

Any changes to the selected schedule must be made by the Friday prior to the start of camp with the site Director. **It is important to note that once camp billing has been posted to your ledger on Monday morning, no changes will be made.** 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.

Camp fees are consistent with our tuition rates and applied based on the scholar's sign for attendance during camp. **The rate for one day is $67.00 for a full day and $33.50 for a half day (pick up by 12:30 p.m.)**

Please be aware that camp weeks are NOT included in the prepay contract for the full-year tuition. If your scholar attends a camp, you will be responsible for the camp fees.

10. Preschool Curriculum

Leman 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, Literacy, Writing, Art, Music, Physical Development(fine and gross motor skills), Social & Emotional Development, and Spanish. Additionally we incorporate Values & Virtues, an Artist and art study, a Composer and composition and a recitation each month. We introduce Kinder-Saxon Math and sight words in our 4's program to prepare scholar's for their transition to Kindergarten.

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 a child'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.

Parent tip: Instead of asking "How was your day?", ask specific, open-ended questions like:

- "What made you laugh today?"
- "Who did you play with today?"
- "What was the best part of your day?"
- "What was the hardest thing you did?"
- "Did anyone do anything silly?"

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.

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 adhere strictly to the directives outlined in court orders or legal documents regarding custody and visitation and maintain a neutral stance.
- Parents/guardians are responsible for notifying Leman Academy Preschool of any changes in custody arrangements promptly.

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 align with any custody paperwork on file.

Emergency Contacts:

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

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.

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.

Tuition Responsibility:

- Leman Academy Preschool will adhere strictly to the directives outlined in court orders or legal documents regarding financial responsibility.
- Accounts are subject to suspension each Friday if tuition is unpaid and Scholar's are subject to disenrollment if tuition remains unpaid for more than 2 weeks.
- Tuition statements are provided upon request
- Leman Academy Preschool will use the contact information provided by parents for communication regarding tuition matters.
- In the event of financial challenges that may affect timely payments, parents are encouraged to communicate promptly with Leman Academy Preschool administration to discuss possible solutions.

Payment Options:

- Leman Academy Preschool can arrange to accept payments from both parents. It is the responsibility of the parents to coordinate payments with the site Director to ensure timely and full payment of tuition.
- If parents prefer to have separate accounts and split payments, the site Director must be notified in writing.

This policy aims to ensure fairness, transparency, and effective communication. Our goal is to create a supportive environment for the scholar's education while respecting the indivudual and legal obligations of each parent.

12. Scholar Assessment Procedures

AZ Child Find is a program dedicated to identifying and assessing young children, from birth to age five, who may experience developmental delays or disabilities. This initiative in Arizona ensures that every child has access to early intervention services, promoting their overall growth and preparing them for a successful transition to school. To support the initiatives of AZ Child Find, we assess all scholars within their first 45 days of attendance. More information about AZ Child Find can be found in the Preschool Lobby.

In addition to the initial screening, our teachers utilize Leman Academy of Excellence Preschool Assessment tools to evaluate scholars twice a year. This assessment tool includes a developmental checklist, observations, anecdotal notes, and portfolios that focus on age-appropriate developmental milestones. Our staff provides parents with a comprehensive overview of each scholar's progress once per semester.

13. Parent-Teacher Conferences

Parent-teacher conferences can be scheduled by the teacher, Director, or parent upon request. Please remember that conferences should not occur during drop-off or pick-up times.

14. State Licensing

At Leman Academy of Excellence Preschool, we take pride in adhering to state licensing regulations governing Arizona Childcare Centers. This encompasses all aspects of school management, staffing, health, and safety protocols. Inspection reports are accessible to the public upon request at our center or through the Department of Health Services. Should you have any further questions, please feel free to contact the Childcare Licensure Office at:

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

15. Empower

Leman Academy of Excellence Preschool actively participates in the Empower Program initiated by the Arizona Department of Health Services. This program aims to cultivate a healthier lifestyle for children and promote good habits from an early age. Our program incorporates ten standards designed to achieve these goals. These standards are available in our Preschool Office.

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

We take every opportunity to cherish and appreciate the unique lives of our scholars. On their special day, we sing, laugh, and even wear crowns and stickers to celebrate. Parents and guardians are welcome to contribute a to the festivities, however **we do not celebrate with food(store bought or homemade).** Instead, we kindly ask that party favors such as decorative pencils, stickers, or treat bags be sent in as a substitute. 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.

Guidelines for Distributing Party Invitations-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 scholar's teacher or the Director for distribution. We appreciate your cooperation in promoting a positive and inclusive preschool community.

