

Livermore Valley Academy Student Handbook

Academic Year

The academic year begins on August 18, 2021 and ends on June 9, 2022. Students are required to attend school regularly during the entire academic year, until the last day of school. Please refer to the LVA calendar for academic breaks and other days off. Unless otherwise notified by LVA administration, there is no daycare during academic breaks.

Please note that academic instruction may end before the school year ends. Students are required to attend school until the last day of the school year, even if academic instruction ends earlier.

Academic instruction will be on campus unless the following causes beyond reasonable control prohibits, such as acts of God, fire, riots, war, terrorist acts, epidemic, pandemic, quarantine, natural catastrophe or governmental acts or omissions. In such event, to the extent reasonably possible, academic instruction will be online.

In the event that administration deems it necessary for the health or wellbeing of our community, LVA will transition to distance learning.

Enrollment

A student is enrolled at LVA when **ALL** of the conditions below have been met:

- a. a completed registration form has been submitted
- b. the annual registration fee (see "Fees" section) has been paid
- c. parent has completed the parent survey
- d. student interview with administration
- e. enrollment of the student has been approved by the LVA administration

Fees

1. Annual Registration Fee:

A non-refundable registration fee is due as follows:

a. New students:

A registration fee is due and payable at the time of registration. Specific dates and the amount of the registration fee will be announced by LVA Administration or can be found on the *Annual Tuition Schedule* that is on our website.

b. Returning students:

Currently enrolled students must pay an *annual registration fee* when the student is registered for the following school year. Specific dates and the amount of the registration fee will be announced by LVA Administration or can be found on the *Annual Tuition Schedule* that is on our website. The annual registration fee will hold a student's spot until the first tuition due date, August 5th of each year. If tuition is NOT received by August 5, the student's spot may no longer be available.

2. Annual Electives & Technology Fee:

For each student registered at LVA, a non-refundable *Annual Electives & Technology Fee* is due with the first tuition payment (see tuition fee schedule).

3. Supply Fee:

In keeping with our belief that learning is an organic process that changes and develops in unanticipated directions, we have found that sending families out to purchase annual school supplies each fall is not an effective method of ensuring that students and classrooms have their needs met throughout the year. In an effort to streamline the back-to-school process for our families and ensure all students have access to appropriate supplies as the year progresses, LVA will order and provide each student with all general school supplies and personal supplies needed in the classroom excluding backpack, lunchbox, masks and refillable water bottle. Students will receive materials at the beginning of each trimester and additional materials as needs develop. Please refer to our tuition and fees schedule for the most updated information. We hope our families find value in the ease and cost savings associated with this process.

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Tuition

The amount of tuition for each school year will be announced prior to commencement of the school year or can be found on the *Annual Tuition Schedule* that is on our website. Payment is due on the 1st of each month, and is considered late if paid after the 5th of the month.

LVA does not send monthly invoices. It is the parent/guardian's responsibility to stay current with the tuition payments as stated in the tuition fee schedule. If there is a discrepancy in tuition payments, the parent/guardian is responsible for providing the proof of payment.

1. Late payment of tuition:

Tuition will be considered "late" after the 5th of each month. A late payment penalty must be paid (per child) along with the "late" tuition for that month (for late fee amount, please see *Annual Tuition Schedule*).

2. ACH (Automated Clearing House):

Automated Clearing House or ACH is mandatory for all tuition payments unless the tuition payment has already been paid in full. In the event that the bank account tied to the tuition payment lacks the funds to meet the tuition payment, an insufficient funds' fee will be charged by the bank (for the fee amount, please see *Annual Tuition Schedule*). If the tuition payment is late, there will also be a late payment fee (for late fee amount, please see *Annual Tuition Schedule*). For any other payment (lunch, book, LVA gear, etc.), **no check amount less than \$20 will be accepted.** A bank fee will be charged for each check returned by the bank for any reason. This fee must be paid by the parent/guardian immediately upon notice from the LVA administration (for the amount, please see *Annual Tuition Schedule*).

3. Failure to pay tuition:

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or any other fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, report cards, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees, in accordance with school policy.

Pending payment to LVA of unpaid tuition and fees, students may be suspended, standardized test results may be withheld, final report cards will be withheld, yearbooks will be withheld, and graduating students will not be permitted to participate in graduation exercises. Failure to pay tuition on time 3 months in a row will result in expulsion of a student without notice.

4. Prorated tuition/Tuition credits:

Tuition for the School Year **will not** be prorated or credited, in whole or in part, for **vacation**, sickness, or any other absences. For example, if a student does not attend school for the last two weeks of the School Year because the family wishes to begin its summer vacation early, parents/guardians are still required to pay for the full month.

5. Refunds:

All requests for early withdrawal will be effective upon a minimum of 30 days prior notice received on or before April 1st of each school year. Any withdrawal after April 1st will be effective as of the last day of the school year. Tuition will continue until the effective date and will be prorated based on the current annual tuition. Any remaining balance of prepaid tuition will be refunded.

