

LaVerne Elementary Preparatory Academy



2026-2027

PARENT AND SCHOLAR HANDBOOK

**Office Hours 7:30 a.m.-4:00 p.m. (Mon.-Thurs.)
7:30 a.m.-12:00 p.m. (Fridays)**

Grades TK-5th

9966 I Ave.

Hesperia, CA 92345

(760) 948-4333

Grades 6th-8th

16955 Lemon St.

Hesperia, CA 92345

(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 (LEPA)* 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 scholars' minds throughout life, long after they have left their schooldays behind.

The school is committed to educating the individual child by helping each student acquire the 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 from the use of a structured program rich with a classical curriculum that fosters a strong relationship with their teachers, staff, and peers. Scholars will achieve academically and socially, and through their accomplishments will see themselves as important contributors to their lives as well as those of others. Teachers will be allowed to passionately engage scholars in their profession through the encouragement and involvement of staff, students, and parents¹. The Administration 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 receive weekly feedback on their children's progress. .

The school is committed to the education of each student by helping them acquire knowledge and the wisdom necessary to apply it, with the school providing moral and ethical standards, LEPA 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 Excellence

ENROLLMENT

LaVerne Elementary Preparatory Academy is a public charter school serving scholars in grades TK-8. The only major expense to the parents/guardians is the cost of dress code apparel for the scholars to wear.

¹ Throughout this Handbook, "parent" includes "guardian."

In accordance with the law and LEPA's Charter Petition, no academic requirement is used for admission purposes. However, to ensure proper class placement, testing is administered to new students, grades TK-8 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 will remain in a lottery pool for a subsequent random drawing. Parents of new and returning students must fill out a new registration application each year.

ARRIVALS AND DISMISSALS (TK-5th Grades)

7:00 a.m.	Breakfast is open. Please be aware that scholars are not supervised before 7:00 a.m.
7:20 a.m.	Breakfast service ends.
7:30 a.m.	Gates open. Please be aware that there is no supervision of scholars prior to 7:30 a.m. except for scholars who are having breakfast.
7:45 a.m.	Class begins for grades TK-5. (If your child is not in their class by 8:00 a.m. they are considered tardy.) Tardies are only excused in accordance with LEPA's attendance policy.
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 3:00 p.m. for kindergarten children.
3:45 p.m.	Dismissal of grades 1-5, 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.

ARRIVALS AND DISMISSALS (6th & 8th Grades)

7:10 a.m.	Breakfast is open. Please be aware that scholars are not supervised before 7:10 a.m.
7:40 a.m.	Breakfast service ends.
7:45 a.m.	Gates open. Please be aware that there is no supervision of scholars prior to 7:45 a.m. except for scholars who are having breakfast.
8:00 a.m.	Class begins for grades 6th- 8th. (If your child is not in their class by 8:15 a.m. they are considered tardy.) Tardies are only excused in accordance with LEPA's attendance policy.
3:00 p.m.	Monday dismissal for all scholars.
4:00 p.m.	Dismissal of grades 6-8, 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.
12:00 p.m.	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.

PICK-UP PLACARDS

One new placard per scholar is given to the parent or legal guardian at the start of each school year. Prior school year "old" placards are not acceptable. Placards are considered valid and acceptable for use when they have the following information listed on the front: scholar's first and last name, teacher's last name, and current school year. Dark colored, permanent marker should be used when writing information on the placard. Sibling(s) can also be listed on the front of the placard following the same format as listed above as long as the information is legible and fits on the front of the placard only. Additional placards

are available for purchase in the front office by parents or legal guardians only. The cost of replacement or additional placards is \$2 each.

