

New Leaf

PREP ACADEMY

PARENT & STUDENT HANDBOOK

Primary, Elementary & Secondary Studios



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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 & Nature-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 copious interest and community support for 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 focuses on the whole child through the highly researched, hands on Montessori Method and nature-based learning. 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, curates critical thinkers, problem solvers, & self-motivated learners and will be adaptive to meet the needs of each student individually.

Our curriculum enables students to make sense of the world around them without gaining skills at the expense of actual knowledge through practice real-world community based learning. 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, and also their social, emotional and cognitive skills through individualized education. A minimalist environment free of technological distractions aids in calming students mind and body and enables 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! 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

School Contact Information

Main Office:	920-455-0292
Fax Number:	920-455-0289
School Address:	360 Ams Ct, Howard, WI 54313
Email:	contact@newleafprepacademy.org
Website:	https://newleafprepacademy.org

Daily Bell Schedule

Before School Care	6:30am-8:00am
Doors Open	7:45am
Classes Begin	8:00am
Student Dismissal	3:15pm
After School Care	3:15pm-5:00pm

2022-2023 School Year Calendar

September 6th	First Day of School
September 30th	Teacher In-Service Day (School Closed Primary - Secondary)
October 28th	Teacher In-Service Day (School Closed)
November 4th	Conferences (School Closed)
November 24th-25th	Holiday (School Closed)
December 26th-30th	Holiday Break (School Closed)
January 6th	Teacher Inservice Day (School Closed Primary - Secondary)
January 13th	Conferences (School Closed Primary - Secondary)
January 16th	Holiday (School Closed)
February 3rd	Teacher In-Service Day (School Closed Primary - Secondary)
March 10th	Teacher In-Service Day (School Closed)
March 17th	Conferences (Closed)
March 27th-31st	Spring Break (Closed)
April 7th	Holiday (Closed)
May 5th	Teacher In-Service Day (School Closed)
May 29th	Holiday (Closed)
June 2nd	Last Day of School - Primary, Elementary
June 5th	Camp Closed
June 6th	Camp Closed
June 7th	First Day of Summer Camps
June 9th	Last Day of School - Secondary



NEW LEAF PREP ACADEMY & PRESCHOOL
2022-2023 School Year Calendar

- First Day of School
- CLOSED- Spring Break
- CLOSED- Holiday
- CLOSED- Teacher in-service 4K-8
- CLOSED- Teacher in-service ET-8
- CLOSED- Conferences 4K-8
- CLOSED- Conferences ET-8
- CLOSED- ET-6th Camps
- Last Day of School ET-6th
- Last Day of School 7th & 8th

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August						
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20	21	22	23	24	25	26
27	28	29	30	31		

Administrative Directory

POSITION	NAME	EMAIL
Secretary	Mrs. Smet	contact@newleafprepacademy.org
Head of School	Mrs. Christoff	paige.christoff@newleafprepacademy.org
Assistant Head of School Primary-1st Grade	Mrs. Willmann	shea.willmann@newleafprepacademy.org
Assistant Head of School 2nd Grade -Secondary	Mrs. Moll	ashley.moll@newleafprepacademy.org
Administrator	Mr. Christoff	matthew.christoff@newleafprepacademy.org

Staff Roster

PRIMARY EDUCATION	
Primary	Mrs. Neyrinck
	Ms. Dickson
	Ms. Boldt
LOWER ELEMENTARY EDUCATION	
1 st Grade	Mrs. Kallman
	Ms. Lipecki
2 nd Grade	Ms. Roznowski
3 rd Grade	Mrs. Vanevenhoven
UPPER ELEMENTARY EDUCATION	
4 th Grade	Ms. Sundblad
5 th Grade	Mr. Rickert
6 th Grade	Mrs. Kraynik
SECONDARY EDUCATION	
7 th /8 th Grade	Mr. Vanevenhoven

SUPPORT STAFF	
Special Education	Ms. Matthews
Fine Arts	Ms. Klopf
Spanish	Ms. Ryan

Mission

New Leaf Prep Academy provides a safe and self-directed environment for children to learn and grow to their full potential through enriching experiences! Our Academy incorporates nature-inspired, self-directed learning environments, Montessori curriculum taught by qualified and passionate teachers, Nature-based learning, 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 exceptional teaching guides and prepared studios cater to each child's individual needs and help them grow and expand mentally, emotionally, and socially at their own pace. New Leaf Prep Academy places a great deal of importance on assisting each child in understanding their importance as a steward of the environment and participating member of their community.