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Lunch Accounts

Participation in the LVA Lunch/Snack Program is optional. If a parent chooses to participate in the LVA Lunch/Snack Program, it is the parent/guardian's responsibility to make sure that the account has sufficient balance. All lunch payments must be turned into the payment box (not to the classroom teacher or morning supervisors) or entered into the system through TeacherEase. Minimum payment must be \$20. Please note that it is the parent's responsibility to communicate to the child whether he/she is allowed to use his/her school lunch account for snacks/lunches and the quantity allowed. LVA claims *no responsibility* for the misuse of a lunch/snack account by the child.

Students must order lunch before 9:00 A.M. for the order to be included in the daily lunch count. If a child has an appointment and will not arrive at school before 9:00 A.M., the parent/guardian may call or email the school to place the order.

Miscellaneous Fees

There will be a fee for providing

- any *additional* copies of school-related paperwork such as report cards, permission slips, etc.
- additional school planners
- replacement of lost or damaged textbooks, workbooks, library books, electronic devices etc.
- clothing due to soiled garments

For information on these fees and the purchase of any school attire, please refer to our "Miscellaneous Fees" sheet by the front desk.

Attendance and Pick-up

1. Regular attendance is required

The law requires students attend school regularly. Students are expected to be on-time at the beginning of each school day and to remain at school until the school day ends until a parent/guardian picks them up after dismissal. LVA is a closed campus, and students may not leave campus for lunch. Students will remain at school unless a child becomes ill during the day or parent/guardian pre-arranges an early pick up.

2. Drop Off at School

a. School Day:

The School Day is from 8:30 a.m. to 3:00 p.m. for pre-K, Kindergarten and gradeschool. The School Day for Middle School is 8:30 a.m. to 3:00 p.m. The School Day hours may be changed upon 30 days' notice.

Parents/guardians of Pre-K – 2nd Grade students **must** check-in daily upon arrival at school. Parent/guardian may authorize 3rd – 8th to sign themselves in.

Daycare Hours: 7:00-8:30 am and 3:00-6:00 pm. Students may be dropped off as early as 7:00 am and need to be picked up by 6:00 pm.

b. **TARDINESS:**

Any child that arrives at school after 8:30 A.M. will be considered tardy. Tardiness will not be tolerated. Repeated tardiness will affect a student's grades.

A tardy is considered excused only if accompanied by a medical note.

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A student that has seven unexcused tardies in a given trimester will be deemed to have a one-day unexcused absence.

This policy applies to both on campus and online classes.

3. Pick-up & Visitors

a. Early Pick-Up:

Early picks are to be pre-arranged by a parent/guardian, or are required if a student becomes ill during the day.

The parent/guardian is to report to the front desk for an early pick-up. Students are not to be picked up from their classrooms and/or playground for early pick up.

b. Pick-up:

After 3:00 P.M., **students will not be permitted to wait in the lobby area** and will be required to be in a designated area (e.g., study hall, on the playground, etc.).

Check-out is mandatory for all students at the time of pick-up.

For 3rd – 8th grade students, parent/guardian must complete *Authorization form* to allow the student to check himself/herself or a sibling out at the end of the academic day. Note that LVA is a closed campus. Students may not leave the campus at lunchtime.

During the school day, all school doors are locked. All visitors must ring the doorbell, then check in at the front desk. **Visitors** may not enter the campus without receiving a visitor's badge.

4. Excused Absences

Please note that the school must be notified **daily** at attendance@mylva.org for every day that the student is absent. An excused absence will still show on the report card as an absence, but will allow the student to make-up the missed schoolwork in the allotted time.

a. Illness:

i. Fewer than 3 consecutive days: If a student is absent, a parent **must daily** notify the main office (email attendance@mylva.org) **before 9:30 A.M.** Please note that the main office must be notified for each day that your child is absent.

i. 3 or more consecutive days: If a student is absent for 3 or more consecutive days, a doctor's note must be submitted to the front desk upon the student's return to school in order for the absence to be excused.

b. Bereavement/Funeral Services:

A student's absence will be excused for the purpose of attending the funeral services of a member of his or her immediate family (defined as grandparents, parents, siblings, or any other relative living in the student's household), so long as the absence is not more than three days.

c. Planned absences (vacations):

If a student is going away for more than two days, a parent/guardian must

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complete a Planned Absence Form *at least 10 days in advance*, indicating the duration and reason of the absence in order for the absence to be excused.

Planned absences may not exceed 2 weeks. Only a Planned Absence Form that has been approved for the dates indicated excuses the absence. Failure to complete the form 10 days in advance or absences longer than 2 weeks during the time that school is in session will result in an unexcused absence; the student will receive no work from the teacher, and the student's grade will be affected.

Tuition is due during planned absences, weather approved or not.

Please see the Planned Absence Form for details regarding missed schoolwork. This form is available on our website, www.livermorevalleyacademy.org, under the tab for "PARENTS," subtab "FORMS."

