



## 2017-2018 Parent-Student Handbook

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## ***CORPORATE STRUCTURE***

### **Lewis Center for Educational Research Board of Directors**

The Lewis Center for Educational Research operates under the governance of a non-profit 501(c)(3) educational foundation. The Lewis Center for Educational Research Board of Directors (“Board”) is non-paid and meets quarterly. The President/CEO answers directly to the Board.

The Board acts in the oversight capacity of the AAE School Board Committee. The AAE School Board Committee, which is chosen from members of the Board, usually meets on the second Thursday of each month at 7:00 a.m., at the Mojave River Campus, Bldg. G Conference Room, 17500 Mana Rd., Apple Valley. The schedule is posted on the web page. The meetings are open and follow all legal requirements of the Brown Act.

### **Lewis Center for Educational Research Board of Directors**

David Bains\*  
General Atomics Aeronautical Systems

Jose Palafox\*  
Starfox Financial Services, LLC

Duberly Beck  
Beck's Tax & Business Services, LLC

D. Kevin Porter, AAE Chairman\*  
Caldwell, Kennedy, & Porter

H.O. “Bud” Biggs, Chairman  
Retired

R. Everett “Buck” Goodspeed  
Goodspeed Group Inc.

Kirtland Mahlum, Treasurer  
Retired

Marcia Vargas  
Retired

Andrew Jaramillo, Secretary  
Jaramillo Insurance & Financial Services

Regina Weatherspoon-Bell  
San Bernardino County Board of  
Supervisors

Russell Stringham  
PrintMart

Rick Wolf\*  
Apple Valley Unified School  
District

Robert Lovingood \*  
San Bernardino County First District Supervisor

Peter Torres  
Century 21 Beachside Realty

\*AAE School Board Committee member

## **The Lewis Center for Educational Research**

The Lewis Center for Educational Research is one organization comprised of a number of divisions and departments committed to a common goal of providing educational resources and programs for children in our community, state, and nation. Our operation is funded through several sources, including public and private grants, fundraising, and Actual Daily Attendance (ADA). These resources are carefully tracked and applied with great care and stewardship. Every employee is fully aware of the tremendous responsibility we have to our customers and our benefactors to operate with the utmost integrity.

## **Academy for Academic Excellence** **Expected School Wide Learning Results**



Students who graduate from the Academy for Academic Excellence will demonstrate courage, generosity, and honor in...

### **Academic Achievement**

- Use acquired knowledge and skills to connect school to life by being able to prioritize goals, access information, and use time effectively.
- Demonstrate academic excellence by achieving and exceeding Common Core State Standards
- Identify academic strengths and career interests.

### **Analytical Thinking**

- Demonstrate problem solving skills and critical thinking.
- Logically evaluate, synthesize, and apply new information.
- Use acquired skills to be a responsible citizen at the school and in the community.

### **Effective Communication**

- Articulate ideas, opinions, and information clearly.
- Use verbal, written, technical, and creative expression.
- Develop individual and collaborative working skills.

## **The Academy for Academic Excellence**

The Lewis Center for Educational Research (LCER) is the umbrella organization for the Academy for Academic Excellence (AAE). The AAE is a public charter school originally chartered by the Apple Valley Unified School District and the State of California in July of 1997. The AAE was developed on one fundamental principle: that parents know their children best and must be the primary source of education and direction in their children's lives. We, as professional educators are here to serve and to provide knowledge and experience to ensure that students receive the best education possible designed for their individual needs.

### **AAE Code**

The Academy for Academic Excellence is dedicated to the highest standards of personal integrity. The following guidelines are designed around the fundamental principles on which the school was founded, Courage, Generosity, and Honor, and are intended to provide clear guidelines of acceptable conduct and dress. Our goal is creating a caring nurturing environment where every child, parent and staff member feels welcomed and valued. We will treat others with respect, accepting that our different experiences, culture, ethnicity and beliefs provide a rich learning environment that will prepare students to be global 21<sup>st</sup> Century Citizens.

### **Courage**

*We expect students to demonstrate courage.*

- Courage to try – especially when class work and/or homework is challenging.
- Courage to choose wisely – respect for the classroom rules, respect for school staff, and respect for the rights of others to learn in a safe, friendly school environment.

### **Generosity**

*We expect students to be generous with what they have.*

- Generosity of self – willing to give up time in order to make sure schoolwork has first priority.
- Generosity of time – willing to give up time with one's friends to ensure that new students feel welcome at school.

### **Honor**

*We expect students to demonstrate a sense of honor and personal integrity.*

- Honor family – students represent their families. We expect students to demonstrate honor for families in their speech, actions, and dress.
- Honor others – Students have a responsibility to honor the rights of others to learn. Students are to honor the academic environment of the school by not disrupting the classroom environment and not using profanity at any time while on campus.
- Honor self – Students have a responsibility to honor themselves by doing their best on a daily basis.

Basic behavior guidelines of Courage, Generosity, and Honor

1. Accept responsibility for your actions
2. Think before you speak.
3. School is your current job – treat it as such.

### **AAE as a Laboratory School**

The AAE functions as a lab school for the LCER. Traditionally, a lab school serves as a place for educational research to occur, including the development and analysis of instructional methodologies. Lab schools also serve as a place for the professional development of instructors. The AAE, in conjunction with the LCER, the University of Redlands, and the University of California at Riverside, has established itself as a laboratory school so that positive educational change can occur on a global scale.

Families enrolled in the AAE agree to participate in ongoing educational research efforts. These include the completion of questionnaires, surveys, and evaluative or diagnostic assessments. This specifically includes the family survey and any other surveys as deemed necessary by the AAE. Additionally, students and parents may be asked to voluntarily participate in experimental studies. In such a case, the LCER and AAE follow carefully established guidelines for experimental research as outlined by the American Psychological Association (APA) guidelines. The results of the research conducted at the LCER and AAE will be made public through publications and presentations and on the LCER website. Strict guidelines for maintaining individual privacy are adhered to as outlined by APA's standards.

### **Parental Involvement**

AAE encourages parents to be involved as partners in the educational process for their student. The various avenues for involvement include:

- Parent Teacher Club (PTC)
- Booster clubs for athletics, band, AFJROTC, etc.
- Volunteer in the classroom and around campus for various activities on campus such as Blood Drives, pictures, and health screenings.
- Local Outreach (Mineral City)
- Parents and Pastries
- School Board Meetings

Parent Volunteers will be required to attend a parent volunteer workshop, have fingerprinting and TB clearance on file with LCER.

They will also be required to sign in and out at the school office.

## ***CAMPUS INFORMATION***

The Academy for Academic Excellence (AAE), plus all AAE administration and Lewis Center personnel, is located at the following addresses with phone numbers and office hours:

### **AAE-School Reception**

#### **Attendance Office**

##### **A Building (Technology Building)**

17500 Mana Road

Apple Valley, CA 92307

760-946-5414

FAX: 760-946-0816

Office Hours: 7:30am-3:00PM

#### **General Reception**

##### **AAE – Middle School/High School Office**

Building N

17500 Mana Rd.

Apple Valley, CA 92307

760-946-5414

Office Hours: 7:15-2:45

#### **General Reception**

##### **AAE – Elementary Office**

17500 Mana Road

Apple Valley, CA 92307

760-946-5414

FAX: 760-242-6398

Office Hours: 7:30am-4:00pm

##### **Apple Valley Center for Innovation (AVCI)**

20702 Thunderbird Road

Apple Valley, CA 92307

*For faster service, it is recommended that you call during office hours.*

Lewis Center / AAE Directory Guide

Main Office Number 760-946-5414

<b>Department</b>	<b>Ext.</b>	<b>Department</b>	<b>Ext.</b>
Main Operator	0	IT/Laptop Assistance	4
MS/HS	1	Attendance	5
Elementary TK-5	2	Registrar	6
School Nurse	3	GAVRT	7

#### **On-Line Information**

Main Website [www.lewiscenter.org](http://www.lewiscenter.org)

Face book Page: [www.facebook.com/AcademyForAcademicExcellence](https://www.facebook.com/AcademyForAcademicExcellence)

#### **Click AAE to find the following:**

AAE Today

Calendar of Events

Course Catalogs

College Planning Guide

Enrollment/Lottery

School Calendar

#### **Click LCER to find the following:**

Staff Directory

AAE Instructors

AAE Support Staff

Administration

Human Resources



## Campus Visitor Policy

The AAE visitor policy has been established for visitors wishing to visit campus:

- All visitors must check in at the front kiosk. A “Visitor Pass” will be issued by the kiosk or reception. The Visitor Pass must be worn for the entire visit.
- Former AAE students must have approval from the Principal at least 24 hours in advance and must have an appointment with a specific staff member. Former student visits will be limited to 30 minutes during the school day.
- Visitor Parking – the CDO will direct all visitors to designated parking areas.
- Non-AAE students are not allowed on campus without prior Administration approval.
- The Principal has final discretion regarding visitors.
- Parents are always welcome at AAE. However, for scheduling convenience, we ask that you make an appointment to meet with a teacher or visit a classroom with a 24-48 hour notice.
- Friends and relatives are not permitted to come to school with students. Under special circumstances, exceptions can be made with an administrator’s authorization. This request must be made at least 24- 48 hours prior to the visit.
- Please see our office receptionist if you wish to have items (lunch, lunch money, projects, homework, etc.) delivered to your child during the school day. We will deliver these items to your child or have your child pick them up at the office at the least disruptive time for both students and staff. **Balloons, flowers, etc. cannot be delivered to students until the end of the last period, due to the difficulty students have carrying these items between classes.**

**Under NO circumstances may parents enter the school grounds and confront an adult or child concerning a personal, or school problem. If you need to meet with a teacher, counselor, or administrator, please make an appointment. Disruptive visitors will be asked to leave the premises and, if necessary, be provided an ouster notice and/or law enforcement called.**

## Closed Campus

Once students arrive on campus, they may not leave for any reason, unless signed out by an approved adult. Students will only be released to those adults you have authorized on your child’s emergency card.

The Academy for Academic Excellence is a closed campus. This means that students are not permitted in unauthorized areas or to leave campus from the time they arrive on campus until the time they complete their last scheduled class. Students will not be permitted to return to campus after their last scheduled class unless it is for a school function or with prior approval from the school administration. Leaving the campus without prior approval from the school, for any reason, is a violation of this closed campus policy. Any student who leaves the campus at any time during the day, without prior approval being granted from the school administration may be subject to a disciplinary consequence for closed campus violation.

# ACADEMY FOR ACADEMIC EXCELLENCE **2017-2018** SCHOOL YEAR

## **AAE STUDENT** CALENDAR

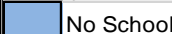





**180** School Days

### Grading Periods K-12

July 31-September 29	1st quarter
July 31-December 14	1st semester
January 8-March 16	3rd quarter
January 8-June 7	2nd semester

### Ceremonies

Kindergarten Recognition	June 5
8th Grade Recognition	June 6
HS Graduation (tentative)	June 8

 No School	 Holiday	 Teacher In-Service, No Sch	 Early Release	 Min Days	 Elem Min Days
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Gr 7-12 ~ 1st Semester Finals, December 13-14

2nd Semester Finals, June 6-7

Elementary Parent Conference October 23-26

### July-17

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

School Days (1)

### August-17

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

School Days (23)

### September-17

M	T	W	TH	F
				1
4	5	6	7	8
11	21	13	14	15
18	19	20	21	22
25	26	27	28	29

School Days (20)

### October-17

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

School Days (12)

### November-17

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

School Days (18)

### December-17

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

School Days (10)

**84 Day Semester**

### January-18

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

School Days (17)

### February-18

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

School Days (19)

### March-18

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

School Days (12)

### April-18

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

School Days (21)

### May-18

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

School Days (22)

### June-18

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

School Days (5)

**96 Day Semester**

**\*\*Inclement weather days will be made up at the end of the year.\*\***

**Academy for Academic Excellence**  
**6<sup>th</sup> – 12<sup>th</sup> Bell Schedule 2017-2018**  
**Early Release Every Wednesday**

