



Livermore Valley Academy Student Handbook

Livermore Valley
A C A D E M Y

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Academic Year

Students are required to attend school regularly during the entire academic year, until the last day of school. Please refer to the [Livermore Valley Academy \(LVA\) Calendar](#) for academic breaks and other days off.

Unless otherwise notified by the LVA administration, there is no daycare during academic breaks.

Please note that academic instruction may conclude 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 prohibit, beyond reasonable control:

- acts of God,
- fire,
- power outage
- riots,
- war,
- terrorist acts,
- epidemic,
- pandemic,
- quarantine,
- natural catastrophe, or governmental acts or omissions.

In such events, to the extent reasonably possible, academic instruction will be online.

In the event there is a risk to the health and well-being of our community, LVA reserves the right to transition to distance learning.

Enrollment

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

- a) a completed registration packet 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 the administration
- e) enrollment of the student has been approved by the LVA administration

Fees

Annual Registration Fee

A non-refundable registration fee is due as follows:

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](#).

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.**

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).

Annual 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.

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 backpacks, lunchboxes, 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.

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.

Tuition

The amount of tuition for each school year will be announced before the commencement of the school year or can be found on the [Annual Tuition Schedule](#) or [Slingerland Tuition Schedule](#) 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 proof of payment.

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).

ACH (Automated Clearing House)

Automated Clearing House (ACH) is mandatory for all tuition payments unless the tuition payment has already been paid in full. If 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).

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, per 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 three months in a row will result in the expulsion of a student without notice.

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.

Refunds

All requests for early withdrawal need to be provided in writing a minimum of 30 days in advance of withdrawal date. 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. Fees are non-refundable.

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 or input into the TeacherEase system. *Lunch payments are not to be given to the classroom teacher or morning supervisors.*

The minimum payment must be \$20. Please note that it is the parent’s responsibility to communicate to the child whether they are allowed to use their 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.

Attendance and Pick-Up

Attendance Requirements

The law requires students to attend school regularly. Students are expected to be here at 8:25am each school day for the teacher pick up and to remain at school until the school day ends or 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.

Drop-Off at School

School Day Schedule

Morning Daycare Begins	Morning Daycare Ends	Note
7:00 AM	8:25 AM	Students may be dropped off as early as 7:00 AM
School Day Begins	School Day Ends	Note
8:30 AM (8:25 teacher pick up)	Pre-K through 5 th grade – 3:00 PM Middle School - 3:15 PM	School Day hours may be changed upon a 30-day notice from LVA.

Note: Parents/guardians of Pre-K – 2nd Grade students must check-in daily upon arrival at school.

Parents/guardians of 3rd – 8th Grade students may authorize students to sign themselves in to school.

Tardiness

Any child that arrives at school after 8:30 a.m. will be considered tardy. Tardiness will not be tolerated, and repeated tardiness will affect a student’s grades.

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

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

This policy applies to both on campus and online classes.

Pick-Up

If someone else is going to pick up your child, please call the office as soon as possible so we can work out a special arrangement for you.

Early Pick-Up

Early picks are to be pre-arranged by a parent/guardian and 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.

Normal 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, a parent/guardian must complete an [Authorization Form](#) to allow the student to check either themselves or a sibling out at the end of the academic day. LVA is a closed campus; All school doors are locked during the school day and students may not leave campus at lunchtime.

Sickness

Please keep your child at home if they have any of the following:

- A fever of 100 degrees or higher within the past 24 hours
- A runny nose when mucous is thick and green or yellow or when accompanied by a fever
- A rash of unknown origin or contagious rash requires a certificate from a physician stating that a student may return to school
- Diarrhea
- Vomiting within the previous 24 hours (Alameda County Public Health)
- Severe headache
- Conjunctivitis - red, irritated, or burning eyes with watery or mucous-thickened colored drainage

Head Lice

LVA has a “No Nit” policy. A Nit is defined as the egg or young form of a louse. The egg of a head louse attached to a human hair. LVA staff will perform all school lice checks, either each trimester or when lice are reported in the classroom/grade level. Since head lice are highly contagious, LVA has adopted a policy to reduce the spread of lice in our school. When students are found to have lice, parents are notified, and the students involved are isolated and sent home. Students are not allowed to return until they have been treated and no longer have nits. Students who are sent home with lice or nits must be brought into school by an adult and checked in the office before they will be allowed to return to class. If a student with live lice or nits does return to school, they will again be sent home and may be required to get a treatment certificate or doctor's note to return to school.