5. Unexcused Absences

a. When an absence is unexcused/number of unexcused absences:

An absence is unexcused if:	Number of unexcused absences
a student is absent for one day (or more), and a parent/guardian fails to notify the front desk	1 (or more)
a student is tardy seven days in a trimester	1
a student returns to school after being absent for 3 or more consecutive days and fails to submit a doctor's note upon the student's return	Equal to the number of actual School Days a student has been absent
a student fails to attend school until the last day of the School Year (after academic instruction ends)	Equal to the number of actual School Days a student fails to attend school

- b. Consequences: a student with an unexcused absence will not be permitted to make up any tests or missed work and will therefore lose credit. Repeated unexcused absences will affect the student's grade.

Curriculum/Classes

The classes and instructional subjects are largely mandated by the State of California.

Each student is required to take **ALL** classes that are part of the curriculum for the student's grade. Any exceptions must be approved by the LVA Administration.

Physical Education (P.E.)

1. Mandatory participation

Participation in physical education (P.E.) is mandatory for all students. Students must both attend P.E. classes and participate. Participation from P.E. activity will only be excused if the student gets sick during the school day or provides medical excuse. Parent/guardian may excuse child from participation in P.E. activity with a written note *for only one day*.

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2. P.E. Clothes

Middle School students must wear LVA shirts and LVA shorts/sweats for P.E.; failure to wear correct P.E. apparel will result in a loss of credit. Shirts, shorts, and sweats are available for purchase at the main office throughout the year. It is the student's responsibility to take the P.E. clothes home at least once a week to be washed.

3. Distance Learning guidelines

LVA will comply with local, state and federal guidelines for P.E. This may require students to participate in a non-traditional P.E. curriculum during Shelter in Place, or on-line classes, or other governmental regulations prohibiting a traditional P.E. curriculum. Parents will be advised of changes in P.E. curriculum as reasonably required to meet local, state and federal guidelines.

Academic Monitoring and Progress

1. Monitoring Student Progress:

- i. **Following a child's progress is the responsibility of the parents/guardians.** Student grades will be updated in the TeacherEase database weekly. Please contact your child's teacher regarding any concerns about grades or missing assignments as soon as they arise. It is our belief that continual communication and cooperation between teachers and parents to support student learning will improve student outcomes.

2. Parent-Teacher Conferences:

- i. Mandatory Parent-Teacher conferences will be held once per academic year, at the end of the 1st trimester.
- ii. If another conference with the teacher is desired, an appointment must be made at least one week in advance.

3. Request for Academic Paperwork:

- i. All requests for teacher evaluations, letters of recommendation, and other **paperwork for students must be submitted directly to the front desk—do not** submit these directly to the teacher. Teacher evaluations and letters of recommendation will be mailed directly to the school(s) requesting these forms. **Please allow at least ten working days for the process to be completed.**

4. Advancement/Retention:

- i. At the end of the current Academic Year, whether a student will advance to the next grade or be retained in the same grade for the following academic year will be determined by the LVA administration.
- ii. Parent/guardian will be given the opportunity to provide their input during the determination process. However, the ultimate determination of whether or not a student advances will **not** be that of the parent/guardian.

5. Academic Achievement Recognition:

- i. At the end of each academic year, middle school students meeting certain academic criteria and with a GPA of 3.0 or higher for the school year will be recognized for their academic achievements. Information regarding these awards will be provided for the middle school parent/guardian during the 1st trimester.

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Homework, Tests, and Grades

These policies are general policies. In addition to these policies, students will be expected to comply with the rules established by their teacher(s).

1. Acknowledging homework assignments/projects is the student's responsibility.

Students in 3rd – 8th grade must bring their planners to class daily. It is the responsibility of each student in 3rd – 8th grade to write the homework assignments/projects in his/her planner daily.

2. Homework must be turned in on the date it is due.

On the due date of an assignment or project, it is the student's responsibility to submit all his/her work to the teacher. Homework that is not submitted on the due date will be considered late and the student's grade will be affected.

3. Homework must be done neatly.

Messy homework (illegible, stained, ripped) will affect a student's grade. The student will be given the opportunity to redo the homework for the following day, but will not receive full credit.

4. Skipping big projects is not permitted and doing so will result in an "incomplete" on the report card.

Students may not skip big projects for any subject! Skipping such a project will lead to an incomplete on the report card in that subject.

5. Year-end average grade of D or below in any subject is cause for a student to repeat a subject.

A student who receives a grade of D or below (or a 1) average for the year in any subject will be **required to attend a summer program** or repeat the same level of that subject the following academic year.

6. Zero tolerance for cheating and plagiarism.

Cheating and plagiarism will not be tolerated and will result in the student receiving a zero. Parent/guardian will be notified. However, the student will still be required to redo the assignment/project in order not to get an "incomplete". A second time of cheating and/or plagiarism by a student will lead to suspension of the student.