Vision

*Revolutionizing education
to cultivate life-long self-driven
critical thinkers &
problem solvers.*

Goals & Objectives

- To foster and inspire a love of learning through the use of hands-on Montessori teaching methods and nature-based 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 school expectations to encourage responsible safe behaviors and freedom within limits
- To empower students as stewards of their environment and active community members

Core Components

1. Self-Directed
 - Student driven education with guidance from instructors and the prepared environment
2. Child Centered
 - Interest and developmentally prepared environments and lessons
3. Hands-On
 - Montessori and Nature based manipulatives and labs to allow for touchable tangible learning through trial and error
4. Individualized
 - Fully Individualized education for each student
5. Nature-Based
 - Integrating the natural world to bring concepts to life for a solid understanding of the world around us
6. Holistic Approach
 - Examining holistic practices and implementing for best educational outcomes
7. Environmentally Conscious
 - Creating a solid understanding of how we affect our planet and working together to establish practices that are environmentally friendly
8. Community Based
 - Engaging in Service Learning to serve as active members of our community
9. Natural Health Focused
 - Implementing health and wellness teachings rooted in natural holistic practices
10. Fundamental/ Conservative
 - Focused on building a strong foundation, grounded in proven methodology while limiting mainstream distractions in the educational environment
11. Unconventional/ Non-con-formative Ideals:
 - Redefining the Status-Quo, evaluating every component of our model for best educational outcomes

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

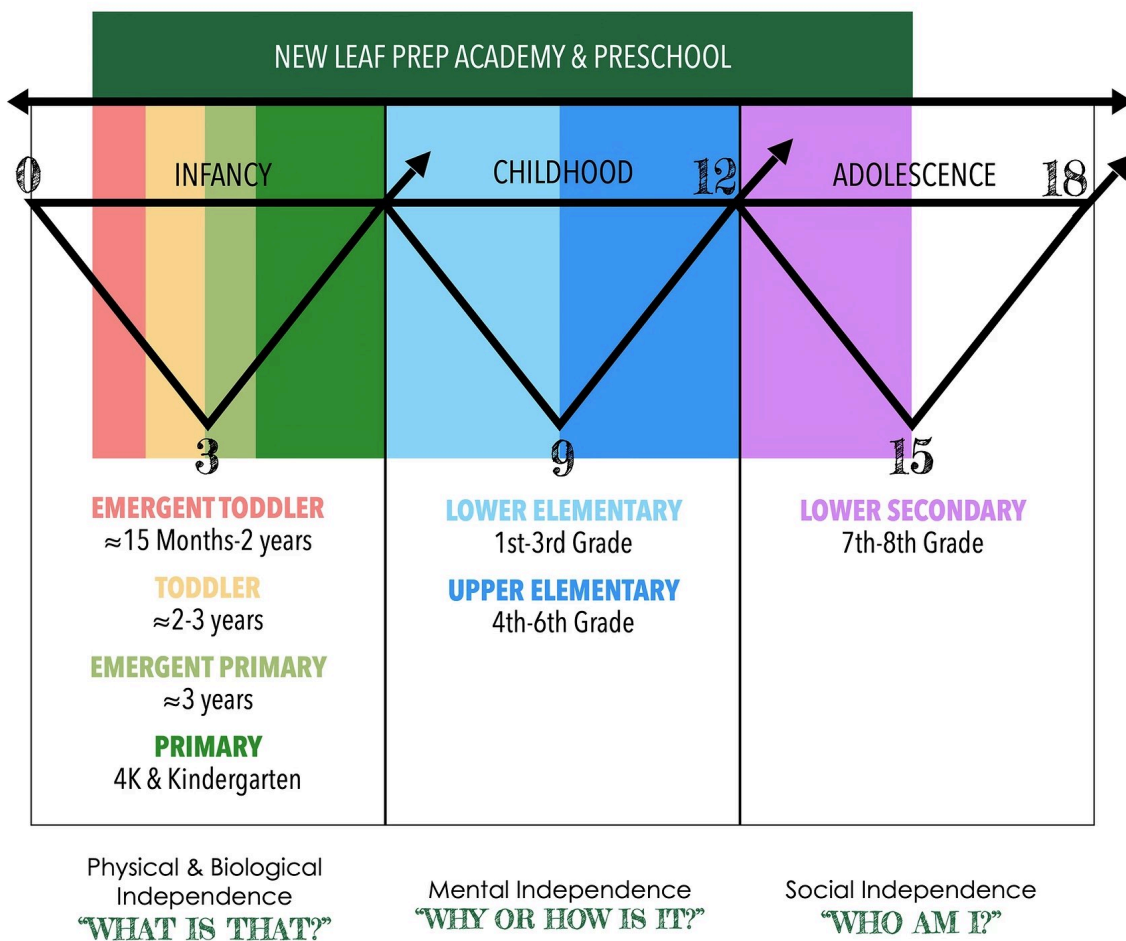
School & Studio Rules

- 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
- Respect school grounds
- Do not touch or open doors unless instructed to do so by a teacher or parent. Please help us to enforce this rule at pick-up & drop-off

Multi-Age Grouping

A hallmark of the highly-researched Montessori Method is 3-year age-grouped learning environments. Age grouping allows children to develop leadership, teamwork, motivation, responsibility, allows for observation, teaching, confidence building and advancement. It also creates a sense of comfortability for students who will know their teacher, peers, and studio expectations during the last two years of their cycle. Research shows that students in mixed-age groups out-perform peers of the same age both academically and socially. Through extensive research Maria Montessori has developed the planes of development, as a way to group students based on their development. This is a slow roll-out to ensure proper adjustment. Only the Primary Studio will consist of mixed age groups next year. The remaining Montessori Cycles, or age groups, shown below will come into play for the 2023/2024 school year. For the 2022/2023 school year 1st-8th grade will continue to remain in single year studios.

