

*LaVerne Elementary Preparatory
Academy*



**2016-2017
PARENT AND SCHOLAR HANDBOOK**

**Office Hours 7:30-4:00 (Mon.-Thurs.)
7:30-1:00 (Fridays beginning in January)**

**Grades TK-6th Charter School
7280 Oxford Ave.
Hesperia, Ca 92345**

School Office (760) 948-4333

LaVerne Elementary Preparatory Academy

MISSION STATEMENT

The mission of *LaVerne Elementary Preparatory Academy* is to provide a sound classical educational program that will enable all scholars to learn skills, acquire knowledge, apply wisdom and develop character within a rich, diverse and nurturing learning environment.

SCHOOL PHILOSOPHY

Drawing upon the tradition of classical education, *LaVerne Elementary Preparatory Academy* was established to follow the steps of its mentor, Hillsdale Academy. Academia (docere), discipline (disciplina), and virtuous character (virtus) are integrated in the formation of a *LaVerne Elementary Preparatory Academy* scholar. These attributes will continue to form scholar's minds throughout life, long after they have left their schooldays behind.

The school is committed to educating the individual child by helping each student in the acquisition of knowledge and the wisdom necessary to apply it correctly. Every child is capable of achieving his or her potential to the fullest extent when afforded respect, fairness, kindness loving discipline, and appropriate instruction. Uniforms will help scholars to focus on learning, academics, development and creativity.

Scholars will benefit through the use of a structured program rich with classical curriculum that will provide a strong relationship with their teachers, staff and peers. Scholars will achieve academically, socially, and through their accomplishments will see themselves as important contributors to their lives as well as that of others. Teachers will be allowed to passionately engage scholars in their profession through the encouragement and involvement of staff, students and parents. The Headmistress (Principal) will be empowered to oversee the effective management of the school. Teachers, scholars and the administration will work as a team to accomplish the goal of the most effective and valued learning environment for students. Parents will be able to participate in the day-to-day operations of the school and will be given frequent feedback on the progress of their children.

The school is committed to the education of each student by helping them to acquire knowledge and the wisdom necessary to apply that knowledge. With the school providing moral and ethical standards, *LaVerne* will prepare its scholars to accept the privileges and responsibilities of citizenship in a democratic society that honors and respects everyone. Every child is capable of achieving his potential to the fullest extent when afforded respect, fairness, kindness, discipline and appropriate instruction.

School ESLR's

**Lifelong Learners
Exceeding Expectations
Pursuing Knowledge
Achieving Academic Achievement**

ENROLLMENT

LaVerne Elementary Preparatory Academy is a public charter school serving scholars in grades TK-6. The only major expense to the parents/guardians is the cost of dress code apparel which is *mandatory* for the scholars to wear. Other voluntary expenses that may be requested are for field trips and other extra-curricular activities.

According to our charter, there is no academic requirement for admission. However, to ensure proper class placement, testing is administered to new students, grades TK-6 at the beginning of the school year. Continuing scholars in the future shall have first priority for reenrollment and their siblings shall have preference. Spaces remaining shall be filled by a lottery drawing during April of each school year. Any prospective student not enrolled may remain in lottery. Parents of new and returning students must fill out a new registration application each year.

ARRIVALS AND DISMISSALS

- 7:30 a.m.** Gates open. *Please be aware that there is no supervision of scholars before 7:30 a.m.*
- 7:45 a.m.** Class begins for grades TK-6 (If your child is not in their class by 8:00 a.m. they are considered tardy).
Please be aware that according to state law the only tardies which can be "excused" are for doctor appointments.
- 11:45 a.m.** Transitional Kindergarten dismissal.
Minimum day dismissal time.
Please be aware that there is no supervision of scholars after 12:00 p.m. Please call the office if you are running late.
- 2:45 p.m.** Monday dismissal for all scholars.
Kindergarten dismissal Monday through Thursday. Please pick up promptly and be aware there is no supervision after 2:45 for kindergarten children.
- 3:45 p.m.** Dismissal of grades 1-6, Tuesday through Thursday. *Please be aware that there is no supervision of scholars after 4:00 p.m. unless they are attending an after school program.*

School Tutoring

For grades 1-6, tutoring is an extension of the school day on Tuesday, Wednesday, and Thursday from 2:45-3:45. Teachers will have scholars completing homework and helping those who need extra support. Mondays are slated for our staff development day therefore all scholars must be picked up by 2:45.