7. Make-up tests.

Any student who has an *excused* absence for an illness or an emergency will either be given the opportunity to make up a test upon returning to school or be assigned make up work in place of the test. If a student is absent for other reasons such as a 'planned absence', he/she will **not** be making up a scheduled test, but may be given other work to complete, **due upon the day of return.**

8. No end-of-the-trimester extra credit work

Teachers may assign extra credit questions on individual assignments or tests at their own discretion. However, **no extra credit work will be assigned** in any class during the last 2 weeks of a trimester.

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Use of Technology & Electronic Devices

1. Use of personal electronic devices is not allowed.

Students may not use personal cellular telephones and other personal electronic devices (including iPods, iPads, smart watches, other communication devices, or handheld gaming devices) while they are on the school premises. All such devices must be handed to the front desk at the beginning of the school day. Devices may be picked up when the student is leaving. If a student brings such a device for a class project, he/she must still hand the device to the front desk and pick it up only for the duration of that class. Any electronic devices that are not turned in at the beginning of the day will be confiscated and will only be released to a parent/guardian from an administrator.

Students who need to contact their parent/guardian between 7:00 A.M. - 6:00 P.M. must ask to use the phone at the front desk. Students will not be permitted to use the phone in the main office unless it is an emergency, or at the discretion of the LVA Administration or Staff.

2. LVA is not liable for theft, loss of, or damage to electronic devices.

Students bring electronic devices to LVA at their own risk. LVA is not responsible for any lost, stolen, or damaged devices.

3. Computer and Internet Access

- a. Access to the Computers:

Students may not have access to the school computers without supervision.

- b. Internet Use and Abuse:

Students may not access the Internet via LVA computers without a teacher's permission. Students are not permitted to access (or attempt to access) websites deemed inappropriate by LVA. Doing so will be considered an abuse of Internet usage by the student.

Consequences for abuse of Internet usage are as follows:

- 1st time: student will be given a verbal warning and parent/guardian will be notified.
- 2nd time: student will be barred from the use of school computers for 7 calendar days and parent/guardian will be notified. This means that a student will not be permitted to use LVA computers for any reason, including homework.
- 3rd time: student will be barred from the use of school computers for 30 calendar days and parent/guardian will be notified. This means that a student will not be permitted to use LVA computers for any reason, including homework.

4. Internet and Social Media Use Off Campus or Outside Class Time

LVA is not responsible for a student's use of the Internet or any forms of social media (e.g. text messaging, Instagram, Snapchat, Facebook, email, etc.) when:

- students are off the school grounds;
- students are outside of class on school grounds; or
- students are in class on school grounds, using the Internet or social media without permission by a Teacher, LVA Staff or Administration (e.g., during class time for a non-class purpose).

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Conduct – Parent/Guardian

A parent/guardian has tremendous impact and influence in shaping a child's academic performance and behavioral conduct. LVA expects all parents/guardians at our school to model appropriate behavior and to be good examples to our school community.

Parents/guardians must exhibit appropriate behavior towards students, LVA staff and administrators, and other parents/guardians at all times. Parents/guardians may not speak to or question any student, staff member, LVA administrator, or other parents/guardians in a threatening or intimidating manner. Parents/guardians must not use physical violence or apply corporal punishment to any LVA staff member, administrator, or student, including their own child(ren), while on school grounds. Parents/guardians are not allowed on school grounds while under the influence of drugs or alcohol, or when emotionally out of control.

Parents/guardians must comply with instructions or directives from LVA staff and administrators while present on the school campus. Failure to do so will lead to a warning from the LVA Administration.

Violation of this section may result in immediate expulsion of your child. At the discretion of LVA staff and/or administrators, other legal measures may be taken as deemed appropriate.

1. General Parent/Guardian Policies

In general, parents/guardians shall:

- a. Arrive to school and pick their child(ren) up from school on time, every day.
- b. Be respectful to the staff, students, and other members of the school community at all times, in words and in behavior.
- c. Refrain from holding conversations with the teachers and entering the classrooms during the academic school day (8:20 A.M.-3:10 P.M.) to talk to the teacher. Please make an appointment at the front desk or by emailing the teacher directly to schedule a conference time with the teacher.
- d. Refrain from holding conversations with the aides while the aides have the responsibility of supervising children (this is for each child's safety).
- e. Refrain from gossiping, using profanity, and using inappropriate language on campus (including the parking lots and sidewalks around school), on field trips, and during school events.
- f. Refrain from posting disrespectful or inappropriate comments about LVA, the staff, students, or other parents/guardians on any form of social media.
- g. Follow LVA protocol for handling complaints by first seeking a resolution with the staff member involved in a positive and professional manner.
- h. Hold their child(ren) responsible and accountable for following all school rules and policies, respecting school property, completing all homework assignments, and coming to school every day on time.
- i. Read **all** communications from LVA teachers, staff, and administrators and respond to all such communications promptly and appropriately.
- j. For the privacy of all students, parents/guardians are not to attend online classes for Kindergarten through 8th grade.

