

## LEAP HANDBOOK, 2022 – 2023

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When one enrolls in the L.E.A.P. program, they are enrolled until withdrawn from the program.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 enroll 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 teacher or coordinator if there are any additional costs/expectations.

### **Class Changes:**

The last day to changes classes is **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.

### **Incident 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.

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.

### **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:**

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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 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 - 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.**

### **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 pocket knives.

**Consequences of Disobedience:**

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:**

Year Book, 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.