

## **Livingstone Academy Vision/Mission Statement**

*The Vision of Livingstone Schools is that "Every student can achieve...In the right environment"; therefore, we are committed to identifying and meeting the diverse needs of each student through individualized educational programming. It is our mission to work cooperatively with families, students, community, colleagues, and other professionals in order to promote each student's success and well-being as he/she prepares for future endeavors*

### **Who we are**

Livingstone Academy is an independent, non-profit, private school that specializes in ministering to the needs of children with unique abilities and their families. Livingstone Academy serves students in grades 1-12; providing a continuum of services based on the individual requirements of each student. We provide a positive learning environment for students with Specific Learning Disabilities, Autism, Asperger's, Speech and Language disorders, attention deficit hyperactivity disorder (ADHD), and Cognitive and/or Developmental delays and intellectual disabilities. We are a school for students with learning disabilities.

\*We are not a school that is equipped to address the needs of students with mental health, psychiatric, or behavioral disorders or conditions such as bipolar disorder, mood disorder, ODD, EBD, and schizophrenia.

### **LIVINGSTONE ACADEMY Philosophy of Education**

Livingstone Academy has a curriculum that teaches our students to think critically and creatively, and to value the importance of their studies. This curriculum offers teachers the flexibility to instruct in each child's learning style.

Our dedicated team of educators understands the unique learning styles of each student and makes all accommodations to meet their needs. Our strategy of a "small group learning model" ensures each student receives the individualized attention necessary to reach their greatest potential

The staff at Livingstone Academy views each child as an individual and recognizes their uniqueness and God given abilities. We desire to help develop every area of a child's life.

## Transfers and Withdrawals

When our students are transferred or withdrawn, parents should:

- Notify Administration
- Return all textbooks, and other school property
- Pay all outstanding bills and accounts

*\*Failure to complete any of the above items may result in a delay of report cards and/or records released.*

## Finances

The following are the financial responsibilities and procedures for parents and students:

1. LA is a tuition-based institution. Tuition payments are due on the fifteenth (15<sup>th</sup>) of each month, August - May. Tuition can be paid in advance. Scholarship payments are accepted quarterly. All scholarship payments must be approved by parent within 48 hours of invoice notification. .
2. Accounts allowed to fall two weeks in arrears may ultimately result in the necessity of withdrawal of the student (s) from the school. This includes tuition, before and aftercare, therapies and any other services received at LA
3. A late fee of \$10.00 will be added to all accounts which are past due.
4. Report cards, transcripts, health records, and diplomas will not be issued for any account with an outstanding balance and will only be issued when the outstanding balance is paid in full.
5. A student will be allowed to enter school on the first day of the new school year only when a prior year account has been paid in full.
6. A service charge of \$25.00 will be added to any account for which payments have been declined for insufficient funds.
7. Subcontractors, one-one-one assistants and therapist create additional billing procedures. Invoices will reflect a 1% charge for any students receiving services.

## Nonrefundable Fees

- A. Registration Fee: The registration fee is \$250.00 per student and can be paid by cash or check. For new students, this fee is to be paid upon notification of acceptance by LA. The payment confirms your decision to enroll your student and ensures placement at LA and is due at the time of registration.
- B. Resource Fee: The resource fee is \$750.00 per student and is due at the time of registration. This fee is nonrefundable.

## LIVINGSTONE ACADEMY Policies and Procedures

### Agendas

The student agenda helps students organize assignments and class preparation. Students are to bring their agenda and discipline sheets to each class every day. It is the student's responsibility to show the teacher any parent notes and the parent any teacher notes. Students are not to tear out or fold pages in their agenda.

### Attendance/School Hours

The school doors open at 8:15 am. Students need to be present for the day to begin by 8:30 am. The school day ends at 2:30 pm. Students and parents/guardians need to observe start and close times carefully. We remind you of Florida Statute 1003, Court Procedures and Penalties states: "A parent who fails to have a child attend school regularly is guilty of a misdemeanor of the second degree and is punishable as provided by the law."