<b>Monday</b>		<b>Tuesday</b>		<b>Wednesday</b>		<b>Thursday</b>		<b>Friday</b>	
<b>1</b>	<b>7:30 – 8:24 54min</b>	<b>1</b>	<b>7:30 – 8:24 54min</b>	<b>1</b>	<b>7:30 – 8:14 44 min</b>	<b>1</b>	<b>7:30 – 9:22 112 min</b>	<b>2</b>	<b>7:30 – 9:22 112 min</b>
<b>2</b>	<b>8:29 – 9:22 53min</b>	<b>2</b>	<b>8:29 – 9:22 53min</b>	<b>2</b>	<b>8:19 – 9:02 43 min</b>				
<b>3</b>	<b>9:27– 10:20 53min</b>	<b>3</b>	<b>9:27– 10:20 53min</b>	<b>3</b>	<b>9:07– 9:50 43 min</b>	<b>3</b>	<b>9:27– 11:18 111 min</b>	<b>4</b>	<b>9:27– 11:18 111 min</b>
<b>4</b>	<b>10:25– 11:18 53min</b>	<b>4</b>	<b>10:25– 11:18 53min</b>	<b>4</b>	<b>9:55– 10:38 43min</b>				
HS HR MS Lunch	<b>11:23– 11:53 30min</b>	HS HR MS Lunch	<b>11:23– 11:53 30min</b>	HS HR MS Lunch	<b>10:43– 11:13 30min</b>	HS HR MS Lunch	<b>11:23– 11:53 30min</b>	HS HR MS Lunch	<b>11:23– 11:53 30min</b>
MS HR HS Lunch	<b>11:58– 12:28 30min</b>	MS HR HS Lunch	<b>11:58– 12:28 30min</b>	MS HR HS Lunch	<b>11:18– 11:48 30min</b>	MS HR HS Lunch	<b>11:58– 12:28 30min</b>	MS HR HS Lunch	<b>11:58– 12:28 30min</b>
<b>5</b>	<b>12:33 – 1:26 53min</b>	<b>5</b>	<b>12:33 – 1:26 53min</b>	<b>5</b>	<b>11:53 – 12:36 43min</b>	<b>5</b>	<b>12:33– 2:24 111 min</b>	<b>6</b>	<b>12:33– 2:24 111 min</b>
<b>6</b>	<b>1:31 – 2:24 53min</b>	<b>6</b>	<b>1:31 – 2:24 53min</b>	<b>6</b>	<b>12:41 – 1:24 43min</b>				

**Minimum Day Schedule**

<b>Period</b>	<b><i>Time</i></b>
<b>1</b>	<b>7:30 – 8:05</b>
<b>2</b>	<b>8:10 – 8:45</b>
<b>3</b>	<b>8:50 – 9:25</b>
<b>4</b>	<b>9:30 – 10:05</b>
<b>5</b>	<b>10:10 – 10:45</b>
<b>6</b>	<b>10:50 – 11:25</b>
<b>Lunch</b>	<b>11:30 – 12:05</b>

***A cademy for A cademic Excellence***  
***TK-2 Elementary Bell Schedule***  
**2017 -2018**

REV. 6/1/17

**Regular Day**

**7:00 - 8:00** BSAP Program

**8:05 AM** TK-5 Start Time

**8:55-9:10** TK Recess

**9:15 - 9:30** 1st Grade Recess

**9:35 - 9:50** 2nd Grade Recess

**10:15 - 10:30** K Recess

**10:30 – 10:55** TK and K Lunch

**10:25 - 10:40** 1st Grade Recess

**10:40 - 11:05** 1st Grade Lunch

**10:45- 11:10** 2nd Grade Lunch

**11:10 - 11:25** 2nd Grade Recess

**11:55 - 12:15** TK Recess

**12:20 - 12:40** K Recess

**12:45 - 1:10** 1st Grade Recess

**1:15 - 1:40** 2nd Grade Recess

**1:45 - 2:05** TK and K Recess

**2:50 PM** TK-5 End Time

**Early Release - Wednesday**

**7:00 - 8:00** BSAP Program

**8:05 AM** TK-5 Start Time

**8:55 - 9:10** TK Recess

**9:50 - 10:10** 1st Grade Recess

**10:10 - 10:35** 1st and 2nd Grade Lunch

**10:30 - 10:50** K Snack

**10:35 - 11:00** 2<sup>nd</sup> Grade Recess

**11:30 - 11:55** TK Recess

**11:55 - 12:15** TK and K Lunch

**12:15 - 12:40** K Recess

**12:45 - 1:00** 2nd Grade Recess

**1:50 PM** TK-5 End Time

**Minimum Day**

**7:00 – 8:00** BSAP Program

**8:05 AM** TK-5 Start Time

**8:55 -9:10** TK Recess

**9:25 - 9:45** 1st Grade Recess

**9:50 – 10:10** 2nd Grade Recess

**10:10 - 10:35** TK-2 Lunch

**10:35 - 10:55** K Recess

**11:50 PM** TK-5 End Time

**2:50 - 5:45 PM** ASAP Program**1:50 - 5:45 PM** ASAP Program**11:50 - 5:45** ASAP Program

***A cademy for A cademic Excellence***  
***3-5 Elementary Bell Schedule***  
**2017 -2018**

Rev. 6/1/17

**Regular Day**

<b>8:05 AM</b>	TK-5 Start Time
<b>9:40 - 10:05</b>	3 <sup>rd</sup> Grade Recess
<b>10:10 – 10:35</b>	5 <sup>th</sup> Grade Recess
<b>10:40 - 11:05</b>	4 <sup>th</sup> Grade Recess
<b>12:10 – 12:30</b>	3 <sup>rd</sup> Grade Lunch Recess
<b>12:15 – 12:35</b>	4 <sup>th</sup> Grade Lunch Recess
<b>12:30 – 1:00</b>	3 <sup>rd</sup> Grade Lunch
<b>12:35 – 1:05</b>	4 <sup>th</sup> Grade Lunch
<b>12:40 – 1:10</b>	5 <sup>th</sup> Grade Lunch
<b>1:10 - 1:30</b>	5 <sup>th</sup> Grade Lunch Recess
<b>1:50 – 2:00</b>	4 <sup>th</sup> Grade Break
<b>2:05 – 2:15</b>	3 <sup>rd</sup> Grade Break
<b>2:50 PM</b>	TK-5 End Time

**Early Release - Wednesday**

<b>8:05 AM</b>	TK-5 Start Time
<b>9:40 - 10:05</b>	3 <sup>rd</sup> Grade Recess
<b>10:10 – 10:35</b>	5 <sup>th</sup> Grade Recess
<b>10:40 - 11:05</b>	4 <sup>th</sup> Grade Recess
<b>12:10 – 12:30</b>	3 <sup>rd</sup> Grade Lunch Recess
<b>12:15 – 12:35</b>	4 <sup>th</sup> Grade Lunch Recess
<b>12:30 – 1:00</b>	3 <sup>rd</sup> Grade Lunch
<b>12:35 – 1:05</b>	4 <sup>th</sup> Grade Lunch
<b>12:40 – 1:10</b>	5 <sup>th</sup> Grade Lunch
<b>1:10 - 1:30</b>	5 <sup>th</sup> Grade Lunch Recess
<b>1:50 PM</b>	TK-5 End Time

**Minimum Day**

<b>8:05 AM</b>	TK-5 Start Time
<b>10:25 – 10:45</b>	3 <sup>rd</sup> and 4 <sup>th</sup> Grade Recess
<b>10:45 – 11:10</b>	3-5 Lunch
<b>11:10 – 11:30</b>	5 <sup>th</sup> Grade Recess
<b>11:50 PM</b>	TK-5 End Time

**2:50 - 5:45 PM** ASAP Program**1:50 - 5:45 PM** ASAP Program**11:50 - 5:45** ASAP Program

**Academy for Academic Excellence**  
**2017-2018 School Year**  
**Grading Periods – Parent / Student Reference**

<b>Title</b>	<b>Grading Period Ends</b>	<b>Grades Mailed</b>
1 <sup>st</sup> Academic Warning	August 25 <sup>th</sup>	September 1 <sup>st</sup>
1 <sup>st</sup> Quarter	September 29 <sup>th</sup>	October 20 <sup>th</sup>
2 <sup>nd</sup> Academic Warning	November 9 <sup>th</sup>	November 17 <sup>th</sup>
1 <sup>st</sup> Semester	December 14 <sup>th</sup>	December 29 <sup>th</sup>
3 <sup>rd</sup> Academic Warning	February 9 <sup>th</sup>	February 16 <sup>th</sup>
3 <sup>rd</sup> Quarter	March 16 <sup>th</sup>	April 6 <sup>th</sup>
4 <sup>th</sup> Academic Warning	April 30 <sup>th</sup>	May 4 <sup>th</sup>
2 <sup>nd</sup> Semester	June 7 <sup>th</sup>	June 13 <sup>th</sup>

Note:

- Academic Warning grades are reported only if a student is receiving a C-, D or F at the time the grading period ends. If no grade is posted, the assumption is that the grade is a C or better.
- Quarter and Semester grades are to be reported completely on the 'A-F' scale.
- Semester grades are the permanent record. Academic warnings and quarter grades are progress grades leading up to the final semester grade.
- Each semester is a separate and distinct grading period that starts clean at the beginning. There is no year-end grade given.
- MS/HS Core Academic classes will not use the letter grade of D. Grades will be on an A, B, C and F scale

## ***ATTENDANCE***

### **Attendance and Tardy Policy**

Regular attendance is essential to any school. We require every parent to support the AAE by bringing his or her students on time each and every day. Students who arrive on time are better prepared to master the material provided by the instructor and consistently perform higher than those who come late or are habitually absent. In addition, consistent tardiness and absences affect our school monetarily. All schools in California are compensated based on their attendance (Actual Daily Attendance). The state no longer recognizes excused absences and does not compensate the school for students who do not attend, for any reason. Unfortunately, our operating costs are unaffected by attendance – it costs us the same to operate each day, regardless of the number.

**Students are expected to attend all classes and to be on time unless properly excused.** The AAE requests that appointments be scheduled after school, if possible. If an appointment must be scheduled during school hours, please schedule it at a time where the student can still attend a portion of the day. Students with a doctor/dentist appointment need to attend school that day, before or after the appointment.

The State of California (46010, 46010.5, 48205 Ed Code) has determined that excused absences are limited to the following reasons:

Students who are absent from school for any reasons provided in Ca. Ed. Code 482015 are not in violation of the compulsory attendance law upon verification by the district of the reason for the absence. This regulation states a student may be excused legally from school when the absence is due to:

1. Personal illness or injury
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometric, or chiropractic services rendered.
4. Attendance at funeral services for a member of the immediate family (1 day in state, 3 days out of state).
5. Jury duty in the manner provided by law.
6. Pupil is custodial parent of a child who is ill or has a medical appointment during school.
7. Exclusion for failure to present evidence of immunization (Ed. Code 48216)
8. Pupils in grades 7-12 who leave school (with prior approval of the Principal or his/her designee) to obtain confidential medical services. The pupil should return a copy of the medical professional's appointment verification form.
9. Time for a student to spend with a family member who is being deployed or returning for deployment.
10. Attendance at self/family naturalization ceremony
11. Upon written request of the parent or guardian and approval of the Principal or his/her designee and pursuant to board policy, a student's personal justifiable absence may be excused. Reasons include, but are not limited to:
  - a. Appearance in court.
  - b. Observation of a holiday or ceremony of his/her religion.
  - c. Attendance at religious retreats not to exceed four (4) hours per semester.
  - d. Employment interview or conference.
  - e. Attendance at funeral services (for other than the immediate family)

### **Truancies & Unexcused Absences**

Reasons NOT acceptable for being absent from school and are considered truancies per California Education Codes 46010 & 46010.5:

1. Oversleeping/alarm clock not working
2. Repairing car or household items
3. Going to the beach, lake, river, mountains or desert, family vacations or reunions
4. Visiting friends, baby-sitting, taking care of other family members
5. Personal problems
6. Bus not available/missing bus/lack of transportation
7. College courses taken during school hours
8. DMV or Driver Training appointments
9. Going to work; including with parent or other family member
10. Any reason not covered in the excused list

Students, who are absent for any of the reasons listed above, will receive an unexcused absence.

### **SART**

- Irregular attendance including but not limited to excessive early sign outs, tardies and/or absences are grounds for SART(Student Attendance Review Team), Administrative review and/or referral to the AAE School Board for return to the student's school of residence. A maximum of twelve (12) absences per year (both excused and unexcused) are allowed.
- Any more than twelve (12) absences per year will be deemed excessive and grounds for Administrative Review, which may lead to disenrollment.

### **Verifying Absences by Note, e-mail or by Telephone**

To report an absence, a parent must send a note to school, e-mail to [aaeattendance@lcer.org](mailto:aaeattendance@lcer.org) , or call in to our absence verification phone line at (760) 946-5414 ext. 253.

- Absences should be verified within 24 hours.
- Parents/Guardians have 10 school days to verify the reason for absences to make it excused, after which it will require a doctor's note.

Absence verification needs to include:

- Full name of student
- Date(s) of absence
- Specific reason of absence
- Name and/or identity (i.e. mother or father) of person providing the information

**Excessive excused absences may require a Doctor's note.**

**Attendance concerns will be addressed by a Student Attendance Review Team (SART) prior to referral to the AAE School Board.**

### **Perfect Attendance**

Perfect attendance is defined by the AAE as the student being present every day of the academic school year for at least ½ of the school day with any missed periods being **excused**. Eight tardies is equal to one absence.