Montessori PLANES OF DEVELOPMENT



PRIMARY	4-year-old and 5-year-old Kindergarteners
LOWER ELEMENTARY	First - Third Grade Students
UPPER ELEMENTARY	Fourth - Sixth Grade Students
LOWER SECONDARY	Seventh & Eighth Grade Students

NEW LEAF PREP ACADEMY
Developmentally based studios

<p>EMERGENT TODDLER* ≈15 Months-2 years</p> <p>TODDLER* ≈2-3 years</p> <p>EMERGENT PRIMARY* ≈3 years</p> <p>PRIMARY* 4K* Kindergarten</p>	<p>LOWER ELEMENTARY 1st-3rd Grade</p> <p>UPPER ELEMENTARY 4th-6th Grade</p>	<p>LOWER SECONDARY 7th-8th Grade</p>
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<p>NEW LEAF PRESCHOOL* Private Early Childhood Education, Tuition Based Students ≈15 months-4 years old Studio assignment and enrollment is developmentally based</p>	<p>NEW LEAF PREP ACADEMY Public Charter School Kindergarten-8th Grade</p>
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Starting the School Year

At New Leaf Prep Academy our emphasis begins with the development of strong, warm, trusting relationships. For every child, the first days of each year at New Leaf Prep Academy are filled with new experiences, peers, environments, and expectations. We place a strong focus on starting off on the right foot by focusing on making 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 your child’s teachers and school in creating a bridge between home and school and to help your child establish trusting relationships with their new teachers.

Curriculum Overview

New Leaf Prep Academy Instructors plan activities, works, and provide children with a prepared studio featuring a full-set traditional Montessori materials and curriculum alongside 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 tracking the progress which enables us to modify 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 included on the curriculum overview as Interdisciplinary studies.

New Leaf Prep Academy's curriculum meets or exceeds all Common Core Teaching Standards. Standards are met through Montessori works and teaching methods, and nature-based learning experiences for a well grounded, real-world understanding of each standard.

Curriculum by Cycle

PRIMARY

Our Primary program is for children age 4 by September 1st who are potty trained. Our Primary Program is a mixed-age 4 & 5-year-old Montessori program in which we emphasize outdoor learning and nature-inspired activities while preparing your child for Lower Elementary. Montessori experience is preferred but not required for students entering this cycle. 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.

As a well-researched and proven component of the Montessori Method students will experience long 2-3 hour work periods where they can take time for full understanding of the multi subject material being presented. One work period will take place in the morning and one work period in the afternoon, separated by interdisciplinary studies, lunch and recess.

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. 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. 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.

CURRICULUM OVERVIEW

Primary

3-year-old Kindergarten - Kindergarten

ENGLISH	MATHEMATICS	SOCIAL STUDIES	SCIENCE	PRACTICAL LIFE STUDIES	INTERDISCIPLINARY
Phonemic Awareness	Concept Development	GEOGRAPHY	Physical Properties & Principals	Basic Classroom Skills	Sensorial Discrimination
Letter Sounds	Decimal System	-Position and Direction -The Earth -Mapping the World -Mapping the Contents -Map Reading -Climates & Environments -Country Regions	Observing & Recording	Care of the Environment	Art and Music Appreciation
Handwriting	Operations	CULTURAL GEOGRAPHY	Classification of Plants & Animals	Control of Movement	Fine Art
Grammar	Time & Money	-American Holidays & Celebrations -International Holidays & Celebrations	Introduction to Botany & Zoology	Care of Person	Physical Education
Reading	Measurement	HISTORY	Energy	Health & Wellness	Composting & Gardening
Research	Fractions	-Vocabulary of Time -Telling Time -Time Zones & Calendars -Personal & Family Timelines	Botany	Grace and Courtesy	
Understanding Literature	Geometry		Cosmic Studies	Culinary Arts	

LOWER ELEMENTARY

The Lower Elementary cycle is for children in 1st-3rd traditional grades. Cycles are to be completed in chronological order after completion of the two-year Primary cycle for 4 and 5-year-olds. Montessori experience is preferred but not required for students within these studios. For the 2022/2023 school year the Lower Elementary studios will be single-age grade level studios. Beginning in the 2023/2024 school year each studio will be composed of no more than six 6-year-olds, six 7-year-olds and six 8-year-olds. Students will remain in the same studio groupings for ease of transition within the cycle across the three years. If there is a specific reason that the teacher is not a good fit for your child you may request that they be moved into a different studio.

As a well-researched and proven component of the Montessori Method students will experience long 2-3 hour work periods where they can take time for full understanding of the multi subject material being presented. One work period will take place in the morning and one work period in the afternoon, separated by interdisciplinary studies, lunch and recess. Academic areas of study will include Science, Mathematics, Practical Life, Culture, Geography, and Language Arts. A full 3-year age span of Montessori Curriculum and Montessori works will be available in each studio allowing students a fully individualized educational experience. Students will also participate in interdisciplinary studies. Please see the curriculum overview for details.

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.