18. Medication

If your scholar requires medication while at school, a designated staff member can administer it. The following procedures must be followed:

1. A "Medication Consent" form must be properly filled out and signed with the Director.
2. The medication must be in its **original packaging and labelled with your scholar's full name.**
3. Prescribed medications must clearly state the following details:

- Child's first and last name
- Name of medication
- Prescription number
- Dosage and route of administration
- Doctor's name
- Reason for the medication
- Expiration date

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- come in a box containing 2 separate injectors. 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 sunscreen products on an enrolled scholar when parents provide a product labelled with the scholar's first and last name. Personal products such as chap sticks, lotions, or specific hand soaps must be labelled with a scholar's first and last name and must be given to the scholar's teacher for proper storage. **ITEMS MAY NOT BE KEPT IN SCHOLAR BACKPACKS.**

20. Allergies

If your scholar has any allergies, please list them on your scholar's emergency card at the time of enrollment or as they are diagnosed. This allows us to take the necessary precautions to ensure your scholar's safety and well-being at preschool.

21. Immunizations

A current and complete Immunization Record is required for each scholar within 7 days of acceptance. If you wish to have your scholar exempt from immunizations, a health waiver must be requested from the site Director. This form needs to be filled out completely and signed and kept on file in the preschool office. Scholars that are Exempt from vaccinations will not be able to attend Preschool in the event of an outbreak of documented exempt vaccinations. Parents are required to provide the Director an updated copy of immunization records as they are updated.

22. Personal Belongings

We kindly request that you label all personal belongings sent to Preschool. With the exception of show and tell, scholars should not bring toys from home. Leman Academy of Excellence Preschool is not responsibile for lost or damaged personal items. All lost and found items are donated at the end of each semester.

23. Illness/Injuries

At Leman Academy Preschool, we take the health and safety of our scholars seriously. If your scholar develops symptoms while attending school, we will contact you immediately to pick up your scholar. Arrangements need to be made to have your scholar picked up within 45 minutes from contact by the school staff. 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.

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. We may require a doctor note upon return.
- 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.

In case of any injury, the following protocol will be followed:

- Parents will receive an Injury report via our Procare app. A printed copy of the report will be available upon a parent's request.
- If the injury is beyond the scope of treatment by staff, the scholar may be referred to the Charter School Nurse's Office for medical attention. **Please note: the Nurse is not onsite past 4:00PM.**
- In the event that the Charter School Nurse is unavailable, the Director will contact the parent/guardian for immediate pick-up.
- If the injury is severe (e.g., broken bone, possible concussion, severe wound, or allergic reaction), 911 will be called, and parents/guardians will be notified immediately.

24. Dress Code Guidelines for Preschoolers

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

- Wear closed-toe shoes for safety on our playground
- Consider the possibility of messy activities and that clothing that may get dirty or stained.
- Avoid clothing with difficult 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 Leman Academy Preschool. Please keep these clothes in a labeled, gallon-sized ziplock bag for easy identification and replace as needed.

25. Food and Nutrition

- From 8:00 A.M. - 8:30 A.M. a morning snack is provided by Leman Academy of Excellence Preschool.
- Between 11:30 A.M. - 12:30 P.M. Lunch is provided by parents/guardian
  - Lunches will NOT be refrigerated or heated up in a microwave
- From 2:00 P.M. - 2:30 P.M. an afternoon snack is provided by Leman Academy of Excellence Preschool
  - AM and PM snacks consist of 2 food group components. A menus is posted in each classroom and on the parent board in the preschool lobby
  - Families are welcome to pack additional/extra snacks for their scholars in their lunchboxes

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**

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

26. Nap Time

Naptime is from 12:30 p.m. - 2:00 p.m. daily. Scholars are required to remain on their sleep mat sleeping or doing quiet activities such as reading books or other peaceful activities for the duration of naptime.

Here are the expectations for naptime:

- Scholars 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 for the day. Continued disturbances may lead to their schedule being modified to half day, or it may lead to disenrollment from the program.
- Each scholar must bring their own fitted crib sheet and blanket. If it is forgotten, someone will need to drop it off prior to 12:30 p.m. or the scholar will need to be picked up for the day.
- Leman Academy Preschool does not provide nap bedding for scholars.
- Bedding must be taken home at the end of each week for cleaning.
- Bedding must fit in a 2.5 gallon-sized plastic bag for proper storage. For safety reasons, we do not allow pillows.

27. Restroom Independence

Our programs are not licensed for diapering (this includes pull ups). It is required that all scholars be completely independent while using the restroom. This means that the scholar is capable of performing the following actions:

- Recognizing when they need to use the restroom and communicating their needs to staff
- 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
- Verbal skills necessary to ask for help or notify of an accident

If an accident does occur, our teachers will provide verbal instructions to scholars to assist them in self-clean-up. We can assist with buttoning, zipping and tying shoes if needed.