ATTENDANCE/TARDIES/ABSENCES/EARLY SIGN-OUTS

Attendance

LaVerne Elementary Preparatory Academy is a full, seat-time program; therefore, scholars are required to attend each day of the school year. A scholar is considered to be in attendance when he/she is in their classroom on time. We maintain that school is the same as a full time job. Scholars need to be in school and on time everyday. when at all possible, medical appointments should be scheduled after school or on Fridays. If for some reason the medical appointment has to be scheduled during school hours, the scholar should come to school before or after the scheduled appointment. In the event that your scholar will need to miss school for an extended length of time, i.e. becomes ill or hospitalized, we ask that you notify the office as soon as possible. Certificates will be provided for perfect attendance.

Absences

Studies show that scholars are more likely to be academically successful when they attend school regularly. It is important that the parent or guardian notify the office when the scholar will be absent or tardy. Scholars with excessive absences will be subject to SARB.

Tardies

We realize there will be instances your scholar may be tardy, but please avoid this whenever possible as tardiness interrupts your scholar's instructional time. If a scholar is tardy, Parents/ Guardians must come into the office to sign the scholar in to school. Excessive tardies may subject the student from dismissal from the school.

Early Sign-outs

At LEPA, we believe that every minute of instructional time is important. And just as being late to school interrupts instructional time, leaving school early does so as well. Although we realize that it may occasionally be necessary to pick your scholar up early from school for an appointment, etc., we encourage parents to schedule necessary appointments on non-school days whenever possible. If it becomes necessary to pick up your scholar early, please remember that we will not call scholars from class within the 20 minutes prior to that day's dismissal time. Also, scholars who must leave early will be called from class once the parent arrives at the school.

HOMEWORK

It is the philosophy of *LaVerne Elementary Preparatory Academy* to require homework from scholars throughout the school year, 3-4 nights a week, depending upon the assignment.

Teachers often assign homework to be completed over the course of several days, a week, or month. It is the school's belief that this assists students with time management and planning. Parents are encouraged to monitor assignments to prevent last-minute frustration. Providing a quiet environment and regular time for completing homework is essential.

Following is a general guideline regarding the amount of time scholars should spend per night completing their homework assignments:

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|--------------|------------------|
| Kindergarten | 15 to 25 minutes |
| Grades 1-2 | 20 to 35 minutes |
| Grades 3-4 | 30 to 45 minutes |
| Grades 5-6 | 40 to 60 minutes |

After school tutoring is a great opportunity for students to complete homework assignments. If they have questions they will get the extra assistance from their teacher.

FIELD TRIPS

Whenever scholars are traveling away from school, they are subject to the same rules, regulations, and appropriate politeness and civility observed on campus. As in the classrooms, the teacher(s) will judge what acceptable or unacceptable behavior is. **Scholars are to wear their school uniform unless other instruction is given on their field trip.** Scholars *must* have a permission slip signed by a parent/guardian to participate on the field trip. Parents/guardians who are chaperoning must have completed a parent volunteer packet, obtained through the school.

HOLIDAYS AND BIRTHDAYS

Halloween: There is no formal observation of Halloween at *LaVerne Elementary Preparatory Academy*. Uniforms are to be worn to school on that day.

Parents/Guardians may bring birthday treats for their child. Time will be set aside the last 30 minutes of the day for the treat to be shared with their classmates. Please notify the teacher a day in advance if you are providing treats for your child so they can prepare for the special day. If you cannot stay for the birthday celebration please deliver the treats to the office, and the office will deliver it to the classroom. *Please note that all treats or food must be store bought, not homemade.*

TRANSPORTATION

LaVerne Elementary Preparatory Academy does not provide transportation to and from school. We are a school of choice and transportation is provided by the parents or guardians.

CELL PHONES

Cell phones, watches with phones, camera phones or other similar phone devices are *not allowed* at school. If a scholar has a phone it will be confiscated and parents will have to come to the office to pick up the phone. Should a call need to be made during school hours, it must be done in the school office.