### Absences

In compliance with State laws, students are not to be absent for more than **Eighteen days per year** for any reason. If this occurs, parents/guardians will meet with the Director to assess the problem and develop a plan for attendance improvement, withdrawal, or retention. Family vacations and medical and dental appointments should be planned for times when school is not in session. Attendance policy is strictly enforced. Extenuating circumstances must have proper documentation.

### Types of Absences

***\*Failure to call LIVINGSTONE ACADEMY to report an absence will constitute an unexcused absence.***

Below are examples of excused absences:

1.
  - A. Personal illness or injury
  - B. Death in the immediate family - parents/guardians, siblings, grandparents
  - C. Death in the extended family - uncles and aunts, nephews and nieces, cousins
  - D. Medical appointments (please inform teacher of appointments in advance)
2. **Truancy:** Students absent without parental permission are regarded as truant and are subject to disciplinary action.
3. **Leaving Campus:** Students may only leave campus with permission and in the company of parent/guardian.
  - A. A parent will be contacted if the student is ill. Students are expected to be picked up from school within an hour.

## Tardiness

Students are considered tardy if they are not in their classrooms by 8:35 am.

To be allowed to enter the classrooms, a parent must walk the student into the office and sign the student in. Students will be given a pink slip that must be given to their teacher. If a student arrives at school after 12:00pm, they will be considered absent for the entire day unless previous arrangements were made.

## Excuses

Please notify the school if student will be out for any reason via telephone or email.

- Seffner –813.661.4200 or email [bgoodkind@livingstoneschools.org](mailto:bgoodkind@livingstoneschools.org)
- Riverview –813.399.3180 or email [ejudge@livingstoneschools.org](mailto:ejudge@livingstoneschools.org).
- LAAC - 813.438.8550 or email [mendicott@livingstoneschools.org](mailto:mendicott@livingstoneschools.org)
- LAEC 813.459.6012 or [cburgess@livingstoneschools.org](mailto:cburgess@livingstoneschools.org)

## Campus Closings

In the event of a hurricane or other weather-related emergency, LIVINGSTONE ACADEMY will follow the Hillsborough County Public School schedule. If public schools are closed, LIVINGSTONE ACADEMY will be closed. Please stay tuned to local news for openings and closings.

There may be other campus closings due to situations beyond our control. We will do our best to communicate this to the parents.

## Curriculum

LIVINGSTONE ACADEMY strives to promote an environment where students are encouraged to learn. We want to challenge students in the areas that they are strong and guide them in the areas where they are weak. We utilize both classroom style teaching and small group instruction. Additional curriculum may be used depending upon the child's individual needs and capabilities. Supplemental materials are utilized that enhance our instruction.

### Reading Curriculum:

- SRA
- Jamestown
- Journeys

### Math Curriculum:

- Saxon
- Touch Math
- Number World
- Khan Academy

### History/Social Studies Curriculum:

- AGS
- History Alive
- Scholastic
- Harcourt

### Writing Curriculum:

- Write Source
- Handwriting Without Tears

## Homework

Homework will be assigned based on age, grade, subject and levels. The teacher will explain their specific homework expectations to the class. This is necessary to help achieve academic progress. If a student refuses to do his/her work or is putting forth little effort during the day, it may be assigned as homework. There will also be times during the school year that students will be required to complete projects. The projects are a vital part of their education. Projects will require some at-home assignments.

## Makeup Work

It is the student's or parent's responsibility to ask the teacher for the assignments and tests which were missed during an absence. Sometimes the teacher will post assignments up on the board. It is important that the student make up work be completed as soon as possible and within the time arranged with the teacher. It may need to be done at recess, after school, at home, or other times at the discretion of the teacher. In the case of a prearranged absence, the student may be required to work on assignments while he/she is gone from school and turn it in upon returning to the school depending upon the requirements of the teacher.

