

New Leaf PREP ACADEMY

Parent/Student Handbook

For students in Junior Kindergarten, Elementary, and Middle School Grades.

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Foreword from the Head of School

So you're exploring education options for your child, or perhaps you're captured by the Montessori Method; we may already be more alike than you know! My name is Paige Christoff. I am the Head of School at New Leaf Prep Academy and a mother to three girls with an undeniable passion to do what I can to make the world a better place. I hold a bachelor's degree in Environmental Design from the University of Wisconsin- Green Bay, have over 10 years of experience in the Education field, and have been running a successful Montessori based Private Preschool for over 3 years.

I believe whole-heartily that providing a Montessori based K-8 public school option for students right here in the Green Bay Area is my calling. Although I sometimes feel the mountain is too steep I step back knowing that the climb will be worth it for my children and the community! The Montessori Method has fascinated me from the very beginning, but the day that I traveled to visit a school and see it in action was the day that I felt a sense of clarity like never before. I have been researching and better aligning my Preschool to the methodology ever since, and have been seeing huge improvements in the attitudes, academic, and social/emotional growth of our school's young students. But my journey is far from over. During these 3 years we have received a copious amount of community support and interest in a like-minded school for students beyond preschool validating my desire to keep pressing to change the landscape of education for our community. Through the support of the community, educators, and parents New Leaf Prep Academy was born!

But we're not just another school, I can promise you that. Every aspect of our school was challenged and looked at from multiple angles before being solidified to ensure it best serves every single student that enters our doors. If we are going to do everything like other schools what would be the point after all? New Leaf Prep Academy's Curriculum will focus on the whole child through the highly researched, hands on Montessori Method. Hands-on learning is a proven and exciting way to keep students more engaged and increase retention. Naturally New Leaf Prep Academy, through the use of the Montessori Method, will curate critical thinkers, problem solvers, & self-motivated learners and will be adaptive to meet the needs of each student individually.

Our curriculum will help students to make sense of the world around them without gaining skills at the expense of actual knowledge. Our holistic approach to learning examines all avenues that will affect lifelong student success including each child's academic skills, such as math and literacy skills, but also their social, emotional and cognitive skills through an individualized education plan. A minimalist environment free of technological distractions will aid in calming their mind and body and enable them to focus on the lessons and material at hand. Students will be allowed, nope, actually encouraged, to get dirty, make mistakes, and safely learn through trial and error.

We are more than honored that you are entrusting us with such an important role in your child's life, and I can't tell you how ready we are to make this school a reality. As a mother I am relieved, and as a founder I am inspired and driven to empower students and partner with families. Mahatma Gandhi once said, "You must be the change you wish to see in the world.", and I have never felt more charged up to create change!

Paige Christoff
Head of School
New Leaf Prep Academy

Contact Information

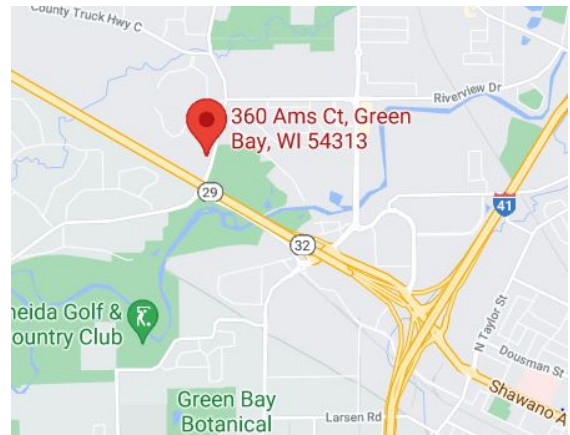
Main Office: 920-455-0292

Fax Number: 920-455-0289

School Address:

360 Ams Ct, Howard, WI 54313

Email: contact@newleafprepacademy.org



New Leaf PREP ACADEMY

2021-2022 School Calendar

At- A- glance

2020

- September 7th - First Day of School
- October 22nd - Teacher In-Service Day (School Closed)
- November 4-5th - Fall Parent/Teacher Conferences
- November 25-26th - Holiday (School Closed)
- November 9th – End of Quarter 1
- December 10 – Christmas Concert
- December 24th- December 31st – Holiday (School Closed)

2021

- January 18th – End of Quarter 2
- February 25th – Teacher In-Service Day (School Closed)
- March 3-4th – Spring Parent/Teacher Conferences
- March 22nd – End of Quarter 3
- March 28th- April 1st – Spring Break (School Closed)
- April 15th- Holiday (School Closed)
- May 30th – Holiday (School Closed)
- June 10th – Last Day of School/ End of Quarter 4

Summer

- July 4th – Holiday (School Closed)
- August 25-26th – Teacher In-Service Day (School Closed)



NEW LEAF PREP ACADEMY
2021-2022 School Year Calendar

- First Day of School
- Christmas Concert
- CLOSED- Spring Break
- CLOSED- Holiday
- CLOSED- Teacher in-service
- Conferences
- Last Day of School

September						
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New Leaf PREP ACADEMY

Daily Schedules

Junior Kindergarten Overview	
6:30am-8:00am- Before Program Care	
8:00am-11:30am- Junior Kindergarten Program	
11:30am-5:30pm- After Program Care	