CONDUCT AND DISCIPLINE

The role of discipline at LaVerne Elementary Preparatory Academy is to create an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, so that all students will be allowed to pursue learning without distraction. In addition, discipline at LEPA will always uphold the essential virtues established in the school's Mission Statement and professed in its curriculum. LEPA recognizes that student's good conduct in school promotes their education on campus. This requirement will also promote good behavior off campus and prepare students for good citizenship in adulthood. Accordingly, all students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

Suspensions

The Principal may suspend any student for unacceptable behavior at any time. Suspensions range from one to five days, depending on the circumstances and severity. As soon as a student is suspended, a parent/guardian will be contacted to pick up their child. Additionally, a staff member and /or witness will write a detailed report on the incident and place it in the students cum file. If a student is suspended, a parent and staff conference will be scheduled, at which time a behavioral contract will be written and signed by the appropriate parties. This conference must take place prior to the student's return to school.

Behavioral Contracts

The behavioral contract is a written agreement between LaVerne Elementary, the parent/guardian, and the student. This document states the students name, lists the reason(s) for the behavioral contract, identifies the behavioral contract period, and is signed by all parties, including the Principal or Asst. Principal. Any violation of school rules while on a behavioral contract could result in formal removal from the school.

Serious Offenses

Students in violation of state law or any other serious offenses that disrupt school activities or otherwise willfully defied the valid authority of school personnel are subject to suspension, formal removal, or may even include expulsion. Some offenses may require school officials to notify local law enforcement agencies. In addition, instructors are mandated by the State law to report any suspected child abuse.

Prohibited Items

Any type of weapon, an illegal drug, tobacco, alcohol, hitting an adult or sexually explicit material will be treated as grounds for immediate expulsion.

Fire Play

Anytime a scholar is caught with matches, lighters, fireworks or engaging in fire play, we will notify the Hesperia Fire Department immediately. They, in turn, will conduct an investigation and in most cases either file charges against the scholar or require him/her to enroll in a fire safety program sponsored by the fire department.

FIRE DRILLS

A fire alarm and drill system have been established according to law and are regularly practiced. It is essential that when the first signal is given, everyone obeys directions promptly and clears the building by the pre-determined route as posted in each area. All persons occupying the building during an emergency procedure drill must comply with the directions given.

EARTHQUAKE DRILLS

As with the fire drills, earthquake drills will be practiced periodically. It is essential that when the first signal is given, everyone obey directions promptly. All persons occupying the building during an emergency procedure drill must comply with the directions given.

PHOTOGRAPHS

Photographs and video will be taken throughout the school year to record special events as well as daily activities. Photos will be displayed at LaVerne and used to create our yearbook. Photos will not be released to outside individuals (such as the newspaper) without a signed consent from the parent/guardian.

Parents wishing to take photos of school events are allowed to include only their own children in those photos unless otherwise agreed to by both Administration and the parents of the other scholars.

SEVERE WEATHER PROCEDURES

On occasion, we experience severe weather conditions such as snow or extremely heavy rain. Since LEPA does not provide transportation to school, please assume we will continue to conduct school as usual. We understand that there are certain areas that make it nearly impossible to drive a vehicle through during these times. Please contact the office as soon as possible if you are unable to get your scholar to school due to these conditions. If the conditions are extreme, please listen to **Radio 100.2 FM, 102.3 FM, 106.5 FM, 1550 AM, or 103.1FM. You can also tune in to the local news stations and the school's website.** We will follow Hesperia's District plan.

VISITORS

For the protection of the scholars and the security of the school, visitors and parents on campus must check in with the office first. Visitors and parents who will be visiting any other part of the school will be given a name tag for identification while on campus. It is against our school policy for visitors or parents to go directly to classrooms before, during, or after school without checking through the office first. *There are no exceptions to this rule.*

HEALTH SERVICES

If a scholar has a fever or displays other symptoms of illness, the parent/guardian **on the emergency card** will be notified. The scholar must then be picked up, as soon as possible, both for his/her protection as well as that of other students and staff. Please be aware that LEPA does not have a school nurse.

Please note:

- **It is essential that a scholar's address, phone numbers and emergency contacts be kept current. Please notify the office immediately of any changes.**
- **Medications are given only with written authorization from the parents and physician. Forms are available in the office. School personnel will give only prescribed doses at prescribed intervals. They do not cut or break medications if the pill comes in a larger dose. Please inform your pharmacist and doctor of this.**
- **The school cannot administer medicine, including aspirin, Tylenol, Chapstick, etc. Scholar's who need to take prescribed medication, including inhalers, must have the appropriate form signed by the parent and physician before the medication can be brought to the school. The medication and form must be left in the front office and the original pharmacy label must be on the item.**
- **All medications are kept in a locked area and dispensed by unlicensed school personnel. If this is not acceptable to you, then you or your designee (with written permission) may come to the school and give the medication.**

If your child has any special health needs, please inform the office as soon as possible.