## Dress Code

LIVINGSTONE ACADEMY uses a dress code for students to promote simplicity of style, modesty, school spirit, and identity. **Livingstone Academy T-Shirts** or uniform shirts such as those you can purchase at Wal Mart and Target are acceptable. Students are allowed to wear any color shirt with a collar. **Uniform shorts, pants, skirts, Capri's and jeans (with no holes above the knee) may be worn. (NO LEGGINGS or YOGA PANTS are allowed unless covered by a skirt)** Shorts and skirts must be an appropriate length. Use arm length to determine if shorts and skirts are acceptable. Students must wear socks and sneakers. *Students must wear clothes that fit correctly. No baggy pants, sweatpants, OR ATHLETIC SHORTS ARE ALLOWED, NO extra-large shirts are allowed. Items that are too small or too tight are also inappropriate. This is up to the discretion of LIVINGSTONE ACADEMY.*

Students should wear clothing and hair styles that support the purpose of the LIVINGSTONE ACADEMY dress code policy. The LIVINGSTONE ACADEMY administration makes final determination regarding whether a student's dress or hair style supports the purpose of the LIVINGSTONE ACADEMY dress code policy.

**General Guidelines for all Students:** Excessive dress code violations may result in disciplinary action including detention, suspension, or expulsion.

1. All students are required to adhere to the school dress code.
2. Skirts, dresses, and jumpers must be an acceptable length. Use the students arm length for appropriate length.
3. Jewelry must be modest in amount and size. Students participate in recess and/or PE daily. Excessive amounts or size of jewelry pose safety risks.
4. Everyone must dress neatly and modestly.
5. **NO HATS ARE TO BE WORN OR HOODIES COVERING THE HEAD**

### **Electronics/Personal Belongings**

Students should not bring personal items to school. \*Students phones and other electronics will be collected by the teacher. Livingstone Academy is not responsible for damaged/lost/stolen items.

### **Field Trips**

Field trips are taken periodically in conjunction with different classes. Permission slips are sent home with students and are to be signed and returned by the requested date. A small charge may be required for admission.

Attendance on field trips is mandatory. However, if there is a compelling reason that a student should not attend a field trip, the parent must discuss the situation with the teacher or administration. Missing a field trip without a compelling reason will count as an unexcused absence.

All field trip fees must be paid for your child/children to attend field trips. If fees are not paid, your child will need to stay home for the day. This will be considered an unexcused absence for your child.

*\*LIVINGSTONE ACADEMY does reserve the right to not allow for a child to attend a field trip due to attendance, behavior, incomplete assignments, grades or other reasons determined by LIVINGSTONE ACADEMY. Parents will be contacted prior to the field trip with a decision.*

*\*\* There are no refunds for field trips unless field trip destination refunds the school the appropriate monies.*

### **Fundraising**

LA will conduct only two major fundraisers, the Fall Family Fundraiser and a golf tournament. In lieu of having a number of fundraisers, parents will be asked to donate \$100.00 per/student each school year.

### **Lost and/or Damaged Property**

LIVINGSTONE ACADEMY is not responsible for lost items. We ask parents to put their child's name on clothing and personal items to help in the proper return of misplaced items. Items that have been found will be turned into the lost-and-found. Items not claimed by the end of each grading period will be donated to an applicable ministry.

LIVINGSTONE ACADEMY is not responsible for damaged items. This includes supplies, book bags, lunch boxes and any other personal property belonging to a child. Please allow for wear and tear on items sent in for students.

### Lunch

Students must bring their own lunch in a container with a cooler pack. LIVINGSTONE ACADEMY does not provide plastic utensils. **Please be sure your student has utensils if necessary.** Please send in food that does not need preparation. It is against Hillsborough County Health Department regulations for staff to prepare and cook meals. Hot items should be sent to school in a Thermos. Lunch is only 30 minutes. Lunch should include items that are healthy and represent the food groups. Please do not send in items that contain caffeine or excessive sweets and candy.

### Parties/Treats

Celebrating successes and special occasions is important at LIVINGSTONE ACADEMY. All parties must have the approval of the Director/teacher. Class treats are allowed if cleared with the teacher. Please be sure that you communicate any food allergies that your student may have to the teacher and staff.