### **Absences and Make-Up Work**

1. Students are responsible for work missed while absent.
2. The instructor can assist the student in obtaining a list of class assignments that need to be completed in a timely manner.
3. Students who are absent should be proactive in finding out from their instructor(s) what was missed during their absences from school.
4. Generally speaking, there is one day granted for each day of an excused absence in order to turn in the makeup work in a timely fashion.
5. Please discuss make up work options with your instructors.

### **In the case of planned absences, please note the following:**

1. If you must pull your child from school for time periods other than the already arranged school holidays, please notify your child's teachers at least 3 days in advance to give the teachers time to put work together.
2. If arrangements are made in advance to collect work to be done while the student is gone then that work is due the first day the student returns to school. Teachers may opt to not give work before the student leaves, but assign it after the student returns.
3. If a student is pulled out of school for unexcused absences, after school tutoring to make up missed in-class instructions may not be available and some of those in-class assignments may carry a grade of zero.
4. Students who are also out with unexcused absences on days when there is a quarter assessment or semester final may not be able to make up that assessment and their grade may be negatively impacted.

We highly encourage parents to make arrangements for family vacations and time outs during the assigned school holidays.

### **Home Hospital Instruction**

If a student will be absent for an extended illness of more than two weeks, the parent must contact the Attendance Clerk and see the School Counselor for a homebound hospital packet. Arrangements will be made for a home instructor. Home instructors are only assigned if the absence is two weeks or more and there is a doctor's statement describing the illness or disability as well as the anticipated duration of the illness. **Home Hospital instruction is a short-term option. If the condition persists for more than one quarter, alternate solutions should be explored.**

### **Tardiness**

Student success is directly related to maintaining good attendance patterns at school. Administrators, proctors, teachers, students and parents must work together to ensure that students are present and on time to each class of the day. Only by working together will we be able to change a culture of tardiness. While there will be consequences for being tardy, there must also be support by each person in our school community to make sure that students get to class on time.

## Consequences for arriving late to class include:

### Elementary

- 5<sup>th</sup> tardy – Letter sent home from Attendance Office
- 10<sup>th</sup> tardy – Letter sent home from Attendance Office and Administrative contact
- 15<sup>th</sup> tardy – Letter sent home from Attendance Office

### Middle School/High School

- 5<sup>th</sup> tardy – Letter sent home from Attendance Office
- 10<sup>th</sup> tardy – Letter sent home from Attendance Office and Administrative contact
- 15<sup>th</sup> tardy – Letter sent home from Attendance Office, NO-GO list (loss of ALL extra-curricular activities)

## Late Sign-In

### Elementary

- Students in grades TK-5 arriving **after the start of school, but not more than 30 minutes late**, shall proceed straight to their class and will be marked as tardy.
- A parent or note from a parent must be present at time of sign in and state on the sign in sheet a valid excuse (see below) for that tardy to be excused.
- Student arriving **more than 30 minutes late** are considered truant and must sign into the attendance office in The Technology Building to change the truancy to a tardy.

### Middle School & High School

- Students in grades 6-12 arriving after the start of school **must check into the attendance office** in the Technology Building before proceeding to class.
- In order for a tardy to be excused, either a note from a parent/guardian must be provided or a parent/guardian must be present at time of sign in and state a valid excuse on the sign in sheet (see list below).
- Once signed in, the student will receive a tardy slip and may then proceed to their assigned classroom.

## Acceptable excuses for late arrival are:

- a. Illness
- b. Visitation to a medical office, clinic, doctor or dentist (*note required from office*)
- c. Funeral of an immediate family member
- d. Quarantine of the home
- e. All other excuses are not acceptable and will result in an unexcused tardy

### **Early Sign-Out**

- Only authorized adults (listed on the emergency card) with photo ID can sign out a student at the **attendance office**.
- For student safety, students will not be released from class until the parent arrives on the school campus.
- Students who are not 18 years of age cannot sign themselves off campus without written permission from their parent/guardian. A note or email must be received from their parent with a valid phone number where they may be reached. Students may leave once parent contact has been made.
- Removal from school 30 minutes or less prior to dismissal should only occur on a rare occasion. A constant pattern of early removal will require a parent/student meeting with administration. The Administration strongly discourages the removal of any student 30 minutes or less prior to the scheduled dismissal time.

### **Acceptable early sign-out excuses are:**

- a) Illness
- b) Visitation to a medical office, clinic, doctor or dentist (*note required from office*)
- c) Funeral of an immediate family member
- d) Quarantine of the home
- e) School sponsored events
- f) Jury Duty
- g) Religious event

### **Passing Periods**

- Students with more than one instructor are expected to quickly move between classes so they are in their seat when the tardy bell rings.
- Only a staff member can excuse tardiness.
- A student with an excused tardy will present the valid tardy slip that is dated and signed by a staff member. If the student does not have a signed slip, they will be given an unexcused tardy regardless of the verbal excuse provided by the student.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### ***Model Notification of Rights under FERPA for Elementary and Secondary Schools***

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Academy for Academic Excellence (AAE) receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the

records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the AAE to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the AAE to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

## Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

## **PHOTO RELEASE / YEARBOOK**

Upon enrollment, you had the opportunity to indicate that you did not want photos taken of your student. If you indicated that, please be advised that this does not apply to the school yearbook. If you choose to not have your son/daughter’s picture in the yearbook, please submit that request in writing to administration so that it will be forwarded to the respective yearbook advisor.

## **CAMERAS/CELL PHONES**

To protect student privacy, cameras of all types – both still and video, (including cell phones or entertainment devices) – may **not** be used at school without permission from an administrator. (Ed Code 51512)

## PARENT SUPPORT SERVICES

### Parental Ownership

The Academy for Academic Excellence (AAE) recognizes the parent (guardian) as the central figure in ensuring that their child is prepared and ready to learn every day. This ***Parental Ownership*** is key to the overall academic progress and developmental success of each child. As such, parents will have the primary responsibility in preparing their child(ren) in being ready to learn by having all required materials, completed assignments, appropriate attitude, motivation and behaviors, needed rest and nourishment to perform at their best at all times. If at any time the child is not ready to learn, school staff will call upon the parent to aid in resolving these concerns. This will include assisting in addressing behavioral issues, inappropriate dress, missing or incomplete class assignments, etc. When called upon, the parent will respond positively in a responsible, appropriate and timely manner.

Parents are recommended to actively develop Parental Ownership skills in the following ways:

- Attend any and all training classes to include “Parenting with Love & Logic©”.
- Attend any training classes (programs), to aid the student in choosing behaviors that will strengthen his/her character development.
- Seek support from Administration, the Counseling Department, and teachers.
- Participate in lab school and other related research activities to include: providing information, filling out surveys, and attending the Parent Orientation meeting (if new to AAE).
- Communicate positively with school staff to maximize academic performance levels.
- Attend academic and other intervention meetings, as requested.
- First contact teacher, then Counseling Department, then Administration as appropriate.

### Student Ownership

Students will be given the tools to own and solve their problems (i.e. any and all solutions to the presenting problem will be considered as long as they don’t cause a problem for anyone else).

Students are required to actively develop student ownership skills in the following ways:

- Actively seek adult support for solutions to their problems.
- Contact their teachers when needed, check their grades on a regular basis, and utilize on campus support services when needed.
- Attend any available training for students.
- Familiarize themselves with this handbook.

## **Special Needs**

### **Child Find, Assessment, Identification, and Service Requirements**

The Academy for Academic Excellence (AAE) provides a full complement of educational support services to students with a variety of learning challenges/disabilities in order to meet their unique needs and challenges.

These services include, but are not limited to, speech and language, inclusion support in the regular education classroom, specialized academic instruction (SAI) (pull-out remediation in reading, math, and written language skills) and other educational therapies (occupational therapy, physical therapy and counseling), as recommend by the IEP team.

The AAE subscribes to the Child-Find/Proactive Intervention model. The Individuals with Disabilities in Education Improvement Act (IDEIA) mandates that schools actively seek out, identify, and serve students (ages: 0-21, Education Code 56300) with disabilities that negatively impact their education. This places the primary responsibility of providing appropriate educational services with the local educational agency (“LEA.”) The AAE implements outreach programs, policies and procedures consistent with Federal and State law and uses Desert Mountain SELPA policies, procedures and forms to assist in these efforts.

The AAE uses the *Academic Review* (AR) process. A team of people relevant to the students’ educational needs will be formed to include an LEA representative, regular & special education teachers, school psychologist, school counselor, parents and others as needed to proactively and effectively identify the needs of any student, and formulate an Individual Education Plan (IEP) or a 504 plan as needed. The *Academic Review* (AR) flow chart will be utilized as a tool to guide the process and as a record to ensure compliance.

AAE staff members play an integral role in supporting and encouraging parental involvement by assisting the parent in understanding their rights related to special education to include a variety of assessments and services. For example, consistent with Federal and State law, special education staff members will assist the parent in preparing a written request for said assessments. The special needs department will then guide the parents with the AR process and any needed assessments.

The AAE ensures that each IEP or 504 plan offered provides a combination of general education and/or special education supports which are reasonably calculated to deliver academic benefit and a free and appropriate education as required by the IDEIA.

For more information regarding the AAE’s special education services, please contact the special needs department at 760-946-5414, ext. 296.



## **THE AAE CORE BELIEFS REGARDING STAFF, PARENT AND STUDENT INTERACTIONS**

### **We are a Love & Logic© School:**

The faculty and staff of the AAE believe that a well-disciplined student body is essential for academic success. To achieve this goal, we have adopted a common set of beliefs based on the Love & Logic© Principles, regarding discipline at the AAE. This set of core beliefs will be adhered to when dealing with issues and concerns.

1. We believe that students are responsible for solving their own problem with adult guidance and without causing a problem for anyone else.
2. We believe that students should face consequences instead of punishment whenever possible.
3. We believe that preserving and/or enhancing the relationship with Staff, Parents and Students is crucial to successful implementation of disciplinary action.
4. We believe that adults should not handle a problem in such a way that they become the focus of the problem.
5. We believe that the adult's emphasis should be placed on learning new behaviors instead of "paying" for past deeds.
6. We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school, student or staff.

We pledge to hold our students and ourselves equally accountable to this set of core beliefs. We also expect that families will support the adopted set of core beliefs by ensuring that students who attend the AAE are not only academically prepared, but well-disciplined in thought and action.

As part of the online registration process, all parents will be asked to read an article about Parenting with Love & Logic© as well as listen to an audio clip through [loveandlogic.com](http://loveandlogic.com).

All parents are encouraged to educate themselves on the Love & Logic principles. Reading material, audio material, trainings and many more learning opportunities are offered through [www.loveandlogic.com](http://www.loveandlogic.com)

Please take the time to understand this method of discipline as we work together with you in giving your child(ren) the resources needed to become responsible citizens.

### **The 9 Essential Skills in Love & Logic©**

The following skills will be used in conjunction with the Core Beliefs to handle situations among students, parents, and staff.

Neutralize Arguing  
 Delay Consequences  
 Empathy

The Recovery Process  
 Develop Positive Relationships  
 Set Limits with Enforceable Statements  
 Use Choices to Prevent Power Struggles  
 Use Quick and Easy Interventions  
 Guide People to Own and Solve Their Problems

## **AAE CODES AND GUIDELINES**

In order to maintain a safe, orderly and educational environment, the AAE relies on the support and cooperation of parents to ensure that their children understand and adhere to the guidelines at school **and** school sponsored activities. It is also the responsibility of parents to bring potential problems to the attention of school administrators so they may be addressed.

Remember that all guidelines apply on campus and at ALL school sponsored events!

### **AAE Behavior Code**

In as much as we desire to be clear about our expectations, situations arise and policies are created throughout the year at the sole discretion Administrative Team. Detention and other consequences supersede any athletic or extracurricular engagement, regardless of importance.

Students are free to make their own choices as long as it doesn't create a problem for anyone else.

In maintaining a safe and orderly educational environment, the following are some guidelines that staff and administration expect who attend the AAE. We have observed that students who get the most out of their time at the AAE and find it to be an enjoyable and educational experience practice the following skills:

- Respect students and staff
- Comply with rules and regulations
- Engage in uplifting conversations
- Use appropriate language
- Come on time and prepared for class and work with their peers to create an educational environment
- Drive to school only with a letter on file from their parent or guardian
- Remain in supervised campus area (ex. elementary students near the pond or Wildlands must be accompanied by an instructor).
- Refrain from inappropriate public displays of affection (no kissing, no extended hugging, etc.). Holding hands and a brief hug are permitted.
- Refrain from bringing anything relating to drugs, tobacco, vape pens, e-cigarettes, alcohol or weapons on campus
- Refrain from gum chewing, spitting, defacing, damaging, littering or destroying school property
- Administration and staff reserve the right to confiscate such items and return them to the parent / student at their discretion. Any illegal use of picture phones will be reported to law enforcement.