CURRICULUM OVERVIEW

Lower Elementary

Grades 1-3

ENGLISH	MATHEMATICS	SOCIAL STUDIES	SCIENCE	PRACTICAL LIFE STUDIES	INTERDISCIPLINARY
Visual Discrimination	Decimal System	GEOGRAPHY	Measuring & Instruments	Health & Wellness	Sensorial Discrimination
Letter Sounds	Patterns and Skip Counting	-Position and direction -The Earth -Mapping -Distance & Directions -Latitude and Longitude -Using an Atlas -Climates & Environments -Country Regions -World Capitals -Famous World Buildings -Imaginary Island Study	Observing & Recording		
Handwriting	Operations	CULTURAL GEOGRAPHY	Classification of Plants & Animals	Grace and Courtesy	Music History and Composers
Grammar	Time & Money	-American and Int'l Holidays & Celebrations	Energy		
Writing Mechanics	Measurement	HISTORY	Chemistry	Culinary Arts	Fine Art
Reading	Exponents as Powers	-Vocabulary of Time -Telling Time -Time Zones & Calendars -Personal & Family Timelines -Early Humans -Ancient Civilizations -Middle Ages & the Renaissance -American Studies	Astronomy		
Understanding Literature	Fractions		Earth Science	Personal Responsibility	Physical Education
Research	Data, Statistics, & Probability		Botany		
Debating	Inequalities		Zoology	Small Business	Composting & Gardening
	Geometry		Food Science		
			Ecology		
			Cosmic Studies		

UPPER ELEMENTARY

The Upper Elementary cycle is for children in 4th-6th traditional grades. Cycles are to be completed in chronological order after completion of the three-year Lower Elementary cycle. Montessori experience is preferred but not required for students within these studios. For the 2022/2023 school year the Upper Elementary studios will be single-age grade level studios. Beginning in the 2023/2024 school year each studio will be composed of no more than six 9-year-olds, six 10-year-olds and six 11-year-olds. Students will remain in the same studio groupings for ease of transition within the cycle across the three years. If there is a specific reason that the teacher is not a good fit for your child you may request that they be moved into a different studio.

As a well-researched and proven component of the Montessori Method students will experience long 2-3 hour work periods where they can take time for full understanding of the multi subject material being presented. One work period will take place in the morning and one work period in the afternoon, separated by interdisciplinary studies, lunch and recess. Academic areas of study will include Science, Mathematics, Practical Life, Culture, Geography, and Language Arts. A full 3-year age span of Montessori Curriculum and Montessori works will be available in each studio allowing students a fully individualized educational experience. Students will also participate in interdisciplinary studies. Please see the curriculum overview for details.

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.

CURRICULUM OVERVIEW

Upper Elementary

Grades 4-6

ENGLISH	MATHEMATICS	SOCIAL STUDIES	SCIENCE	PRACTICAL LIFE STUDIES	INTERDISCIPLINARY
Handwriting	Multiplication Facts	GEOGRAPHY	Classification of Plants & Animals	Care of the Environment	Spanish
Grammar	Passage to Abstraction	-Mapping the Contents -Map Reading -Distance & Directions -Latitude and Longitude -Using an Atlas -Climates & Environments -Country Regions -World Capitals -Famous World Buildings -Imaginary Island Study -Impressionistic Charts	Chemistry	Control of Movement	
Writing Mechanics	Division Facts	CULTURAL GEOGRAPHY	Energy	Care of Person	Music History & Composers
Forms of Writing	Creative Problem Solving Methods	-American and Int'l Holidays & Celebrations	Astronomy	Health & Wellness	
Writing Process	Time & Money	HISTORY	Earth Science	Grace and Courtesy	Fine Art
Understanding Literature	Measurement	-Concepts of Time -Telling time -Time Zones & Calendars -Personal & Family Timelines -Early Humans -Ancient Civilizations -Middle Ages & the Renaissance -American Studies: Early America -Revolution and War -People and Government	Botany	Culinary Arts	
Research	Exponents as Powers		Zoology	Personal Responsibility	Physical Education
Debating	Divisibility		Food Science	Small Business	
	Fraction Operations		Ecology		Composting & Gardening
	Decimal Fraction Operations		Famous Scientists and their Discoveries		
	Data, Statistics, & Probability				
	Inequalities				
	Squares and Cubes of Numbers and Polynomials				

LOWER SECONDARY

The Lower Secondary cycle is for children in 7th-8th traditional grades. Cycles are to be completed in chronological order after completion of the three-year Upper Elementary cycle. Montessori experience is preferred but not required for students within these studios. Studios max out at 18 students. Instructors teach across two areas of study to easily integrate materials for real-world application. These core subjects are grouped as English Language Arts and Social Studies and Mathematics and Science. Students will utilize their basis of knowledge from working with Montessori Manipulatives through the Upper Elementary Cycle years to apply concepts in a meaningful way for deeper understanding.

As a well-researched and proven component of the Montessori Method students will experience long 2-3 hour work periods where they can take time for full understanding of the multi subject material being presented. One work period will take place in the morning and one work period in the afternoon, separated by interdisciplinary studies, lunch and recess. These studios will leverage flipped classrooms, socratic seminars, group work and hands-on-labs for full comprehensive understanding of materials. Real world application will be pivotal for students as they utilize their knowledge and apply it to run a small business and serve their community.