DROP-OFF AND PICK-UP

Drop-off

Parents should utilize the drop-off “drive-through” line, if possible, unless a parent needs to visit the office for other affairs and an appointment has been made prior to arrival. The drive-through line is a single-file line in which a continuous flow of movement shall be kept, with stopping only allowed for scholars to quickly unload from the vehicle. Scholars should be ready to unload by having the necessary items within their possession to help keep the line moving in a regular pattern and to further scholar safety by limiting the amount of time around moving vehicles. Parents should pull their cars as far forward in the drive-through lane as possible before unloading, to allow as many vehicles as possible to fit into the lane. Scholars should exit the vehicle on the driver’s side (side nearest the school campus) of the vehicle only. Scholars should only exit the vehicle when they can do so safely and will not need to cross traffic, vehicles, or encounter other potentially dangerous situations. The drive-through line of vehicles should not be impeded with vehicles that are parked or with drivers parking to help unload scholars even if the unloading process is believed to be brief. If assistance is needed to unload or to exit a child restraint seat, parents/guardians should park in designated parking stalls only. Drivers should practice care, including staying alert and maintaining a safe speed when driving in school zones, including the drive-thru line and parking lots to ensure the safety of all scholars, staff, and guests. It is imperative that parents/guardians and scholars are prompt, so educational minutes are not disrupted.

If choosing the walk-up option for drop-off, parents must park in a marked parking stall and walk up to the door/gate with the scholar. For their safety, scholars may not walk across the parking lot unaccompanied. Be advised that handicapped parking spaces are for vehicles with handicapped placards only. Vehicles may not park in these spaces to unload scholars unless a proper handicapped placard is present. It is also unlawful to stop or park in the fire lane in front of the office. If you must visit the office, please park in one of the parking spaces. Parents cannot walk scholars to their classroom and will not be admitted on campus.

If a scholar arrives late or tardy to school, a parent or guardian must accompany the scholar into the office to sign the scholar into school for the day. In this circumstance, there is no drive-through option available so vehicles should be parked in an appropriately marked parking stall before the vehicle is exited. Whenever walking through parking lots and nearby sidewalks, pedestrians should practice safety by staying aware of their surroundings and constantly evolving/changing situations, using marked crosswalks only, and maintaining control of young children at all times.

Pick-up

Placards are utilized during pick-up procedures and must be shown to staff to receive a scholar. Scholars will only be released to an adult 18 years of age or older. When someone appears younger than 18 years old and attempts to pick up a scholar, even with a placard, staff will ask for photo identification to confirm the driver’s age prior to releasing the scholar. If a scholar is sick and therefore requires an early pick up from school, the placard must be shown in the front office. If the placard is unavailable, government issued photo identification is required to pick up a scholar so that authorization can be verified.

The drive-through line is available daily during dismissal. All transitional kindergarten (TK) and kindergarten scholars must be picked up at the appropriate dismissal gate. To expedite the drive-through line, the placard should be placed on the bottom right “driver side” dashboard so that it can be quickly and easily read. The drive-through line is the pick-up method given priority and the most attention.

Drivers should not exit the vehicle when in the drive-through line and must remain alert and vigilant to

ensure the safety of all scholars, staff, and families.

A photograph of a placard is only acceptable for use in the walk-up line, and only if the entire front of the placard and information can be seen when zoomed in or out. Please limit who you share the photograph of your placard(s) with since you are unable to limit use of the photo once it is shared.

If the placard is forgotten, an adult 18 years of age or older must go to the front office and show photo identification to verify authorization and receive a one-time use pass. This one-time pass will be accepted at the dismissal area but must be shown and surrendered to the staff member at the gate for the scholar to be released. Photo identification is not acceptable at the dismissal gate since verification of authorization for pick-up must be completed in the front office.

EXTRA-CURRICULAR/ENRICHMENT ACTIVITIES

For grades 1-5, extracurricular/enrichment activities are an extension of the school day on Tuesday, Wednesday, and Thursday from 2:45 – 3:45 p.m. Teachers will have scholars complete projects and will help those who need extra support with homework. Mondays are slated for our staff development day; therefore, all scholars must be picked up at 2:45.

For grades 6-8, extracurricular/enrichment activities are an extension of the school day on Tuesday, Wednesday, and Thursday from 3 – 4 p.m. Teachers may have scholars complete projects and will help those who need extra support with homework. Mondays are slated for our staff development day; therefore, all scholars must be picked up at 3 p.m.