2. Student Files and TeacherEase Accounts

Parents/guardians must check the files of their student(s) or TeacherEase accounts (for middle school students) on a daily basis. Under no circumstances are parents/guardians permitted to check the files of any other student. If caught, you will receive a warning from the LVA Administration.

3. Lunches/Snacks

Parents/guardians must ensure that their child(ren) have enough healthy snacks and lunch for the

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duration of their stay at school. **Please note that students may not have gum, energy drinks, or sodas at school.**

LVA provides food warm-up services for student lunches. Warm-ups are microwaveable foods that can be heated up in under a minute. These must be sent in microwaveable containers (non-glass, non-metal). Warm-ups are not food items that require cooking, mixing, boiling water, transferring of dishes, or a heating time longer than a minute. In the event that a child forgets his/her lunch at home, LVA will serve that day's school lunch to the child and bill the parent/guardian.

4. Complaints or Concerns

LVA takes parent/guardian and student complaints and concerns seriously. In order to address complaints and concerns, parent/guardian shall use the following procedure(s):

- If the complaint or concern is about a **teacher**, present your complaint or concern either in person or by email to an administrator. (If you are not certain about which administrator to communicate with, contact the main office, *briefly* explain the problem or concern, and you will be provided with an appropriate administrator's email address or the procedure to make an appointment with an appropriate administrator.) The administrator will either direct you to communicate directly with the teacher, or the administrator will respond to your complaint or concern directly.
- If the complaint or concern is about a **staff member** other than a teacher, present your complaint or concern either in person or by email to an administrator. The administrator will either direct you to communicate directly with the staff member, or the administrator will respond to your complaint or concern directly.
- If the complaint or concern is about a member of LVA administration, contact the front desk and ask to speak with an administrator other than the one that is the subject of the complaint or concern. Present your complaint or concern either in person or by email to the administrator. The administrator will respond to your complaint or concern directly.
- After following the above, if your complaint or concern remains unresolved, you may request a meeting by the full administrative staff, who will review all materials generated during the prior resolution attempts. You will be provided with a written decision within a reasonable time (as determined by LVA Administration).

5. Student Conduct Off Campus

Unless on any school related field trip/activity/camp, LVA is **not** responsible for the conduct or behavior of students at any time when students are not on the LVA campus. This includes online/social media activities, texting, phone calls, letter/note exchanges, outside gatherings, etc.

For online classes, parent/guardian need to provide their student/child with private learning space during online class time

NO TEACHER REQUESTS

Each summer, the LVA Administration spends a long time carefully planning the class rosters assigned to each teacher. Many details are taken into account such as boy/girl ratio, the ratio of new LVA students to those that have been attending LVA, the personalities of the individual students, and the feedback from the previous teachers, because it is the strong belief of the LVA Administration that the class rosters should be designed with the best interest of the entire student body in mind. Individual teacher requests of parents will not be taken into consideration in planning the class rosters. No exceptions will be made. Once the school year starts, a student's classroom assignment will not be changed, unless administration sees fit.

Parents will be notified of their child's classroom assignment at the time of the supply drop-off.

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Dress Code

Students must come to school looking clean and dressed respectably and in school-appropriate clothing. This means:

- clean and well-kempt hair.
- no dirty clothes.
- no saggy pants/ no tight pants/ no pajamas (unless for Pajama Day at school).
- no spaghetti straps/no tank tops/ no low-cut shirts or shirts that show the stomach or midriff.
- no miniskirts or "short shorts" (a skirt is too short if it is not longer than the student's fingers as they lay flat along the outer thigh with arms extended straight down from the shoulders).
- skirts or dresses must be worn with leggings/bike shorts/ opaque tights underneath. Tights must not be ripped.
- no hats or hoodies in the classroom. Hats will be confiscated and taken to the main office.
- no offensive clothing or accessories.
- no gang-related clothing/ no clothing containing weapon graphics/political views/or religious symbols/ no trench coats.
- no heavy make-up (unless for a special occasion such as performances).
- appropriate shoes must be worn at all times, including during P.E. classes/activities. Flip-flops, open-toed shoes, and high heels should not be worn to school. Absolutely no roller skate shoes.

If a student violates the dress code, his or her parent/guardian will be contacted. Before a student is permitted to attend class, the parent/guardian will be required to either pick the student up from school (resulting in an unexcused absence) or to bring appropriate clothing to school (for the child to change into).

Conduct – Students

These rules and policies are general. Students will also be expected to comply with the rules and policies established by their teacher(s).

1. Students must be prepared for class each day.

Students must come to class on time and prepared (with a pencil, eraser, notebook, book, and other materials required by the teacher). Failure to do so will lead to a loss of credit in that class. Once class has started, students will not be allowed to leave for materials.