- A student under suspension may not attend any school function held on or off campus. During a suspension, a parent or guardian is encouraged to pick up class work, if available, to be completed at home.
- Administration reserves the right to suspend driving privileges for any violation.

## **AAE UNIFORM DRESS CODE**

Research has shown that schools that have adopted a uniform policy show improved academics and fewer behavioral violations. The purpose of a uniform dress code is to ensure student safety, assist students in wearing modest clothing, and protect the academic integrity of the school. In keeping with our status as a research based laboratory school, the School Site Council has approved a uniform dress code policy.

The following colors and styles have been approved for the AAE:

### **SHIRTS**

**Shirt colors** – white, navy, black and gray (solid colors only)

**Shirt styles** – polo shirts (solid color or AAE logo only)

button-down, oxford style shirts (solid color/no designs, jewels, studs, etc.)

All shirts must be tucked in **or** worn at a length that prevents underclothing or midriff from showing. Underclothing must be of a solid color (white, navy, black, gray). Button shirts must be buttoned from the third top button to the waist. Shirts may **not** be a sheer material (see-through). **Non-uniform shirts cannot be worn over the school uniform.**

### **PANTS**

**Pants colors** – khaki, navy, black (solid colors only)

**Pants styles** – pants, shorts, skorts, skirts. Skirts must be made of a uniform fabric. Fabric types inconsistent with AAE uniform expectations would include, but not be limited to corduroy, jersey, sheer, shiny, laced or patterned fabrics.

Leggings worn under the aforementioned styles must be of a solid uniform color for grades 6-12. Leggings cannot be worn separately as pants in any grade.

Jeggings are not permitted.

Overalls are not permitted.

Pants must fit snugly at the waist, utilizing a belt to keep pants at waist level.

Belts must be worn properly, tucked into belt loops and may not hang down. **Pants shall be unaltered, not faded, and free of holes or decorations and hemmed at the bottom.**

Blue jeans are allowed only on Fridays, minimum days, and designated spirit days; (**Excludes Wednesday early release days.**)

Shorts, skirts, skorts and jumpers may be no shorter than **five (5) inches** above the knee.

### **TK-5 Distinctives**

- Uniform style jumpers and polo dresses are allowed in khaki, navy, black and gray.
- Solid color sweatpants in navy or black are allowed.
- Tights and leggings have no color restrictions.

### **AFJROTC**

All AFJROTC uniforms are considered AAE school uniforms.

### **OUTERWEAR**

Jackets, coats, sweatshirts, sweaters and windbreakers (and any other items considered outerwear) shall reflect the chosen uniform colors only and cannot contain additional, non-uniform colors as accents, excluding zippers or interior linings. They must be free of decorations that are immodest, reflect gang affiliations or the occult. Lightweight shirts such as long-sleeved T-shirts or flannel shirts are not considered outerwear. The only sports jackets permitted are those representing AAE school athletics. Trench coats are not permitted. Uniform shirts must be worn under outerwear and students are subject to verification checks.

### **OTHER GUIDELINES**

**Shoes**-Shoes are based on individual taste but may not reflect the occult or gang affiliations. All shoes, including sandals, are permitted provided they have a strap on the back and shoelaces are tied securely and snugly. **Open-toed shoes are not allowed in grades TK-5.** Students may not wear sandals during PE/Athletic classes, or other classes that involve outdoor physical activity. **Slippers and flip-flops are not permitted.**

**Hair**-Hair must be of a natural born color. It may not be worn or styled in a manner that distracts from the educational process (i.e. Mohawk, fauxhawk, striped, engraved styles, or anything deemed distracting by school administration). A single, narrow part is permitted.

**Tattoos & piercings** - Tattoos or drawings on the body may not be visible while on campus. Facial piercings are not allowed at the AAE. Ear piercings are permitted, but gauges are not allowed.

**Other** -Clothing accessories (belts, buckles, hats, beanies, scarves, ties, etc.) must reflect the chosen uniform dress code colors and be free of embellishments that are immodest, reflect gang affiliations or the occult (skulls, crossbones, knives, symbols of death, etc.). All hats must be removed indoors. Hats must be worn properly with the bill of the cap straightforward. Bandanas, doo-rags or sweatbands are not permitted.

Metal chains and studs may not be worn as necklaces, on belts or as a bracelet. Safety pins are not permitted.

Backpacks are to be kept neat and free from excessive/distracting writing, drawings, buttons, indicative of gang affiliation or other decorations.

Gang affiliated clothing and all professional sports clothing will not be permitted.

Administration reserves the right to determine and update policy on gang affiliated clothing based on current trends.

**The uniform dress code is mandatory whenever a student is on campus. All students must dress for school according to the established dress code policy. The school uniform may not be altered in any way and must be worn properly. Students are not allowed to come to school dressed for PE or Dance. Students will be given approximately 5-10 minutes at the beginning and end of the period to dress out and/or dress back into the school uniform. Exceptions must be pre-approved by administration.**

All students attending the AAE are required to follow the dress code. Students not dressed appropriately will be required to call home to have their parents bring an appropriate change of clothes. When a change of clothes is not available, students will be offered “loaner” clothes. If a student refuses loaners, that student will serve an In-House Suspension for the remainder of the day.

Some classes/school activities may occasionally require clothing that varies from the established uniform policy. Students will be notified in advance of the day and time. The clothing worn must still be modest in nature and reflect the tone of the AAE uniform policy.

In exceptional circumstances (including, but not limited to health, safety or religious exercise), administration may waive an aspect of the AAE Uniform Dress Code as applied to a particular student. Waiver Requests must be submitted in writing and will be granted on a case-by-case basis.

The AAE ASB will determine Spirit Week dress in advance. Guidance will be provided as to allowed and disallowed clothing styles. In general, no dress may be immodest, distracting to the educational environment, reflective of gang affiliation or the occult. At no time, are tank tops or sleeveless tops allowed.

### **Knightly Dress Day/Field Trips**

Friday and minimum day (does not include early out Wednesdays) has been designated as a Knightly Dress Day. Students are encouraged to participate by wearing collegiate or AAE wear on Knightly Dress Days. Please note that Knightly Dress Days are not free dress days and students must either wear Knightly Dress or the standard AAE uniform. On Knightly Dress Days, blue denim jeans and a college or AAE t-shirt, polo shirt and sweatshirt are acceptable wear. Spirit wear must be unaltered.

Clothing that relates to any school-related organization including ASB, AFJROTC, SRLA, the US Armed Forces, Dance Club, GAVRT and school clubs are acceptable on Knightly Dress Day.

All Knightly Dress clothing must not be immodest, shall be free of holes, patches and may be no more than five (5) inches above the knee. The bottom of all pants/shorts must be hemmed. Knightly Dress Day attire is considered appropriate for field trips, unless a teacher or administrator directs otherwise.

**Please Note:**

**Any decisions regarding the implementation of the dress code are made at the sole discretion of school administration.**

**Repeated dress code violations will be subject to progressive disciplinary actions, up to and including suspension.**

If you are not sure what is appropriate, please call the school office or discuss the attire with an administrator prior to wearing the clothing to school.

## **Cell Phone Policy**

**State Law:**

- State law allows students to have cell phones on campus but schools may regulate their use. (California Education Code # 48901.5.)

**AAE Policy:**

- The Academy for Academic Excellence cell phone policy allows students to have cell phones, but they are not to be visible during regular class time, unless instructed otherwise by the teacher.
- Students may use their phones on campus before school, during lunch and after regular school hours.
- Phones are to be turned off during class time and hidden from view. Placing the cell phone in vibrate/silent mode is NOT considered “turned off.”
- Cell phones and smart watches will be collected prior to taking standardized exams (CAASPP, CSAT, AP Exams, semester final exams or at teacher discretion).
- At no time are cell phones to be used for taking photographs or videos of any kind unless specifically directed by an AAE staff member.

**Emergency Procedures:**

- As a courtesy, parents who need to contact students in an emergency are directed to phone the school office.
- Students who need to make an emergency call during school hours must do so through the school office or contact the administration for approval.
- Students are directed not to use cell phones during an emergency evacuation as it may interfere with the safety and efficiency of the procedure.
- Cell phone use during a major crisis could add to the overload and knock out cell phone systems quicker than would normally occur.

**Consequences/Other Actions:**

- The first time a phone is seen in class, the student will be asked to put it away.
- Second offense (anytime during the year), the phone will be taken by the teacher, the parent will be notified and the phone returned to the parent/student at the end of the

school day. The school assumes **no** responsibility if the phone or device is lost, damaged or stolen.

- Third offense, phone is taken and sent to the office with a referral. The school staff will notify parent to arrange pickup. Additional offenses may result in the loss of cell phone privileges on campus
- Students will be disciplined if they have inappropriate photographs, graphics, videos, text, or music on their cell phones or have these sent to another student's cell phone.

Should a student refuse to give the phone to the teacher, the teacher should contact the office and ask for school administrator or CDO. The student may be suspended.

Items may be confiscated and returned at the discretion of the school administrator. Any inappropriate use of picture phones will be reported to the legal authorities. (ED Code 51512)

## **Academic Integrity Policy**

The Academy for Academic Excellence has adopted a policy of academic integrity. Prohibited activities under this policy include:

- Cheating
- Plagiarism
- Forgery

Any student suspected of or caught doing any of these prohibited activities is subject to one or more of the following consequences:

- Receiving a zero grade on the assignment or test
- Receiving a failing grade for the class
- Suspension from the AAE

Any student assisting in any of the above will also be subject to consequences. The instructor and administration will determine the severity of the consequence.

### ***Cheating***

Cheating on an assignment or test robs a student of any inherent value of the assignment or test. In addition, cheating may unfairly affect other students by changing a grading scale or curve. The choice to cheat on an assignment or test may reflect more serious academic issues including fear of failure, an outside of school schedule that prevents the student from completing work, and/or incorrect class placement. Whatever the cause, students who engage in cheating compromise their integrity, dignity, and self-worth.

All assignments should be considered individual unless specifically stated by the instructor as otherwise.

Cheating includes:

- Exchanging assignments with other students, whether you believe the assignment will be copied or not.
- Using any form of assistance during tests or quizzes without the expressed permission of the instructor.

- Giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her own paper, thereby removing the opportunity for another to copy.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the end result.
- Accessing a test or quiz to determine the questions prior to the administration of the test.

### ***Plagiarism***

The ability to present thoughts and ideas clearly and coherently in a written form is a cornerstone of academic success. Plagiarism prevents students from developing the skills necessary for academic competence. Additionally, it prevents the instructor from providing appropriate feedback and assessment to assist the student in correcting any deficiencies in his or her writing.

All assignments must be written in the student's own words. Quotations, thoughts and ideas taken from another's writing must be given appropriate credit in the paper.

Plagiarism includes:

- Taking someone else's assignment, or portion of an assignment, and submitting it as your own
- Submitting material written by someone else, or rephrasing the ideas or thoughts of another, without giving the author's name and/or source
- Presenting the work of someone else, including tutors, friends, parents, or siblings, as your own
- Submitting purchased papers, in whole or in part
- Submitting papers from the Internet as your own, in whole or in part
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not

### ***Forgery***

There are many times when a parent or legal guardian must sign school documents. Some documents become part of the official school record and some are returned to individual instructors. It is vital that every document possesses a valid signature. Forgery places a student in the position of having his or her integrity questioned, not just in the specific incident, but also in any situation that requires trust. Any documented incidents of forgery will be dealt with as a disciplinary issue.

## **AAE TK-12 Behavior Plan**

Each teacher will implement a classroom management plan, consistent with Love & Logic© principles, with their students. We believe that each student is an individual and therefore should be treated as such. Teachers will have the freedom, in their classes, to select and implement a consequence that will best assist each student in becoming a responsible citizen.



## **Philosophy**

Staff members at the AAE have the important responsibility of assisting in the development of appropriate student conduct. Self-discipline is the key. This type of training is a necessary and an integral part of a total well-rounded educational program. Furthermore, we are certain that the academic school years are critical to each individual in his/her character development. The staff at the AAE is dedicated to providing a nurturing learning environment and a successful experience for every student. We know that cooperation and open communication between our school and the community will help foster positive behavior, strong values and maturity in our young people. The acceptance of, and adherence to conduct, based on the overall idea of civility, will provide students with a healthy, productive school environment.