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) and LEPA policy, parents and students are responsible for regular school attendance.

Truancies are not acceptable. Truancy is defined as an unexcused absence without a valid written excuse from a parent/guardian or LEPA staff member. Truancy is also defined as excessive tardiness, even a few minutes is considered 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 needs to miss school for an extended length of time, i.e., he/she becomes ill or hospitalized, we ask that you notify the office as soon as possible.

Certificates will be provided for perfect attendance.

Absences

Excused Absences for Classroom-Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as required by law or permitted under this Attendance Policy.

A student's absence shall be excused for the following reasons:

1. Personal illness, including an absence for the benefit of the pupil's mental or behavioral health
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometric, or chiropractic appointments:
 - a. Students in grades 7 and 8 may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.
4. For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five (5) days per incident. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.
5. For any of the following reasons, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died:
 - a. To access services from a victim services organization or agency.
 - b. To access grief support services.
 - c. To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.

Absences under this section shall not be excused for more than three (3) days per incident, unless extended on a case-by-case basis at the discretion of the school administrator. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

6. Due to illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child. (The school does not require a note from the doctor for this excusal).
7. To permit the student to spend time with an immediate family member who is an active-duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Charter School.
8. Attendance at the student's naturalization ceremony to become a United States citizen.
9. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.

10. Authorized at the discretion of the Chief Executive Officer or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
11. A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
12. In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.
13. For the purpose of participating in a cultural ceremony or event. "Cultural" for these purposes means relating to the habits, practices, beliefs, and traditions of a certain group of people.
14. For the purpose of a middle school student engaging in a civic or political event as indicated below, provided that the pupil notifies the school ahead of the absence. A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
 - a. A middle school pupil who is absent pursuant to this provision is required to be excused for only one school day-long absence per school year.
 - b. A middle school pupil who is absent pursuant to this provision may be permitted additional excused absences in the discretion of a school administrator.
15. For the following justifiable personal reasons for a maximum of five (5) school days per school year (unless otherwise indicated), upon advance written request by the student's parent or guardian and approval by the Chief Executive Officer or designee pursuant to uniform standards:
 - a. Appearance in court.
 - b. Observance of a holiday or ceremony of the pupil's religion.
 - c. Attendance at religious retreats (not to exceed one school day per semester).
 - d. Attendance at an employment conference.
 - e. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

A student who is absent due to an excused absence will be allowed to complete all assignments and tests missed during the excused absence that can be reasonably provided and will receive full credit upon satisfactory completion within a reasonable period of time. The teacher of the class from which a student is absent shall determine which tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the excused absence.

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

- Unverified absence
- 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
- 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 an athletic event

Scholars with excessive absences will be subject to SART.

Independent Study

A scholar may be placed on Independent Study due to illness, that does not preclude the student from doing academic work. If a student is too ill to do any academic work at home, we do not recommend requesting independent study and instead recuperating to expedite their return to school. In order to qualify for Independent Study, the parent/guardian must present the registrar with a note stating the necessity of the scholar being absent.

Independent Study may also be used if a family emergency requires the scholar to miss school.

Independent Study contracts are to be signed with the registrar by the scholar's parent or legal guardian. The registrar will then give the family an outline of the options for work to be done by the scholar during his/her absence. **The scholar's work must be returned to the Registrar on the day the scholar returns to school.**

Tardies

A tardy occurs when the student is not in his/her assigned seat when classes begin. For scholars in TK through 5th grade, a scholar is deemed tardy when arriving after 8:00 a.m. Parents/Guardians will notify the school office before 8:00 a.m. The school will call to verify and code any absences not reported by the parent. Any 6th-8th grade scholar who arrives after 8:15 a.m. must report to the office to receive a tardy slip. Scholars are not considered "in attendance" or "present" until they are seated in their class. For scholars in 6th through 8th grade, a scholar is deemed tardy when arriving after 8:15 a.m.