Elementary Bell Schedule	
Before School Care	6:30am-8:15am
Elementary Doors Open	8:00am
Classes Begin	8:15am
Student Dismissal	3:15pm
After School Care	3:15pm-5:30pm

Mission

New Leaf Prep Academy provides a safe and self-directed environment for your child to learn and grow to their full potential through enriching experiences! Our Academy incorporates nature-inspired, self-directed learning environments, Montessori inspired curriculum taught by qualified and passionate teachers, healthy and organic food, and an eco-friendly toxic-free environment. Every aspect of New Leaf Prep Academy was meticulously planned with your child's best interests in mind! Our professional teachers and prepared classroom environments cater to each child's individual needs and help them grow and expand mentally, emotionally, and socially at their own pace.

Goals & Objectives

- To foster and inspire a love of learning through the use of hands-on Montessori inspired teaching methods and enriching experiences
- To help students develop their self-confidence through the existence of a positive nurturing environment that encourages persistence
- To promote the use of manners and enhance student's values through hands-on experiences
- To develop a strong academic foundation
- To develop and refine life skills that will establish independence
- To empower self-discipline
- To create a clear set of classroom expectations to encourage responsible safe behaviors and freedom within limits

Starting the School Year

At New Leaf Prep Academy our emphasis begins with the development of strong, warm, trusting relationships. The social self-directed environment paves the way for students to get the most out of their physical environment as well as our routines and academics. For every child, the first days of the year at New Leaf Prep Academy are filled with new experiences, people, and expectations. We try to make this adjustment period as smooth and comfortable as it can be for each student. We require parents to attend the parent education session at the start of the school year to ensure school and home are working together as a team. We ask parents to work with the teachers and school in creating a bridge between home and school and to help your child establish trusting relationships with their new teachers.

Admission Process

Children will be enrolled into New Leaf Prep Academy through our online admission process. Currently enrolled students and students with enrolled siblings will have priority on openings in addition to children of board members and staff.

Junior Kindergarten

The Charter portion of our Junior Kindergarten Program is for students who are 4 years old by September 1st and fully potty trained. Previous Montessori experience is preferred, but not required. This is a mixed age classroom, shared between 3K and 4K students.

Kindergarten

Kindergarten is for students who are 5 years old by September 1st. Previous Montessori experience is preferred, but not required.

Elementary & Middle School Grades

Elementary & Middle School grades 1st-8th are to be completed in chronological order after Kindergarten. Previous Montessori experience is preferred, but not required.

Enrollment Forms

The State of Wisconsin and the school's Board of Directors require that the following information be kept on file for each child enrolled in the program:

1. Parent Handbook Acknowledgement
2. Enrollment Forms:
 - A. Enrollment Form
 - B. School Acknowledgement Form
3. Support Required Forms:
 - A. Copy of Birth Certificate or Approved Alternative
 - B. Medical Statement
 - C. Immunization Record or a copy of students immunizations
4. Additional Applicable Forms:
 - A. Allergy & Anaphylaxis Form
 - B. Past Public School Records (Grades K-8th)
 - C. IEP information
 - D. Medication Authorization Form
 - E. Custody Court Order

Invoices & Forms

Each family will have any important forms put in their student's take-home folder for review.

Should you have any questions please don't hesitate to ask your teacher or the office. Forms for the office can be placed in the black drop box located outside the office or handed directly to office personnel. Any changes to address, phone numbers, emergency contacts, etc, should be directed to the office. Invoices (if applicable) will be placed in your child's take-home folder. All paperwork will be reviewed yearly by the office staff.

Non-Discrimination Statement

It is the policy of New Leaf Prep Academy not to discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, families, and volunteers.

Conferences

Parent-teacher conferences are held twice each school year, once in the fall and once in the spring. Additionally, parents may request a conference with their child's teacher at any time throughout the year. We expect parents to attend both spring and fall conferences.

Student Orientation

At the beginning of each school year Children & Parents will have the opportunity to meet their Teacher, see their classroom, and drop off any personal belongings that will be kept at school.

Arrival/ Departure

Upon arrival at the school Students in the 4K Junior Kindergarten must be walked to their classrooms by their parent/guardian. Please do not allow your Junior Kindergarten child(ren) to enter or leave the building unattended. You must accompany your child at all times until they are within their classroom or greeted by their teacher.

Students in grades Kindergarten-8th can be dropped off in the drop off lane or walked to the vestibule. Please refer to the map of the school for those specific locations.

Students are expected to arrive at school on time. It is a distraction to the class and makes it difficult for your child to transition into the school day when they do not arrive on time.

For grades Kindergarten – 8th, if parents drop off late they are required to sign their child in at the office. For Junior Kindergarten students parents are required to sign in their child in at the office and walk their child to their classroom. Junior Kindergarten parents must ensure that late students are acknowledged by their teacher prior to leaving them within the classroom.

Parents should call in the morning whenever their child will be out for the day or log the child as absent in the app. Please let the office personal know as soon as possible for longer-term absences.

