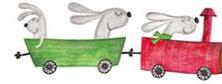




PRESCHOOL



PRESCHOOL FAMILY HANDBOOK

Home of the Royals

Updated 2/17/2022

Marana Campus	Oro Valley Campus	Central Campus	East Tucson Campus
7720 N SilverBell Rd Tucson, AZ 85743 (520) 639-8071	12255 N La Cañada Drive Oro Valley, AZ 85755 (520) 912-4007	6188 E Pima St Tucson, Arizona 85712 (520) 462-0876	10100 E Golf Links Rd Tucson, AZ 85730 (520) 526-0480

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I. WELCOME

Dear Families of Lemman Academy:

The foundational principles for the educational philosophy of Lemman Academy of Excellence have been formed and established by Dr. Kevin Lemman, the founder of the school. Dr. Lemman 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-student relationship to bring out the best in each and every child.

Our school's mission statement, core values and beliefs are foundational to Lemman 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 Lemman 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 student 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 Lemman Academy of Excellence!

Nikki Pennington
Preschool Regional Director
520.499.1474 ext 2021
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II. ABOUT US

A. Philosophy Statement

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

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

- *Lost Tools of Learning*, Dorothy Sayers.

B. Mission Statement

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

C. Core Values

- 1) Academic Excellence:** We have adopted a rigorous, classical approach to education. We believe that the holistic approach personified by the classical model is exceptionally outstanding in preparing the scholar to retain knowledge, think logically and analytically, communicate effectively and succeed in life by being a responsible, caring, contributing member of society. Within that context, every teacher is passionate about their subject and has exceptional qualifications to perform their role with excellence. High academic standards are maintained for each scholar, with the expectation that each can succeed. Every young person is encouraged to maximize his/her learning potential and develop a lifelong love for learning.
- 2) Partnership with Families:** We believe that parents have the ultimate responsibility for the education of their children. We serve as an extension of the home, partnering with parents and serving families in the intellectual, social, emotional and ethical development of their children. Parental support is essential to the success of educating young people with a classical approach to education. Teachers, administration and parents must work together to make sure that scholars' learning takes place in both the school and the home.

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

D. Cultivation of Character Attributes

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

- a. **Caring** - Caring is being interested, concerned or empathetic about someone or something. Caring people express gratitude, kindness, compassion and forgiveness. Caring people will help others in need.
- b. **Citizenship** - Citizenship is accepting the responsibility to contribute to the greater good of the community. Good citizens cooperate, respect authority, and obey rules and laws. Good citizens stay informed, vote and are responsible, caring participants in school and local, state and global communities.
- c. **Perseverance** - Perseverance is working hard to set and achieve personal goals, learning from failure, and following through with any undertaking to the end. People who persevere demonstrate commitment, pride and a positive attitude in completing tasks.
- d. **Respect** - Respect is recognizing other people's feelings, opinions or possessions. It is an attitude that you display every day. When you treat others with respect, you accept differences, use good manners, and deal peacefully with anger, insults and disagreements. Respectful people show high regard for authority, other people, self and country.
- e. **Responsibility** - Responsibility is taking control of your actions and your obligations. It also means taking ownership for something that is your fault, and holding yourself accountable for decisions and actions rather than pointing the finger at someone else. It means having a sense of duty to fulfill tasks with reliability, dependability and commitment. It includes self-discipline and work ethic; when you are responsible, you always do your best. Responsible people will think before they act, and consider the

consequences.

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

E. Core Beliefs

We Believe That:

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

III. CLASSICAL EDUCATION MODEL

A. Trivium

Classical Education is about equipping children for the future with what has been proven successful in the past. The roots of classical learning can be traced back to the age of the Greeks. The classical emphasis is built on an approach called the Trivium which corresponds to the three basic stages of a developing child.

The three foundational academic categories are Grammar, Logic and Rhetoric.

By following the path of development that children naturally take, classical education teaches "with the grain" and equips scholars to master the art of learning.

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.

1. Grammar Stage

Primary Faculties (skills): Observation and Memory

Key Exercise: Latin Grammar

Pedagogy: reciting, chanting, learning by heart

End result: Scholar becomes knowledgeable

2. Logic Stage

Primary Faculty: Discursive Reason

Key Exercise: Logic

Pedagogy: Use of "subjects" as "grist for the mental mill" to work upon

End result: Scholar becomes a thinker

3. Rhetoric Stage

Primary faculty: Synthesis

Key Exercise: Expression

Pedagogy: Freedom to pursue own interests

End result: Scholar becomes articulate

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 Preschool has incorporated her philosophies into our preschool program.

