



PARENT & STUDENT HANDBOOK

EVERY CHILD! EVERY DAY! EVERY LEAP COUNTS!

SOY UN TORO!



On behalf of the entire LEAP Academy community, I am thrilled to warmly welcome you and your child as we embark on a new school year full of exciting learning opportunities and growth.

At LEAP, we aim to provide a safe, nurturing, and enriching environment where students can thrive academically, socially, and emotionally. We are committed to fostering a love for learning, instilling a strong sense of character, and promoting positive relationships among students, parents, and staff.

Our dedicated team of educators is passionate about creating engaging and challenging learning experiences that cater to the diverse needs of our students. We believe in a collaborative approach to education, where parents, teachers, and students work together to create a supportive and enriching educational journey.

Enclosed in this handbook, you will find valuable information about our school policies and procedures. Please take the time to take a moment to familiarize yourself with this handbook, as it serves as a comprehensive guide to help you navigate through the academic year successfully.

We believe in open communication and encourage you to reach out to your child's teacher, the school office, or myself if you have any questions or concerns, or if you would like to be involved in school activities. Your active participation is key to creating a strong school community.

We are excited to have your family as part of the LEAP community and look forward to a year filled with educational adventures, growth, and success. Thank you for entrusting us with your child's education.

Best Regards,

Tiffani Byers

Principal

Every child! Every day! Every LEAP counts!



SOY UN
TORO!



**I PLEDGE TODAY AND EVERY DAY
TO BE RESPECTFUL, TO BE
RESPONSIBLE, AND TO BE A
PROBLEM SOLVER.**





OUR VISION

The vision of LEAP Academy is to provide a rigorous academic education where all students exceed state-defined academic standards in a safe and caring environment.

OUR MISSION

LEAP Academy's Mission is to provide excellent educational services to students. These services will be achieved by: Providing effective instruction using current methods and materials in a small classroom setting. Promoting mutual respect, cooperation, and appreciation for all members of the school community. Providing effective support staff to meet the unique instructional needs of our students.

SCHOOL

INFORMATION

Student Arrival (K-8): 9:00-9:10 am (***All students should be in their seats at 9:10**)

Student Arrival (PreK): 9:10 am

Student breakfast ends at 9:10 am

Bus Riders enter the building at 8:50 am

Car Riders enter the building at 8:55 am

***Students who arrive late due to CPS transportation will receive a grab-and-go breakfast.**

Students are considered late at 9:10

***Late students MUST be signed in by an adult.**

Early dismissal ends at 3:00 pm

Dismissal begins at

Pre-K: 3:25 pm

K-8: 3:40 pm





LEAP PROCEDURES

Transportation Information

For questions, concerns, or information regarding routing and yellow bus transportation, complete this form to get in contact with CPS

Transportation: <https://cpsselfservice.tfaforms.net/58>.

You may also call (513) 363-RIDE (7433), however completing the form will get a faster response as the line may have long waits.

Note: Transportation concerns, questions, or requests for information cannot be done at LEAP Academy, but must be directed to the CPS Transportation Department.

Visiting During School Hours

We welcome visits from parents and guardians. However, to protect student safety, **all visitors must sign in at the main office and wear a visitor's badge. To protect instructional time, please contact the teacher 24 hrs before your observation.**

Parents/guardians who would like a conference with their child's teacher must schedule an appointment with the teacher during their planning time.

In the classroom, please be sure to enter quietly and sit in the space designated for you and by the teacher. Do not interrupt children and staff while they are working. Wait until an appropriate break to ask the teacher any questions you may have.

Remember that, as an observer, you are bound by the same code of ethics as any other adults at LEAP. If you would like to discuss your observation or classroom issue with the teacher, please request a conference time or a phone call. The teacher will not be able to engage in a lengthy discussion during the day, but is always willing to schedule another time to meet or talk.

School Communication & Parent Involvement

Every week, families should expect to receive the LEAP Parent Toro Talk newsletter. This will be sent via email and posted to [The LEAP Academy](#) Facebook page. Parents will also receive communication via Class Dojo Announcement, Talking Points, and Robo Call. For more information about our Parent Involvement Plan, please view this document ([LINK](#)). If you need to update your contact information, you can do so on PowerSchool through your parent account or by calling our Main Office at 513-363-1200.

Late Arrival

Students are considered late to school after 9:10 a.m. ***When your child is tardy, we kindly ask that you escort him/her inside the school to the main office.*** Once you are in the main office, please see the office staff to sign them in. Students will receive a tardy slip and be sent to class.

Reporting Absences

To report an absent child, call 513-363-1200. All students are expected to be in attendance each day unless they are ill or a family emergency arises. Students are expected to remain in school until 3:40 p.m. so that they may receive a full day of instruction. We kindly request a doctor's or medical note to excuse attendance in PowerSchool upon the child's return to school.