RECESS AND LUNCH

Scholars will have a 30 minute lunch and a 30 minute recess break daily. As we have no cafeteria services, scholars are to bring a lunch from home. We encourage the children to finish their own lunches; we discourage the sharing, exchanging or throwing away of food. Please monitor your child's lunch box and adjust their food portions, if necessary. Clearly label your student's lunch box with his or her name. A well balanced nutritious snack and lunch help promote academic success. Soft drinks are not permitted and candy is strongly discouraged at school. *We discourage sending items which need to be heated.* Students are expected to clean their eating area after snack and lunch. They will gather all trash and deposit it in the bins. They will all help clean their eating tables.

CARE OF TEXTBOOKS

Scholars are responsible for all textbooks and classroom books issued to them during the school year. All lost or damaged books must be paid for replacement purposes by parent/guardian. If a book is lost during the school year the book must be replaced immediately so the student can continue with their studies.

DRESS CODE

We believe a scholar's behavior and attitude are related to his or her appearance. We want students to attend school and focus on academics and scholarly behavior and not focus on what brand of clothing they are wearing. Therefore, we have implemented a dress code policy for all students. It is our desire to foster good grooming and good judgment as well as make all our scholars feel that they are as equally important to our staff and to their peers. This policy is **mandatory** for all LEPA scholars and **no exceptions** will be made. Scholars are required to follow this dress code each and every day as stated in the dress code policy unless otherwise informed.

The Dress Code Policy

- **Shoes:** Shoes may be athletic shoes, or standard oxford casual or dress shoes. They may not have steel toes. They may not be opened-toed, high-tops platforms, combat boots or cowboy boots. Heels should not be more than one inch high.
- **Socks:** Dress code socks are dark blue, white or green. Socks of other colors are allowed. Socks with inappropriate pictures will not be allowed.
- **Belts:** Belts are optional, but if they are worn, they must be plain, black belts with plain buckles. Those with initials, designs, logos, etc. will be taken from the scholar and returned only to a parent/guardian. Belt ends must not be left hanging loose or drooping below belt loops.
- **Shirts/Sweaters/Jackets:** Only burgundy or gold LEPA polo shirts with the school's logo may be worn. White uniform blouses may only be worn under girls' jumpers. LEPA zip-up or pullover sweatshirts are also available and may be worn over uniform polos. LEPA has an account with Hatrix and they will show you the available styles you may choose from. Shirts, sweaters, and jackets may not contain inappropriate images or wording.
- **Pants:** Pants must be Dickies brand (navy blue or khaki). Pants may not be more than one size too large in the waist and may not be baggy, even if they fit in the waist. Pants must be hemmed, may not be split or cut at the hem and may not drag on the ground. Female scholars are to wear pants that are fitted but not skin tight. Pants and shorts made of corduroy or jean material, having cargo pockets, and skinny jeans will not be allowed.
- **Shorts/Skirts/Jumpers:** Shorts follow the same guidelines as pants. Shorts, skirts and jumpers may not be shorter than mid-thigh or extend more than two inches below the knee from a standing position. **Capri's for girls are not acceptable.** Hems must be finished and shorts may not have rolled or cuffed hems.

The uniform policy will be followed at all times with **no exceptions** for incorrect uniform pieces (unless an exemption has been requested and approved by the school Principal). Everyone must adhere to the policy. No student shall be sent home from school or denied attendance to school, or penalized academically or otherwise discriminated against, for arriving at school in clothing that does not comply with this Policy. However, if the scholar is not wearing the appropriate uniform, parents/guardians will be notified immediately to bring the proper clothing to school. If the parent/guardian cannot provide conforming clothing, the student will be provided with conforming clothing by the school that must be worn for the day. Scholars will not be allowed in the classroom until they are in the proper uniform.

Jewelry/Head Coverings

Scholars are only permitted to wear simple gold or silver chains and bracelets. Studded type earrings are allowed; no hoops or dangling earrings of any kind may be worn. Additionally, bandanas, hats, or any head coverings of any kind are not permitted inside the classroom. Hats may be worn outside for protection from the sun. Head coverings for religious purposes are allowed. Also, no facial piercing is permitted. No tattoos, including the washable or Henna type will be allowed.