IV. INSTRUCTIONS AND POLICIES

1. Hours of Operations

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

2. Enrollment

All enrollment forms must be filled out thoroughly before your child may attend school. It is imperative to your child's health and safety that all forms are completed in full and turned into management for review before the first day of school. Please notify us as soon as any of the information changes. Immunization Records or an exemption form must be included in the enrollment package. A copy of the immunization record must be provided each time a child is given a new immunization.

Registration must be paid in full.

3. Annual Material/Registration Fee

There is an annual registration fee of \$100 per child or \$125 per family. This fee is non-refundable and is due upon registration. This registration fee is non-refundable, non-transferable and must be renewed each year.

4. Tuition/Payment

- Payments can be made by check, money order, credit card, or cash.
- A \$30.00 fee will be applied to any returned check.
- Tuition will be due by Monday morning every week.
- **Tuition is based on contract schedule not on attendance.**
- If more than 10 hours of child care is needed, an additional fee of \$10.00 will be charged.

LATE POLICY

Tuition is due in advance on the first day of attendance each week. A late fee of \$25.00 will be charged to all accounts in arrears on Wednesday afternoon. If the account is not made current by close of business on Friday, 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 Preschool Program.

Marana East Central Campuses	2 half days	2 full days	3 half days	3 full days	4-5 half days	4-5 full days
	\$120	\$135	\$147	\$173	\$173	\$200
Oro Valley Campus	2 half days	2 full days	3 half days	3 full days	4-5 half days	4-5 full days
	\$130	\$145	\$157	\$183	\$183	\$210

5. Custody

Please make sure all custody agreements are on file in the front office. This is imperative to the safety of each child. **Update immediately if changes occur.**

6. Rate Changes

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

7. Program Changes/Withdrawals/Disenrollment

We require a minimum of a 14 day written notice before you disenroll your child from Lemna Academy of Excellence Preschool.

If you disenroll 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 Lemna Academy. If you intend to disenroll, please email the site director. Verbal disenrollment will not be honored, and you will be required to pay for 14 days from the date of your written notice.

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

- Failure to pay tuition in full or on time
- Noncompliance with immunization requirements or exclusion due to a contagious illness.
- Repeated late pickups 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 violation of policies by child or parent/guardian.

8. 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. or 12:30 P.M. For part time families, a late fee of \$20.00 per child plus \$1.00/minute/child will be applied.

IMPORTANT NOTE: Please be advised that if listed emergency contacts cannot be reached after half an hour, Child Protective Services will be notified. .

An additional fee of \$10.00 will be charged per day if more than 10 hours of child care is needed for full day students.

9. Holidays and School Closure

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

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Rodeo Days	Thanksgiving Day
Good Friday	The Day after Thanksgiving
Memorial Day	The week of Christmas
Juneteenth	District Inservice
Independence Day	

If the holiday falls on a Saturday or Sunday a Friday or Monday will be chosen in observance of that holiday.

Leman Academy Preschool reserves the right to be closed for 2 days for staff professional development. These training sessions have proven to better enrich our preschool program. In the event we are closed for professional development, notice will be given 30 days in advance.

10. Vacation and School Breaks

One vacation week is awarded per school year meaning; a full week with no attendance at no charge to be used at the families discretion. This vacation week will not roll over to the following year and will renew yearly in August. .

School Breaks

We are considered a year-round preschool however, during Leman Academy of Excellence K-8 school breaks, Leman Academy Preschool will be offering camps where we will be operating Monday-Friday from 7A.M. -6P.M..

Affected Lemman Academy of Excellence K-8 breaks:

Fall Break
Thanksgiving Break
Winter Break
Rodeo Break
Spring Break
Summer Break

During camp weeks we will take a break from our curriculum and integrate special activities instead.

Parents/Guardians are required to sign up for camps 2 weeks prior and are asked to maintain the schedule they signed up for as they will be **charged accordingly**.

Again, camp week charges will be based on scheduled days rather than days attended. Scholars may not attend days that were not previously scheduled.

No tuition charges will be applied to your account if you decide not to sign up for camp. If you do not sign up initially but find that you need your scholar to attend camp, please call the preschool office for availability.

11. Preschool Program

Leman Academy of Excellence Preschool 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.

Preschool 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

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

~Anita Wadley, 1974.