### Behavior Policies/Procedures

Reflecting our respect for God, and God's respect for us, we expect students to exhibit respect for themselves, others, and property belonging to others. The teacher is responsible for classroom management. Teachers and students work together to problem solve when inappropriate behavioral and conflict situations arise. The teacher has the latitude to apply various disciplinary procedures.

LIVINGSTONE ACADEMY recognizes good behavior. Students have incentives that are age and ability appropriate.

When misconduct occurs, corrective measures will be employed to help the student change his/her attitude and behavior. Some of the corrective measures are as follows:

- |                                |                            |
|--------------------------------|----------------------------|
| 1. Student-LA staff discussion | Parent-LA staff discussion |
| 2. Loss of privilege           | in school suspension       |
| 3. out of school suspension    | expulsion                  |

Examples of misconduct include but are not limited to:

- |                               |                         |
|-------------------------------|-------------------------|
| 1. Dishonesty                 | 6. Vandalism            |
| 2. Bullying                   | 7. Fighting             |
| 3. Profanity                  | 8. Disrespect           |
| 4. Excessive horseplay        | 9. Blatant disobedience |
| 5. Not adhering to dress code | 10. Stealing            |

## **Bullying**

Livingstone Academy determines a course of action on a case-by-case basis. Less severe behaviors may lead to an in-the-moment teaching intervention by a staff member. More severe unacceptable behaviors may lead to a referral to administration for a more serious response. The goal of the discipline is to help the student change their behavior while holding them accountable for their actions. LA cannot prevent a student from bullying, we can hold students accountable.

Discipline interventions are not limited to behaviors where we can clearly establish an intent to harm. “I didn’t mean anything” or “it was just an accident” is not an acceptable excuse. Livingstone Academy staff will look at factors such as past behavioral history, the circumstances surrounding the incident and whatever other factors are helpful.

## **Student Progression and Promotion**

The following student progression and promotion practices and policies are consistent with Livingstone Academy goals and philosophy and are in compliance with the appropriate State Statutes. These practices and policies emphasize high performance basic skill standards as established by both the State and Livingstone Academy. All students are placed in instructional programs in which they can achieve academically as well as develop spiritually, emotionally, socially, and physically.

For a variety of reasons individuals may require somewhat less or more time to develop their educational potential. Teachers of a specific student may meet with parents and the student regarding individual student performance. Together decisions are made to determine the most beneficial placement of students, including acceleration, tutoring, retention, or probation.

## **Grading Policies and Practices**

Evaluation of the progress of students is conducted with appropriate assessments. The following grading system is in place for non-academics including conduct.

- Outstanding
- S+ Above Satisfactory
- S Satisfactory
- S- Below Satisfactory
- N Needs Improvement
- U Unsatisfactory

The following grade scale is utilized for Academic subjects in most classes.

A+ = 97-100	C = 74-76
A = 94-96	C- = 70-73
A- = 90-93	D+ = 67-69
B+ = 87-89	D = 64-66
B = 84-86	D- = 60-63
B- = 80-83	F = 0-59
C+ = 77-79	

If applicable, teacher will note if a student is on level for academic subjects. This will be reflected with an “AL” for Above Level, “OL” for On Level and “BL” for Below Level.

\*\* Other grading options may be utilized depending upon the child’s needs and abilities.\*\*

## **LAAC**

The ASD classes are very specialized programs. As students are on different levels of learning across subject areas, it is important that each student is measured and challenged appropriate to his/her specific learning needs. A traditional report card is not used, as individual goals cannot be measured by assigning a letter or a level such as satisfactory, needs improvement, or outstanding. Students in these programs will have an education plan developed at the beginning of the school year to include input from parents, teachers, and therapists. Each quarter, a progress report will be sent home indicating the student’s achievement towards goals. This plan may be revised in the event that a goal is mastered, or a goal is deemed inappropriate due to lack of progress.

