



# 2019-2020 Parent-Student Handbook

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## ***CORPORATE STRUCTURE***

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

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 normally meets on the second Monday of the month at 4:00 p.m. The meeting locations are in Apple Valley or San Bernardino and are posted on the agenda. They are teleconferenced between both sites. The schedule is posted on the web page. The meetings are open and follow all legal requirements of the Brown Act. The President/CEO answers directly to the Board.

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

Duberly Beck, Chairman  
Beck's Tax & Business Services, LLC

Sharon Page, Vice Chairman  
The HR Edge

Dr. Patricia Caldwell, Director  
Retired

David Rib, Director  
Mitsubishi Cement Corporation

Lisa Lamb, President/CEO  
Lewis Center for Educational Research

Jessica Rodriguez, Director  
Goodwill Southern California

Jim Morris, Treasurer  
InCity Consulting

Marcia Vargas, Secretary  
Apple Valley Unified School Dist.

Omari Onyango, Director  
Palmdale Family Dental & Orthodontics

Rick Wolf, Director  
Retired

# **Academy for Academic Excellence**

## **Mission**

The Academy for Academic Excellence exists to prepare students for post-secondary success through a relevant, rigorous college-preparatory education.

## **Vision**

With Courage, Generosity and Honor, the Academy for Academic Excellence works to ensure high levels of learning and to nurture a growth mindset for all. As a collaborative community, we use effective instructional practices that are STREAM-focused, research-based and data-driven. We engage in integrated learning experiences that promote global-mindedness, critical thinking, and a re-defined use of technology.

## **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 California Content 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. As professional educators, we 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.

## **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. 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.

## ***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 – Elementary Office**

#### **Building E**

17500 Mana Road  
Apple Valley, CA 92307  
760-946-5414 FAX: 760-242-6398 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: 7:15am-2:45pm

#### **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
TK-12 Principal	302	VP Elem/MS/HS	166

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

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

Facebook Page: [www.facebook.com/AcademyForAcademicExcellence](http://www.facebook.com/AcademyForAcademicExcellence)

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

AAE Support Staff  
Calendar of Events  
Course Catalogs  
College Planning Guide  
Enrollment/Lottery  
School Calendar  
AAE Instructors

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

Staff Directory  
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 – a CDO will direct all visitors to designated parking areas.
- The Principal has final discretion regarding visitors.
- Parents are always welcome at AAE. However, 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 or staff. 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, gifts, etc. cannot be delivered to students until the end of the last period, due to the disruption it causes to the classroom.**

**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 issued an ouster notice and/or law enforcement called.**

## CLOSED CAMPUS

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. Students will only be released to those adults authorized on a child’s emergency card.



# ACADEMY FOR ACADEMIC EXCELLENCE 2019-2020 SCHOOL YEAR

## AAE STUDENT CALENDAR

180 School Days

**Grading Periods 6-12**

August 5-September 27 1st quarter  
 August 5-December 19 1st semester  
 January 13-March 20 3rd quarter  
 January 13-June 11 2nd semester

**Grading Periods TK - 5**

August 5-November 8 1st Trimester  
 November 12-February 28 2nd Trimester  
 March 2-June 11 3rd Trimester

**Ceremonies**

Kindergarten Recognition June 9  
 5th Grade Recognition June 10  
 8th Grade Recognition June 11  
 HS Graduation June 12

No School  
  Holiday  
  Teacher In-Service, No Sch  
  Early Release  
  Min Days  
  Elem Min Days

Gr 6-12 ~ 1st Semester Finals, December 18-19

2nd Semester Finals, June 9-10

Elementary Parent Conference November 12-15

**July-19**

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 (0)

**August-19**

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 (20)

**September-19**

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 (19)

**October-19**

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 (14)

**November-19**

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 (17)

**December-19**

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 (14)

84 Day Semester

**January-20**

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	31

School Days (14)

**February-20**

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

School Days (19)

**March-20**

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 (15)

**April-20**

	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 (19)

**May-20**

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

School Days (20)

**June-20**

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			

School Days (9)

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 2019-2020**  
**Early Release Every Wednesday**

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

**Minimum Day Schedule**

Period	Time
1	7:30 – 8:05
2	8:10 – 8:45
3	8:50 – 9:25
4	9:30 – 10:05
5	10:10 – 10:45
6	10:50 – 11:25
Lunch	11:35 – 12:05

***Academy for Academic Excellence***  
***TK-2 Elementary Bell Schedule***  
**2019 -2020**

**Regular Day**

**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  
**10:45 - 11:00** K Recess  
**10:15-10:45** TK Lunch  
**10:15 – 10:45** 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  
**12:20 PM** TK Dismissal  
**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 Dismissal  
**2:50 - 5:45 PM** ASAP Program