SAMPLE CLASSROOM SCHEDULE

7:00 – 8:00	Morning Greetings Self-Directed Centers
8:00 –8:30	AM Snack
8:30-8:45	Circle Time
8:45-9:15	Big Experience 1 Large Group Math, Science, Social Studies, Language, History , and Art
9:15-9:45	Outside Play
9:45-10:15	Big Experience 2 Small Group/Centers Math, Science, Social Studies, Language, History , and Art
10:15 – 11:30	Scholar Self Directed Centers Individualized Instruction
11:30-11:45	Music and Movement
11:45-12:15	Lunch
12:15 – 12:30	Story time
12:30	HALF DAY DISMISSAL
12:30 – 2:00	Nap Time
2:15-2:45	PM Snack
2:45-3:15	Big Experience 3 Large Group Math, Science, Social Studies, Language, History , and Art
3:15-4:00	Scholar Self Directed Centers
4:00-4:30	Art/Music
4:30-5:00	Outside Play
5:00 – 6:00	Evening Goodbyes Teacher Directed Centers/Activities

12. Child Assessment Procedure

Teachers will use the Lemman 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.

13. Parent – Teacher Conferences

Parent – Teacher conferences will be held upon request by either teacher or parent.

14. State Licensing

Leman Academy of Excellence Preschool maintains strict compliance with state licensing regulations. These regulations encompass all areas of school management, staffing, health and safety. State licensing and other inspection reports are available for public viewing upon request at the center or may be viewed at the Department of Health Services. For additional questions, please call or write to:

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

Parents have the right to enter into any of the licensed areas. Lemman Academy Preschool has an open door policy, visitors and volunteers are always welcomed. COVID procedures may apply.

15. Empower

Leman Academy of Excellence Preschool participates in the Empower Pack Program from the Department of Health Services. This program was developed to encourage and promote a healthier lifestyle for children. There are ten standards which we implement in our curriculum.

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

At Lemman Academy of Excellence Preschool we celebrate the life of each student 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.

18. Medication

In the event your child needs to receive prescribed medication it may be administered by a designated staff member. A Medication Administration Form must be properly filled out in order for the medication to be administered. The medication must be in the original bottle with the label stating the first and last name of the child, the name of the medication, prescription number, dosage and route of administration, the Doctor's name, and the reason for the medication and date of authorization. The only over the counter medication that we will administer is Benadryl and the scholar must have a written prescription.

19. Sunscreen and Personal Products

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

20. Allergies

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

21. Immunizations

A current and complete Immunization Record is required for each child. If you wish to have an Immunization Exemption Form, it must be properly filled out by your child's physician. Parents are required to provide the Director an updated copy of immunization records as children receive new ones.

22. Illness

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

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

For the health and safety of the children at Lemman Academy of Excellence Preschool, 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 Lemman Academy Preschool, 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 Lemman Academy of Excellence Preschool.

23. COVID-19

As a result of the Covid-19 crisis, we are continuously evaluating our operational processes and are making changes, if needed, while considering the recommendations made by the CDC and the Pima County Health Department. We will observe the following policies and procedures in order to maintain the health and safety of all staff and scholars.

General Safety Procedures for the School and Teachers Health Policy

The school health policy will be evaluated regularly to reflect Covid-19 symptoms and new guidelines.

A temperature of 100.4° or above is considered a fever. A feverish scholar or teacher will not be admitted to the school. If a fever occurs while a student is at school, they will need to be picked up within one hour.

Do not send your child to school on days when any one of the following symptoms are present, or if they have had any of these symptoms within a 24 hour period:

- Fever (temperature 100.4° and above) or chills*
- Congestion or runny nose*
- Diarrhea*
- Nausea or vomiting*
- Sore throat*
- Cough*
- Shortness of breath or difficulty breathing*
- Fatigue*
- Muscle or body aches*
- Headache*
- New loss of taste or smell*
- Rash

- Discharge of discolored or profuse mucus from the nose
- Any contagious disease

*Covid-19 symptom

All communicable diseases must be reported to the school. A student must have an unmedicated temperature of 100° or below for 24 hours before returning to school.

Increased Cleaning

We are acutely aware of the importance of frequent and thorough disinfecting in and around the school. We will have professional cleaning done daily.

Teachers will have a daily list of necessary cleaning tasks and sanitizing procedures to keep shared materials, surfaces, and bathrooms germ-free.

Physical Distancing

As young scholars have difficulty distancing, we cannot guarantee there will always be a 6-foot distance between them, especially during playtime. We will be reinforcing the need for the scholars to keep their hands to themselves and allowing each other personal space.

Release from Isolation and Quarantine

Leman Academy Preschool continuously monitors the CDC and Pima County Health Department Early Childhood guidelines and recommendations for quarantine and discontinuation of isolation precautions.