2. Students must clean up after themselves.

Students are required to clean up after themselves – including lunchtime! Failure to do so will result in the student being assigned to clean-up duty during recess.

3. Students may not share their snacks or lunches with others.

Due to food allergies, dietary restrictions, and religious reasons, students are not allowed to share their snacks or lunches with other students.

4. Students may not bring toys or slime to school.

Students are not permitted to bring toys to school unless it is for share day. Slime is not permitted unless it is for a class project. Fidget spinners are only to be used for medical reasons and may be confiscated if the student is not

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using it appropriately.

4. If you break it, you pay for it!

A student who breaks, vandalizes, or destroys school property or the property of others deliberately will have to pay for all repairs/replacement. In the event that a child places a belonging in a common area and the item is damaged, the LVA Administration reserves the right to make a fair decision on who will be the responsible party for the repairs/replacement of the item.

5. If it isn't yours, don't touch it or use it!

Students have absolutely *no right to access*:

- any staff member's personal belongings without that staff member's permission
- another student's supplies, lockers, backpacks, lunch bags, or other belongings without permission from that student

Any student caught searching through, using or stealing someone else's belongings will be sent to the office, parent/guardian will be notified, and the student may be suspended (see guidelines P.13-14).

6. Stay in designated areas during recess and lunch.

Each student must stay in supervised areas during recess and lunch. Refusal or failure to do so will cause that student to be sent to the main office and lose the next recess.

As to this section only, the consequences are:

- 1st time: lunchtime detention
- 2nd time: after-school detention and parent/guardian are notified
- 3rd time: suspension

7. Unacceptable behavior:

The following rules include examples of the types of behavior unacceptable at school and during school-related activities such as field trips. Other inappropriate behaviors will also lead to consequences, **even if not specifically listed**. It is important that all students read this section carefully and have a clear understanding of the rules and possible consequences.

Students will be held accountable for following these rules and should be aware that not understanding a rule or not knowing about it is not an acceptable excuse for misbehavior. **STUDENTS WILL BE HELD ACCOUNTABLE FOR THEIR CONDUCT DURING SCHOOL HOURS AND AT ANY SCHOOL-SPONSORED EVENTS.**

Any student engaging in any of the behaviors described in this section will be sent to the main office immediately. LVA Administration will use its discretion in determining the consequence for action, based on the degree of severity and/or previous patterns of behavior of the student. Appropriate consequences may include loss of a field trip privilege, suspension, or expulsion.

a. Bullying

What Is the Definition of Bullying?

Bullying happens when someone harms, scares, threatens, belittles or any other type of inappropriate behavior towards another person on purpose. Usually, bullying happens on a consistent basis. Here are a few examples of what **MUST NOT** happen at school -

- Punching, shoving, and other acts that hurt people physically
- Spreading rumors about people
- Keeping certain people out of a "group"

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- Teasing people in a mean way
- Getting certain people to "gang up" on others. Verbal, nonverbal, visual, written or physical victimization, including hazing, that have the purpose or effect of causing injury, discomfort, fear, or suffering to another student.
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to another student.
- Implied or explicit threats concerning one's grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to that student.
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
- Demeaning comments or remarks regarding a student's academic status, ability or achievement that have the purpose or effect of causing injury, discomfort, fear, or suffering.

Bullying also can happen online or electronically. Cyber bullying is when children or teens bully each other using the Internet, mobile phones or other cyber technology. This can include:

- Sending mean or hurtful text, email, or instant messages or inappropriate cell phone messages
- Posting nasty pictures or messages about others on social media
- Using someone else's username to spread rumors or lies about someone.

Bullying will not be tolerated at LVA. If you see it happening, report it to any staff member immediately. In the event of cyber bullying, the hurtful emails, texts, photos, etc. must be brought to school as evidence.

b. Harmful or Unwanted Physical Contact

Students may not intentionally hurt or injure any other person, threaten or attempt to do so.

Students are not permitted to touch any other person in any manner that is inappropriate or offensive.

Any student who violates this policy by coming into physical contact with any other person will be subject to discipline.

c. Disruptive behavior

Any behavior that disrupts teaching or learning is not permitted. Such behavior includes:

- excessive talking or playing in the classroom
- gum, food, or drink in undesignated areas
- spreading rumors
- making obscene or vulgar gestures
- disrespectful behavior

d. Displays of affection

Students are not permitted to engage in displays of affection, including kissing, hand-holding, having inappropriate physical contact, or engaging in inappropriate hugging. Students are not permitted to refer to other students as their "boyfriend" or "girlfriend".

LVA teachers and Administrators will use their discretion in determining whether students are in violation of this section.