Hair

All scholars must be well groomed each day. Any alteration of the scholar's natural hair color (including highlights, full head dying, and washable colors) will not be permitted. Mohawks, fohawks, feathers (colored, clipped or braided in the hair), spikes, duck tails, or shaved cuts **are not** permitted. Hair should be neatly groomed on a daily basis without all the new fads. We will be involved with our community so professional appearance is a necessity.

**LAVERNE ELEMENTARY PREPARATORY ACADEMY
SCHOOL HANDBOOK AGREEMENT**

I have been given a copy and have read the LaVerne Elementary Preparatory Academy School's 2016-2017 Parent and Student Handbook. I agree to abide by all policies set for in this document.

| | |
|---------------------------|-------|
| Scholar's Printed Name | Grade |
| Parent/Guardian Signature | Date |

**LaVerne Elementary Preparatory Academy
Student-Family Compact
2016-2017**

At LaVerne Elementary Preparatory Academy we teach with intent, relying on well-established instructional techniques proven over centuries, and values-centered curriculum that stresses facts, logical concepts, and intelligent language. In addition, we maintain a safe, orderly, encouraging school atmosphere through firm policies of discipline. **We help each scholar acquire a sense of personal dignity and responsibility by constantly making clear what we require in scholarly effort, courteous behavior, and respect for teachers, staff and others.**

This agreement is designed to promote excellence in teaching and learning. Our goal is to help each scholar reach his/her full potential. To achieve this, the home and school must work together in the learning process.

STUDENT COMMITMENT: *In order to comply with the rules and policies of LaVerne Elementary Preparatory Academy, I commit to the following as terms and conditions of my enrollment. I understand that a violation of the following will expose me to disciplinary action including, but not limited to suspension, exclusion, or expulsion from the School. Further, as to the School's student uniform, I hereby expressly waive any right I may have to object to or refuse to comply with that policy, and I understand that failure to comply may lead to suspension, and/or exclusion from this school. Thus, in order to be successful at LaVerne Elementary Preparatory Academy, I will:*

- Attend classes daily, be punctual, and always do my best
- Dress according to the approved school uniform
- Communicate with my teachers any difficulties completing assignments
- Show respect for classmates, teachers, administration, staff, visitors, directors and parents
- Strive to maintain a high quality level of work
- Be responsible in the care and return of all instructional materials and textbooks
- Follow the rules and procedures of the school
- Bring my work (complete and labeled), textbooks, and necessary supplies to class
- Refrain from the use of profanity

| | | |
|-----------------------------|-------------------|------|
| Student Name (Please Print) | Student Signature | Date |
|-----------------------------|-------------------|------|

FAMILY COMMITMENT: *In order to ensure my child complies with the rules and policies of LaVerne Elementary Preparatory Academy, I recognize the following as terms and conditions of my scholar's enrollment. I understand that a violation of the following will expose my child to disciplinary action including, but not limited to suspension, exclusion or expulsion. Further, as to the School's student uniform, I hereby expressly waive any right I may have to or refuse to comply with that policy, and I understand that failure to comply may lead to suspension and/or exclusion from the school. Thus, in order to promote success for my child, I will:*

- Provide or arrange for timely transportation to and from school
- See that my child attends school wearing the approved school uniform
- Monitor consistent attendance and homework completion
- Provide a time and place for quiet study and reading at home
- Participate/volunteer in school-related activities as needed
- Notify staff of any concerns or problems that may affect attendance
- Assume financial responsibility for the replacement of textbooks, if lost or damaged
- Provide and encourage positive use of leisure time
- Reinforce the importance and necessity of education through role modeling
- Attend conferences with scholar and teacher whenever needed
- Provide or arrange for proper nutrition, with emphasis on a healthy breakfast and lunch/snack

Additionally I understand and accept the following:

LaVerne Elementary Preparatory Academy is a school of "choice". We exist to provide parents/guardians with a "Classical" alternative form of education. As such, we must all understand that it may not always be the best alternative for any particular family or student. Disqualification from the program due to the repeated or serious violation of this compact, does not necessarily prevent a student from participating in the regular educational program offered by the school district of residence.

Parent/Guardian Signature

Date

Thank you for your assistance in maintaining our school's standards of excellence. Please sign above and return this page to the school office.