Pick-Up Policy

Each student must be picked up by their legal guardian(s) unless prior notice is given and the individual picking up your child is on the approved pick-up list on file in the office. Children are expected to be picked up from school on time. Late pickups are disruptive to our classroom routine, and often create anxiety for the child who is picked up late.

Children who are attending only Junior Kindergarten are to be picked up at 11:25 am, Regular school days end at 3:15 pm and children who are staying at New Leaf for after school care are to be picked up no later than 5:30 pm.

Students should be picked up in the vestibule, or in the drop-off/pick-up lane, with the exception 4k Junior Kindergarten students and the students enrolled in after school care. All Junior Kindergarten students are to be picked up from their classroom, regardless of time. Students who are enrolled in after school care should be picked up from their classroom as well.

Children who are enrolled in after school care that not picked up on time will be charged a late fee of \$10 per 5-minute interval, or any fraction thereof, per child.

Transportation

At this time New Leaf Prep Academy will be unable to provide bus transportation for any student. All students must be dropped off in the drop off lane or escorted inside to their classrooms. See the drop-off and pick-up policies for more information.

Separation

The building of a relationship between parents and teachers is the foundation for each student's positive experiences in school. For this reason, we ask parents to visit your child's new classroom and attend "Student Orientation" events with your child. During this time, their teacher will ask questions to enable them to better know your child before the school year and full separation

begins. Please leave all treasured items at home, unless it is show and share day. These items will be confiscated from a child's locker if they become a distraction in the classroom. Junior

Junior Kindergarten Parents/Guardians must say "goodbye" to their child and tell him/her when they will return. Parents may NOT "sneak out" to prevent their child from crying during separation. Although the crying may make the goodbye harder on parents it is a symbol of your child's healthy attachment to you, and it is important for children to fully understand what is going on and be able to express their emotions. Leaving without saying goodbye to your child will also cause them to fear any possibility of unexpected departure, and does not support the trust that you are trying to build with your child or establish a good routine. A routine with a clear goodbye helps children to understand what to expect and become comfortable with saying goodbye.

Junior Kindergarten Rest Time

Rest Time is only applicable for 4K students enrolled in after school care.

Parents and teachers will work together to support the developmentally appropriate rest needs of each child in our Junior Kindergarten classroom. Parents will be expected to have a consistent bedtime routine at home to aid in their child's success at school. Children will be asked to stay on their cot during rest time from 12:30 pm-2:30 pm. We will not wake children at the conclusion of rest time but will discuss with parents if their child is consistently wanting to sleep much longer than 2:30 pm or if they are tired throughout the day.

Programming

Junior Kindergarten

Our Junior Kindergarten program is for children age 4 by September 1st who are potty trained. Our 4K equivalent Junior Kindergarten program is a mixed-age Montessori based program in which we emphasize outdoor learning and nature-inspired activities while preparing your child for Kindergarten. Our classroom is set up so children can be independent learners. More advanced works are introduced as children become developmentally ready. Academic areas of study include Practical Life, Sensorial, Language Arts, Mathematics, Science, Culture, and Geography. Additionally, our holistic approach to learning examines all avenues that will affect lifelong student success including social, emotional, and cognitive skill development. A minimalist environment free of technological distractions will aid in calming their mind and body and enable them to focus on the lessons and material at hand. We also have dedicated space for dramatic play and Art. Activities in each area get progressively more complex building as the child works their way through the curriculum. Uninterrupted work-time is another hallmark of the Montessori philosophy that is incorporated in our program and gives children the time they need to focus on a task until they feel it is complete. Teachers will complete observation-based progress reports and conferences will be held two times each school year so that parents have a solid grasp on how their child is progressing. Additional enrichment activities will also be offered on a regularly scheduled weekly basis such as yoga, cooking & nutrition, music & movement, nature exploration, and gym.

Kindergarten

Kindergarten is for students who are 5 years old by September 1st. Montessori experience is preferred but not required for students within this classroom. Academic areas of study will include Science, Mathematics, Practical Life, Culture, Geography, and Language Arts. Additionally, our holistic approach to learning examines all avenues that will affect lifelong student success including social, emotional, and cognitive skill development. A minimalist environment free of technological distractions will aid in calming their mind and body and enable them to focus on the lessons and material at hand. With low teacher to child ratios students can safely learn through trial and error. Teachers will complete observation-based

progress reports to ensure that students are meeting and exceeding all state teaching standards and conferences will be held two times each school year so that parents have a solid grasp on how their child is progressing. Additional enrichment activities will also be offered on a regularly scheduled weekly basis and include yoga, gym, art, music, cooking & nutrition. All aspects of our curriculum will be carried out in a toxic-free, natural-minded environment with very limited use of technology.

Elementary and Middle School Grades

Elementary and Middle School Grades 1st-8th are to be completed in chronological order after Kindergarten. Montessori experience is preferred but not required for students within these classrooms. Academic areas of study will include Science, Mathematics, Practical Life, Culture, Geography, and Language Arts. Additionally, our holistic approach to learning examines all avenues that will affect lifelong student success including social, emotional, and cognitive skill development. A minimalist environment free of technological distractions will aid in calming their mind and body and enable them to focus on the lessons and material at hand. With low teacher to child ratios students can safely learn through trial and error. Teachers will complete observation-based progress reports to ensure that students are meeting and exceeding all state teaching standards and conferences will be held two times each school year so that parents have a solid grasp on how their child is progressing. Additional enrichment activities will also be offered on a regularly scheduled weekly basis and include yoga, gym, art, music, cooking & nutrition. All aspects of our curriculum will be carried out in a toxic-free, natural minded environment with limited use of technology.

