

# LORD & ENGLISH VIDA, LLC (LEV)

## Language School

### STUDENT HANDBOOK

#### BOARD OF EDUCATION

Dr. Helmut C. Calabrese, CEO

Mary J. Calabrese, Director

### MISSION

Lord and English Vida, LLC advances academic language achievement for adults who are culturally and linguistically diverse through high quality standards, assessments, research, and professional learning for educators.

#### EXPECTATIONS FOR LEV STUDENT BEHAVIOR

##### CODE OF STUDENT CONDUCT

The behaviors listed under each statement of student expectations are examples only; and, therefore, do not represent the full range of possibilities.

Prepare themselves mentally and physically for the process of learning.

- Students are nourished, rested, properly dressed and groomed.
- Students are free of drugs and alcohol.
- Students come to school prepared to learn either in person or virtual.

Demonstrate respect for people and property.

- Students are honest, courteous, and polite.
- Students respect the property of others.
- Students accept the rights of others to their own opinions.
- Students settle differences peacefully.
- Students display good sportsmanship at school-related functions.
- Students participate in the maintenance and cleanliness of school facilities and property.

Take responsibility of their own behavior and learning.

- Students recognize that school is work and academic development is the primary purpose.

- Students complete all homework, classwork, and exams.
- Students make personal choices based on reasonable decision making processes.
- Students accept constructive criticism and disagreement when necessary and appropriate.
- Students accept the consequences of their actions.

Use time and other resources responsibly.

- Students attend school regularly and punctually.
- Students use books and other equipment appropriately.

Share responsibilities when working as members of a group.

- Students cooperate, contribute, and share in the work of the group.
- Students accept and assume leadership when appropriate.
- Students listen to points of view of others.

Meet the unique requirements of each class.

- Students participate actively in classwork.
- Students follow class rules and procedures.
- Students bring to class textbooks, clothing, and other materials necessary for participation.
- Students observe rules for safe handling of class equipment and materials.

Monitor their own progress toward objectives.

- Students record and maintain records of progress.
- Students plan courses of study and schedules.
- Students seek assistance from school staff members and peers.
- Students value the relationship of learning to everyday life.

Communicate with parents and school personnel about school-related matters.

- Students take time to discuss academic learning and school progress with parents, the student and school personnel.
- Students transmit information to parents and return responses to appropriate personnel when requested.
- Students know the appropriate people to involve when a problem occurs.
- Students outline with parents and teachers a clear and concise educational goal for the school year.

## REFUND POLICY

- There are no refunds