Changes to Dismissal

We understand that sometimes changes to a student's normal dismissal routine may happen. Please notify the office no later than 3:00 p.m. of any changes to your student's normal dismissal routine. You can also fill out the [LEAP Dismissal Change](#) form.

Early Dismissal

Early dismissals from school are discouraged. We want our students to get the most out of their education, and that means making the most of all their instructional time. If an early dismissal from school is unavoidable, please sign your student out from the mail office. Early dismissal cut-off time is 3:00 p.m. to ensure a safe and efficient dismissal.

Birthday Celebrations

If the parents choose to bring snacks, they must be at school during their child's lunchtime to serve the snacks. It is the responsibility of the parent to work with the teacher to be aware of students with allergies and to be sure the event can be completed by the end of the student's lunch time. **To protect instructional time, birthday parties will not be allowed during core academics.** All snacks must be pre-packaged, and no homemade items will be passed out to students. Siblings or friends of students may not be pulled out of class for birthday celebrations. Please refrain from passing invitations to parties outside of school during the day.

SAFETY DRILLS



To ensure student safety, we practice a variety of different safety drills. Below are the types of drills we will have this year and student expectations. This will be reviewed at school.

FIRE DRILL

When the fire alarm sounds, each student will:

1. Stop working instantly, form a line, and silently move toward designated exits.
2. Students will refrain from running or pushing during the fire drill.
3. Move rapidly to designated stations outside the building and remain in a silent line until returning to the classroom upon all clear signals.
4. Respond immediately to all adult directives.
5. If a student is not with their class when the fire alarm sounds, they should leave the building with the closest class. The teacher or adult with that class will notify that they have an extra student.



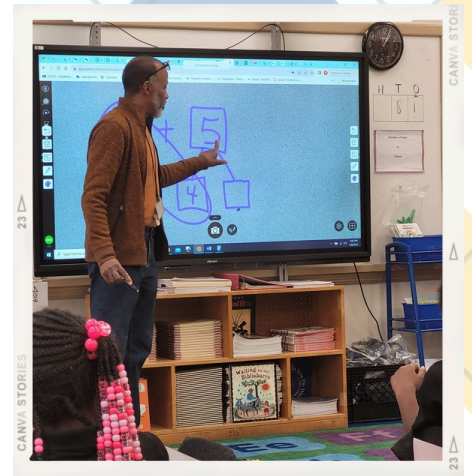
TORNADO DRILL

When the tornado alarm sounds, each student will:

1. Students will line up a single file line and proceed to the assigned areas quickly and quietly.
2. Students sit in the hallway, facing the wall. Students must pull their knees up to their torso and bend their heads to meet their knees. Students must place their hands over the top of their heads.
3. Students may not sit in front of classroom doors and must stay away as far away from outside doors as possible.
4. Respond immediately to all adult directives.
5. If a student is not with their class when the tornado alarm sounds, they should immediately return to their classroom.



SAFETY DRILLS



To ensure student safety, we practice a variety of different safety drills. Below are the types of drills we will have this year and student expectations. This will be reviewed at school.

LOCKDOWN PROCEDURES



When the lockdown signal is given by the administration, each student will:

Level 1: Staff and students are secured in the building. No admittance to or exit from the building **(Normal operations continue in the building)**

Level 2: Staff and students are secured in their classrooms-no movement in the hallways. **(Instruction continues in classrooms, lock doors)**

Level 3: Staff and students are secured in place-no movement or sound within the classroom. **(Lock doors, turn off lights)**

In the event of an active shooter/aggressor, directions will be relayed over the PA and all staff should follow ALICE (Alert, Lockdown, Inform, Counter, Evacuate) according to the information provided.

COMMUNICATION TO FAMILIES

If the school must go on a Level 1, 2, or 3 Lockdown, families will be notified through Cincinnati Public Schools Robo Call System.

LEAP Academy will have routine Lockdown drills to practice with students. ***This information will not be sent home over the Robo Call System.***

STUDENT DRESS CODE



LEAP Academy expects all students to dress in a way that is appropriate for the school day and/or school-related events. Student dress decisions should respect the Cincinnati Public School's intent to create a community that includes a diverse range of identities. The primary responsibility to ensure students are dressed appropriately resides with the student and their family. The school is responsible for ensuring students dress does not interfere with the health and safety of any student, that student does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase the marginalization of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household, income or body type/size.