Daily Attendance

Attendance will be kept in each classroom. When students arrive late or leave before the end of the day parents are responsible for signing their children in or out via the tablet located in the main entrance.

Take-Home Folders & Planners

Each student has a take-home folder and each student in Kindergarten- 8th grade also has a school planner. Your child will place this folder & planner into their backpack at the closing of program or the school day. It is the parent's and student's responsibility to empty this folder each evening and return it to school empty in their backpack/ locker. Artwork, classroom announcements and other important paperwork will be placed in this folder.

Curriculum

New Leaf Prep Academy Instructors plan activities, works, and provide children with a prepared studio featuring traditional Montessori materials and enriching hands-on experiences. The Montessori Method and nature exploration are major components of our program. Our areas of study include sensorial, math, practical life, science, language arts, culture, geography, and music/ art. We celebrate the uniqueness of each child and allow children to develop at their own pace. We "follow the child" by observing them and modifying lessons and materials to best suit their interests and skill level to create an individualized lesson plan for each student. In addition to this program, your child will enjoy various enriching classes and activities such as music & movement, art, nature walks, gardening, yoga, cooking and nutrition classes, and use of our schools multipurpose spaces including the living atrium, libraries, music room, gymnasium, and art room.

New Leaf Junior Kindergarten curriculum meets or exceeds all WEMLS (Wisconsin Early Model Learning Standards). Standards are met through Montessori and Montessori inspired works and teaching methods.

New Leaf Prep Academy Elementary & Middle School Education curriculum meets or exceeds all Common Core Teaching Standards. Standards are met through Montessori and Montessori inspired works and teaching methods.

Student Assessment Guidelines

Progress evaluations reflect how well a student has mastered the content material and the specific learning objectives through tracking of progress milestones and anecdotal records. Both anecdotal records and progress milestone tracking function as formative assessments providing ongoing feedback that can be used by teachers to help students improve in areas where they are struggling and build on skills that they are excelling on.

At the conclusion of each quarter teachers also conduct summative assessments. Summative assessments evaluate student learning at the end of an instructional quarters or unit by comparing their progress against the standard(s) or benchmark(s) that the student is recorded to have mastered, and the standard(s) or benchmark(s) that are age-appropriate according to the Wisconsin State Teaching Standards. Teachers must conduct summative assessments by evaluating students on the skill through a different method or work extension than how it was originally introduced to them, and deemed to be mastered.

Students will be required to take the Fall and Spring Fast Bridge Assessment and the Spring Forward Exam each year to validate their mastery in understanding Common Core State Standards.

Homework

Students will bring home work from school sparingly and usually only as family-based projects. We expect that students will work on practical life skills and are responsible contributing members of their households as according to the teachings of the Montessori Method.

Student-Led Conferences

A student-led conference is a meeting to share a student's current level of performance and to set goals for future learning. The student-led conference—which includes a student and a family member—replaces/ or adds to the traditional parent-teacher conference, giving the student ownership over presenting his or her work and setting goals for future growth.

Student-led conferences exist on a continuum from students being present at the conference to students leading every element of the conference. Ideally, the student speaks for the majority of the conference, curates his or her work in a portfolio, and reflects on data from the work and standardized measures.

Mandatory Student-Led Conferences will be held twice a year and will be a major component in enabling student growth and self-reflection.

Service Learning

The Service learning component at New Leaf Prep Academy uses Maria Montessori's mandate to empower children to become agents of change, and our personal mission to create global citizens. The goal of the service work we do at all levels at NLPA is to promote the development of lifelong lessons in empathy, hard work, and cultural awareness, while giving students a sense of belonging to a community.

Montessori education includes a large focus on peace education and authentic learning. Service-learning fits squarely within this philosophy. As defined by the National Service-Learning Partnership: Service learning is a teaching method that engages young people in solving problems within their schools and communities as part of their academic studies or other type of intentional learning activity.

Service learning at NLPA will start with the question, "How can I be of service?" and calls each student to identify and develop their personal talents, abilities, or interests, and to use those to meet the needs of another. Involved in this process is self-reflection, an awareness of the needs within their community, education about those needs, an understanding of how their actions can make a difference, and a willingness to extend themselves in service.

Our service learning program at NLPA will begin at the earliest age, and grows in scope and formality as our students near graduation. Our toddlers will learn to be of-service to each other based within their classroom. Beginning in Junior Kindergarten our acts of service will happen not only within our classrooms, but within our NLPA community and our local communities.

Service Learning will be a requirement for all students, and will need to complete 20 hours of community service per year. Ask your teacher, or office staff for a list of examples.

Attendance

State law requires the District to enforce the regular attendance of students. Further, the District recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Excuse for Absence

A parent of a student who is absent shall provide either a written or oral notification stating the reason for or the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the school attendance office and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

Truancy

A student will be considered truant if s/he is absent part or all of one or more days from school during which the Head of School, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute- Sec. 118.15, Wis. Stat.