LIVERMORE VALLEY ACADEMY STUDENT POLICIES

Discipline, Suspension and Expulsion

At the discretion of LVA Administrator and teachers, a student's violations of the Student Conduct rules will be enforced as follows:

1. For engaging in Disruptive Behavior, Displays of Affection, Unauthorized Use or Touching of Student Property, Failing to Clean Up

1st time:

- ✓ student will be sent to the main office
- ✓ parent/guardian will be notified

2nd time:

- ✓ student will be sent to main office
- ✓ parent/guardian will be notified

- ✓ detention

3rd time:

- ✓ student will be sent to the main office
- ✓ parent/guardian will be notified
- ✓ student may lose a field trip privilege
- ✓ suspension or expulsion

2. For Bullying, Stealing, or Harmful/Unwanted Physical Contact:

1st time:

- ✓ Student will be sent to the main office
- ✓ Parent/guardian will be notified
- ✓ Conference with parent/guardian, teachers and LVA Administration
- ✓ Detention, suspension, or expulsion

2nd time:

- ✓ student will be sent to the main office
- ✓ parent/guardian will be notified
- ✓ conference with parent/guardian, teachers and LVA Administration
- ✓ suspension or expulsion

LVA reserves the right to expel children who are harmful to others or for persistent and serious misbehavior, including continuous disrespect towards LVA staff members.

2nd time

2nd time:

LIVERMORE VALLEY ACADEMY STUDENT POLICIES

Insurance and Medical Issues

1. Insurance

It is the responsibility of the parent/guardian to provide adequate health and accident insurance coverage for their children. **Parent/guardian agrees to not hold LVA and its employees accountable for injuries and illnesses that occur at school or on school-sponsored activities.**

2. Medication

LVA does not have health care professionals on staff. LVA employees, staff and administrators will not administer prescribed medication to students without a completed *Instructions for Administering Medication* form completed by the parent/guardian. Prescription medication must be given to the main office by the parent/guardian only in its original packaging, with the student's name on it and with written dosing instructions. **It is the parent/guardian's responsibility to replace expired prescription medication. No medication (Tylenol, allergy eye drops, anti-acids, and Benadryl, etc.) may be administered without a prescription.**

LVA employees, staff and administrators will provide treatment (i.e. bandages and ice) only for minor injuries. An injury will be considered minor if it can be treated by ice and/or band aids.

Minor injuries will not be reported to parents by LVA staff or Administration for grades 1st – 8th. An injury is "minor" where it can be treated by ice and/or band aids, and does not involve head injuries. Any head injury, regardless of severity, will be reported to parent/guardian.

Reporting of Injuries and Medical Treatment:

Students are responsible for reporting injuries to the main office or to any LVA staff member *immediately*.

Students with Special Needs

1. Special Education/Special Needs

LVA does *not* have teachers trained to educate students with special needs or who require special education. If your child has special needs or requires special education as designated in an IEP (Individualized Education Plan), **by signing this School Policy document, you warrant and guarantee that you have met with our LVA Administration and your child's admission has been approved.** Failure to disclose that your child has special needs or requires an IEP may result in your child's admission to be denied or withdrawal may be required.

2. Slingerland Education

LVA is an authorized Slingerland® School with trained staff to identify learning differences such as dyslexia in students. Once identified, LVA will recommend and provide a learning plan for a student. This plan will be presented, discussed and agreed upon with the Parent/Guardian.

3. Students with Temporary or Permanent Medical Issues or Conditions

LVA does not have teachers or staff trained or qualified to attend to the needs of students with temporary or permanent medical issues or conditions who require special care or assistance, or to monitor, diagnose, evaluate or treat such students.

If your child is in need of such assistance or care on a long-term basis (i.e., longer than one week) or on a permanent basis, speak with the school district where your child will/would attend public school to learn more about the services that may be available for your child.

If your child is in need of such assistance or care on a temporary basis (i.e., no longer than one week), *your child should not attend school.*

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LVA Administration reserves the right to a) refuse admission to or b) refuse continued enrollment of any student under this Section (1 and 2) if:

- the parent/guardian fails to disclose that a student has special needs such that the student requires an IEP.
- the parent/guardian fails to disclose that a student has a medical issue or condition such that the student requires special care or assistance.
- the parent/guardian fails to submit a doctor's note upon a student's return to school, verifying that the student is healthy enough to return to school and no longer requires special care or assistance.
- in the sole discretion of LVA Administration, LVA determines that a student should not attend LVA given the student's medical issue or condition or special needs.

LIVERMORE VALLEY ACADEMY STUDENT POLICIES

Searches

To protect the safety and welfare of students and school personnel and to maintain order and discipline, LVA Administration may interview students and/or search a student's desk, locker, and personal belongings. A student's personal belongings includes but is not limited to, purses, book bags, sport bags, electronic devices, books, folders, clothing and other personal items. A search would occur whenever a teacher or LVA Administrator has reasonable suspicion to believe that the student is in possession of stolen, illegal or unauthorized materials.

LVA reserves the right to search lost and found items and items in unlocked lockers for identification and safety purposes.

If a properly conducted search yields stolen, illegal, unauthorized or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Miscellaneous Provisions

1. Books

Books (textbooks, library books, research books, etc.) issued to students are property of LVA. LVA will keep a log of each book that is issued to a student and the condition of the book upon issuance. Middle School textbooks must be covered.

