

LEAP HANDBOOK, 2025 – 2026

Disclaimer: LEAP reserves the right to make changes to the policies and procedures within this handbook at any time. This handbook may not reflect the most current working policy.

Please read carefully with your family.

School is from 8:30-3:30 each Wednesday/Thursday.

Enrollment:

When one enrolls in the L.E.A.P. program, they are enrolled until withdrawn from the program. Families who enroll their children agree to be under a certified teacher 180 hours per school year. With our school calendar of 33-35 Wednesdays/Thursdays, 6 hours per day, we cover that requirement sufficiently.

Families who enrolled the previous year(s) have **first choice** in enrollment and classes for current students and siblings. A deadline/date will be listed each year in the spring stating when enrollment will be open to new families. If one misses this deadline, they are at risk of losing their place in the class and in enrollment.

To be accepted into kindergarten, students MUST be 5 years of age on or before October 1st.

To be accepted into 1st grade students MUST be 6 years of age on or before October 1st.

Class descriptions will state any additional costs for a class. The costs are final and non-refundable. Be sure to ask the teacher or coordinator if there are any additional costs/expectations.

Class Changes:

The last day to change classes is approximately **three weeks after the first day of classes**. Class changes must be approved by teachers and the coordinator. Class size limitations will apply. Please plan original schedules of classes with this fact in mind.

Inclement Weather:

If Thompson R2-J Schools are closed, L.E.A.P. is closed for the day. If schools are closed in your area, please stay home for your safety. Please watch local TV stations or listen to local radio stations for school closures.

Attendance:

Excused absences: Illness, death in the family, prior planned family trip for which arrangements to make up school work have been made.

Unexcused absences: Busy week, forgetting a class, attending a conflicting activity. These absences cannot be counted toward your contact hours.

Notify the coordinator prior to a missed class/school day (if possible) and contact the teacher for makeup work.

For credit to be given for any class to any student, the student MUST be in attendance for at least 70% of the time.

Punctuality:

L.E.A.P. school is only one day a week. It is very important for you to have your child at school ON TIME. Coming in late makes it hard on your child and is disruptive to the teacher and students in the class. Please make extra effort to be at school early for your child to settle in for the day without the rush and frustration of being late. Contact the coordinator or administrative assistant if you are going to be late to school.

Assembly is at 8:25. Assembly is not required but if your student is on campus before 8:30 they need to come to the sanctuary rather than being in classrooms.

Doors Locked:

Outside doors will be locked for the first hour class by 8:40. Signs will be on each door with my cell number and Mrs. Hackett's cell number to call for entrance into the building

Pick up:

Please pick up your student promptly by 3:30 p.m. Notify the coordinator or administrative assistant if you are running late or have planned for your child to be picked up by someone else.

Closed Campus:

- a. Students must remain on campus from 8:20-3:30 unless signed out by a parent or approved adult. They may not leave campus for lunch unless they are leaving with a parent or approved adult. If you must take your student from campus before 3:30 for an appointment, please let us know in advance.
- b. We ask that friends/cousins/siblings of students visit campus only with parents or with prior permission from the Site Coordinator.

Lunch Schedule: Grades K-5 will eat lunch from 11:30-12:00. Grades 6-12 will eat lunch from 12:00-12:30. Recess will be at opposite times during the hour.

Important Lunch Information:**NO NUTS, PLEASE!**

- a. Due to allergies, we ask that there be no nut products included in packed lunches. This includes peanut butter and may also include snack bars, candy bars, and cookies so please check products carefully before sending in lunches.
- b. We also have a "no sharing of lunches" policy for the same reason (allergies) so no trading of lunch items.
- c. PLEASE, no Pizza Lunchables! They create horrible messes.
- d. Refrigerators are not available to us – we have too many lunches. Please use ice packs.
- e. Do not send lunch items that need to be heated.
- f. PLEASE remember to pack utensils in your child's lunch. Plastic, throw away utensils are best. We cannot use the church's kitchen utensils.

Calendar:

School calendars are available on our website at tsdleap.org. Our website will also have announcements about activities and programs so check it out on a regular basis.