We realize there will be instances when 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 tardiness may subject the student to 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 a valid 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 leaves 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:
 - The reasons as stated in the excused absences above.
 - Unforeseen circumstances and family situations
 - Circumstances discussed with the school ahead of time, and pre-approved by a school administrator in writing.
 - 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 for any further absences due to illness.

- 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 five (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 Student Attendance Review Team ("SART") meeting with the administration or designee and other certificated members to work on solutions, develop strategies, discuss appropriate mental health support, and other supportive services for the student and student's family. The intent is to create and implement a written plan for improving attendance.
- After any *unexcused* absence, T-30 tardy or three (3) more tardies, not seated when class begins, violating the SART written plan for improvement OR a 2nd letter notice if parent/guardian refuses to schedule a meeting to develop a SART written plan for improving attendance, your student may be recommended for involuntary removal in accordance with the involuntary removal procedures in Appendix A. . 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's Truancy Abatement Program.
- 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/chiropractic appointment. A student who fails to attend school without a valid excuse will receive an unexcused tardy or absence and may become 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 this 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 **If it becomes necessary to pick up your scholar early, please remember that we will not call scholars from class within 20 minutes prior to that day's dismissal time.** Also, scholars who must leave early will be called from class once the parent arrives in the school office.

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.

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

HOLIDAYS AND BIRTHDAYS

LEPA will observe all state and federal holidays. 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 scholars. Time will be set aside for 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 will be providing treats for your child so they can prepare for the special day.

Please deliver the treats to the office, and the office will deliver them to the classroom. ***Please note that all treats or food must be store bought and sealed, not homemade.***

TRANSPORTATION

LaVerne Elementary Preparatory Academy does not provide transportation to and from school.

CELL PHONES

Per our school cell phone policy, cell phones and other electronic devices, such as watches with phones, are not permitted on campus. It is a violation of school policy for cell phones or other devices to be on campus during school time, except as noted below.

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).

This is for the safety of all scholars and staff.

All types of electronic devices, (cell phones, watches with phones, IPODs, MP3 players, portable video game players, etc.) ("Private Devices") are prohibited except as follows:

- Off campus before or after school.
- Before or after any Charter School-sponsored activity occurring before or after the regular school day.
- In the case of an emergency, or in response to a perceived threat of danger.
- When a licensed physician and surgeon determines that the possession or use of a private device is necessary for the health or well-being of the student.
- When the possession or use of a private device is required in a student's individualized education program ("IEP").

All forms of electronic devices brought onto campus will be immediately confiscated by school personnel, unless they meet an exception noted above, and parents will be called to retrieve the item after school. Scholars may face school disciplinary action if found in possession of these types of devices on any

portion of school property, unless LEPA has taken possession of the item.

Should a call need to be made during school hours, it must be made in and/or through the school office.

LEPA and LEPA school personnel are not responsible for lost, stolen, or damaged items that are prohibited on school property, unless LEPA has taken possession of the item.

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 a 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 on the website.

When a student commits one of the enumerated offenses within the Suspension and Expulsion Policy, it may be necessary to suspend or expel a student from regular classroom instruction.

Behavioral Contracts

LEPA may use behavioral contracts, which is a written agreement between LEPA, 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 administration or designee.

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

Anytime a scholar is caught with matches, lighters, fireworks or engaging in fire play, we will notify the Hesperia Fire Department immediately and the scholar is subject to a recommendation for suspension or expulsion.

FIRE DRILLS

A fire alarm and drill system has been established according to law and is 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 fire drills, earthquake drills will be practiced periodically. It is essential that when the first signal is given, everyone obeys directions promptly. All persons occupying the building during an emergency procedure drill must comply with the directions given.

PHOTOGRAPHS

Photographs and videos will be taken throughout the school year to record special events as well as daily activities. Photos will be displayed at LaVerne Elementary and used to create our yearbook. Photos will not be released to outside individuals (such as the newspaper) without a signed consent form from the parent/guardian. Please see the Educational Records and Student Information annual notice in Appendix A for more information about opting out of photos/videos.