If a scholar has a second accident in the same day, parents will be notified to pick up their scholar. In the event that a scholar has consistent potty accidents, a Director may deem it necessary to have the scholar take a ***one-time*** 2 week break to focus on becoming more independent in the bathroom. No tuition is billed during this break.

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 and is unable to clean themselves.** In such cases, the parent can come to preschool to assist with clean up or take the scholar home to be cleaned up and can then return to preschool. Scholars soiled with feces will remain in the restroom until they are cleaned up properly by themselves or parents/guardians. Again, our teachers will provide *verbal instructions* to scholars to assist them in self-clean-up.

Leman Academy does not have extra clothing for scholars. In the event that a scholar has no clothing to change into after an accident, arrangements must be made for someone to bring clothing, or to have the scholar picked up for the day, within 30 minutes of notification. Scholars that are wearing soiled clothing will need to remain separate from others for health and safety reasons.

28. 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 and/or Procare app message, so you can make arrangements to pick up your scholar within one hour.

29. 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. 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.

We use the model of relational discipline as espoused by Dr. Kevin Leman. Leman Academy of Excellence Preschool 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 scholar. We are 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
- Unsafe behaviors during emergency drills

Level 1 Natural and Logical Consequences - Responsible Party: Preschool Staff

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 may document this in the Procare app.

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 Teacher or preschool administration.

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: Preschool Administration

Level 2 misconduct will result in a Parent Teacher Conference and possibly a 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 Preschool admministration.

LEVEL 3 Misconduct

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

Examples of Level 3 Misconduct (not limited to):

- Level 1 and/or Level 2 misconduct/pattern of misconduct
- Fighting
- Physical Aggression toward another
- Significant display of defiance that poses an immediate safety concern
- Use of vulgarity/swearing
- Vandalism or destruction of school property
- Safety concern of a dangerous nature

Level 3 Natural and Logical Consequences- Responsible Party: Preschool Administration
Level 3 misconduct will result in IMMEDIATE parent conference with preschool administration, scholar calling home to inform parents of misconduct, and a Level 3 consequence. The teacher will supply and documentation of this misconduct to preschool administration and a copy of all documentation will be kept in the scholar's 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 preschool adminstration 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 the scholar, or parent/guardian, to other scholars or staff, such as (but not limited to): language and behavior that is harmful, sexual language or profanity, throwing items, kicking or hitting, repeated biting incidents, or threats of any kind
- Continued disruptive behaviors at naptime
- Destruction of school property
- Continued violation of policies & procedures by the scholar or parent/guardian

30. 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.

31. 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.

32. 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.

Scholars are not allowed in Preschool before 7:00 A.M. If you anticipate drop off later than 8:30 A.M., please let the Director know ahead of time.

Perpetual tardiness disrupts the morning routine for both scholars and teachers. Continuous tardiness may result in disenrollment from Leman Academy of Excellence Preschool.

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 future departures.

If your scholar is to be picked up by anyone not listed on the emergency card we must be notified in advance in writing with the person's first and last name is it appears on their photo ID. The person will need to have their photo ID with them to present to preschool staff at pick up.

All scholars must be signed in and out each day. There are QR codes throughout the facility to use to sign in and out with our Procare app. If you do not have the app, simply use your camera and your pin to sign in or out. Preschool administration can give you your pin if you do not know it. Pins can be found in the Procare app in each person's profile.

Scholar's not signed out at pick up will be signed out by preschool staff at the close of business, 6:00 p.m. Any fees incurred are a parent's responsibility.

33. Field Trips/ Transportation

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

34. Liability Insurance

Leman Academy of Excellence Preschool carries Liability Insurance.

35. Pesticide Application Notification Procedure

A notice will be posted 48 hours in advance to alert families of pesticide application. 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.

Safety

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

The following procedures are in place to keep our campus safe:

- 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.
- All parent and emergency contact information must be kept up to date with the preschool 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.

Scholar Information

A. Student Code of Conduct

Administration and Staff of Leman 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 Leman 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. 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. 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. 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, 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."

Scholar Anti-Harassment Policy

POLICY:

The policy of Leman 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 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 of Excellence Preschool scholar to another Leman 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 their Direct Supervisor and/or the Human Resource Department. 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 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:

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.*

Name/Title	Email	Phone Number
Tracey McCracken Executive Director of Impact and Development	tmccracken@lemanacademy.org	520-499-1474 x 2014

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 Human Resource Department. Human Resources, or the administrator they designate, will conduct 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 Human Resource department 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:** _____