

*LaVerne Elementary Preparatory
Academy*



**2018-2019
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/her 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.
- 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.*
- 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.

Extra Curricular/Enrichment Activities

For grades 1-6, extracurricular/enrichment activities is an extension of the school day on Tuesday, Wednesday, and Thursday from 2:45-3:45. Teachers will have scholars completing projects 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 every day.

According to the California Compulsory Attendance Laws (Education Code 48200), parents and students are responsible for regular school attendance.

Truancies are not acceptable. Truancy is defined as an unexcused absence without a written excuse from parent/guardian or LEPA staff member. Truancy is also defined as excessive tardiness, even a few minutes is tardy. Repeated violation of the truancy policy will result in further disciplinary action up to and including involuntary withdrawal.

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. Attendance at a naturalization ceremony can be an excused absence with appropriate documentation provided. Certificates will be provided for perfect attendance.

Absences

Excused absences are those that are recognized by the state as legal excused absences:

- Student is personally ill, and his/her attendance in school would endanger his/her health or the health of others (Three (3) or more days of absence for illness will require a doctor's note);
- Serious illness in the student's immediate family necessitates absence; Death of family member necessitates absence,
- Special/recognized religious holiday observed by student's faith
- Appearance in court

Unexcused absences are those not defined above, including, but not limited to:

- Unverified absence
- Truancy
- Absence due to leaving campus without permission
- A tardy of five minutes or more
- Absence due to taking an early vacation or extending a vacation.
- Absence due to oversleeping
- Absence due to transportation problems, including missing the bus
- Absence due to not knowing it was a school day;
- Family emergency without valid reason

School Excused Absences

- Field Trips
- Academic Events

- School Office Appointments
- Suspension
- Athletes participating in athletic event

Scholars with excessive absences will be subject to SARB.

Tardies

Tardy is truancy. A tardy occurs when the student is not in his/her assigned seat when classes begin. TK through 6th grade: 7:55 a.m.

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.

Unexcused tardies are defined as arriving **any** time after a class/activity has begun or before class/activity has concluded without an excuse from a parent/guardian or LEPA staff member. T-30 tardies occur when a student is more than 30 minutes late to his assigned seat when class begins, or leaving 30 minutes before class ends.

Repeated violation of the tardy policy will result in disciplinary action up to and including involuntary withdrawal.

- Excused tardies include only the following:
 - Medical, dental, optical or other health related appointment (with note from the office where appointment was scheduled)
 - Unforeseen circumstances and family situations
 - Circumstances discussed with the school ahead of time, and pre-approved by a school administrator
 - All late arrivals other than those described above will be considered unexcused
- Excessive Excused and Unexcused Absences and Tardies
 - Ten (10) or more days of *excused* absences within a school year are considered excessive and shall require a doctor's note to excuse subsequent absences.
 - Three (3) or more tardies, not seated in class at the time class begins, within a two (2) week period, is considered excessive.
 - Three (3) or more consecutive days of illness shall require a doctor's note upon return to school.
 - After three (3) or more total days of *unexcused* absences, three (3) or more tardies for more than any 30- minute period ("T-30") or 5 or more tardies, not seated when class begins, within a 2-week period, without a valid excuse on three occasions, **or any combination thereof** within a school year, will result in the school mailing the parent the 1st Truancy Letter asking for the parent's help with their student's attendance and warning of consequences for further truancy.
 - After five (5) total days of *unexcused* absences and/or T-30 tardies, and/or tardies, not seated when class begins, or any combination thereof within a school year, the school will mail the 2nd Truancy Letter and invite the family to a meeting with the Executive Director/Principal or Designee. The intent is to create and implement a written plan for improving attendance.
 - After any *unexcused* absence, T-30 tardy or 3 more tardies, not seated when class begins, following a written plan for improvement OR 2nd letter notice if parent/guardian refuses to schedule a meeting to discuss a written plan for improving attendance, your student may be dropped from the school's roster and you would need to re-enroll. Admission will be based on availability at the time of re-enrollment.
 - After fifteen (15) or more days of *unexcused* absences and/or T-30 tardies may be referred to the District Attorney.
 - Students who miss 5% or more of school for any reason, may be subject to retention.