**Early Release - Wednesday**

**8:05 AM** TK-5 Start Time  
**8:55 - 9:10** TK Recess  
**9:50 - 10:10** 1st Grade Recess  
**10:15 – 10:45** TK Lunch  
**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** K Lunch  
**12:15 - 12:40** K Recess  
**12:20** TK Dismissal  
**12:45 - 1:00** 2nd Grade Recess  
**1:50 PM** K-5 Dismissal  
**1:50 - 5:45 PM** ASAP Program

**Minimum Day**

**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** K-2 Lunch  
**10:15-10:45** TK Lunch  
**10:35 - 10:55** K Recess  
**11:50 PM** TK-5 Dismissal  
**11:50 - 5:45** ASAP Program

5/13/19

***Academy for Academic Excellence***  
***3-5 Elementary Bell Schedule***  
**2019 -2020**

**Regular Day**

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

**Early Release - Wednesday**

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

**Minimum Day**

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

**Academy for Academic Excellence  
2019-2020 School Year  
MS/HS Grading Periods – Parent / Student Reference**

<b>Title</b>	<b>Grading Period Ends</b>	<b>Grades Mailed</b>
1 <sup>st</sup> Academic Warning	August 30 <sup>th</sup>	September 6 <sup>th</sup>
1 <sup>st</sup> Quarter	September 27 <sup>th</sup>	October 18 <sup>th</sup>
2 <sup>nd</sup> Academic Warning	November 15 <sup>th</sup>	November 22 <sup>nd</sup>
1 <sup>st</sup> Semester	December 19 <sup>th</sup>	December 27 <sup>th</sup>
3 <sup>rd</sup> Academic Warning	February 14 <sup>th</sup>	February 21 <sup>st</sup>
3 <sup>rd</sup> Quarter	March 20 <sup>th</sup>	April 10 <sup>th</sup>
4 <sup>th</sup> Academic Warning	May 1 <sup>st</sup>	May 8 <sup>th</sup>
2 <sup>nd</sup> Semester	June 11 <sup>th</sup>	June 17 <sup>th</sup>

Note:

- Academic Warning grades are reported only if a student has a C-, D or F at the time of the Academic Warning period. 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.

**Grading Periods for Elementary 1<sup>st</sup> through 5<sup>th</sup> grades**

1 <sup>st</sup> Trimester	November 6 <sup>th</sup>	Receive @ conference
2 <sup>nd</sup> Trimester	February 28 <sup>th</sup>	March 4 <sup>th</sup>
3 <sup>rd</sup> Trimester	June 11 <sup>th</sup>	June 17 <sup>th</sup>

## ***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 does not recognize 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.

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 school of the reason for the absence. This regulation states a student may be excused legally from school when the absence is due to:

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

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.

## **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**

Recognition is given to students that are present every day of an academic school trimester for at least ½ of the school day with any missed periods being **excused**. Three tardies in one trimester is equal to one absence and disqualifies a student from participating in our Perfect Attendance Celebration.

## **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 teacher's 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.



## **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

**At 15 tardies, all privileges to attend extra-curricular activities are suspended through the end of the semester. Activities include: Athletics, Cheerleading, ASB, Band, Choir, Senior Activities (e.g.- Grad Night), Dances (e.g.-Homecoming, Prom), Elementary After-School Electives.**

#### **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 (When approved through the health office)
  - a. Students are to visit the health office for evaluation when requesting to leave campus due to illness/injury.

- b. Student will only receive an excused early release if sent home directly with the health office.
- c. Students who leave campus through attendance without approval from the health office will have the remainder of the day's attendance be marked as unexcused.
- b) Visitation to a medical office, clinic, doctor or dentist (note required from office)
- c) Funeral of an immediate family member (documentation requested)
- d) Quarantine of the home
- e) School sponsored events
- f) Jury duty
- g) Religious event (up to 4 hours per semester)

### **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))

## ***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.

## **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 band
- Volunteer in the classroom Local Outreach (Mineral City)
- Parents and Pastries
- LCER 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.

The Charter School may encourage parental involvement, but shall notify the parents and guardians of applicant pupils and currently enrolled pupils that parental involvement is not a requirement for acceptance to, or continued enrollment at, the AAE. [Ref. Education Code Section 47605(n)]

## **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.

## **WE ARE A LOVE & LOGIC© SCHOOL: The AAE Core Beliefs Regarding Staff, Parent and Student Interactions**

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.

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

## **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.

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.

## **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, 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. 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, and 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.

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

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

## **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, but must be worn under approved pant styles.

## **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).

**Tattoos & piercings** - Tattoos or drawings on the body may not be visible while on campus.

Facial piercings are not allowed at the AAE. A small, single, clear “retainer” is permitted in the nose. 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 or sweatbands are not permitted.