Academic areas of study will include Science, Mathematics, Practical Life, Culture, Geography, and Language Arts. A full 3-year age span of Montessori Curriculum and Montessori works will be available in each studio allowing students a fully individualized educational experience. Students will also participate in interdisciplinary studies. Please see the curriculum overview for details.

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, yet with technology when meaningful for learning, 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.

CURRICULUM OVERVIEW

Lower Secondary

Grades 7-8

ENGLISH	MATHEMATICS	SOCIAL STUDIES	SCIENCE	PRACTICAL LIFE STUDIES	INTERDISCIPLINARY	
Handwriting	Division Facts	GEOGRAPHY	Earth's Changing Climate	Health & Wellness	Final Project	
Grammar	Creative Problem Solving Methods	-Mapping the Contents -Map Reading -Distance & Directions -Latitude and Longitude -Using an Atlas -Climates & Environments -Country Regions -World Capitals -Famous World Buildings -Imaginary Island Study -Impressionistic Charts	Climate Engineering Internship		Grace and Courtesy	Spanish
Writing Mechanics	Time & Money	CULTURAL GEOGRAPHY	Metabolism Engineering Internship	Culinary Arts		Choir & Music Theory
Forms of Writing	Measurement	-American and Int'l Holidays & Celebrations	Microbiome			Personal Finance
Writing Process	Multiples, Factors and Prime Numbers	HISTORY	Ocean, Atmosphere, and Climates	Small Business	3D Advanced Art	
Understanding Literature	Divisibility	-Concepts of Time -Telling time -Time Zones & Calendars -Personal & Family Timelines -Early Humans -Ancient Civilizations -Middle Ages & the Renaissance -American Studies: Early America Revolution and War People and Government	Thermal Energy		Composting & Gardening	Physical Education
Research	Fraction Operations		Traits and Reproduction	Video Production		
Debating	Decimal Fraction Operations		Weather Patterns			
	Data, Statistics, & Probability		Chemical Reactions			
	Negative Numbers		Matter and Energy Ecosystems			
	Irrational Numbers		Phase Change Engineering Internship			
	Inequalities		Forces & Motion			
	Squares and Cubes of Numbers and Polynomials		Space			
	Exponents and Scientific Notation		Natural Selection Engineering Internship			
	Geometry					

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. Beginning in our Primary Studio our acts of service will happen not only within our studios, but within our NLPA community and our local communities.

Students must complete the required 20 hours of Service Learning per year. The majority of hours can be met during school hours but we encourage you to partner with us in enabling your child to serve within their community and fulfill hours outside of school hours. Students in ELI and Secondary studios will be required to complete 5 of their 20 hours outside of school.

Below is a list of activities that may go towards students service learning hours:

1. Caring for the School Garden
2. Tutoring Peers
3. Assisting in Other Studios
4. Picking up Trash
5. Serving Food at the Community Pantry
6. Packing Food for Feed my Starving Children
7. Attending a Mission Trip for any Non-Profit
8. Volunteering at the Library
9. Volunteering at a Fundraising Event
10. Volunteering at a Church
11. Volunteering at a Nursing Home
12. Assisting Elderly
13. Beautification Projects
14. Walking Foster Dogs/Volunteering with the Humane Society
15. Assisting at the Homeless Shelter

Parent Information Sessions

It is crucial that each Parent & Guardian with students attending New Leaf Prep Academy understands that they play a vital role in their child's lifelong success. It is expected that all parents and guardians attend informational sessions on parenting topics that they feel will be beneficial tools in enhancing their child's educational journey. Parent Information Sessions cover a wide range of topics that relate to the New Leaf Prep Academy mission and bridging the gap between home and school.

Conferences

PARENT-TEACHER 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-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—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.

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

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.

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 & Moving Up Ceremony

At the closing of each school year our Primary and Secondary graduates 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!

Star of the Week

Every 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 outlining the details of this special week which may require bringing photos of a timeline of life, or brining in items from home. 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 special studio activity.

School Visitors

All school visitors are expected to abide by reasonable procedures that have been established to ensure that such visits do not disrupt the education environment or endanger the safety of students or staff at New Leaf Prep Academy (NLPA).

Except for persons attending scheduled school programs, all persons who visit NLPA, during the school day, shall report to the respective school office upon arrival.

Sign in, demonstrate proof of identity, and announce the nature and purpose of the visit. After proving identity to the satisfaction of school staff, visitors shall wear a badge while on the school grounds or in the school buildings identifying them as an authorized visitor to the school. This requirement applies between 7:45 am and 3:45 pm. After concluding the visit, school visitors are expected to report to the school office, record the time of their departure and return their visitor pass to the office.

A school visitor shall not be permitted to visit any student who is not his/her child, unless permission for such a visit is granted in advance by that student's parent/guardian.

Volunteers & Chaperones

We highly encourage parents to volunteer with NLPA as often as their schedule allows but no less than twice per school year.

All school volunteers are expected to abide by reasonable procedures that have been established to ensure they are cohesive with our school vision and mission. A signed Volunteer Handbook must be on file in addition to demonstrating proof of identity to enable NLPA run a background check.