When a student is truant, the Head of School shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Habitual Truancy

A student is considered habitually truant if he or she is absent from school without an acceptable excuse for part or all five (5) or more days on which school is held during a school semester.

When a student initially becomes habitually truant, the Head of School shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Guiding Behavior

Student's behavior will be guided by setting clear limits and rules within the school and classrooms. Students may always work freely within the consistent rules of their classroom. We will talk with students about expected behaviors and model those behaviors consistently for them. We will state positively what children can do and undesirable behavior will be redirected to another activity when possible. Behavior management will be for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others. Students are redirected to safe physical activities and are involved in a discussion about safety concerns, when necessary.

When a student is distraught, teachers will work to calm and comfort the student, in ways that are appropriate for his/her age and personal disposition. If the redirection is unsuccessful students will take a break from working freely within their classroom to evaluate their behavior. This break will be used to remove a student from a situation that has gotten out of control before they can hurt themselves or others. When used, the break time will immediately follow the behavior. Teachers will speak with the student about why the behavior was unacceptable, and what else s/he might have done or said instead.

We recognize that no single technique will work with a student every time. If a student exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from school. Actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious are absolutely prohibited at New Leaf Prep Academy. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked

room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

New Leaf Core Rules

All New Leaf School rules stem from 3 main rules which are hallmarks in a Montessori classroom:

1. Respect for oneself
2. Respect for others
3. Respect for the environment

School & Classroom Rules

- Walking feet are to be used within the School, with exception to the Gymnasium
- Indoor voices are to be used at all times when inside school
- Hands to yourself, no aggressive behaviors will be tolerated
- Respect classmates and do not disturb those who are working
- Respect others personal belongings
- Use manners at all times
- Take care of your studio by using works for their intended purpose and cleaning up after yourself
- Do not touch doors unless instructed to do so by a teacher or parent. Please help us to enforce this rule at pick-up & drop-off

Screen Time

We feel that limited screen time is very important in regards to the development of children. For this reason, students are only allowed to watch age-appropriate short educational segments when they are cohesive with the teacher's lesson plan and material can not be shared in an alternate manner. On the occasion that screen time is available to students it is aligned with the content of our curriculum, is brief, and is teacher-directed. Students in older studios will have screens and technology available when it is necessary to learn. This may include research projects, and typing.

For children to succeed at New Leaf Prep Academy we highly encourage limited and monitored screen time at home especially in regards to social media and violence. It is important that an adult is present to discuss and help their child understand the information that students are gaining through television, videos, and commercials so that it can be used as a tool for learning. Social Media is regarded as unnecessary for our students outside of school and may actually interfere with their learning growth both emotionally and academically within the classroom.

Cell Phone/Smart Watches

Personal cell phones and Smart watches will not be used at New Leaf Prep Academy. Students are highly encouraged to leave both items at home. Students will not be allowed to wear smart watches on the school campus.

If students wear or bring their cell phones or smart watches to school with them, they will be asked to remove, power off, and secure items in their locker or backpack. If a student continues to bring these items to school and policies are not followed, teachers will confiscate the items and they will be placed in the office for parent pick up only.

Cell phones will only be permitted on a case by case basis within studios or for use on special projects requiring the use of a cell phone such as a community project requiring video media.

Care of Property

Students are responsible for the care of their own personal property. NLPA will not be responsible for loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. NLPA may confiscate such items and return them to the students' parents.

Damage to, or loss of, school equipment and facilities wastes taxpayer's money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement.

Dress Code

All Grades Junior K- 8

Students should come to school dressed in clothing that is comfortable and allows for large motor activity. Please consider that students will be involved in many hands-on activities, and spend a large majority of their time outside exploring and serving, and may get dirty. All clothing and other belongings that are brought to school should be clearly labeled with your child's name. If you do not wish to label items directly on the tag please label them with a piece of masking tape. Additionally we ask that students come in clothes that are not distracting to themselves or peers.

Footwear

For all students, including those in 4th- 8th grade, students are required to have closed toe, closed heel shoes. No Flip-flops, or slide on shoes will be permitted.

Students in Junior Kindergarten, Kindergarten, and grades 1-3rd will be required to wear an approved pair of indoor shoes when they are in their classroom. Approved indoor shoe details will be included on each student's yearly supply list.

We do a great deal of exploring the outdoor environment and therefore require that a pair of rain boots also be present at school during all months when there is no snow on the ground.

Junior Kindergarten will not be required to follow a dress code policy beyond the guidelines outlined above.

Kindergarten-8th Grade Students

Kindergarten- 8th grade students are required to follow a strict dress code.

Tops:

1. Solid color, no graphics or logos (other than the NLPA school logo)
2. T-Shirt, polo, or similar. No spaghetti strapped tops.