## **Goals**

These attitudes are the necessary requirements for citizenship in a democratic society, and can be summed up in these behavior goals:

1. Our students are expected to respect constituted authority. This includes compliance with school rules and regulations and those provisions of civil law that apply to the conduct of minors.
2. Our students are responsible for maintaining high standards of civility, courtesy, decency, morality, and proper language. Their behavior should reflect consideration for the rights and privileges of others at all times.
3. Our students are responsible for attending classes regularly, being on time, and having in their possession materials deemed necessary by the instructors for that particular class.

Teachers will utilize the most appropriate and effective classroom management techniques possible in order to ensure a sound educational environment. They will deal with general campus behavior in the same manner.

## **Use of Physical Force**

Staff will consider the use of a physical intervention only as an emergency intervention to respond to an individual posing an immediate danger to self or others. Physical restraint will only be used as a last resort when all other attempts to calm escalating behavior have been tried and have failed.

## **Serious Offenses**

Students in violation of state law or any other serious offenses are subject to immediate suspension and recommendation for expulsion. Some offenses may require school officials to notify local law enforcement agencies. *Parents* are *ultimately* responsible for the behavior of their young people. They are expected to cooperate with school authorities in maintaining good standards of discipline. Instructors have a professional responsibility to immediately inform the administration of drugs, violence, weapons violations, or other serious offenses. In addition, instructors are mandated by the State to report any suspected child abuse.

## Specific Education Codes

Though the AAE is not legally bound to adhere to Ed. Codes 48900 and 48915, staff may make reference to them when addressing student behavior and discipline throughout the 2017-2018 school year.

California Education Code **48900**: (Grades TK-12)

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defines in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidates a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arrange to sell, negotiated to sell, or sold the prescription drug Soma.

- q. Engaged in, or attempted to engage in, hazing as defined in Section 32050
- r. Engaged in an act of bullying including but not limited to bullying by means of an electronic act as defined in Education Code 32261.
- t. Aid or abet the infliction or attempted infliction of physical injury.

California Education Code **48900.2** (Grades 4-12)  
Committed sexual harassment as defined in Section 212.5.

California Education Code **48900.3** (Grades 4-12)  
Caused, attempted to cause, threatened to cause, or participated in, an act of hate violence, as defined in subdivision (e) of Section 233.

California Education Code **48900.4** (Grades 4-12)  
Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either pupil or school personnel by creating an intimidating or hostile educational environment.

California Education Code **48900.7**  
Has made terroristic threats against school official or school property, or both. For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

California Education Code **48915** MANDATORY RECOMMENDATION FOR EXPULSION  
(Grades TK-12)

- (A) 1. Causing serious physical injury to another person, except in self-defense.
- 2. Possession of any knife, or other dangerous object of no reasonable use to the pupil.
- 3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- 4. Robbery or extortion.
- 5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (B) 1. Possessing, selling, or otherwise furnishing a firearm.

2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

### **Right to Attend a Safe Campus**

The California Constitution requires that all students and staff of public schools have the inalienable right to attend campuses that are safe, secure, and peaceful. As such, the LCER adopts Board Policy 5145 outlining the search and their property, student use areas, student lockers, and /or student automobiles and the seizure of illegal, unauthorized or contraband materials in the search. K-9 detection units may conduct periodic searches in partnership with SBCSD and the probation department.

A student's person and/or personal effects (e.g. backpacks, purse, etc.) may be searched if a school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the LCER rules and regulations, including, but not limited to, possession of illegal, unauthorized or contraband materials. Illegal, unauthorized or contraband materials include those materials that are dangerous to the health or safety of school personnel, are disruptive or potentially disruptive, or which have been cited as unauthorized in school rules and regulations.

For the health and safety of our students, staff, and guests, the AAE adheres to California State law, which prohibits tobacco use or any product containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Use of electronic nicotine delivery services (ENDS), such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, which mimics the use of tobacco products is also prohibited. This policy applies anytime, anywhere by anyone on all AAE property, and at all school-sponsored events. School property includes but is not limited to buildings, grounds and vehicles owned or leased by the school. School-sponsored events include but are not limited to sporting events, school fundraisers and other events held on and off school property.

### **School Safety Plan**

**The Academy for Academic Excellence has a comprehensive School Safety Plan, which is reviewed and updated annually. The plan includes what to do in the event of an earthquake, fire, or bomb threat. It includes lockdown procedures for situations on our campus, the adjacent school campuses, or in the community.**

## **ACADEMICS**

### **Common Core State Standards:**

AAE utilizes the Common Core State Standards. All lessons and curriculum have been aligned with these standards.

### **Standardized Assessments:**

Learning and the process of assessing learning is a critical component to our school. We want students to know that the assessments we administer have intrinsic and extrinsic value. Therefore, the following processes will be available to promote the value of test taking:

1. Advanced Placement exam scores: If a 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade student passes an AP test with a score of 4 or 5, the student may then appeal to the teacher of that course to raise the second semester grade of the corresponding course one letter grade. If for some reason, the teacher is no longer available to contact, the grade given will stand as is.
2. California Assessment of Student Performance and Progress (CAASPP) System

On January 1, 2014, California *Education Code* Section 60640 established the CAASPP System of assessments. Included within this system is the Smarter Balanced Assessment System.

The Smarter Balanced Assessment System (SBAC) utilizes computer-adaptive tests and performance tasks that allow students to show what they know and are able to do. This system is based on the Common Core State Standards (CCSS) for English language arts/literacy (ELA) and mathematics.

The Smarter Balanced Assessment System has three components designed to support teaching and learning throughout the year: the Summative Assessments, the Interim Assessments, and the Digital Library.

In the spring of each year, students are required to participate in the SBAC Assessment program that is designed to measure their academic growth over the preceding year. The results from this test are used by the State of California to evaluate the overall effectiveness of our program.

We realize that there are times that students may not do well in the class but can perform well on the state assessment. If a student receives a “Proficient or Advanced” through SBAC testing, and has received an F for the corresponding course, the teacher may raise the grade to a C- at his or her discretion.

### **Grading Unit/Structure:**

All secondary classes are awarded 5 units of credit for the successful completion of each semester. The one exception to this is homeroom, which is 2.5 units/credits per semester. All semester grades are a permanent record on the student’s transcript.

For the purposes of calculating a grade point average the following applies:

- 1) Unweighted GPA
  - A = 4 points
  - B = 3 points
  - C = 2 points
  - D = 1 point
  - F = 0

## 2) Weighted GPA

Same as above with the following academic courses given extra weight as indicated:

(a) Honors (b) Advanced Placement (c) VVC courses that are UC/CSU transferable.

- A = 5 points
- B = 4 points
- C = 3 points
- D = 1 point
- F = 0

Note: Core academic classes (English, Math, Science, Social Science) **and** all other courses on the AAE University of California Course Approved list will be graded on the following scale: A, B, C, & F. There will be no D grades given.

**MIDDLE SCHOOL COURSE REQUIREMENTS**

Grade 6	
Units/Credits	Subject/Course
<b>10</b>	<b>English Language Arts*</b>
<b>10</b>	<b>Science*</b>
<b>10</b>	<b>Social Science*</b>
10	<b>Math*</b>
10	Physical Education
10	Electives
<b>60</b>	<b>Total minimum credits required for 6th grade</b>

\* Required for promotion to 7th grade

Grade 7	
Units/Credits	Subject/Course
<b>10</b>	<b>English Language Arts*</b>
<b>10</b>	<b>Science*</b>
<b>10</b>	<b>Social Science*</b>
<b>10</b>	<b>Math*</b>
10	Physical Education
10	Electives
<b>60</b>	<b>Total minimum credits required for 7th grade</b>

\* Required for promotion to 8th grade

Grade 8	
Units/Credits	Subject/Course
<b>10</b>	<b>English Language Arts*</b>
<b>10</b>	<b>Science*</b>
<b>10</b>	<b>Social Science*</b>
<b>10</b>	<b>Math*</b>
10	Physical Education
10	Electives
<b>60</b>	<b>Total minimum credits required for 8th grade</b>

180 \* Required for promotion to 9th grade

180 = Total minimum credits required to promote to 9th grade. A total of 120 credits are required in English Language Arts, Science, Social Science, and Math.

**Failure of two or more classes during the second semester will result in the student not participating in the 8<sup>th</sup> grade promotion ceremony.**

### HIGH SCHOOL GRADUATION REQUIREMENTS

Units/Credits	Subject/Course
40	English - 4 years - Must include <ul style="list-style-type: none"> <li>◆ 10 credits - Introduction to Literature (or) Introduction to Literature Honors</li> <li>◆ 10 credits - World Literature (or) World Literature Honors</li> <li>◆ 10 credits - American Literature (or) English Language AP</li> <li>◆ 10 credits - British Literature (or) English Literature AP</li> </ul>
30	Mathematics –3 years approved courses including: <ul style="list-style-type: none"> <li>◆ Algebra I and Geometry</li> <li style="text-align: center;"><u>OR</u></li> <li>◆ Integrated Math I</li> </ul>
30	Science – 3 years - must include <ul style="list-style-type: none"> <li>◆ Integrated Science 1, 2, and 3</li> <li style="text-align: center;"><u>OR</u></li> <li>◆ 10 credits - life science (i.e. Biology, Human Anatomy &amp; Physiology)</li> <li>◆ 10 credits - physical science (i.e. Earth, Chemistry or Physics)</li> </ul>
10	World History – 1 year
10	United States History – 1 year
5	American Government – 1 semester
5	Economics – 1 semester
10	Visual & Performing Arts Courses – 1 year OR Foreign Language – 1 year Beginning with the class of 2020: 1 year of UC approved Visual or Performing Art and 2 years of a Language other than English.
20	Physical Education – 2 years – Marching Band or AFJROTC may satisfy this requirement
70	Elective course work – 7 years
230	TOTAL UNITS REQUIRED

**Participation in Commencement Exercises requires all Graduation Requirements have been satisfied one day prior to the graduation ceremony.**

**To receive a high school diploma, all coursework must be completed by August 1<sup>st</sup> of the graduating year.**

## **Promotion and Retention**

### **Middle School**

The AAE feels strongly that students should take ownership of their course work. The following will serve as the guideline for repeating courses and/or a particular middle school grade level:

- If one core academic (English, Science, History, Math) is failed in a semester of the school year, the student will not receive credit for that semester of course work, and may be required to attend summer school.
- If two or more core classes (English, Science, History, and Math) are failed in a semester, the student may be required to repeat the school year in the grade in which the courses were failed.
- Math courses are sequential and integrated in nature. If a student fails one or two semesters of a middle school math course, they may be required to repeat that course and/or attend a support class the following year. Students may be required to give up their elective class to repeat the course. Successful completion of Math 8 is required to enroll in high school math coursework.
- Core academic classes (English, Math, Science, and History) will have a grading scale of A, B, C and F. There are no grades of D in the grading structure.

**Retention will be considered on an individual basis after thorough dialogue with parents, teachers, and administrators to determine the most appropriate course of action.**

### **High School**

**Grade level promotion is based upon successful unit completion as outlined below:**

10th Grade = 50 units

11th Grade = 110 units

12th Grade = 170 units

In order for a student to be considered in one of the above grades, that student must have at least the number of corresponding units. For example; to be a 10<sup>th</sup> grade student, a student must first complete 50 units of course work.

**Retention will be considered on an individual basis after thorough dialogue with parents, teachers, and administrators to determine the most appropriate course of action.**

### **Academic Awards**

Graduates of each graduating class will be honored as follows:

- Valedictorian and Salutatorian will have specially designated cords or ribbons.
- Students with a cumulative weighted GPA of 4.0 or above through the first semester of the senior year will have gold cords.
- Students with a cumulative weighted GPA of 3.6 to 3.99 or above through the first semester of the senior year will have silver cords.

Each semester students will be recognized for their academic accomplishments for the previous semester as follows:

- Principal's Honor Roll = 3.6 GPA or above



- Honor Roll = 3.3 to 3.59 GPA
- In high school, an academic letter can be earned when a student earns a Principal's Honor Roll for two consecutive semesters. A chevron will be earned for each semester they are on Principal's Honor Roll thereafter.
- A Lamp of Knowledge may be earned for each semester that a 4.0 GPA is achieved.

A weighted GPA will be used for the above awards. If a student believes he/she qualifies for an award listed above, they should contact the school registrar.