Visitors shall wear a badge while on the school grounds or while acting on behalf of the school. It is imperative that the volunteer handbook is read and reviewed in its entirety and requirements are properly executed. The volunteer handbook can be accessed on our website under the resources tab or a printed copy can be provided by the office.

If a volunteer fails to follow policies included in the Volunteer Handbook future volunteer work may be declined by NLPA both on or off campus.

Wis. Act 88 prohibits a registered sex offender from visiting school premises (any school building, grounds, recreation center, athletic field, or any other property used or operated for school administration) without notification to the Superintendent and/or designee.

a. EXCEPTIONS to notification:

Voters; if that individual's polling place is a school facility.

Non School sponsored activities.

Parents; Notification is only required annually each school year, when a child is first enrolled or when the parent/guardian is first registered as a sex offender, whichever is first.

School Committees

There are numerous ways to get involved at NLP, one of them being joining a school committee. We have several committees that are run by parents and community members and overseen by the school board. Generally school committees meet once per month. To join one of our six school committees head to our website and add your name to the committee emailing list by clicking on the committee image on the resources tab. Current school committees are as follows:

- Athletics Committee
- Building and Grounds Committee
- Fundraising and Events Committee
- Specials Curriculum Committee
- Staff Appreciation Committee
- Community Involvement & Public Relations Committee

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 will create progress reports for each individual student. The progress reports are a way to view cumulative progress for student learning. Progress reports 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.

Students in 5-year-old Primary and 1st Grade will be required to take the MAPS Reading Fluency Assessment, administered twice per year in the fall and spring.

Students in Lower Elementary, Upper Elementary, and Lower Secondary will be required to take the Fall and Spring MAPS Growth Assessment and the Spring Forward Exam each year to validate their mastery in understanding Wisconsin State Teaching 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 while at home.

Take-Home Folders

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

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 studios. See the drop-off and pick-up policies for more information.

Arrival & Departure

Students 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, except for Emergent Primary and 4-year-old Primary students. These students must be walked to class each day.

Students are expected to arrive at school on time. It is a distraction to their peers and makes it difficult for your child to transition into the school day when they do not arrive on time. Please see the Truancy Policy for additional information.

Parents who drop off late are required to sign their child in at the office. For 4-year-old primary students parents are required to sign in their child in at the office and walk their child to their classroom. When releasing 4-year-old primary students into their studio parents must ensure that late students are acknowledged by their teacher prior to leaving them within the studio.

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 office personal know as soon as possible for longer-term absences. Coursework will need to be supplied for absences exceeding two days.

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.

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 5:00 pm.

Students should be picked up in the drop-off/pick-up lane, with the exception of students enrolled in after school care. Students who are enrolled in after school care should be picked up from the after school studio.

Any child that is not picked up on time will be charged a late fee of \$10 per 5-minute interval, or any fraction thereof, per child.

Seperation

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.

Primary 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.

Rest Time

Rest Time is only applicable for Primary students who are under 5-years-old. Parents and teachers will work together to support the developmentally appropriate rest needs of each child in our Primary studio. 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.

Daily Attendance

Attendance will be kept in each studio. When students arrive late or leave before the end of the day parents are responsible for signing their children in or out on the sign in/out sheet located in the main entrance.

Attendance & Truancy

School Achievement Begins with Regular Attendance

New Leaf Prep Academy is committed to providing a quality education for every student. The school firmly believes that consistent attendance teaches students responsibility. Through regular attendance student's learn the value of being punctual and prepared. Frequent absences and tardiness result in a loss of continuity of instruction. Also, frequent absences and tardiness prove disruptive for students and teachers.

Parents/guardians are expected to take a proactive role in ensuring their children attend school. We recommend families plan their vacation schedule around the existing School Calendar. When possible, medical and dental appointments should take place outside of school hours, and parents should notify New Leaf Prep Academy in advance of any absence. Parents and

students are responsible for obtaining homework or assignments for the time period in which the student is absent, when it is pre-planned and exceeds 2 days.

DEFINITIONS

ABSENCE:

A student's nonattendance at school for one school day or part of one school day.

EXCUSED ABSENCE:

An absence resulting from:

1. An illness
2. Death of a family member
3. A documented medical appointment
4. A family emergency
5. A pre-approved extended absence for a family activity or travel. Must submit an absence form to the front office 3 weeks in advance of travel.

TRUANT:

An absence from school without a valid excuse.

POLICY

EXCUSED ABSENCES

All absences require a written explanation from the parent/guardian within 1 day of return from the absence. Written explanation of absences must include the student's name, parent/guardian name, dates of absence(s), and documentation of the reason for the absence. Absences in excess of 10 days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

Students who have more than ten (10) unexcused absences in one school year may be considered for retention at their grade level.

PRE-APPROVED EXTENDED ABSENCE

Any absence not specifically covered by another section, such as family vacations, college visits, or other extended absence, must complete a pre-arranged absence form in order to be excused. This form must be submitted at least three weeks prior to the scheduled absence. In order for an absence to be excused, the student must meet one or more of the following conditions: 1) is in good academic standing; 2) has no unexcused absences; or, 3) has four or fewer excused absences in a semester.

This form is located on our website under resources and should be turned into your student's teacher.