STUDENTS MUST WEAR

- A shirt with fabric that covers the front, back, and on the sides under the arms.
- Pants/jeans or equivalent of an appropriate length (ex. a shirt, sweatpants, leggings, dress, shorts) that do not expose body parts (i.e. no holes).
- Leggings with an appropriate top.
- Safe shoes (closed-toe for gym and recess)

STUDENTS CANNOT WEAR:

- Violent language or images
- Images or language depicting alcohol, vaping, paraphernalia (or any illegal item)
- Clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Shoes with wheels or bubble slides
- Swimsuits
- Pajamas (unless it is a specified Spirit Day)
- Accessories that could be considered dangerous or a distraction to the instructions.
- Hats, hoods, scarves, bonnets, and similar items cannot be worn during the school day. (*Excluding head coverings for religious beliefs.)

Cincinnati Public Schools Dress Code Policy

Students who are not compliant with the LEAP dress code will have their parents notified and asked to bring a change of clothing. If parents cannot bring clothes, students will be asked to change into clothing provided by LEAP Academy.

CELL PHONE POLICY

To support school environments in which students can fully engage with their classmates, their teachers, and instruction ALL students at LEAP Academy are to follow the Cincinnati Public Schools District Cell Phone Policy in the Student Code of Conduct and LEAP Academy's Cell Phone Use Policy.

Research shows that students use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

Cell phones will be collected by homeroom teachers and locked safely in the classroom during the day.

If cell phones are out or in use, staff will follow the procedure below. Refusal will result in disciplinary action in alignment with the District Code of Conduct.

- **1st Occurrence:** Staff will give the student a verbal warning and contact the student's parent/guardian. Securely store the student's cell phone in a teacher-controlled locker, bin, or drawer for the duration of the day.
- **2nd Occurrence:** Staff will collect the cell phone from the student and contact administration. Administration will place the student's cell phone in the Principal's office for the remainder of the school day. The principal will conference with the student.
- **3rd Occurrence:** Staff will collect the cell phone and place the student's cell phone in the main office to be picked up by the student's parent or guardian. Administration will schedule a conference with the student's parent or guardian to discuss the student's cell phone use.

In the event of a family emergency, please call the LEAP Academy Main Office line at 513-363-1200, stating the need to speak with your child due to an emergency.

Please note the following from the Cincinnati Public Schools District Code of Conduct:

"Students have no expectation of privacy in cell phones or other electronic devices brought to school. If there is reasonable suspicion that a search will reveal a violation of school rules, cell phones and other electronic devices may be confiscated and searched by administration or designee, including searching calls, emails, contacts, texts, and other communications or Internet access."

TECHNOLOGY

Students in grades K-8 will be allowed to utilize various forms of technology daily in their classes. Students in grades K-1 will be assigned iPads while students in grades 2nd-8th will be assigned CPS laptops. ***All devices will remain at LEAP Academy.***

The computers, iPads, and any additional technology assigned by the school are the property of the school, not the individual student. These devices are for **educational purposes only**. It is important to remember that while technology makes certain tasks easier, all students have the responsibility to treat the technology with respect and use it appropriately. Students will be required to digitally sign the Cincinnati Public Schools Acceptable Use Policy (AUP) and the Mobile Device Agreement (MDA). Failure to adhere to the classroom procedures for technology use will result in consequences in accordance with the District Code of Conduct.

Students should not be on Google Meets outside of school hours. Students and families are accountable for computer use or misuse outside of school hours. Students should not use CPS-issued devices to post on social media.

Note: Computer usage is tracked by the Cincinnati Public Schools District IT Team. Access includes websites visited, Google Chat, email, etc.



REPORT BULLYING

Along with Cincinnati Public Schools, at LEAP Academy we take bullying very seriously. Cincinnati Public Schools and LEAP Academy defines bullying as when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself (Olweus Bullying Prevention Program).

The four criteria are:

- **Repetitive**
- **Causes physical or mental harm**
- **Involving a power imbalance**
- **Purposely**

If at any point, you suspect that a student may be experiencing bullying as defined above, please click the Bullying Button on the Cincinnati Public Schools and/or LEAP Website.



The following process will occur within 30 days of the initial report.

1. Email is received by the Administration
2. The email is forwarded to the School Social Worker
3. School Social Worker meets with the alleged victim to (1) create a safety plan and (2) collect student statement
4. The School Social Worker calls the parent or guardian to inform them of (1) the safety plan and (2) the investigation process
5. The administration or designee completes the investigation
6. Administration or designee completed bullying reporting form
7. Administration or designee notifies, if indicated, the person or person(s) who completed the form of investigation findings
8. Administration or designee notifies parent or guardian of the investigation findings

IMPORTANT NUMBERS

Name	Position / Description	Contact
Tiffani Byers	Principal	513-363-1200
April Denson	Registrar/Office	513-363-1202
Jessica Durbin	Treasurer/Office	513-363-1201
	CPS Transportation	513-363-7433
	Nurse	513-363-1221
Michael Teller	Resource Coordinator (ABC)	513-363-1282
Kelsey Vice	Social Worker	513-363-1281
Maddie Long	Central Clinic	513-363-1213