A doctor's release note must accompany the student when returning back to school from any doctor/dental/orthodontic appointment. A student who fails to attend school without a valid excuse is considered truant.

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. Per the Student Parent Handbook and LEPA Attendance and Truancy Policy, parents/guardians will make every effort to schedule medical and dental appointments before or after school or during the time that school is not in session. Parents/Guardians will notify the school office before 8:00 a.m. if your child will be absent. The school will call to verify and code any absences not reported by you. Any TK-6th grade student who arrives after 7:55a.m., must report to the office to receive a tardy slip. Students are not considered "in attendance" or "present" until they are seated in their class. 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:

TK & 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.

To participate in a field trip the following **MUST BE MET:**

- Obtain and submit to the Administration a Megan's Law assessment no less than two (2) weeks prior to the field trip.
- screening and Megan's Law documentation must be renewed annually.
- Submit to student's Teacher a permission slip no less than two (2) weeks prior to a field trip.

Parents also understand and agree to the following:

- Parents not receiving prior approval **may not** attend a field trip. [Parents may not appear at a field trip location without prior approval].
- Any participating parent/guardian agrees they will supervise and ensure the safety of ALL students.
- Children who are not students of LEPA, siblings, additional family members or friends are not permitted to participate in any field trip.
- Parents agree their role is at the sole direction of the supervising Teacher.

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.

CELL PHONES

LEPA prohibits any use and/or any display of cell phones watches with phones, camera phones or other similar phone devices and other electronic devices at school. It is a violation of school policy for a cell phone to be turned to the "on" position or in "airplane mode" during school time. School time is considered to be from the moment a student steps onto LEPA property/campus (in the parking lot and certainly when within the gates of the school) to the moment they leave (outside the school's gates and not in the parking lot).

All other types electronic devices (IPODs, MP3 players, portable video game players, etc.) are strictly prohibited. All forms of electronic devices, including cell phones, not properly stored pursuant to this policy will be immediately confiscated by school personnel. Parents will be called to retrieve the item. Students may face school disciplinary action, including detention, suspension

and/or expulsion if found in possession of these types of devices on any portion of school property. Repeated instances (more than 2) of possession of these types of items will result in suspension or expulsion.

LEPA and LEPA school personnel are **not** responsible for lost, stolen or damaged items that are prohibited on school property.

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.

STUDENT 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. LEPA's Harassment, Anti-Discrimination, and Bullying policy is available upon request.

Governing Law: The procedures by which pupils can be suspended or expelled. – California Education Code Section 47605(b)(5)(J).

When a student commits one of the enumerated offenses described herein, it may be necessary to suspend or expel a student from regular classroom instruction. Compliance with the procedures set forth in our Charter Petition shall be the only processes for LEPA to remove or otherwise exclude a student who attends LEPA from attendance at LEPA.

LEPA will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom LEPA has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is:

- A. related to school activity;
- B. related to school attendance occurring at the Charter School or any other school; or
- C. related to attendance at a Charter School sponsored event. A student may be suspended or expelled for acts that are enumerated below and occur at any time including but not limited to the following:
 - 1) while on school grounds;
 - 2) while going to or coming from school;
 - 3) during the lunch period, whether on or off the school campus;
 - 4) during, going to, or coming from a school-sponsored activity.

Students shall be suspended or expelled according to the following Enumerated Offenses as required by law:

Enumerated Offenses

Discretionary Suspension and Recommendation for Expulsion Offenses

Students may be suspended from school or recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Either:
 - 1) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - 2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- c) Caused or attempted to cause damage to school property or private property.
- d) Stole or attempted to steal school property or private property.
- e) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, the pupil is not prohibited from the use or possession by that pupil of his or her own prescription products.
- f) Committed an obscene act or engaged in habitual profanity or vulgarity.
- g) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- h) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, except that a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel, nor shall these act constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- i) Knowingly received stolen school property or private property.

- j) Possessed an imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- k) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- l) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- m) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- n) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - i) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - (1) Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - (2) Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - (3) Causing a reasonable student to experience substantial interference with his or her academic performance.
 - (4) Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - ii) "Electronic Act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (1) A message, text, sound, video, or image.
 - (2) A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii) An act of cyber sexual bullying.
 - (1) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (2) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 - iv) Notwithstanding the above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - v) "Reasonable pupil" for purposes of this subsection means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- o) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- p) In addition to the reasons specified above, a pupil may be suspended from school or recommended for expulsion from school if the Executive Director/Principal or Designee determines that the pupil has committed sexual harassment as defined in Ed. Code section 212.5. The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This enumerated offense shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- q) In addition to the reasons set forth above, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion from school if the Executive Director or Designee determines that the pupil has

caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Education Code section 233.