## **LAAC AGE OUT POLICY**

The cut off is through 8th, we will not enroll a 9th grade student. In addition the 8th grade student must be 14 years old [on September 1st](#). You can start the school year at 14 and turn 15 during the year but you can't be 15 [on September 1](#) and turn 16 during the school year.

## **Report Cards**

Report cards and progress reports are accessed electronically through TeacherEase. Hard copies are available for parents to print.

## **Parent/Teacher Conferences**

Communication concerning a student's, academic, physical, and behavioral growth is encouraged. Conferences may be initiated by parents, teachers, counselors, and Director.

Parents who have concerns about a student's performance in a specific subject should first talk with the teacher. If the parent still has concerns, a conference may be scheduled that includes the parent, teacher, director, and student (if appropriate.)

## **Subcontractors/Therapist**

Livingstone Academy reserves the right to approve any sub-contractor, therapist, aid, or any other person not employed by Livingstone Academy to provide services at our location. All such personnel will be required to provide an approved background check, references and any other documentation requested by Livingstone Academy.

## **Health and Safety-Illness**

Livingstone Academy maintains first aid supplies for minor injuries. When the school cannot safely handle a student's illness or injury, parent/guardians are contacted. Therefore, it is imperative that student records are kept up to date with current telephone numbers for home, workplaces, cell phones and other emergency numbers. Please notify the school of any changes which occur throughout the year.

Please do not send your child to school if they are ill or contagious. Contact the school if your child should develop a communicable disease such as measles, etc. It is up to the discretion of the Administration of LIVINGSTONE ACADEMY if we can take a sick child, even with a note from a doctor.

**Please use the following list in determining when to keep your child home.** This list was taken from the report of the committee on control of infections and diseases of the American Academy of Pediatrics.

- 1) Fever greater than or equal to 100 degrees within 24 hours of bringing your child here
- 2) Vomiting and/or diarrhea within 24 hours of bringing your child here
- 3) Any symptoms of the usual childhood diseases: scarlet fever, German Measles, Mumps, Chicken pox, and Whooping cough
- 4) Common cold, from onset up to one week
- 5) Any discoloration of a runny nose or any excessive runny nose, even if clear
- 6) Sore throat
- 7) Croup
- 8) Any skin infections: boils, ringworm, impetigo, scabies, etc.
- 9) Pink eye or any eye drainage
- 10) Lice

If your child develops any of these illnesses while at school, the child must be picked up within 1 hour of LIVINGSTONE ACADEMY notifying you of your child's sickness.

## **HEAD LICE POLICY.**

“Whenever a student is found to be infested with head lice or is found to have nits, the parents shall be notified. The parents will be provided with directions for treatment of head lice and of school procedures related to head lice. The student will be sent home for treatment and not readmitted until the parent brings a note from a doctor and it is confirmed that the child is free of any head lice and nits after examination by the doctor. After clearance by the doctor's office, the student will be allowed to return to class.

The other students in the infested student's classroom and the student's sibling(s) should be examined in a private setting for evidence of either the lice or lice eggs (nits). The examinations should be done by each student's parents and/or the school principal or designee. In the event that other students in a classroom are identified with active cases of head lice, then the principal shall notify parents of the situation.

There are a few other conditions for which students must be sent home: head lice, persistent diarrhea, vomiting, fever, rashes of unknown, etc. Livingstone Schools has a NO NIT policy. If your child has head lice, he/she must be treated, and all nits must be removed before your child may return to school

### **Medications**

If a student needs to have medication(s)/treatment(s) given during the school day, state regulations and school policy require that the parent/guardian and the student's doctor provide written permission for administration of both prescribed and over the counter medication(s) or treatments(s). Only medications approved by the FDA can be administered by school personnel. Medications must be in their original container with dosage requirements.

### **Visitors**

For the safety of everyone, especially our students, the following rules will apply to all adults who work at the school, volunteer, or visit:

- 1. ALL** visitors must enter through the office area and state the nature of their visit to our staff.
2. Anyone wishing to pick up a child from our school other than the parent must be approved by the parent and show the office staff a valid driver's license.
3. In cases where parents are divorced or separated, the school will require copies of all legal papers pertaining to child custody and visitation so as to know who has legal authority to pick up the child and when.