Parents are responsible for paying the cost of a book if a book issued to the student:

- is not returned to LVA for any reason; or
- is damaged

Parents/guardians/students are responsible for paying a fee for any LVA books that are left *unattended* in the common areas (hallways, bathrooms, playgrounds, cafeteria, gym, etc.).

Failure to return a book or to pay for a book at the end of the academic year will result in withholding of a student's report card or, if applicable, exclusion from participating in graduation exercises.

2. Field Trips

School field trips are often scheduled in advance and require a good deal of planning and preparation to be successful. *Field trips are part of the curriculum and mandatory. However, participation on a field trip is also a privilege.* At the discretion of the LVA Administration, a student falling behind in his/her schoolwork or showing disruptive behavior may lose the privilege to attend a field trip. The student will still need to attend school on the day of the field trip and complete the work assigned to him/her by the teacher. If a child needs to be excused from a field trip due to medical reasons, the school needs to be informed. If you have already agreed to send your child on

the field trip and have already submitted any required payments, your money **will not** be refunded in the event that your child does not attend the field trip.

A student's brother(s), sister(s), relative(s) or friend(s) who are not in the class going on the field trip are **not** permitted to go with the class for liability purposes. This also applies to any on-site educational events requiring chaperones.

All field trip payments must be made in check/cash.

LIVERMORE VALLEY ACADEMY STUDENT POLICIES

LVA does not provide transportation on most field trips. In these cases, parent/guardian volunteers are needed to help make field trips possible. Parent/guardian volunteers must submit a copy of their current insurance policies showing the amount of coverage and a valid driver's license *at least 5 days in advance* to the front desk.

On the day of a field trip, parents/guardians must check-in at the front desk and receive their volunteer shirts. All grades' parents/guardians chaperoning on field trips must wear volunteer shirts.

3. Lost and Found

Please make sure that items such as water bottles, lunch bags & containers, backpacks, jackets, etc. are labeled with **the child's first name and last initial**.

Parents/guardians are responsible for checking the "lost and found" to locate a student's lost, misplaced or forgotten items. If parents/guardians cannot locate their child's belonging that day, please check the next morning. Please note that *a staff member on duty* is not allowed to help look for the child's lost belonging. Any item not claimed within one week will be donated.

4. Permission for Videotaping/Recording/Photographing of a Class

Parents/Guardians grant permission for a teacher's lesson to be videotaped / recorded/photographed from time to time for his/her graduate classes or for teacher training purposes. While such recordings may be used in the teacher's research project, may be shared with other educational facilities or the teacher's professor, or may be used by the LVA Administration to improve the training program. These contents may also be used for advertising purposes (only with authorization of parent/guardian).

Should a student appear in such a recording, his/her name will not be disclosed. If you have any questions about such recordings, please contact the LVA Administration.

5. No Liability For Lost, Stolen, Damaged Items/No Liability for Vehicle Damage

LVA and its employees, staff, teachers, and Administrators will not be liable for lost or stolen items, or for any damage to any item brought to school by any student or parent. In addition, LVA and its employees, staff, teachers and Administrators will not be liable for any damage to your vehicle while on school grounds or on a field trip.

6. Right to Refuse Service

LVA is a private school. LVA Administration reserve the right to deny admission to any student for any non-discriminatory reason.

LVA reserves the right to refuse to do business with any person, at the sole discretion of LVA Administration.

Amendment, Modification or Change:

No amendments, modifications or changes to this *School Policies* document may be made without written consent by LVA Administration. LVA reserves the right to add or modify the terms and conditions of this School Policies document by written notification (email, newsletter, flyer, signs, etc.) whenever it deems it necessary.

LIVERMORE VALLEY ACADEMY
STUDENT-PARENT/GUARDIAN ACKNOWLEDGEMENT FORM

Student's Name: _____ Grade: _____

We have read the Livermore Valley Academy Policies document ("Policies"). We understand and agree to the terms and conditions set forth in the Policies. We agree to cooperate with all the policies, rules, procedures, and expectations set forth in the document.

We have adequate health and accident insurance for our child.

We, the parents/guardians, have read the section entitled "Conduct – Students", and we have explained that section to our child and are confident that (s)he understands it. We have also explained the sections relevant to our child's dress and behavior throughout this Policy, and we are confident that the child understands what is expected of him/her.

We, the parents/guardians, understand and agree that we are bound to abide by the conduct terms set forth in both "Conduct – Parents" and "Conduct – Students."

We, the parents/guardians, warrant and guarantee that we have disclosed to the LVA Administration any learning disability, special needs, or medical conditions that our child may have.

We, the parents/guardians, understand that we must be fully committed to following the Livermore Valley Academy Policies and acknowledge any modifications or addendums to the policies.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Student's Signature: _____ Date: _____

(Signatures of students in 3rd grade and above are required.)