- r) In addition to the grounds specified above, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion from school if the Executive Director or Designee determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
- s) In addition to the grounds specified above, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
 - 1) "Terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.
 - t) "School" property" includes, but is not limited to, electronic files and databases.
 - u) For a pupil subject to discipline, the Executive Director may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior.

1. Shall Recommend for Expulsion Offenses

The Executive Director or Designee shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the Executive Director or Designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- 1) Causing serious physical injury to another person, except in self-defense.
- 2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- 3) Unlawful possession of any controlled substance listed in Health and Safety Code section 11053 et seq. (except one ounce of marijuana or over the counter medications or medication prescribed to student).
- 4) Robbery or extortion.
- 5) Assault or battery (as defined in Penal Code section 240 and 242) upon any school employee.

2. Immediate Suspension and Mandatory Recommendation for Expulsion Offenses

- 1) Possessing, selling, or furnishing a firearm, as defined below. E.C. 48915(c)(1)
- 2) Brandishing a knife¹ at another person. E.C. 48915(c)(2)
- 3) Unlawfully selling a controlled substance listed in Health and Safety Code section 11053 et seq. E.C. 48915(c)(3)
- 4) Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in the enumerated offenses above. E.C. 48915(c)(4)
- 5) Possession of an explosive². E.C. 48915(c)(5)

Suspensions

The Principal may suspend any student for unacceptable behavior at any time. Suspensions may range from one to five days, depending on the circumstances and severity. Parent/guardian will be contacted to pick up student. Additionally, a staff member and/or witness will write a report on the incident. Prior to a student's return from suspension, a parent and staff conference will be scheduled, as well a behavioral contract will be recommended.

Behavioral Contracts

The behavioral contract is a written agreement between LaVerne Elementary, the parent/guardian, and the student. This document states the student's 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 in conjunction with our student discipline policy while on a behavioral contract could result in a recommendation for expulsion.

Serious Offenses

Some offenses may require school officials to notify local law enforcement agencies. In addition, instructors are mandated by State law to report any suspected child abuse.

Fire Play

¹ "Knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

² The term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

Anytime a scholar is caught with matches, lighters, fireworks or engaging in fire play, we will notify the Hesperia Fire Department immediately.

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, as well state law requires all visitors/volunteers and/or parents/guardians on campus must check in with the office first. All campus visitors who will be visiting any part of the school must wear a name tag for identification while on campus. The badge must be returned to the school office when visitors sign out to leave. 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. Visitors must be accompanied by a school staff member while on campus.

Visitors, parents/guardians volunteering on campus must comply with certain requirements such as completing forms, and passing a Megan's Law check before they volunteer on campus or with students. Adults are expected to follow the school dress code while volunteering.

Only LEPA staff, students, approved visitors and volunteers, members of the Board of Directors and legal counsel may be on campus at any time. Siblings of enrolled students may be permitted on campus for special events and activities, community service projects that receive LEPA administration or Board of Director prior approval and emergency situations at the discretion of the CEO/Principal.

There are no exceptions to these 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. 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 since we are unable to accommodate these requests.* 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. Must be neat, clean, and *out of the eyes*. Students may have tastefully colored hair in one natural shade (black, brown, auburn, blonde and natural red hair color). Any alteration of the scholar's natural hair color (including highlights, full head dying, and washable colors) will not be permitted. For the purpose of this policy, rainbow colors are not considered natural hair colors. It is encouraged that hair accessories be school colors or natural hair colors. Spiked hair, mohawks, faux hawks, feathers (colored, clipped or braided in the hair), 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 2018-2019 Parent and Scholar Handbook. I agree to abide by all policies set forth in this document.

Scholar's Printed Name	Grade
Parent/Guardian Signature	Date

**LaVerne Elementary Preparatory Academy
Student-Family Compact
2018-2019**

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
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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.