Excused Absences

It is important that Students attend school regularly to get the biggest benefit from school and learning experience. In the rare instances where Student is absent, it is important to notify the school as soon as possible. To report absences, contact the Attendance Line at (925) 344-6144 or attendance@mylva.org and provide the reason for absence

Please note that the school must be notified daily for every day that the student is absent. An excused absence will then be shown on the Student report card as an absence, but an excused absence allows the Student to make up the missed schoolwork.

Illness

- a) **Fewer than three consecutive days:** If a student is absent, a parent **must daily notify the main office before 9:30 a.m.** at attendance@mylva.org.
Note: the main office must be notified for each day that your child is absent.
- b) **Three or more consecutive days:** If a student is absent for three or more consecutive days, a doctor’s note must be submitted to the front desk upon the student’s return to school for the absence to be excused.

Unexcused Absences	Excused Absences
Vacations	Funeral Services, bereavement**
Birthdays	Doctor’s Appointment
Visiting relatives	Personal illness
Oversleeping	Quarantine
Parent requiring student to perform childcare	Illness in immediate family
Shopping	Testing appointment
Multiple Child Drop-off locations	Car trouble/accident
Normal day-to-day traffic	

Bereavement/Funeral Services**

A student’s absence will be excused to attend the funeral services of a member of their 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.

Planned Absences (Vacations)

If a student is going away for more than two days, a parent/guardian must complete a [Planned Absence Form](#) **at least 10 days in advance**, indicating the duration and reason of the absence 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 business days in advance or absences longer than 2 weeks, while 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, whether 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.”

Excused Absences

- Students shall be allowed to complete all assignments and tests missed during an excused absence. The teacher shall determine the assignments and tests which are reasonably equivalent to, but not necessarily identical to, the assignments and/or test that the pupil missed during the absence. The student shall receive full credit on those assignments if completed within the number of days absent, plus 2 extra days (working days).
- Teachers will not provide make-up work or allow students to take tests missed because of absences which have been designated unexcused.

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.)

Mandatory Participation

Participation in physical education (P.E.) is mandatory for all students. Students must both attend P.E. classes and participate. Participation in P.E. activity will only be excused if the student gets sick during the school day or provides a medical excuse. A parent/guardian may excuse their child from participation in P.E. activity with a written note for only one day. For students to be excused for more than one day a doctor's note is required.

P.E. Clothes

Middle School students must wear LVA shirts for P.E.; failure to wear correct P.E. apparel will result in a loss of credit. Shirts 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.

P.E. 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 online classes, or other governmental regulations prohibiting a traditional P.E. curriculum. Parents will be advised of changes in the P.E. curriculum as reasonably required to meet local, state, and federal guidelines.

Academic Monitoring and Progress

Monitoring Student Progress

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. We believe that continual communication and cooperation between teachers and parents, to support student learning, will improve student outcomes.

Parent-Teacher Conferences

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

Request for Academic Paperwork

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 (10) working days** for the process to be completed.

Advancement/Retention

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. The parent/guardian will be allowed to provide their input during the determination process. However, the ultimate determination of student advancement **will not** be that of the parent/guardian.

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 their 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 allowed to redo the homework for the following day but will not receive full credit.

|| **4. *Skipping big projects is not permitted and 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 cause 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 and the parent/guardian will be notified. However, the student will still be required to complete 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", they 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 discretion. However, no extra credit work will be assigned in any class during the last 2 weeks of a trimester.

Use of Technology & Electronic Devices

Use of Personal Electronic Devices

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, they 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 by an administrator.

Students who need to contact their parent/guardian between 7:00 a.m. – 6:00 p.m. can 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.

Electronic Device Liability Statement

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

Computer and Internet Access

Access to the Computers

Students may not have access to the school computers without supervision. Student use of the school's computers, networks, and internet services is a privilege not a right. Unacceptable use/activity may result in a suspension or cancellation of privileges, as well as additional disciplinary or legal action. Livermore Valley Academy shall have the final authority to decide whether a student's privileges will be declined or revoked.