Bottoms:

1. Solid color, including denim.
2. No rips or cuts
3. No Leggings
4. Sweatpants or athletic wear are not recommended
5. Can be pants, skirts, shorts, or dresses.
6. Dresses and skirts cannot be shorter than the tips of the students fingers, (usually about 2-3 inches above the knee)

7. Shorts & skorts must have no less than a 4" inseam

Personal expression is permitted within the guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Outdoor Time

We believe that the outdoor environment is just as important as the indoor space. It is healthy for children to get fresh air, aids in the development of social and gross motor skills, and helps to strengthen a child's body and mind to help them to establish a bond and understanding of the living world around them. Students will be allowed free time for large muscle and gross-motor development on a variety of developmentally appropriate fixed play equipment and portable equipment (such as balls and tricycles) to allow mastery of balance and coordination & peer engagement. Our outdoor area also seeks to give children a place to explore and learn about nature through sensory experiences. Alternative large muscle indoor activities will be offered when the weather does not permit going outside. Children will go outdoors when the weather permits, therefore please dress your child appropriately for the weather.

Inclement Weather

Any extreme weather closings will be announced on our Website and Facebook page no later than 6:00 am the morning of closing as well as on local news stations, including channels 2, 5, 11, and 26.

Lost & Found

With so many children working on their independence skills it is sometimes difficult to keep track of clothing and other belongings. It is important that each article of your child's clothing and all personal belongings is clearly labeled to prevent losing items. A lost and found area will be located on the front desk outside of the office. Items that are not claimed after a reasonable amount of time may be kept for school use or donated.

Nutrition Program

We regard healthy and organic food and nutrition education as major components of our school. Our Nourishment Program provides a focus on food preparation and quality organic made from scratch cafeteria options unlike those at any other school. Additionally, we offer our same quality lunches at free and reduced prices for those students who qualify.

Due to our new school startup timeline our full commercial kitchen will not be operational at the start of the 2021/2022 school year. Morning snack will be supplied but parents are required to pack a cold lunch for their student until our kitchen is operational. Morning snack through NLPA is not optional but students may continue to bring parent-provided cold lunch even when NLPA provided lunch starts being served.

Due to our small size, students must opt-in or opt-out of NLPA provided lunches for the entire duration of the school year once our kitchen becomes operational, or at the start of each school year in subsequent years. Organic 2% milk is provided to all students with lunch meals. Students who opt-in for NLPA provided lunches may still bring cold lunches that follow our guidelines but lunch charges will not be waived at any point throughout the year after you have opted-in to NLPA provided lunches. Parent-provided cold lunches must follow the criteria below:

Student Packed Lunches:

Required Components:

1. Contain a vegetable
2. Contain a fruit
3. Contain a protein component
4. Contain a grain component

Required Criteria:

1. Remove pre-packaging, no single-use packaging is permitted (including water bottles & plastic bags)
2. Must come to school in a reusable bento box or reusable food storage containers (Plastic is discourage to glass, silicone, and stainless steel options)
3. No beverages other than water or approved milk substitute (Organic 2% milk is provided to all students during lunch as well as infused water)
4. No items with sugar as first or second ingredient, or would otherwise be considered a dessert
5. No High-Fructose corn syrup in ingredient lists

Breakfast & Afternoon Snack:**For students enrolled in Before & After School care**

Afternoon snack will continue to be served for students in after school care. Students who are enrolled in before school care are welcome to bring a cold breakfast until our kitchen is operational. Students bringing breakfast must arrive to school no later than 7:30am and their breakfast must meet the following guidelines:

Student Packed Breakfasts:**Required Components:**

1. Has a fruit or vegetable component
2. Has a grain component

Required Criteria:

1. Pre-packaging removed, if applicable
2. No beverages other than water or approved milk substitute (Organic 2% milk is provided to all students during Breakfast)
3. No items with sugar as first or second ingredient, or would otherwise be considered a dessert
4. No High-Fructose corn syrup in ingredient lists

Meal	Time	Before Cafeteria Operation	With Cafeteria Operation	Monthly Cost	
Breakfast	7:00am-7:30am	Bring Cold	Provided	Included	Included*
Morning Snack	9:00am-10:00am	Provided	Provided	\$31.00	Required
Lunch	11:30am-1:00pm	Bring Cold	Provided or Bring Cold	\$90.00	Optional
Afternoon Snack	3:30pm-4:30pm	Provided	Provided	Included	Included*

* Free and Reduced Lunch Program available to qualified students. Breakfast is included only for students enrolled in before school care and afternoon snack is included only for students enrolled in after school care.

Meal Ideas

GRAIN WHOLE WHEAT	Bread or Pita Bread 	Tortilla 	Granola or Granola Bar 	Whole Wheat Crackers 	Pasta 	Bagel 
PROTEIN	Hard Boiled Eggs 	Peanut Butter 	Deli Meat 	Greek Yogurt 	Chickpea Hummus 	Chicken Salad 
VEGETABLE	Avocado or Guacamole 	Cucumbers 	Carrots or Celery 	Peppers 	Broccoli 	Snap Peas 
FRUIT	Banana 	Apple 	Pineapple 	Blueberries 	Cut Grapes 	Watermelon 
SIDES	Tortilla Chips 	Sweet Potato Crackers 	Protein Balls 	Pretzels 	String Cheese 	Trail Mix 

Ideas to Make Nutrition Fun:

- Let your child pick their own lunch
- Try cutting items in unique shapes
- Display our guide on your fridge so your child can initiate preparing their lunch
- Allow your child to prepare components as much as possible
- Include your child on making grocery lists & gardening lunch components

Food Allergies

If your child has food allergies parents must notify the school in writing, and provide a signed doctor's note indicating the allergy. Food allergies will be discretely posted in the classroom and the kitchen. If the school can not accommodate a child's food allergies parents will need to provide snacks and meals. Snacks and meals must follow the Nutrition Program Guidelines. If meals and snacks are not following our nutrition guidelines a conference with parents will be held.