Building Care and Use:

We have the privilege of using this church building for our school. We need to leave it better than we find it each week. Please pick up any trash that you find lying around. Kicking/writing on walls, damaging carpet, trashing bathrooms/classrooms/halls is not allowed. Students may be subject to disciplinary action and/or expulsion if such behavior occurs.

Lost and Found:

Please contact the site coordinator if your student has lost an item.

Dress Code:

Undergarments should not be showing. Please do NOT wear:

- Clothing with holes **that make the clothing immodest**
- Clothing that shows the midriff
- Sagging jeans with undershorts showing
- Short-shorts or short skirts unless pants are worn underneath each.
- T-shirts with inappropriate logos
- See-through blouses that show undergarments.

Student Behavior Code:

Students are expected to behave in a manner that is honorable, treating **each other, teachers, staff, and volunteers** with mutual dignity and respect.

Students will refrain from exhibiting displays of affection, physical aggression, and using profane language or actions.

The teachers and coordinator of the L.E.A.P. Program will be responsible for determining whether a behavior is disruptive and would appreciate parental help and support in maintaining a high standard.

Older students especially need to watch language, actions, and attitudes since we have little eyes watching and little ears listening. We have Kindergarten through 12th grade all under one roof.

Valuable and distracting items including, but not limited to headphones, DVD players, cell phones, laptop computers, tablets, or other devices or programs not associated with class work are not allowed during school hours. Personal laptop computers and tablets may be used by the owner for class work **with teacher's & coordinator's permission**.

Cell Phone Policy Here are options for students regarding cell phone usage:

1. **PREFERRED:** Leave the cell phone at home.
2. Students may bring their cell phone but it is to remain in their backpack **at all times. It is not to be used while at LEAP, period. Phones may not be used at lunchtime or recess.** The phone should not leave the backpack until the student is in the car headed home.
3. If students choose to use their phones while at LEAP, the phone will be taken to the office and returned to the student at the end of the day.

Bullying:

Bullying and intimidation at our school is not tolerated. Parents, please talk with your children about teasing, bullying, and threatening others with food in relation to food allergies. Bullying/intimidation is not acceptable in any instance. Students may be subject to disciplinary action and/or expulsion if such behavior occurs.

Items to Leave at Home:

Do not bring alcohol, tobacco, drug items, or any weapons on campus. This includes pocketknives.

Consequences of Disobedience/Disruptive behavior:

Appropriate discipline will be administered when needed to protect students, staff and property and maintain order. Before discipline is administered, consideration of the frequency, severity of the offense, the student's attitude, and the effect of the misconduct on the school environment will be given. The following disciplinary methods may be used: Counseling by teacher, coordinator, principal; Conference with parent or guardian; Withdrawal of privileges (field trips, recess); Suspension; Expulsion.

Grievance Procedure:

If a parent has a concern regarding a class or something that may have happened in a class, the teacher should be spoken with first. If satisfaction is not achieved, a meeting with the parent, teacher, and coordinator will occur. If further action is required, a meeting with the parent, teacher, coordinator and principal will be scheduled.

Parent Involvement:

Parent involvement is essential to your child's success in this program. Please check with Parent Portal and teachers frequently to make sure your child is getting the homework done for class. Attend the Parent /Teacher conferences held twice a year (if needed) or have a phone conference. Your child's success depends on it.

Announcements:

Announcements will be emailed out each week. Check the website for calendar and other pertinent information.

School Expenses:

Yearbook, classes with fees, activity fees (optional)

Birthdays:

Parents can bring stickers and/or trinkets to celebrate during the last class of the day. **Due to food allergies, we cannot allow snacks to be brought in for these occasions.** Thank you.

Parent Portal: To receive messages from teachers, you must enable emailing on Parent Portal. Please see the link on our website at the bottom of the home page for instructions.

Easy Fundraisers for our School:

- a. Box Tops for Education – download the app!
- b. Morning Fresh Dairy Caps – If you receive items from Morning Fresh Dairy, please consider donating milk caps to our school as we can receive funds for them. Thank you for making sure they're very clean before bringing them to the office.