### **Eligibility Requirements for the Golden State Seal Merit Diploma**

To be eligible for the GSSMD, students must be eligible to receive a high school diploma and have demonstrated the mastery of the curriculum in at least six subject matter areas as follows:

1. English language arts—students must have earned one of any of the following:
  - a. A grade of B+ (or numerical equivalent) or above in a single course (each semester) completed in grade nine, ten, or eleven
  - b. An achievement level of “Standard Met” for the high school Smarter Balanced Summative Assessment
2. Mathematics—students must have earned one of any of the following:
  - a. A grade of B+ (or numeric equivalent) or above in a single course (each semester) completed in grade nine, ten, or eleven
  - b. An achievement level of “Standard Met” for the high school Smarter Balanced Summative Assessment
3. Science—students must have earned one of any of the following:
  - a. A grade of B+ (or numeric equivalent) or above in a single course (each semester) completed in grade nine, ten, or eleven
  - b. A qualifying score that demonstrates mastery of the subject as determined by the LEA for an examination produced by a private provider or the LEA
4. U.S. history—students must have earned one of any of the following:
  - a. A grade of B (or numerical equivalent) or above upon completion of the required U.S. history course
  - b. A qualifying score that demonstrates mastery of the subject as determined by the LEA for an examination produced by a private provider or the LEA
5. Two other subject matter areas: choose from any of the following:
  - a. Any additional qualifying grade or score listed above earned for the subjects of ELA, mathematics, science, or U.S. history not already used to meet eligibility
  - b. A grade of B (or numerical equivalent) or above upon the completion of high school courses in other subjects

- c. A qualifying score that demonstrates mastery of other subjects, as determined by the LEA, for an examination produced by a private provider or the LEA

### **Valedictorian / Salutatorian**

The valedictorian and salutatorian are designed to recognize the highest achieving students in each graduating class. The following criteria will be considered for the selection of each:

- 1) Academic Rigor – the student engaged in academically challenging coursework (i.e. at least 3 Advanced Placement courses or the equivalent).
- 2) Academic GPA 9-12 wt.– one of the top 10 students of the class when ranked according to Academic GPA, based on the first seven semesters of high school, otherwise defined as through the first semester of the student’s senior year of high school.
- 3) School Involvement – the student has been involved in leadership capacities within the school in one of the following areas:
  - a. School Sponsored Club: either for multiple years (two or more) with the same club or with multiple clubs (at least two) **or**
  - b. Sports: either one sport for multiple years (two or more) or with multiple sports (at least two) **or**
  - c. Visual and Performing Arts performance groups (two years or two different groups)
- 4) AAE Code – the student has demonstrated Courage, Generosity, and Honor
- 5) Additional consideration will be given to students who complete all high school core classes at the AAE.

Recommendations and Announcement being honored will be brought forward as follows:

- 1) School Counselor will bring possible names forward to Academic Leadership Team for recommendation to the Academic Team.
- 2) Academic Team will then determine the Valedictorian(s) and Salutatorian(s).
- 3) School officials reserve the right to rescind the offer of this honor due to a breach of the above criteria in the final semester of the student’s senior year.
- 4) The Principal will have final say as necessary.

### **Course Changes**

Students and their parents are encouraged to carefully select classes in the spring for the following school year. We realize plans change and there is a need to make adjustments. However, we also recognize the need for continuity in classroom instruction. In trying to balance the two issues, the following class change procedure will be in effect.

1. Class change requests must be submitted to the counseling office by the end of the second week of school for each semester.
2. Changes will not be made for non-academic student preference such as being with friends.

3. Classes dropped after the 4th week of the semester will result in the student receiving an F for the entire semester in that class. This does not apply to level changes as initiated by AAE staff for proper placement.

### **Courses May Be Taken Only Once in High School**

Due to the infrastructure of our school as it relates to facility size and staffing plans, students will be allowed to take a core academic course (other than math or science) only one time. If a student fails to pass a core academic class necessary for graduation he/she must pursue summer school options in order to fulfill that requirement. Please see a member of the Student Services staff for information on making up necessary courses.

### **Credits from another School**

The Academy for Academic Excellence is fully accredited by the Western Association of Schools and Colleges (WASC). We will gladly accept credits from any WASC accredited school with the following conditions:

1. Summer school at a local high school is for makeup of failed classes only, not for advancing in core curriculum.
2. Victor Valley College or another college is the appropriate avenue for advancing in coursework related to high school graduation. All course work must be completed prior to the time the student would normally be scheduled for the class.
3. Any exceptions must be submitted in writing to the administration for consideration.

### **Victor Valley College Concurrent Enrollment:**

Concurrent Enrollment is a program provided by the Community College System that allows students to be concurrently enrolled in college courses, while still attending high school. Concurrent Enrollment is a privilege and a wonderful opportunity provided to AAE students and must be handled responsibly. The purpose for the program is to provide:

- An opportunity for a student to be challenged by college-level coursework
- An opportunity for students to be better prepared for transition into the college atmosphere

Please view in the 2017-2018 High School Course Catalog for a more detailed explanation of the opportunities and responsibilities involved with the concurrent enrollment program or see a member of the AAE Student Services staff.

### **University of California (UC) and California State University (CSU) Entrance Requirement**

UC approved course list is located on the website at:

<http://www.lewiscenter.org/AAE/Counseling/UC-Approved-A-G-Courses/index.html>

College entrance requirements are available in the College Planning Guide located at: <http://www.lewiscenter.org/AAE/Counseling/College-Planning-Guide/index.php> This catalog also includes grade level information, entrance exam information for the SAT/ACT, and important websites such as UC and CSU that will help in finding a college and pursuing financial aid.

**Transfer students:**

When a student comes in after the fourth week of a semester, it becomes increasingly difficult for a teacher to adequately assess learning. Students who transfer in after four weeks should either have a transfer grade from the previous school or be aware that makeup work will be at the discretion of the teacher. If there are no transfer grades, the possibility exists that no credit may be earned for the semester. The longer the time period in which there is no record of learning, the more likely that there would be no credit for the class.

**Grad Night Requirements/Graduation Status**

In an effort to ensure greater opportunity for students to meet the Academy for Academic Excellence's high school graduation requirements, and to participate in commencement exercises, there will be an academic requirement regarding Grad Night. Seniors must be passing all classes necessary for graduation in order to be eligible for participation in Grad Night. Purchased tickets cannot be refunded.

**Early Graduation**

Under certain circumstances, a student may be eligible to graduate mid-term during the senior year. Students must receive permission from the counseling office before the end of the junior year to be considered for this option. Students who graduate early are not eligible for participation in sports, extracurricular activities, Valedictorian or Salutatorian.

**State Testing**

The Academy for Academic Excellence adheres to the statewide student assessment system mandated by the State of California. These tests are designed to measure student preparedness for college and career. The chart below provides a list of all current California requirements.

## 2016–17 California Assessment System

	Content	Test	Type	Participants	Grade Level(s)	Window
CAASPP	ELA Mathematics	Smarter Balanced Format: CAT and CBT or P/P <sup>(1)</sup>	MC SR CR PT	All students at designated grade levels <i>Exceptions:</i> <ul style="list-style-type: none"> <li>Eligible students participating in the CAAs</li> <li>ELA only – English learners who are in their first 12 months of attending a school in the United States</li> </ul>	3–8 and 11 <sup>(2)</sup>	Available Testing Window begins when 66 percent of instructional year has been completed and continues through last day of instruction: LEAs may select their own testing window each year: <ul style="list-style-type: none"> <li>Schedule in Test Operations Management System (TOMS)</li> <li>Minimum window of 25 instructional days</li> <li>Must fall within available testing window.</li> </ul>
	ELA Mathematics	CAAs Format: CBT	MC SR CR TE	Students with the most significant cognitive disabilities whose individualized education program (IEP) designates the use of an alternate assessment.	3–8 and 11	March 20 through last day of instruction or end of selected testing window
	Science	CAST— Pilot Test Format: CBT	MC SR CR TE PT	All students in designated grade levels <i>Exceptions:</i> <ul style="list-style-type: none"> <li>Eligible students participating in the CAA for Science</li> </ul>	5 and 8, and sample of students in grades 10, 11, and 12.	March 20 through last day of instruction or end of selected testing window
	Science	CAA for Science—Pilot Test  Format: CBT	Embedded Performance Task	Students with the most significant cognitive disabilities and his or her IEP designate the use of an alternate assessment	5 and 8, and sample of students in grades 10, 11, and 12.	March 20 through last day of instruction or end of selected testing window
	Standards-based Tests in Spanish	STS Format: P/P	MC	English learners at no cost to the LEA or non-English learners (e.g., pupils in dual immersion classrooms) at the cost of the LEA	2–11 Optional	25-day window includes 12 instructional days before and after completion of 85 percent of instructional days.

<sup>(1)</sup> Paper-pencil versions of the Smarter Balanced Summative Assessments are available to local educational agencies that meet specific criteria.

<sup>(2)</sup> Smarter Balanced Summative Assessments administered in grade 11 will be used for Early Assessment Program (EAP) purposes.

CELD	Listening Speaking Reading Writing	CELD Format: P/P	MC CR PA	Initial—All students whose primary language is other than English Annual—Identified English learners until they are reclassified as fluent English proficient	K–12	Initial—Within 30 calendar days after enrolling in a California public school. Annual—July 1 through October 31
PFT	Aerobic Capacity Body Composition Abdominal Strength and Endurance Trunk Extensor Strength and Flexibility Upper Body Strength and Endurance Flexibility	FITNESSGRAM <sup>(2)</sup> Format: PA	PA	All students, regardless of whether they are enrolled in a physical education class or participate in a block schedule	5, 7, and 9	February 1 through May 31
CHSPE	For information on the optional CHSPE for 2016–17, visit the California Department of Education CHSPE Web page at <a href="http://www.cde.ca.gov/ta/tg/sp/">http://www.cde.ca.gov/ta/tg/sp/</a> .					
HSET	California has approved the use of three high school equivalency tests (i.e., General Education Department [GED®Test], High School Equivalency Test [HSET], and Test Assessing Secondary Completion [TASC]). For more information on these three optional tests, visit the California Department of Education HSET Web page at <a href="http://www.cde.ca.gov/ta/tg/gd/">http://www.cde.ca.gov/ta/tg/gd/</a> .					
NAEP	For information on NAEP for 2016–17, contact Julie Williams by phone at (916) 319-0408 or by e-mail at <a href="mailto:julwilli@cde.ca.gov">julwilli@cde.ca.gov</a> .					

<sup>(2)</sup> The FITNESSGRAM is a registered trademark of The Cooper Institute.

### Legend:

CAAs – California Alternate Assessments  
CAST – California Science Test  
CBT – Computer-based test  
CELD – California English Language Development Test  
CHSPE – California High School Proficiency Examination  
CR – Constructed response

ELA – English language arts/literacy  
HSET – High School Equivalency Tests  
LEA – Local educational agency  
MC – Multiple choice  
NAEP – National Assessment of Educational Progress  
PA – performance assessment

PFT – Physical Fitness Test  
P/P – Paper-pencil  
SR – Selected response  
STS – Standards-based Tests in Spanish  
TE – Technology enhanced

## **NOTICE TO PARENTS/GUARDIANS, PUPILS COMPLAINT RIGHTS**

Parents/Guardians, Pupils:

Pursuant to Education Code 35186, you are hereby notified that;

Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12, are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

If a Parent/Guardian or Pupil feels that the student/pupil was not afforded the opportunity, a complaint form can be obtained at the school office, or downloaded from the school web site.

High school exit exam intensive instruction and services:

“A student, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d) (4) and (5) after completion of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first. (Education 35186)”

## ***ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (“UCP”) 2017-18***

**For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties**

The Lewis Center for Educational Research (“LCER”) has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in *[customize to identify those programs in your agency]*:

After School Education and Safety  
 Bilingual Education  
 Child Nutrition  
 Consolidated Categorical Aid  
 Course Periods without Educational Content  
 Economic Impact Aid  
 Education of Pupils in Foster Care and Pupils who are Homeless  
 Every Student Succeeds Act / No Child Left Behind  
 Local Control Accountability Plans (including Charter Schools as described in *EC* §§ 47606.5 and 47607.3);  
 Migrant Education  
 Physical Education Instructional Minutes  
 Pupil Fees  
 Reasonable Accommodations to a Lactating Pupil  
 Regional Occupational Centers and Programs  
 School Safety Plans  
 Special Education  
 Tobacco-Use Prevention Education

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 51225.2.

This notice shall include complaint process information, as applicable.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: Chief Executive Officer

Address: 17500 Mana Road, Apple Valley, CA 92307

Phone: 760/946-5414 ext. 243 E-mail address: llamb@lcer.org

A pupil fees complaint is filed with the LCER and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

## ***ATHLETICS***

### **PHILOSOPHY**

The philosophy of the Academy for Academic Excellence Athletic Department is to pursue victory through Courage, Generosity and Honor. Our goals are to teach student athletes how to work together in knowledge and ability and to show students that physical activities are a vital part of a balanced lifestyle.