Field Trips

Parents will be notified in advance of any field trip requiring the use of a vehicle. Children who are unable to attend a field trip will have an alternate activity.

Birthdays

Each child is celebrated with a "Birthday Walk", a Montessori tradition, in which children take a walk around the representational sun one time for each year of life. Parents will help their child by selecting photographs from each year of their life and helping them prepare a written history of milestones reached and fun times had during each year. The photographs and milestones will be shared with their classroom and displayed for the week. Birthday treats that follow the guidelines below are welcome but not required.

New Leaf places a strong value on healthy and organic options so it is important that birthday treats also reflect this. We ask that birthday treats are not pre-packaged and it is a snack that the students can prepare together. Your child will be the "chef" for snack time and teach the rest of the class how to prepare their special birthday treat.

If you plan to bring in a special treat to celebrate (which is completely optional) we do need to be made aware at least a week in advance and snacks must meet the following criteria:

- Must be a healthy option with a fruit or vegetable
- No Corn Syrup in ingredient lists
- Should contain limited refined sugar
- No artificial colorings or preservatives
- Apples or Dairy must be Organic

Examples: Ants on a Log, Organic Apples & Peanut Butter, Chocolate Covered Bananas, Fruit or Vegetable Pinwheels, Fruit Popsicles, Trail Mix, Chips & Humus... etc. Please ask for a handout from the office if you would like a printed copy of our Birthday Treat Guidelines.

Holiday Concert

New Leaf Prep Academy will host a holiday concert every year. Parents and relatives will be invited to attend to support their student's progress and hard work at New Leaf Prep Academy and celebrate the holiday season through prepared songs, dances & fine art.

Graduation Ceremony

At the closing of each school year our 4K Junior Kindergarteners, 4th and 8th graders will participate in a graduation ceremony in full caps & gowns. This is a great opportunity to celebrate all that they have accomplished through their school years thus far and acknowledge their hard work!

Student of the Week

Students will get the chance to be recognized as the star of the week once each school year. Information will be sent home with families 2 weeks prior to their special week. A Family member

of our star of the week will be invited to eat lunch with our star and participate in closing meeting or a classroom activity.

Illness Policy

We are not authorized to care for mildly ill children. Children who are ill are not to be brought to school. This includes any children who has received fever-reducing medication within the last 24 hours. The following are examples of children who are ill:

- A temperature of 101.0 degrees F. or higher
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chickenpox, strep throat or pink eye
- An unidentified rash
- Has not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick colored nasal discharge

If a student should become ill or seriously injured while at school, parents will be contacted immediately. Sick children will be isolated within sight and hearing and made as comfortable as possible. Children should be picked up as soon as possible, within 1 hour. If a student is not picked up within one hour, the emergency contact person on the child's enrollment form will be called.

Children may return to school when they are fever and symptom-free, have been appropriately treated, or have been given medical approval to return to school. Children may not attend school the next day unless they have a doctor's note indicating otherwise.

Masks & Quarantine

The health and safety of our students is of upmost importance and taken into consideration as we plan and execute every aspect of our school. We place a strong emphasis on the health and well-being of our students through our holistic whole-child approach to education. Proper hand washing, hygiene, care for the environment and consumption of healthy foods are all ways that we can enable students to understand good healthy practices. NLPA will operate as a mask-optional school in regard to safety precautions around Global Pandemics such as COVID-19. If a student tests positive to a virus such as Covid-19 they may not return to school until they have a doctors note indicating it is safe to do so. To avoid possible spread within our school students will "quarantine" within their classroom for the appropriate time period as determined by the Governance Board based on guidance from the CDC when a student within their studio tests positive. Further safety precautions will be taken when students in a quarantining studio enter and exit the building. Parents & Guardians of all students within the studio affected will be notified of the student quarantine.

Medication Policy

A New Leaf Prep Academy Staff member will administer prescription medications as long as parents have completed the appropriate Medication Authorization Form. We will administer over the counter medications when a Medication Authorization form is on file and all rules below are followed.

All medicine must be in its original container, bearing the label with the child's name, dosage, and administration directions. Additionally, prescription medication will bear the name of the doctor and pharmacy. It will be stored in a medication box that is inaccessible to students. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.

We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. If a dose is missed we will not double up. You will be notified and the missed dosage will be documented in the medical log.