Parents wishing to take photos of school events may include *only their own children* in those photos unless otherwise agreed to by both administration and the parents of the other scholars. Scholars are not permitted to take photos at school at any time.

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 the Hesperia Unified School District's plan for school closures.

VISITORS

For the protection of the scholars and the security of the school, visitors must schedule an appointment prior to their arrival. Visitors will not be allowed to visit any part of the school beyond the front office. It is against our school policy for visitors or parents to go directly to classrooms before, during, or after school without checking in at the office first.

Approved visitors must be accompanied by a school staff member while on campus.

As positive role models for scholars, adults are strongly encouraged to follow the school dress code while on campus, and present themselves in a professional manner.

Only LEPA staff, students, approved visitors (by appointment only), members of the Board of Directors, emergency personnel, and legal counsel may be on campus at any time. Emergency situations will be handled at the discretion of the CEO/Administration. ***There are no exceptions to these rules.***

HEALTH SERVICES

LaVerne Elementary Preparatory Academy staff will participate in active visual wellness checks of scholars as they arrive on campus.

All students must wash or sanitize hands as they enter campus.

If a student is feeling ill or has a fever, they must be kept at home. If a scholar has a fever or displays other symptoms of illness while at school, they will be separated from others right away and the parent/guardian **on the emergency card** will be notified. The student must then be picked up immediately both for his/her protection as well as that of other students and staff. Students are not to return to school until they have met CDC criteria to discontinue home isolation. LEPA does not have a school nurse but does employ a medical assistant.

It is imperative that if your child has any health needs, the office is informed immediately.

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 a licensed 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. Scholars who need to take prescribed medication, including inhalers, must have the appropriate form signed by the parent and a licensed physician before the medication can be brought to the school. The medication and form must be left in the front office, and the medication must be in its original container with the pharmacy label on it.
- All medications are kept in a locked area and dispensed by either the medical assistant or designated school personnel in the event that the medical assistant is unavailable. If this is not acceptable to you, then you or your designee (with written permission) may come to the school and give the medication

LUNCH

Scholars will have a 30-minute lunch, and a 30-minute recess break daily. Please see the Universal Meals notification in Appendix A for further information about meals. We encourage the children to finish their own lunches; we discourage the sharing, exchanging, or throwing away of food. If a parent chooses not to participate in the Universal Meals program and prefers to send their child to school with a lunch, 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 and candy are not permitted at school. *We discourage sending items that 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 AND MATERIALS

Scholars are responsible for all textbooks, classroom books, Chromebooks, and other classroom materials issued to them during the school year. Please see the Lost or Damaged Property notice in Appendix A for more information.

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 academic 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 equally important to our staff and to their peers.

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 open-toed, high-tops, platforms, combat boots, cowboy boots, or Crocs. Heels should not be more than one inch high.
- **Socks:** Socks of any color 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 polo shirts with the school's logo on them may be worn. White uniform blouses may only be worn under girls' jumpers. 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. LEPA also provides uniform pieces to families through the uniform exchange program. Shirts, sweaters, and jackets may not contain inappropriate images or wording.
- **Pants:** Pants should be Dickies brand style (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. Scholars are to wear pants that are fitted but not skintight. Pants and shorts made of corduroy, jean, or sweat pant material, having cargo pockets, jeggings, skinny jeans, or other tight-fitting pants 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. **Capris are not acceptable.** Hems must be finished, and shorts may not have rolled or cuffed hems.
- **Nails:** Acrylic nails are not permitted. However, scholars are welcome to have their nails polished, as long as the polish does not disrupt the educational atmosphere.

The dress code policy will be followed at all times. Everyone must adhere to the policy.

Dress Code Violations

If a Charter School staff member determines that a student's attire is inappropriate or disruptive to the educational environment the following may occur:

1. The student may be asked to briefly leave class to change clothing to align with this dress code.
2. The Charter School may confiscate items that violate the dress code.
3. The Charter School may notify the student's parents/guardians of the dress code violation(s).
4. The Charter School may schedule a conference with the student's parents/guardians to discuss the dress code violation(s).