TAKE-HOME WORK

Take-home work is permitted for students who have excused absences. The teacher will provide the student or the parent/guardian with any make-up work upon request. Make-up work must be completed within a reasonable time-frame as determined by the teacher.

TARDINESS

A student is tardy if he or she is not in their assigned classroom by 8:00 AM. It is important that students be on time at the beginning of the school day. Schools are required to admit students regardless of their arrival time. However, students who report late are required to report to the office to obtain a late pass before being admitted to any classroom or other school area. Reporting to the office is very important in making sure that the student is recorded as present. Students are required to follow their school's tardy policy.

In general, tardiness will be handled on an individual basis with the teacher. If a student is chronically tardy, then the student may be referred to administration. Students are allowed 5 tardies per quarter. If the maximum limit for unexcused tardies is reached, the principal will attempt to schedule a meeting with the parents to review the situation and will outline the appropriate corrective action.

GROUNDS FOR APPEAL

Parents who believe that all or part of their absences and/or tardies should be considered excused, may provide a written request to the administrator to review their case.

**Documentation for each of the absences will be requested from administration.

ACCRUAL OF ABSENCES

NUMBER OF ABSENCES	SCHOOL RESPONSE
1	Marked Absent in Brightwheel.
4	Phone call made to parent/guardian to discuss the academic and social impacts of irregular attendance, possible obstacles, appropriate supports, and goal setting to improve attendance.
7	In person meeting with parent/guardian, teacher, and admin a discussion of the academic and social impacts of irregular attendance, possible obstacles, and appropriate supports. An attendance intervention plan will be developed during this meeting.
10	Formal letter sent home to parent/guardian.

ACCRUAL OF TARDIES

NUMBER OF TARDIES PER SEMESTER	SCHOOL RESPONSE
3	Contact family alerting them of their child's updated rate of tardiness, including total number of tardy arrivals.
5	Phone call with parent/guardian to develop a plan to support a timely arrival to school.
8	Mandatory in person meeting with parent/guardian, teacher and admin to develop attendance intervention plan.

Guiding Behavior

Student's behavior will be guided by setting clear limits and rules within the school and each studio. Students may always work freely within the consistent rules of their studio. 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. Students will utilize a work plan to ensure that they have proper direction to keep engaged with material that is meaningful for their academic success and development.

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 or office personnel 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 as according to our discipline policy. Actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally, or physically painful, discomfoting, 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.

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

Our Dress code works to create a safe educational environment that embraces modesty and limits distractions. 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. If your child brings home clothes to be laundered please send a new set of clean clothes in their place the next day. Any soiled clothes will be placed in your child's locker in a plastic bag to be taken home and laundered. Additionally we ask that students come in clothes that are not distracting to themselves or peers. 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.

What Stags Wear:

	PERMITTED	NOT PERMITTED
TOPS		
FEMALE BOTTOMS		
BOTTOMS		
OTHER		

FOOTWEAR

All students are required to have closed toe, closed heel shoes. No flip-flops, or slide on shoes will be permitted. Students should wear Street Shoes to school each day and change into their indoor shoes prior to entering their studio at the start of each day.

INDOOR SHOES

All Students will be required to wear a pair of indoor shoes when they are in their studio. Approved indoor shoe details will be included on each student's yearly supply list. All indoor shoes must stay onsite for the duration of the school year in your child's locker.

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.

TOPS

1. Solid color, no graphics or logos (other than the NLPA school logo)
2. T-Shirt, polo, blouse or similar
3. Shirt straps must be 2" wide, no spaghetti or narrow straps
4. Shirts must have full coverage of torso including midriff

MALE BOTTOMS

1. Solid color, including denim
2. No rips or cuts
3. Can be pants or shorts
4. No Leggings- tight fitting pants with no back pockets
5. Shorts must have no less than a 4" inseam

FEMALE BOTTOMS

1. Solid color, including denim
2. No rips or cuts
3. Can be pants, skirts, shorts, or dresses
4. No Leggings- tight fitting pants with no back pockets, unless under a dress or skirt
5. Dresses, skirts, shorts and skorts cannot be shorter than the tips of the students fingers with relaxed shoulders

HATS

Hats and hoods are not permitted to be worn within the school. Students are expected to remove hats and keep them with their personal belongings upon entering the school.

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.

Dress-Up Days

All dress-up days are completely optional for students. If students do choose to participate we ask that all dress code criteria is met except for the solid color requirements. Specific Dress Code criteria for Halloween will be clearly communicated with families.

Non-Permitted or Limited Items

GUM & MINTS

Gum and mints are not permitted on school premises. If a student is caught with gum or a mint they will be asked to throw it out.

COUGH DROPS

Cough drops are treated as a medication and must be kept in the office with a form filled out indicating how often they should be administered.

ESSENTIAL OILS

Fragrance is not permitted to be added into the air at NLPA with knowledge that it is a known carcinogenic hormone disruptor. For this reason teachers are permitted to diffuse essential oil, as a safe alternative, in their classroom within the confines of the following criteria:

- Essential oils may only be diffused, never applied topically, or ingested.
- The diffuser must be kept mainly to one side of the studio.
- Oils will be stored out of sight of children.
- Only child safe oils, or blends containing only safe oils are to be used.
- Oils will always be diluted properly.