Medication Procedures

In no case may any health, school, or staff member administer any medication outside the framework of the procedures outlined below:

1. Our school does NOT provide medication for students use.
2. Medication should be taken at home whenever possible. The first dose of any new medication must be given at home.
3. Medication Authorization forms are required for each prescription and over-the-counter (OTC) medication administered in school.
4. All medication taken in school must have a parent/guardian signed authorization. Prescription medications, herbals and
5. No medication will be accepted by school personnel without the accompanying complete and appropriate medication authorization form.
6. All Over the Counter (OTC) medication must be in the original, sealed container with the name of the medication and its expiration date clearly visible. Parents/guardians must label the original container of the OTC with:
 - A. Name of student
 - B. Exact dosage to be taken in school
 - C. Frequency or time interval dosage is to be administered
7. The parent or guardian must transport medications to and from school.
8. Medication must be kept in the school office, or other administrator approved location, during the school day. All medication will be stored in a locked cabinet or refrigerator, within a locked area, accessible only to authorized personnel, unless the student has prior written approval to self-carry a medication (inhaler, Epi-pen). If the student self carries, it is advised that a backup medication be kept in the office.
9. Parents/ guardians are responsible for submitting a new medication authorization form to the school at the beginning of the school year and each time there is a change in the dosage or the time of medication administration.
10. A Licensed Health Care Provider (LHCP) may use office stationery, prescription pad or other appropriate documentation in lieu of completing Part II. The following information written in lay language with no abbreviations must be included and attached to this medication administration form. Signed faxes are acceptable.
11. All prescription medications, including physician's samples, must be in their original containers and labeled by a LHCP or pharmacist. Medication must not exceed its expiration date.
12. The student is to come to the office or a predetermined location at the prescribed time to receive medication. Parents must develop a plan with student to ensure compliance.
13. Within one week after expiration of the effective date on the order, or on the last day of school, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within the period will be destroyed.
14. Students are NOT permitted to self-medicate. The school does not assume responsibility for medication taken independently by the student. Exceptions may be made on case-by-case basis for students who demonstrate the capability to self-administer emergency life-saving medications (e.g. inhaler, EpiPen)
15. By signing the Policy Handbook Authorization I give NLPA personnel authorization to administer any medications as directed by their authorization form. I agree to release, indemnify, and hold harmless the School Board, the school, school personnel, employees, or agents from any lawsuit, claim, expense, demand or action, etc.,

against them for helping my child use properly approved medications. I have read the procedures outlined above and assume responsibility as required. I am aware that medications may be administered by a non- health professional.

Withdrawal

Parents must give 90 day written notice of their intent to withdraw their child(ren). Parents will be responsible to pay for services for those 90 days whether or not children continue to attend (If applicable). All outstanding fees must be paid. Parents will be asked to fill out a questionnaire to help us better understand their reasoning for withdrawing their child(ren).

If both New Leaf Prep Academy and parents decide to discontinue enrollment a 90 day notice prior to discharge and written agreement must be signed by both parties. Parents will be required to pay for those 90 days whether or not children continue to attend. All outstanding fees must be paid (when applicable)

Expulsion Process

Students who reach three suspensions or more may be subject to expulsion. Further, any student who commits a serious violation of the Student Code of Conduct may be expelled regardless of the number of suspension incidents. New Leaf Prep Academy shall provide due process for all students, including adequate and timely notice to parents/guardians and students of the grounds for all expulsion recommendations and decisions and their due process rights regarding expulsion and their right to appeal.

Disciplinary Hearings

When administration recommends expulsion, a student will be provided a disciplinary hearing prior to expulsion. If a student is recommended for a Disciplinary Hearing, the following procedure will be followed:

1. **Written Notification.** The student and parent will receive written notice of the Disciplinary Hearing within five days prior to the expulsion hearing and will be provided in a manner and language that the parent can understand. The notice will include:
 - The facts and circumstances of each incident for which the student is being recommended for expulsion;
 - The date, time, and location of the disciplinary hearing;
 - A statement of the student's right to be accompanied by the student's parents/guardians; and
 - A statement of the student's right to be represented at the disciplinary hearing by an attorney.
2. **Hearing.** At the hearing, the student has the right to:
 - An impartial decision-maker;
 - Be present at the meeting and accompanied by parent/guardians;
 - Be represented by an attorney;
 - Receive the information and evidence that will be presented by the administration;
 - Question administration regarding such evidence and recommendation; and
 - Present evidence in response to the administration's recommendation for expulsion.

The hearing will be led by the principal in front of an Independent Hearing Officer (IHO) and will be audio-recorded. Within 48 hours of the Disciplinary Hearing, the IHO will notify the student and the student's parents, in writing, of the decision. The student may be expelled from NLPA for the remainder of their educational career, the student may receive conditional re-enrollment, or the student may return to school based on the decision of the IHO. The IHO will also inform the

student and parents of their rights to appeal if they so choose. An appeal may be made to the Chief Education Officer and NLPA Governance Board within 30 days of the Disciplinary Hearing in writing.

After the Disciplinary Hearing, if expulsion is not recommended by the IHO and the student returns to the school, a community circle will be expected with appropriate members of the school community. Students will need to repair the harm caused by their actions and work with the individuals most impacted. Students will work on restoring their relationship with others and repairing any damage to the school community.

Parent Handbook Acknowledgement

I have read and agree to all guidelines & rules indicated in the parent handbook. I acknowledge that the parent handbook can be accessed at any time by going to:

www://newleafprepacademy.org

Child's Name: _____

Parent's Name: _____ Date: _____

Signature: _____