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.

Jewelry/Head Coverings

Scholars are only permitted to wear simple gold or silver chains and bracelets. Studded earrings are allowed; no hoops or dangling earrings of any kind may be worn. Additionally, bandanas, hats, or 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 in and outside of the classroom. 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. Hair must be neat, clean, and out of the eyes. 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,

headbands containing ears, unicorn horns, etc., 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. Exemptions should be requested and approved in writing by the School Administration.

STATEWIDE TESTING

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not apply to the ELPAC or Physical Fitness Test.

CAASPP: Smarter Balanced Assessments for English Language Arts/Literacy (ELA) and Math

Who takes these tests? Students in grades 3–8

What is the test format? The Smarter Balanced assessments are computer-based.

Which standards are tested? The California Common Core State Standards.

CAASPP: California Alternate Assessments (CAAs) for ELA and Math

Who takes these tests? Students in grades 3–8 whose Individualized Education Program (IEP) identifies the use of alternate assessments.

What is the test format? The CAAs for ELA and math are computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.

Which standards are tested? The California Common Core State Standards through the Core Content Connectors.

CAASPP: California Science Test (CAST)

Who takes the test? Students take the CAST in grades 5 and 8. **What is the test format?** The CAST is computer-based.

Which standards are tested? The California Next Generation Science Standards (CA NGSS).

CAASPP: California Alternate Assessment (CAA) for Science

Who takes the test? Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8

What is the test format? The CAA for Science is a series of four performance tasks that can be administered throughout the year as the content is taught.

Which standards are tested? Alternate achievement standards derived from the CA NGSS.

CAASPP: California Spanish Assessment (CSA)

Who takes the test? The CSA is an optional test for students in grades 3-8 that tests their Spanish reading, listening, and writing mechanics.

What is the test format? The CSA is computer-based.

Which standards are tested? The California Common Core State Standards en Español.

ELPAC

Who takes the test? Students in kindergarten through eighth grade. Transitional kindergarten students are exempt from the ELPAC. Students in these grades who have a home language survey that lists a language

other than English will take the Initial test, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Summative ELPAC every year until they are reclassified as proficient in English. Transitional kindergarten students are exempt.

What is the test format? Both the Initial and Summative ELPAC are computer-based.

Which standards are tested? The 2012 California English Language Development Standards.

Alternate ELPAC

Who takes the test? Students in kindergarten through eighth grade whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? Both the Alternate Initial and Alternate Summative ELPAC are computer-based.

Which standards are tested? Alternate achievement standards derived from the 2012 California English Language Development Standards.

Physical Fitness Test

Who takes the test? Students in grades 5 and, 7 will take the FITNESSGRAM®, which is the test used in California.

What is the test format? The test consists of five performance components: aerobic capacity, abdominal strength, trunk strength, upper body strength, and flexibility.

Which standards are tested? The Healthy Fitness Zones, which are established through the FITNESSGRAM®.

****Please note that this handbook is subject to change.**

**LAVERNE ELEMENTARY PREPARATORY ACADEMY
SCHOOL HANDBOOK AGREEMENT**

I have been given a copy and have read LaVerne Elementary Preparatory Academy's 2026-2027 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 2026-2027

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 can lead to disciplinary action 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. 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 dress code policy Communicate with my teachers about 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 for 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

Scholar's Printed Name

Scholar's Signature

Date

Complete Back Side →

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 can lead my child to disciplinary action. Further, as to the School's student dress code, I hereby expressly waive any right I may have to or refuse to comply with that policy. 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, Chromebooks, or materials, if lost or damaged pursuant to the notice in Appendix A
- Provide and encourage positive use of leisure time
- Reinforce the importance and necessity of education through role modeling
- Attend conferences with the scholar and teacher whenever needed
- Provide or arrange for proper nutrition, with emphasis on a healthy breakfast and lunch/snack if not participating in the Universal Meals program

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.

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.