Students may wear hair bows or hair bands with no color restrictions as long as they do not detract from the learning environment. (e.g.-Mickey/Minnie ears, cat ears, unicorn horn, etc.)

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

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.

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

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.

### **Knighly 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 or sweatshirt are acceptable wear. Spirit wear must be unaltered.

Clothing that relates to any school-related organization including ASB, AFJROTC, SRLA, Dance Club, GAVRT, school clubs, as well as the US Armed Forces and NASA 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.

## **CELL PHONE/SMART WATCH POLICY**

### **Cameras/Cell Phones/Smart Watches**

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

#### **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/smart watch policy allows students to have cell phones/smart watches, but they are not to be visible during regular class time, unless instructed otherwise by the teacher.
- Students may use their phones/smart watches 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/smart watch 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/smart watches 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/smart watches during an emergency evacuation as it may interfere with the safety and efficiency of the procedure.

- Cell phone/smart watch 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/smart watch is used in class, the student will be asked to put it away.
- Second offense (anytime during the year), the phone/smart watch will be taken by the teacher, the parent will be notified and the phone/smart watch 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/smart watch 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/smart watch privileges on campus
- Students will be disciplined if they have inappropriate photographs, graphics, videos, text, or music on their cell phones/smart watches or have these sent to another student's cell phone/smart watch.

Should a student refuse to give the phone/smart watch to the teacher, the teacher should contact the office and ask for school administrator or CDO.

Items may be confiscated and returned at the discretion of the school administrator. Any inappropriate use of picture phones/smart watches 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 caught cheating, plagiarizing, or forging 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

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 may select to implement a consequence in their classrooms that will best assist each student in becoming a responsible citizen.

### **Use of Physical Interventions**

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 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.

### **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 of 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 or 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, betel, and VAPE oil. 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.**

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.

## **ACADEMICS**

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

AAE utilizes the Common Core State Standards for English Language arts and mathematics. All lessons and curriculum have been aligned with these standards.

### **Standardized Assessments:**

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
10	English Language Arts*
10	Science*
10	Social Science*
10	Math*
10	Physical Education
10	Electives
60	Total minimum credits required for 6th grade

\* Required for promotion to 7th grade

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

\* Required for promotion to 8th grade

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

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 student ineligibility for participation in the 8<sup>th</sup> grade recognition.**

## 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.
4. All AAE courses are year-long in nature. As a result, approval for second semester changes will only be considered for the purpose of fixing problems, as opposed to choosing new elective options.

### **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 2019-2020 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. All students must be considered in good standing, and 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.

## 2019-20 California Assessment System

Area	Content	Test	Type	Participants	Grades	Window
CAASPP	ELA/ Mathematics	Smarter Balanced Format: CAT and PT	MCSRCTP	All students at designated grade levels. Exceptions: <ul style="list-style-type: none"> <li>Eligible students participating in the CAAs for ELA and mathematics</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, 11	Available testing window begins when 66% of the instructional year has been completed and continues through the LEAs last day of the selected testing window, the last day of instruction, or July 15, 2020, whichever comes first. <b>LEAs may select their own testing window each year:</b> <ul style="list-style-type: none"> <li>Minimum window of 25 instructional days</li> <li>Must fall within available testing window</li> </ul>
CAASPP	ELA/ Mathematics	CAAs Format: CBT	MCSRCTE	Students with the most significant cognitive disabilities whose active IEP designates the use of an alternate assessment	3-8, 11	Available testing window begins when 66% of the instructional year has been completed and continues through the LEAs last day of the selected testing window, the last day of instruction, or July 15, 2020, whichever comes first. <b>LEAs may select their own testing window each year:</b> <ul style="list-style-type: none"> <li>Minimum window of 25 instructional days</li> <li>Must fall within available testing window</li> </ul>
CAASPP	Science	CAST Format: CBT	MCSRCTEPT	All students in designated grade levels Exceptions: <ul style="list-style-type: none"> <li>Eligible students participating in the CAA for Science</li> </ul>	5 and 8, and 11	Available testing window begins when 66% of the instructional year has been completed and continues through the LEAs last day of the selected testing window, the last day of instruction, or July 15, 2020, whichever comes first. <b>LEAs may select their own testing window each year:</b> <ul style="list-style-type: none"> <li>Minimum window of 25 instructional days</li> <li>Must fall within available testing window</li> </ul>
CAASPP	Science	CAA Format: CBT Embedded PT	PA	Students with the most significant cognitive disabilities whose active IEP designates the use of an alternate assessment	5 and 8, and 11	January 13, 2020 through the last day of instruction or July 15, 2020, whichever comes first.
CAASPP	Reading/Language Arts in Spanish	CSA Format: CBT	MC	Students seeking a measure of their Spanish Reading/Language arts skills	3-8, and 11	Available testing window begins when 66% of the instructional year has been completed and continues through the LEAs last day of the selected testing window, the last day of instruction, or July 15, 2020, whichever comes first. <b>LEAs may select their own testing window each year:</b> <ul style="list-style-type: none"> <li>Minimum window of 25 instructional days</li> </ul>