## Accidents

For accidents occurring at school or on school activities, report forms will be sent home. This can be hard copy or done electronically. Depending on the severity of the accident, you may also receive a phone call.

## Environment

**Care of Classrooms:** Maintaining a clean, attractive environment is important to successful learning. Students do their part by using the proper waste or recycling receptacles, vacuuming, and taking out the trash. This helps keep the classroom clean. Restitution must be made for any damage done in a classroom by a student.

**Care of textbooks:** Books are expected to be handled with care and not abused in any manner. A replacement charge must be paid for any book that is lost or damaged.

**Care of Grounds:** Maintaining a clean and attractive campus is important. Waste is to be disposed of properly and recycled. All persons are encouraged to care for the campus environment.

## Before and After Care

NOT EVERY CAMPUS OFFERS AFTERCARE, PLEASE CHECK YOUR STUDENTS SCHOOL LOCATION FOR AVAILABILTY AND PRICING

LIVINGSTONE ACADEMY will offer Before and After school care. Before care hours of operation are from 7 am – 8:15 am. After Care will be offered from 2:30 pm to 6:00 pm. **If a child is picked up after 6:00 PM, there will be a \$1.00 per minute over 6:00 PM charge. There will be a one-time warning.** After the third late pick up, After Care privileges may be revoked at the discretion of Administration. Christmas Break, Spring Break and ALL non-school days are not included in this price and are subject to be charged.

## LIVINGSTONE ACADEMY Grievance Procedures

LA teachers and staff seek to develop and maintain good working relationships with parents/guardians. When problems arise, it is imperative that they be dealt with ethically and in a spirit of cooperation. The principles taught in Matthew 18:15-17 are clear guidelines to follow. All concerns should be registered in the following sequence:

### **Grievances:**

1. When an individual feels that he or she has a complaint or grievance, including complaints of discrimination and harassment, he or she shall discuss the complaint or grievance with the individual and the principal of the school as soon as possible. Every effort shall be made to arrive at a satisfactory resolution of the problem on an informal basis.
2. Grievances shall be processed as rapidly as possible. The number of days indicated shall be considered as a maximum and every effort shall be made to expedite the process. The time limits specified may, however, be extended or reduced by mutual agreement. If a decision is not rendered within the designated time period, the aggrieved may appeal to the next appropriate level.
3. A grievance shall be presented at the appropriate level within sixty days after the aggrieved person knows of the act or condition on which the grievance is based, and if not so presented, the grievance shall be considered waived.
4. Students, applicants for admission, employees, applicants for employment, parents and other non-employees shall have the right to file a grievance.

### **Levels of Grievance:**

1. **Level I** The purpose of this policy is to secure, at the administrative level closest to the aggrieved person, equitable solutions to the problems which may from time to time arise affecting the rights, welfare or working conditions of all persons connected with or seeking employment from Livingstone Academy. A grievance may be filed with a principal of the school. The proceedings shall be kept confidential at all levels of the procedure. Retaliation against an individual for filing a grievance or against an individual providing information regarding such grievance is prohibited.
2. **Level II** - If the conference with the principal fails to resolve the grievance, the person may file the grievance within sixty days of the occurrence of the alleged violation, on a Level I form (available in the principal's office) with the Board of Directors of Livingstone Academy. Mail to Livingstone Academy Board of Directors 1204 Lenna Ave, Seffner, FL 33584. The principal or immediate supervisor shall give a written decision on the grievance to the party in interest within ten workdays. Before an administrator may render an adverse decision concerning a grievance, he or she must confer with the Board of Directors.

**\*Parent Responsibility**

**\*Please print this page, print and sign your name. Please return to your assigned campus.**

**By signing this page, you are stating that you have read the Livingstone Academy Student Handbook and that you understand all of the content.**

**Parent: (print name)** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Campus:** \_\_\_\_\_ **Date:** \_\_\_\_\_