Prohibited Use

Users are responsible for their actions and activities involving school computers, networks, and internet services, computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- Accessing Inappropriate Materials- Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, or illegal.
- Illegal Activities- Using the school's computers, networks, and internet services for any illegal activity or activities that violates other school policies, procedures or rules.
- Violating Copyrights- Copying or downloading copyrighted materials without the owner's permission.
- Plagiarism- Using materials obtained on the internet and passing said materials as one's own (such as articles, etc.). Internet sources used in a student's work must be cited by the author, publisher, and website address.
- Copying Software- Copying or downloading software without the expressed authorization of the system administrator.
- Non-School Related Uses- Using the school's computers, networks, and internet services for non-school-related purposes such as private financial gain; commercial, advertising, or for any other personal use.
- Misuse of Passwords/Unauthorized Access- Sharing passwords or using other users' passwords without permission and/or accessing other users' accounts.

- Malicious Use/Vandalism- Any malicious use, disruption or harm to the school's computers, networks, and internet services, including, but not limited to, hacking activities and creation/uploading of computer viruses.
- Unauthorized Access to Chat Rooms/News Groups/E-Mail- Accessing chat rooms, news groups, or email without specific authorization from the teacher.

No Expectation of Privacy

The school retains control, custody, and supervision of all computers, networks, and internet services owned by the school. The school reserves the right to monitor all computer and internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files. ***Users are responsible for their actions.***

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.

The 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 seven calendar days and the 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 the parent/guardian will be notified. This means that a student will not be permitted to use LVA computers for any reason, including homework.

Internet and Social Media Use (On/Off-Campus)

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).

Visitors and Volunteers

We welcome volunteers and visitors to our campus. It is important for the safety of our Students and Staff to follow the protocols in place:

- All volunteers and visitors must sign in upon arrival and sign out after the event/function concludes. The sign-in and sign-out visitor log is located at the front desk.
- A Visitor badge will be provided to wear while on site.
- While on campus, volunteers are to participate in the event/project support signed up for and then allow for the staff to continue with the instructional day.
- Volunteers and Visitors should refrain from going into classrooms/areas outside of where the event/project is occurring, disciplining, or questioning Students. While volunteering, should a volunteer witness a behavior deemed inappropriate, it should be reported to the Administration promptly for action.
- Communication must always be business professional and adhere to proprietary information regulations.

Conduct – Parent/Guardian

A parent/guardian has a 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 child/children, 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.

General Parent/Guardian Policies

In general, **parents/guardians shall:**

1. Arrive to school and pick their child/children up from school on time, every day.
2. Be respectful to the staff, students, and other members of the school community at all times, in words and behavior.
3. 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.
4. Refrain from holding conversations with the aides while they have the responsibility of supervising children (this is for each child's safety).
5. Refrain from gossiping, using profanity, and using inappropriate language on campus (including the parking lots and sidewalks around the school), on field trips, and during school events.
6. Refrain from posting disrespectful or inappropriate comments about LVA, the staff, students, or other parents/guardians on any form of social media.
7. Follow LVA protocol for handling complaints by first seeking a resolution with the staff member involved positively and professionally.
8. Hold their child/children 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.
9. Read all communications from LVA teachers, staff, and administrators and respond to all such communications promptly and appropriately.
10. For the privacy of all students, parents/guardians are not to attend online classes for Kindergarten through 8th grade.

Student Files and TeacherEase Accounts

Parents/guardians must check the grades, account balances, and attendance records of their students in TeacherEase every week. 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.

Lunches/Snacks

Parents/guardians must ensure that their child/children have enough healthy snacks and lunch for the 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 in a microwave 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.

If a child forgets his/her lunch at home, LVA will serve that day's school lunch to the child and bill the parent/guardian.

Complaints or Concerns

LVA takes parent/guardian and student complaints and concerns seriously. To address complaints and concerns, the 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 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 will respond to your complaint or concern directly.
- If the complaint or concern is about a member of the 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 with 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).

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, parents/guardians need to provide their student/child with a private learning space during online class time.

Teacher/Student Assignment

Each summer, the LVA Administration spends a long time carefully planning the class rosters assigned to each teacher. Many details are considered, such as student/teacher 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. 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 the administration sees fit.

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

Dress Code

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

- Clean and well-kempt hair.
- No dirty clothes.
- No saggy pants/ tight pants/ no pajamas (unless for Pajama Day at school). Undergarments should not be visible.
- Tops should cover at least up to the shoulder; no spaghetti straps, no low-cut shirts or shirts that show the stomach or midriff. Undergarments should not be visible.
- 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, clothing containing weapon graphics/political views/or religious symbols, and no trench coats.
- No heavy make-up (unless for a special occasion such as performances).

Appropriate shoes must always be worn, 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, their 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 bring appropriate clothing to school for the child to wear.