### **GOALS**

- To foster an interest and enjoyment of physical activity, providing wholesome alternatives in the use of leisure time, building motor skills, and developing the student's physical capacities in the areas of strength, flexibility, and cardiovascular fitness.
- To develop an understanding of how the body works and motivate students toward the maintenance of health, both mental and physical.
- To provide opportunities to develop proper attitudes toward winning and losing and competing along with teammates toward a common goal.
- To encourage development of character qualities, including self-control, responsibility, accountability, and learning by setting and realizing goals.



- To foster a healthy and realistic self-concept through physical activity in interscholastic sports.
- To provide necessary instruction in fitness and sport that will encourage success as students move on in life.
- To promote school spirit and sense of pride among students.

## **SCHOLAR ATHLETE**

Playing interscholastic athletics is a privilege, and will never be given priority over academic activities. Students, therefore, are responsible for maintaining a high standard of academic performance while participating in the AAE's athletic program.

- Students will be evaluated for athletic eligibility at the conclusion of each grading period to determine if they have maintained the grade requirements.
- A student is scholastically eligible if:
  - The student is currently enrolled in at least 20 semester units of work.
  - The student is passing in the equivalent of at least 20 semester units of work at the completion of the most recent regular grading period.
  - The student is maintaining a minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.
  - The student has maintained, during the previous grading period, a minimum 2.3 grade point average on a 4.0 scale in all enrolled courses.
- Student will be allowed to miss practices for academic tutoring or other mandatory appointments of an academic nature, provided such appointments are pre-arranged with coaches and/or Athletic Director.
- Students must attend their scheduled classes in order to participate in an athletic event. Specials circumstances (i.e. doctor's appointment, dentist appointment) will be reviewed by the athletic department in order to grant permission to play. Students who are absent for the entire day without a valid excuse will not be allowed to participate in that day's practice or game. If the coach is not aware of the unexcused absence and the student participates in that day's practice or game, the student will not be allowed to participate in the next regularly scheduled game.

## **EQUIPMENT / UNIFORMS**

- All students are responsible for equipment and uniforms issued to them and must replace any equipment or uniforms damaged in a manner other than normal wear or damage caused by normal play.
- All students must turn in all school-owned equipment and uniforms before being eligible for another sport.
- If equipment or uniforms are not turned in when required, students and parents will be billed. Future AAE athletic participation and all CIF athletic transfer/eligibility paperwork will be held until the debt is cleared.

## ATHLETE'S CODE OF ETHICS

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following Code of Ethics is presented.

As an athlete, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority.
2. Show respect for teammates, opponents, officials and coaches.
3. Respect the integrity and judgment of the game officials.
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
7. Adhere to the established rules and standards of the game to be played.
8. Respect all equipment and use it safely and appropriately.
9. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
10. Refrain from the use of or the act of simulating the use of any kind of drug, alcohol, or tobacco use.
11. Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation.
12. Win with character; lose with dignity.

## DISCIPLINE

- All students participating in the Academy for Academic Excellence Athletic Program are expected to maintain conduct in accordance with the Parent/Student Handbook, while representing the school, at home and away contests (games), and while traveling.
- Suspensions are to be served on the day scheduled and students may not participate in any athletic practices or events that day.
- Ultimate authority regarding discipline issues lies with the administrators of the Academy for Academic Excellence.
- The Athletic Director may impose additional penalties.

## PARTICIPATION

- Participation in the AAE's Athletic Program is defined as "being an active, eligible member of one of the many teams that are sponsored by the AAE." There are no guarantees as to actual playing time, or number of games played.
- It is expected that a student attend all practices and games. If a student attends school on a given day, he/she is expected to attend practice on that day, if one is scheduled.
- Excused absences include illness, medical or dental appointments, academic tutoring, or other valid reasons that the AAE deems "excused."
- **Students and parents are encouraged to schedule vacations, medical appointments, etc. at times that will not conflict with the athletic schedules or classes.**

- A student must be in attendance at school for their scheduled classes or they may not participate in practice/game on that day.
- Unexcused absences, tardies and truancies will result in loss of playing time as determined by school administration and/or the coach. Recurring unexcused absences may ultimately lead to dismissal from the team.
- If a student reaches 13 or more absences during the school year, he/she may be removed from their respective team.

## **INFORMED CONSENT & ACKNOWLEDGEMENT FOR ATHLETIC ACTIVITIES**

By their very nature, athletic activities can put students in situations in which **SERIOUS, CATASTROPHIC** and perhaps **FATAL** injuries may occur. These injuries include, but are not limited to the following:

\*Sprains/strains    \*Disfigurement    \*Fractures    \*Head Injuries    \*Cuts/Abrasions  
 \*Loss of Eyesight    \*Unconsciousness    \*Death    \*Paralysis

Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate all risk of injury. Although the school may suggest or recommend the use of certain equipment to be purchased by the students, the school does not guarantee that such equipment will be free from defects or protect the student from injury. By granting permission for your son/daughter to participate in athletic activities, you, the parent/guardian, acknowledge that such risk exists and assume these risks. You will be required to sign a form regarding this information prior to athletic participation.

**\*\*Participation by your child is voluntary and is not required by the school.\***

## **ATHLETE DRESS CODE ON GAME DAYS**

In an effort to strengthen school spirit and increase the visibility of our student athletes on campus; the Athletic Department has decided on the following dress code. This dress code will apply to student athletes of all levels (Middle School, Junior Varsity and Varsity). Student athletes must follow this dress code on the day of scheduled home and away games, matches, and meets.

The following may be worn on game days:

- ✓ Athletic Department issued team uniform top with school approved uniform bottom.
- ✓ School issued team warm ups.
- ✓ Closed toed athletic shoes must be worn
- ✓ Blue jeans may only be worn on Fridays with Athletic Department issued team uniform top or spirit pack appeal (t-shirt or sweatshirt).

## **PHYSICALS**

- Every student who has a desire to try out for any sport **MUST** have a current physical on file in the Athletic Office.
- Physicals are offered by the AAE once at the beginning of the school year in August.
- Physicals stay current for a period of one (1) year.
- If any student does not wish to take advantage of the physicals offered in August of each year, that student must obtain a physical from his/her own physician and bring

confirmation, as well as the completed sports packet, to the Athletic Office **PRIOR** to trying out for any sport.

- Sports packets are available in the Athletic Office.

## **TRANSPORTATION**

### **Bus Policy**

The majority of the time the AAE will be providing transportation to athletic competitions. We require that all the athletes will ride the bus to and from the athletic event. Athletes must ride the bus accordingly, one team at the back of the bus and another team at the front of the bus (i.e.: boys' team at the back and girls' team at the front). If there are circumstances that a child has to ride home from an athletic event, other than the bus, they must fill out a form with one day's advance notice prior to the game (from the Athletic Office). *Please refer to Appendix A for more detailed school bus safety tips and guidelines.*

If by chance we do need parents to transport athletes to athletic events, they must follow these guidelines:

- Be a minimum of 25 years old
- Show proof of insurance (\$100,00/\$300,000)
- Follow all applicable vehicle laws including seat belt laws
- Obtain volunteer DOJ fingerprint clearance
- Not have any felony driving convictions
- Turn in an accurate and complete Off-Site Form (can be obtained from the Athletic Office) to the CDO in the Kiosk prior to leaving AAE
- Provide a DMV driver record.

If these procedures are not followed, the school administrator will forfeit that game. It is vitally important that we protect the safety of our students.

## **ADDITIONAL INFORMATION**

*To maintain a well-ordered and safe campus, the Lewis Center for Educational Research (LCER) and the Academy for Academic Excellence (AAE) have developed a series of policies, procedures, and guidelines to ensure that all students are safe from injury and can concentrate on pursuing their academic goals.*

### **Emergency Procedures**

Please instruct your children that in the event of an emergency, they must follow all directions given by any staff member. The escape route for each classroom has been posted, and each child should be familiar with the general location of that route. Please remember, do not park in the fire lane, behind other cars, or block emergency access areas. If an emergency does occur, we will use the Emergency Information Card as your instructions to us as to whom we should release your child to, whom to call, any special needs your child might have, etc. The emergency card is vitally important and should have current information at all times. Please keep your Emergency Information Cards up to date and notify us of any changes.

## School Closure

In the case that there are inclement conditions which necessitates school closure, AAE Administration will utilize its' messaging system to notify parents.

## HEALTH SERVICES

### Immunization Requirements

California law requires students to have received **all their necessary immunizations** or have a personal belief or medical waiver on file in order to enroll in school. These forms are available at your doctor's office. This is extremely important to safeguard your child from disease. **For each school year beginning in 2011, all students entering 7<sup>th</sup> grades must show proof of a TDAP booster.** This requirement can be met by receiving one dose of TDAP after the child's 10<sup>th</sup> birthday. **NO SHOTS - NO SCHEDULES - NO SCHOOL.** Again, for exemptions to this, please contact your doctor's office, as specific forms need to be completed. Recommended, but not required for teen years are vaccines for meningitis, a second chickenpox, and HPV series (human papilloma virus). More information can be found on our website under AAE/Nurse's Corner/ready for School.

### Emergency Cards

California Education Code 49403 requires that **all** parents submit an emergency card with information as to home phone, work phone, emergency contacts, etc. **IT IS VITAL THAT WE RECEIVE THIS INFORMATION AT THE START OF EACH SCHOOL YEAR AND WHENEVER INFORMATION CHANGES!** Without an up-to-date emergency card on file, (if your student is injured or ill), we may have to call 911 for treatment at your expense. Please include at least 2-3 **local numbers** of persons who could care for your student if you are not available. The student emergency card is a vital piece of information in determining who to call for student pick-up; therefore, please keep it current by calling or coming into the registrar's office to make any changes.

### Health Concerns

For your student's health and safety, it is important that we are aware of any health condition that they may have. Please note **ALL** health problems on the appropriate space on the emergency card. This information is necessary for us to meet health and safety concerns for your child and also for any emergency personnel that may care for him/her. **Medical information is confidential and will only be shared with staff that may need to know.** Please contact the school nurse if you have any questions on this. Again, there is specific health information on our website under the Nurse's Corner.

### Health Office (s)

We have a full time Registered Credentialed School Nurse in the C building. At this time, she is shared, as one day a week she travels to our other school, Norton Space and Aeronautics Academy (NSAA) in San Bernardino. For K-2 students, there is also a licensed vocational nurse (LVN) available in the E building who can assist ill or injured students.

Both the nurse's office, located in the C building, and the elementary office have a rest area to care for your student for a **short period.** If a student is feeling ill and cannot remain in their classrooms, he/she should request a pass to the "Health Office". The student, when he/she

arrives, will be assessed and the determination will be made if he/she should be sent home or not. **Students should not call their parents to pick them up without coming to the Health Office first.** Please emphasize to your child that **ANY INJURIES** that happen on campus **MUST** be reported to an adult. We cannot provide first aid, call for an assistant, or notify you if they fail to tell us.

### **Medications at School**

School personnel will dispense medications to students only as prescribed (by a physician and authorized by the parent/guardian) during the school day in order for them to be able to attend school without jeopardizing their health. **This includes “over the counter” medications;** (Education Code 49423). Exceptions: sunscreen, Chap Stick, cough drops, hand lotions or body creams, non-medicated eye or contact solutions.

If you wish us to give your student any new medications and/or you request that we give necessary medication ordered previously, **you must fill out a medication form**, which can be found in the school office or now on line under the AAE/Nurse’s Corner/Ready for school. **This must be done EVERY SCHOOL YEAR.**

Please be aware that the above regulations must be followed if your student is to receive medications at school. Additionally the following apply:

1. A child in elementary school must never transport medications. Parents/guardians are responsible for bringing medication to school and taking it home.
2. School personnel will give only prescribed doses at prescribed intervals. They will not cut or break medications if the pill comes in a larger dose. Please inform your pharmacist and doctor of this.
3. All medications are kept in a locked area and dispensed by trained, but unlicensed, school personnel if the nurse is not available. If this is not acceptable to you, then you or your designee may come to the school and give the medication.

Thank you for your cooperation! Please feel free to contact our district nurse at ext. 298 any time if you have a question regarding your student’s health or safety.

## **Anaphylaxis Treatment Notification to Parents**

California Education code 49414 authorizes school districts to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction. As of January 2015, SB 1266 now requires schools to provide emergency epinephrine for individuals who may be experiencing anaphylaxis

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student’s health and safety at school. Therefore, The Lewis Center for Educational Research has adopted a policy for giving life-saving epinephrine to students in need of such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff, under the direct or indirect supervision of the credentialed school nurse, may administer epinephrine in the form of an EpiPen during a severe, life-threatening allergic reaction. The EpiPen rapidly delivers a pre-measured sterile, single dose of epinephrine by direct injection through the skin. After administration, 911 will be called. If parents/guardians do not wish their child to receive this treatment in the case of a severe, life-threatening allergic reaction, **they must so indicate in writing within two weeks of the beginning of school or initial enrollment if new to the school.**

## **Lockdown Procedure**

In the event of an emergency not requiring evacuation, the AAE will institute a “lock down” procedure. This means that all the students will go with staff and adults into a safe area. Attendance and necessary precautions will be taken to ensure student and adult safety. Being cautious and prepared is the best way to ensure the safety of everyone at the AAE.