24. Personal Belongings

Please label all clothing, jackets, water bottles, bags and backpacks. Children should not bring toys from home, excluding show and tell, as Leman Academy of Excellence Preschool is not responsible for any lost or stolen items.

25. Clothing/Blankets

Please dress your child in comfortable, washable play clothes. Your child will experience a variety of activities that may result in staining. Closed-toed, closed-heeled shoes should be worn for safety.

All children will need an extra change of clothes (including undergarments and socks). Please store extra clothes in a gallon sized ziplock bag, labeled with the child's first and last name.

Each child that will attend nap time will have to provide their own blanket and sheet. Leman Academy will not wash the blankets and sheets, so please make sure to take them home on a weekly basis. Blankets and sheets will have to fit in a 2.5 Gallon sized ziplock bag.

26. Food and Nutrition

- At 8:00 A.M. a morning snack is provided by Leman Academy of Excellence Preschool
- At 11:30/11:45 A.M. lunch is provided by parents/guardian

- At 2:15 P.M. an afternoon snack is provided by Lemman Academy of Excellence Preschool

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

Lunches will **not** be refrigerated or heated up in a microwave!

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

27. 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 2 hours after lunch time. Each child will lay down on their sleep mat for at least 20 min. Children who don't sleep may be asked to quietly read books, play with puzzles, color or participate in other quiet activities on their sleep mat.

Please note: you will have to provide a sheet and a blanket for your child. Both will have to fit in a 2.5 Gallon zip lock bag. Bedding will be sent home on Thursdays/ Fridays to be laundered.

28. Bathroom Procedure

All children at Lemman Academy Preschool need to be toilet trained and independent in the bathroom.

What does it mean to be independent in the Bathroom?

It means the child is able to:

- pull their pants up and down
- wipe their bottom to their best ability after using the bathroom
- get redressed after an accident

Teachers will instruct scholars **verbally** to assist in self clean-up.

If a toilet accident occurs we will assist the children with the initial clean up. We will assist with buttons and tying shoes. If a child has a second accident in a day the parents will be notified to pick up their child. If a Director deems necessary the child

will be asked to take a 2 week break to focus on being more independent in the bathroom/toilet trained.

For the safety of all scholars it is also our policy that if a scholar is soiled with **feces**, parents/guardians will be notified to pick up the scholar. They must be taken home to be changed and showered or cleaned up. They may return after the parent/guardian has cleaned them up.

29. Inclement Weather

In the event of severe weather conditions that prevent the school from opening, we follow the local area school closing schedule. If you are uncertain if the school will be open, please call ahead to make sure staff have arrived and that there are no weather-prohibitive problems. Should severe weather conditions make it necessary for the school to close early, Lemman Academy of Excellence Preschool staff will notify you via email, phone call, or app message so you can make appropriate arrangements for picking up your child.

30. Discipline Practice

The use of Vitamin N or “no” from time to time and Vitamin E for “Encouragement” are integral in our students' daily lives. The teachers and staff learn the difference between praise and encouragement when dealing with our children. Discipline and steering a child to behavior that we want them to model is probably the most important component of a Lemman Academy of Excellence school. Our teachers do not use reward and punishment systems like putting their name on the board or getting stickers for good behavior. Dr. Lemman's philosophy revolves around establishing a relationship with the child and teaching the child to do what is expected because they WANT to, not because of a reward or punishment. The idea is for adults to positively model expected behavior and gently correct any unwanted behavior.

31. Biting

Biting is age appropriate between the ages of 13 months to 3 years however, i. If a child 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 child.

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

All staff are trained to evaluate the environment and activity at the time of the incidents. Adjustment might be made to prevent future biting.

32. Mandatory Reporting

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

33. Arrival/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 child unattended or in the car!**

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

The office staff will be able to buzz you in through the main entrance door as of 7:00 A.M. and we ask that you please do not arrive earlier than this. **There is no drop off later than 8:30 am without prior permission from the Director.** Perpetual tardiness disrupts the morning routine for both scholars and teachers. Continuous tardiness may result in dismissal from Lemman Academy of Excellence Preschool. If you need to drop off after 8:30 am, make sure to get prior approval from the Director.

Please make sure to sign your child in at the front lobby before leaving the building. If your child 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 negotiate departure.

Half Day Pick up is between 12:00 P.M. and 12:30 P.M.

Full- Day Scholar Pick Up is after 2:00 P.M.

If your child is to be picked up by anyone not listed on the release form signed at the time of enrollment (i.e., babysitter, classmate's parent, etc) we must be notified in

advance. The person will have to bring a valid ID for identification and check in with the office staff.