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 the 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 using them appropriately.

|| **5. *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/replacements. If 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.

|| **6. *If it isn't yours, don't touch it or use it!***

Students have 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.

7. *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 office and lose the next recess.

As to this section only, the consequences for not remaining in designated areas are:

1st time: Lunchtime detention

2nd time: Parent/guardian is notified

3rd time: Suspension

8. *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**. All students must 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 are expected to follow the LVA Student Policy any time they are on school property.

Any student engaging in any of the behaviors described in this section will be sent to the 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.

Bullying

What Is the Definition of Bullying?

Bullying happens when someone harms, scares, threatens, belittles, or any other type of inappropriate behavior toward another person on purpose. Usually, bullying happens consistently. 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"
- Teasing people in a mean way
- Getting certain people to "gang up" on others. Verbal, nonverbal, visual, written, or physical victimization, including hazing, that has 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. Cyberbullying 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 offensive 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 cyberbullying, hurtful emails, texts, photos, etc. must be brought to school as evidence.

Harmful or Unwanted Physical Contact

Students may not intentionally hurt, threaten, or injure any other person 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.

Disruptive Behavior

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

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

Displays of Affection

Students are not permitted to engage in displays of affection, including kissing, handholding, 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 violate this section.

Discipline, Suspension, and Expulsion

At the discretion of LVA Administrators 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 removed from class/teacher discussion or sent to office
- Parent/Guardian will be notified

2nd time:

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

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 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.

Insurance and Medical Issues

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 during school-sponsored activities.**

Medication

LVA does not have healthcare 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, antacids, 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 is considered minor if it can be treated with 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 the 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

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 that 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 being denied or required to withdraw.

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.

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 needs 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 needs such assistance or care temporarily (i.e., no longer than one week), your child should not attend school.

LVA Administration reserves the right to a) refuse admission to or b) refuse continued enrollment of any student regarding Special Education or Slingerland program(s) under this section 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 the LVA Administration, LVA determines that a student should not attend LVA given the student's medical issue or condition or special needs.

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 include but are not limited to, purses, book bags, sports 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

Books

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

Parents are responsible for paying the cost of a book if a book is 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 the withholding of a student's report card or, if applicable, exclusion from participating in graduation exercises.

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 are mandatory. However, participation in a field trip is also a privilege.* At the discretion of the LVA Administration, a student falling behind in their 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 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 if your child does not attend the field trip.*

A student's sibling(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.

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 five 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.

Lost and Found

Please make sure that items such as water bottles, lunch bags & containers, backpacks, jackets, etc. are *labeled with your 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 belongings 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 belongings.* Any item not claimed within one week will be donated.

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 graduate classes or teacher training purposes. Such recordings may be used in teachers' research projects, shared with other educational facilities or a teacher's professor, or may also be used by the LVA Administration to improve the training program. This content may also be used for advertising purposes (only with the authorization of the parent/guardian).

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

Lost, Stolen, Damaged Items/Vehicle Damage

LVA and its employees, staff, teachers, and Administrators are not 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.

Right to Refuse Service

LVA is a private school and therefore reserves 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 Changes

No amendments, modifications, or changes may be made to this school policies document 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 (printed)*: _____ Date*: _____

We have read the Livermore Valley Academy Student Handbook Policies document. We understand and agree to the terms and conditions outlined in the Policies. We agree to cooperate with all the policies, rules, procedures, and expectations outlined in the document.

We have adequate health and accident insurance for my/our child.

We, the parent(s)/guardian(s), have read the section entitled "Conduct – Students", and I/we have explained that section to my/our child and are confident that they understand it. I/We have also explained the sections relevant to our child's dress and behavior throughout these Policies, and I/we are confident that my/our child understands what is expected of them.

I/We, the parent(s)/guardian(s), understand and agree that I/we /are bound to abide by the conduct terms outlined in both "Conduct – Parents" and "Conduct – Students."

I/We, the parent(s)/guardian(s), warrant and guarantee that I/we have disclosed to the LVA Administration any learning disability, special needs, or medical conditions that my/our child may have.

I/We, the parent(s)/guardian(s), understand that I/we must be fully committed to following the Livermore Valley Academy Policies and acknowledge any modifications or addendums to the policies.

Parent/Guardian Name (printed)*: _____

Parent/Guardian Signature*: _____ Date*: _____

Student's Signature*: _____ Date*: _____
(Signatures of students in 3rd grade and above are required.)

*Required Field