If a child cannot escape the smell of the essential oil being diffused and voices a displeasure it will be turned off for no less than remainder of the day. We will work to use scent as a powerful tool for a multi-sensory educational experience, and never as a negative distraction to a child's learning environment.

Personal Electronic Devices

Personal cell phones, smart watches and other wifi/bluetooth capable devices will not be used or kept on person at New Leaf Prep Academy. Students are highly encouraged to leave both items at home. Students will not be allowed to wear smart watches or similar while on school campus.

If students wear or bring their cell phones, smart watches, or wifi/bluetooth capable devices 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.

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 by allowing them to establish a bond and understanding of the living world around them. Outdoor exposure is proven to reduce anxiety, reduces stress, improve focus, increase creativity, and lessen sickness! Students will be required to spend no less than 45 minutes outside each day during recess.

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 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. As a nature-based school it is very rare we consider weather severe enough to stay indoors altogether for the day. Children will go outdoors when the weather permits, therefore please dress your child appropriately for the weather, and monitor clothing frequently to ensure that the proper outdoor gear is always present at school. Children in Primary studios must have a yellow Muddy Buddy coverall and all students must have rain boots onsite during wet months.

In summer and fall months, when weather appropriate, students are to be allowed to utilize their outdoor work environment for the duration of both work periods throughout the day. Teachers are to utilize the outdoor environment at least once per week to plan a special nature based activity. This could include a science experiment, working in the garden, picking up trash at the park, or using a book outside to learn a new concept.

Children may be kept indoors during inclement weather such as any of the following:

- Heavy rain- Children should be going outside in light-normal rain for 15 minutes
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees F. or below for children age 2 and above
- Wind chills of 20 degrees F. or below for children under age

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 2022/2023 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.

Lunch items that are brought and do not meet the Nutrition Program criteria will be confiscated. Vitamins, including gummies are not allowed in student snacks or lunches. Vitamins are considered a supplement and should be consumed outside of school hours. If supplements or medications of any type need to be consumed during school hours we must have proper documentation to administer and medications must be kept in the school office.

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 full serving of vegetable
2. Contain a full serving fruit
3. Contain full serving of protein
4. Contain a full serving of grain

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

Students in after school care will be served afternoon snack. 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	\$98.00	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.

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 100.4 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 utmost 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. If a student tests positive to a virus they may not return to school until they have one of the following:

1. 5 calendar days have went by since 1st day of symptoms
2. Have two negative rapid tests at least 24 hours apart or 1 negative PCR test
3. Have a Doctors note stating they may return to school

Administration can reserve the right to send a child home again based on symptoms.

To avoid possible spread within our school students with no symptoms of illness “quarantine” within their classroom for 5 calendar days from the last day of attendance 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. School wide numbers can be requested from the administration staff by email.

Students who have any symptoms included below in our illness policy are REQUIRED to notify the office of those symptoms.

If an individual in your household or someone you have been in close contact with has tested positive for COVID-19 you are REQUIRED notify the office. Please refer to the CDC regarding the definition on close contact. In order to return to school when a student has been in close contact they need to have one of the following:

1. 5 days without symptoms
2. Have two negative rapid tests at least 24 hours apart or 1 negative PCR test
3. Have a Doctors note stating they may return to school

Notify the office at 920-455-0292.

If we cannot staff appropriately due to the spread of COVID-19 we will shut down studios and alternate educational plans will be provided.

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. This includes prescription, and over the counter medications, herbal remedies, and supplements.
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.

Student Orientation

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

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.

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.

4-YEAR-OLD PRIMARY

4K Primary seats are part of our Private Preschool which is tuition based. Students may apply for a 4K seat in our Primary studio by filling out an Admission Application on the preschool website: www.newleafpreschool.com

5-YEAR-OLD PRIMARY

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

LOWER ELEMENTARY, UPPER ELEMENTARY & SECONDARY

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

Forms & Paperwork

Important forms will be placed in student's take-home folders for review.

Should you have any questions please don't hesitate to ask your teacher or the office for clarification. 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. All paperwork will be reviewed yearly by administrative staff.

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, and no refunds will be given. 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 Assistant Head of School 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 & Student Handbook Acknowledgements

PARENT ACKNOWLEDGEMENT

I have read and agree to all policies and rules indicated in the New Leaf Prep Academy Parent & Student handbook. I acknowledge that the handbook can be accessed at any time by going to: www://newleafprepacademy.org

I understand that New Leaf Prep Academy is a choice school and enrollment is at will of the child's parent's or guardians. By signing below I acknowledge that I understand the mission and vision of the school and feel that this is a good fit for my child. I am willing to actively participate in the school community to ensure my child's success at New Leaf Prep Academy.

Parent's Name: _____ Date: _____

Signature: _____

STUDENT ACKNOWLEDGEMENT

I understand that New Leaf Prep Academy is a unique school that allows for freedom within limits and that I have a great deal of control over my education. I am willing to try new things, make mistakes, ask questions and even get dirty! I have reviewed and agree to follow all school rules. I acknowledge that I have reviewed this handbook with a Parent or Guardian.

Student's Name: _____ Date: _____

Student's Signature: _____