## **Personal Property**

Students who bring personal property onto campus do so at their own risk. AAE will not be held liable for lost, damaged or stolen items.

## **Bicycles, Scooters, and Skateboards**

All students must not ride while on campus and must have proper safety gear. California Vehicle Code Section 21212(a) requires anyone under the age of 18, who is riding a bicycle, skateboard, or scooter on any roadway, sidewalk, bike path or trail to wear a properly fitted and fastened bicycle helmet. A student who is not wearing a helmet will be issued a warning one time. Upon a second violation of not wearing a helmet, parents will be asked to pick up their student’s bicycle, skateboard, or scooter, and a citation may be issued.

Students must lock their own bicycles, scooters, or skateboard to the racks with a quality lock and chain or cable. The bicycle racks are located on the right side of the Kiosk as you enter the school from Mana Road. This area is locked daily from 7:30 a.m. until 3:00 p.m. **Students may not ride on school grounds at any time.** Unsafe behavior of any kind will result in denial of riding privileges.

The AAE does not accept responsibility for lost, stolen or damaged bicycles, scooters, or skateboards. **Students riding bicycles, skateboards, or scooters to school do so at their own risk.**

## **Bottles and Containers**

- Students are encouraged to bring bottled water as needed.
- Energy drinks are not allowed on the TK-5 campus.
- Glass bottles and containers are not permitted.

## **Computer Use**

In order to facilitate unhampered academic research endeavors, the Lewis Center for Educational Research provides restricted computer access. While the benefits gained from this service are clearly enormous, there is the potential for abuse. In order to continue this service, we ask that all students, staff, and visitors sign a “Internet User Policy” wherein they agree to access only academically appropriate programs, material, and content. Failure to abide by this agreement may lead to disciplinary action.

## **Lost and Found**

### **Elementary School**

The Lost and Found for TK-2 is located in the Elementary Courtyard and 3<sup>rd</sup>-5<sup>th</sup> is located in the Ball Closet. All lost and found items will be donated to a local charity on the last day of school before each break. Please retrieve any lost items before then.

### **Middle School/High School**

The Lost and Found is located in Building C. All lost and found items will be donated to a local charity on last day of school before each break. Please retrieve any lost items before then.

## **Transportation Policy**

The AAE owns one vehicle to assist in transporting students, but this vehicle can only be used by qualified LCER staff members.

### ***Vehicle Rules***

Only approved school employees may drive the school vehicle. Adults and students shall adhere to the following rules:

- No one may drive until obtaining official administrative approval.
- Passengers will ride only in the vehicle to which they are assigned.
- Passengers will wear the seatbelt provided while in the vehicle.
- The number of passengers shall not exceed the number of seatbelts provided.
- Passengers shall at all times conduct themselves in a manner that influences others in a positive way.
- Drivers will at all times operate the vehicle in a lawful manner.
- Drivers will ensure that all passengers have a safe and secure place to sit.
- Drivers will have the emergency information packets for every person in the vehicle including for themselves.
- Drivers will refrain from using a cell phone or any other device that would be a distraction while driving the vehicle.
- Drivers will ensure the school vehicle has the proper emergency equipment: roadside kit, first aid kit and tire changing kit.

### ***Volunteer Drivers***

At times, the school depends on parents to transport students. The following procedures must be in place before you drive students.



Volunteer drivers who are transporting students in their private vehicle are required to:

- Be a minimum of 25 years old
- Obtain volunteer DOJ fingerprint clearance
- Provide proof of minimum liability coverage of \$100,000/300,000. Proof of insurance must be updated every 6 months.
- Not have any felony driving convictions.
- Turn in an accurate and complete Off-Site Form to the CDO in the Kiosk prior to leaving the AAE.
- Provide a DMV driver record (obtained at any DMV).

This policy does not apply when transporting your children only.

To register as an AAE Volunteer Driver contact Human Resources in Bldg. M to:

1. Submit a copy of your current California Driver's License.
2. Submit completed Volunteer Driver Acknowledgement form
3. Submit proof of the required liability insurance
4. Obtain volunteer fingerprint clearance.
5. Submit a DMV driver record.

### ***Insurance for Overnight Field Trips***

Overnight trips have the following additional requirements:

1. The exact number must be submitted to the insurance carrier. (There is an additional charge per student for the overnight/foreign travel insurance rider.)
2. A 1:8 adult to student ratio
3. If in hotels, cabins, etc., at least one (1) adult must sleep in each room.
4. Boys and girls must be separate.

### ***Student Drivers***

The AAE allows students who have their California Drivers License to drive to and from the campus. These students must first apply for a driving permit in the MS/HS office. The application includes a letter on file from their parent or guardian allowing the student to drive to and from school, a current copy of the student's driver's license, vehicle registration and auto insurance. Once all paperwork has been filled out correctly, the student driver will receive a parking sticker, which should be placed in the driver's side window, and then they can park in the designated student parking areas.

- While on campus, all drivers must obey all driving rules. This includes a 5-mph speed limit, following the direction of the arrows, and dropping students off in the designated area, not in the parking lot or in the middle of Mana Road.
- Students cannot transport other student's off-campus without prior approval from Administration. The Kiosk needs a written note from each parent of both drivers & passengers; including students that are 18 years old.
- Students are encouraged to park on campus rather than on surrounding streets.
- Athletes may **not** transport other athletes to games, except siblings.
- **Administration reserves the right to suspend driving privileges on campus for any violation.**

## **EXTRA CURRICULAR ACTIVITIES**

The Academy for Academic Excellence (AAE) provides many learning opportunities outside of the classroom. These co-curricular activities are overseen by AAE personnel and allow the student to grow in areas besides academics. Currently, co-curricular activities include: Student clubs, sports, and ASB.

### **Clubs**

Clubs must be student initiated and have a faculty advisor. They must also comply with the school's Code, write a constitution, elect officers, and be constructive to the mission of the AAE. For more information, contact the ASB advisor.

### **Associated Student Body**

The Associated Student Body (ASB) raises funds to sponsor most of the school's social events. Officers and representatives are elected each spring by their peers, and are required to attend mandatory orientation meetings and must maintain a C or better in each of their classes. For more information, contact the ASB advisor.

### **Elementary Student Council**

The Elementary Student Council (3<sup>rd</sup>-5<sup>th</sup>) focuses on three areas at the elementary campus. Those areas are: 1) school improvement, 2) community services, and 3) good citizenship and school spirit. Membership includes representation from each classroom, one alternate, and the executive officers. Executive officers are President, Vice President, Secretary, and Treasurer. Officers shall serve for one year. Elections are conducted during the first month of school each year by secret ballot.

### **School Bus Safety**

The LCER is different from other school districts, in that we do not provide transportation to and from school. We also charter buses for transporting students to athletic events and field trips. It is important to understand that riding the school bus is a privilege. This privilege can be revoked when serious misconduct occurs or when minor infractions occur repeatedly. Title 5 CAL. Section 14203 of the State law reads:

Pupils transported in a school bus shall be responsible to and under the authority of the driver of the bus. The bus driver is responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. Continued misconduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.

At the conclusion of a trip, students in grades TK-8 are released only to a parent or guardian, police official, school official, or an older brother or sister unless they have a signed note from the parent.

## **Rules of Safe Conduct**

Students must:

- Be at the bus approximately 15 minutes before scheduled departure
- Wait for the school bus in a safe place.
- Do not cross between two or more parked buses.
- Never try to get anything that is dropped around the bus. Tell the driver or the teacher.
- Be courteous and respectful to the bus driver, obeying their directions. They are responsible for student safety while you are on the bus. Drivers need to give as much attention as possible to the task of driving the bus. A disciplinary problem could distract them.
- Although school buses are the safest form of highway transportation in the United States, there are specific steps that you and your children can take to improve their safety.
  - Observe and discuss with your child the school bus “Danger Zones.” The Danger Zone is the space all around the school bus. It goes out to 12 feet. The school bus driver cannot see children in this zone, especially around the wheels. It is very dangerous to be in this area because if the bus driver cannot see you, he/she may hit you. You must be very careful whenever you get on or off of the bus.
- All seatbelts must be fastened. Ask your driver for assistance if they need to be adjusted to fit you.
- Take your seat, face forward, and remain seated while the bus is in motion.
- Talk in a quiet manner.
- Students are to remain quiet at all railroad crossings.
- Be courteous to your fellow passengers. Keep your hands, feet and objects to yourselves.
- ABSOLUTELY NO FOOD OR DRINKS are allowed on the bus. (WATER will be allowed, if the driver allows it).
- Small, handheld electronic devices such as iPods with earplugs, electronic games etc. may be allowed on the bus but need to remain in a backpack when not in use. Athletic equipment must remain in an athletic bag and will be stored in bus storage during the trip.
- Personal hygiene items (hairspray, deodorant, lotions, etc.) are to remain in a backpack at all times. They may NOT be used while on the bus. ABSOLUTELY NO AEROSOL items may be on the bus at any time.
- No loose batteries are allowed outside of a backpack.
- Animals of ANY kind shall not be allowed on school bus. Bringing such items on the bus creates disciplinary problems.
- Backpacks or athletic bags are allowed as necessary.
- Do not put anything out the windows

**When you arrive at your destination, follow these guidelines:**

- Stay seated until the bus comes to a FULL STOP. The driver will tell you when to go.
- Let those closest to the front off first. It is easier than everyone trying to get off at once.
- Line up on the way out.
- Use the front door unless directed differently from the bus driver.
- Use the handrails going up and down the steps to protect yourself from slips and trips.

- Watch your step...don't jump off the bus.
- Never reach back into the bus through the windows.

### **Notice of Unsatisfactory Conduct**

When infractions occur, the driver will submit a Notice of Unsatisfactory Conduct to the Sr. Manager of General Administration and school administrator, including:

Student name

Date of occurrence

Nature of the trip (Athletic event, field trip, etc.)

Nature of Misconduct

Driver's signature

A copy of this note will be mailed to the home. The parent may call to discuss their child's conduct. If parent contact is not made, the student may lose their bus riding privilege until contact is made.

**Although emergencies are rare, state law requires that children participate in emergency evacuation training.**

The pupil will be instructed on emergency evacuation procedures on the bus that they will be riding. They will be instructed on how to open the emergency doors and the important fact that they must never play with the doors or to attempt to open them, except in an actual emergency or if so instructed by the School Bus Driver.

### **Who is to be in charge if something happens to the driver?**

School employees, teachers, coaches or other adults on the bus will be in charge if something happens to the bus driver. If there are no other adults on the bus, older students will be trained in how to use the two-way radio or cell phone and how to apply the parking brake. Students riding in the front of the bus will know where the first aid kit and fire extinguisher are located. Students seated next to the exits will be instructed on how to open the exits and help with the evacuation of other students if necessary.

In case of emergency **STAY CALM.**

- Stay in your seat until the driver tells you what to do.
- Do not touch emergency equipment or safety releases until told by the driver or adult in charge.

### **If you do use an emergency exit:**

- Do not crowd, let those closest to the exit go first.
- Wrap loose clothing around you, so you will not get caught.
- Keep your hands free; leave everything behind.
- Duck your head as you go out.
- Bend your knees if it is a big jump down.

- Get away from the exit so others can get out.

If you have any questions or concerns or if you need to contact someone at the Lewis Center during an off-campus event, call 760-946-5414 for the main campus. The school operator will answer and direct your call to the appropriate school employee.

## **Bullying Policy**

The staff of AAE remains vigilant in our attempt to reduce bullying among students and to eliminate bullying from the campus. The following guidelines have been developed to achieve this result.

An act of bullying, by either an individual student or a group, is expressly prohibited on school property and at school sponsored functions. This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their behavior, initiate, condone or support another student's act of bullying.

**False accusations of bullying against another student are also prohibited. Appropriate discipline will be taken against the student or students falsifying the reported incident of bullying.**

The administration will act to investigate all complaints of bullying, and will discipline or take appropriate action as deemed necessary to deter future bullying.

### **Ed Code 48900 (r):**

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

A person who engages in an act of bullying, reprisal, or false reporting of bullying, or permits, condones or tolerates bullying, is subject to discipline for that act in accordance with our school's policies and procedures.

Consequences for students who commit acts of bullying may range from behavioral interventions or warnings up to and including suspension and/or expulsion and legal action. **Disciplinary consequences will be severe to deter future violations and to appropriately discipline prohibited behavior. Victims may also press legal charges for harassment. Ed Code 48900 (r).**