						<ul style="list-style-type: none"> <li>Must fall within available testing window</li> </ul>
ELPAC	Listening Speaking Reading Writing	ELPAC Initial Format: P/P	M C C R P A	All students whose primary language is not English as indicated on the Home Language Survey	K-12	July 1, 2019 through June 30, 2020: Within 30 calendar days after enrolling in a California public school
ELPAC	Listening Speaking Reading Writing	ELPAC Summative Format: P/P	M C C R P A	Identified English learners until they are re-designated as fluent English proficient	K-12	February 1, 2020 through May 31, 2020

Area	Content	Test	Type	Participants	Grades	Window
PFT	Aerobic Capacity Body Composition Abdominal Strength and Flexibility Trunk Extensor Strength and Flexibility Upper Body Strength and Endurance Flexibility	FITNESSGRAM 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, 2020

**Legend:**

CAAs	California Alternate Assessment	LEA	Local Education Agency
CAST	California Science Test	MC	Multiple Choice
CAT	Computer Adaptive Test	PA	Performance Assessment
CBT	Computer-based Test	PFT	Physical Fitness Test
CR	Constructed Response	P/P	Paper-pencil
CSA	California Spanish Assessment	PT	Performance Task
ELPAC	English Language Proficiency Assessments for California	SR	Selected response
IEP	Individualized Education Program	TE	Technology Enhanced

# Uniform Complaint Procedures (UCP) Annual Notice

*Lewis Center for Educational Research*

## 2019—2020 Annual Update

The *Lewis Center for Educational Research* (“*LCER*”) annually notifies our students, employees, parents or guardians of its students, school advisory committees, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The *LCER* is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

*The programs and activities subject to the UCP in which the LCER implements are:*

- Accommodations for Pregnant and Parenting Pupils
- After School Education and Safety
- Compensatory Education
- Course Periods without Educational Content
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans For Student Achievement
- School Safety Plans
- Schoolsite Councils

Pupil Fees

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

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.

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.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our Chief Executive officer or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a LCER 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.

#### Additional Information

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a LCER school, and pupils in military families as specified in *Education Code* Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

#### Contact Information

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Chief Executive Officer or designee

17500 Mana Road, Apple Valley, CA 92307  
(760) 946-5414 extension 243

[llamb@lcer.org](mailto:llamb@lcer.org)

Complaints will be investigated and a written report with a Decision 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 our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to 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.

We advise any complainant 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.

Copies of our Uniform Complaint Procedures process shall be 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. Special 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) calendar year.
- 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

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

### 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 be up to date on **all their necessary immunizations** in order to enroll in school. **Effective January 2016, (SB277) personal belief waivers are no longer accepted. Effective July 2019, CCR Title 17 Division 1 Chapter 4 goes into effect.** Those changes include: A medical waiver must include medical condition requiring exemption, what immunization(s) are being exempted and whether they are permanent or temporary (temporary waiver expires after 12 months). **All students entering 7<sup>th</sup> grades must show proof of a TDAP booster and 2 varicella (Previously was 1).** For students who had a personal belief waiver prior to 7<sup>th</sup> grade entry, they must receive the necessary immunizations to enroll or advance to 7<sup>th</sup> grade (Tdap/TD, Polio, MMR, and Varicella). Recommended, but not required for teen years are vaccines for meningitis, and HPV series (human papilloma virus). **NO SHOTS - NO SCHEDULES - NO SCHOOL** For more detailed information see:

<https://www.shotsforschool.org>

## 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 Language Academy (NSLA) in San Bernardino. There will be a Licensed Vocational Nurse or other medical trained personnel to substitute in her absence.

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.**

### **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.

## **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.

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 left side of the Kiosk as you enter the school from Mana Road. Students may not ride on school grounds at any time.

### **Computer Use**

In order to facilitate academic research endeavors, the Lewis Center for Educational Research provides restricted internet 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**

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. The Lost and Found for Middle School and High School 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.

### **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).
- Volunteer Workshop

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.

## **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 submitted correctly, the student driver may park in 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 students 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 extra-curricular activities are overseen by AAE personnel and allow the student to grow in areas besides academics. Currently, extra -curricular activities include: Student clubs, athletics, 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 service, 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.

## **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.