All children must be signed out in the front lobby.

(Please see late fee policies)

34. Field Trips/Transportation

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

35. Liability Insurance

Leman Academy of Excellence Preschool carries Liability Insurance.

36. Pesticide Application Notification Procedure

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

V . Safety

Providing a safe learning environment for students 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 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 preschool office at once.

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

Leman Academy of Excellence Preschool is equipped with emergency warning devices, a PA system, smoke detectors, security cameras, and phones in every

classroom. Additionally, faculty and staff or adult monitors are expected to have a cell phone or walkie-talkie with them while on the playground with the students.

Faculty, staff and students should 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 students 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. Fire 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:

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

VI. SCHOLAR INFORMATION

A. Student Code of Conduct

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

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

In addition,

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

- Scholars may not bring an electronic device (iPhone, games, tablet, CD player, etc.) to school unless given permission by their teacher to be used for class. Smart watches are also not permitted at school.
- Scholars are not permitted to leave the school grounds
- Scholars are expected to be trustworthy. Scholars who are trustworthy are honest, reliable and dependable and will keep promises and follow through on their word.

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

B. Habits of the Mind and Heart

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

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

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

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

HABITS...tracks for a train

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

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

1. Habit of Attention

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

2. Habit of Best Effort

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

3. Habit of Responsibility

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

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

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

4. Habit of Respect

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

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

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

VII. STUDENT ANTI-HARASSMENT POLICY

POLICY:

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

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

A. Definitions and Prohibited Acts

- 1. Unwelcome and Offensive:** Under the law of harassment, or bullying and intimidation, a scholar does not have to openly object to others' actions or words to prove that the actions or words are unwelcome. Harassment, bullying or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers and scholars should be sensitive to the feelings of others whether they object or not.
- 2. Definition of Bullying or Intimidation:** "Bullying" or "Intimidation" means any written, oral or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a scholar in reasonable fear of harm to his or her person or damage to his or her property, or has the effect of insulting or demeaning any scholar or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any scholar. Harassment, intimidation or bullying includes a gesture or an act, whether written, oral or physical, that is reasonably perceived as being motivated

by a characteristic such as sex (gender), race, color, national or ethnic origin, religion, age, or disability.

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

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

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

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

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

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

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

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

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

Additional examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual

innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Statements that demean women are also prohibited.

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

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

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

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

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

8. Race, Color, National or Ethnic Origin, Religion, Age, and Disability Harassment: Unwelcome statements, name calling or other verbal or physical conduct based on a scholar's race, color, national or ethnic origin, religion, age, or disability is prohibited if and when any of the following occurs:

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

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

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

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

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

B. Application of Anti-Harassment Policy

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

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

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

The scholar anti-harassment policy may also apply to harassment committed during the hours when school is not in session and/or off campus without any connection to school if the harassment by a 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 the Head of Schools. All complaints will be promptly investigated.

NOTE: If a teacher, staff member or parent volunteer is approached by a student regarding an incident involving student-student harassment, bullying or intimidation, he/she should handle the incident calmly, appropriately and immediately (i.e. professionally with a personal touch). Furthermore, the teacher, staff member or parent volunteer needs to document the incident and report the matter to one of the school officials designated below. All incidents are to be documented and reported to a member of the administrative team.

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

E. Where to Report Harassment, Bullying or Intimidation

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

Campus	Email	Telephone
Marana	maranapreschool@lemanacademy.org	520-639-8071
Oro Valley	orovalleypreschool@lemanacademy.org	520-912-4007
Eastside	eastpreschool@lemanacademy.org	520-526-0480
Central	centralpreschool@lemanacademy.org	520-462-0876

NOTE: Lemman 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.

Nikki Pennington Preschool Regional Director 520-639-8071
npennington@lemanacademy.org

Dennis M. O'Reilly Head of Schools/Marana Site Principal 520-639-8080
doreilly@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 student'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 student, 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 student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

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

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

Following Page:

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

Report Form: Complaints of Harassment, Bullying or Intimidation

Complainant _____

Home address _____

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

Date of the alleged incident(s) _____

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

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

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

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

Where and when did the incident(s) occur?

List any witnesses who were present: _____

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

Complainant signature _____ Date _____

Complaint received by (name) _____ Date _____



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 Preschool stated in the

Parent Handbook

(Available at lemanacademy.com)

Scholars Name (Print)

Parent/Guardian Name (Print)

Parent/Guardian Name (signature)

Date