



2019-2020 Parent-Student Handbook

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Acknowledgement

General Information

Handbook Overview

The purpose of the AAE Parent-Student Handbook is to give students and their parents/guardians an understanding of school expectations and policies as well as provide pertinent information. The handbook includes detailed expectations for student attendance, behavior and discipline, including policies and consequences for bullying and harassment, due process rights related to discipline (including suspension, expulsion, and special education), and a description of both informal and formal complaint procedures that parents may pursue in the event of disagreements. AAE annually updates the Parent-Student Handbook for distribution to families. Amendments to the handbook by AAE may be made throughout the year.

Every student and his/her parent or guardian is required to sign and return an Acknowledgement Form at the beginning of each academic year establishing that they have read and understand the expectations and policies.

AAE's Mission Statement

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

AAE's Vision Statement

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.

AAE's Collective Commitments

- Work collaboratively, using research-based curriculum and best practices to achieve vision-aligned goals that support the achievement of our students.
- Utilize multiple measures of assessment to monitor student learning, drive instruction and inform stakeholders.
- Provide an environment that engages students in technology rich, authentic learning.
- Promote a sense of global-mindedness to prepare students for success in the 21st century.
- Differentiate the educational experience to develop talents and abilities within students as well as nurture a growth mindset.

Expected Schoolwide 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.

Academics

Academic Philosophy

The Academy for Academic Excellence is committed to maintaining a relevant, rigorous college-preparatory education for all students.

National Honor Societies

National Honor Society is a national organization and the local AAE Chapter has three levels: National Elementary Honor Society (NEHS) for grades 4-6, National Junior Honor Society (NJHS) for grades 7-9, and National Honor Society (NHS) for grades 10-12. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service.

The application process is held at the beginning of every school year. Membership at AAE is determined by self-selection in regards to the six pillars: scholarship, service, leadership, character, citizenship, and responsibility. If an applicant meets all the criteria for membership, submission of the application and payment of annual dues validates membership. Specific requirements will be included in the annual application instructions.

State Standards

AAE utilizes the adopted State Standards in all content areas. Lessons and curriculum have been aligned to meet these standards. AAE regularly reviews its adopted curriculum through a review process that includes: needs assessment, selection, adoption, implementation, monitoring and review. When deemed necessary, new curriculum purchases are included in the annual LCAP and budget to ensure adequate funding for successful implementation. AAE has adopted the Integrated Science curriculum model for high school based on the Next Generation Science Standards.

Standardized Assessments

AAE participates in the 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.

Academic Integrity Policy

Academy for Academic Excellence values real mastery of subject content and has adopted high standards for honesty. Prohibited activities include:

- Cheating
- Plagiarism
- Forgery

Any student determined to have cheated, plagiarized, or committed forgery will be subject to consequences which may include, but are not limited to the following:

- Receive a zero grade on the assignment or test
- Receive a failing grade for the class
- Receive an opportunity to retake test or complete assignment honestly

Any student assisting in any of the above will also be subject to consequences. The instructor and administration will determine consequences based on the nature of the offense.

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 Grading Policies

No D Policy (Middle/High School only)

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.

Grades Determined by Teacher

As stated in California Education Code 49066, when grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade *by the teacher*, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, *shall be final*.

Challenging a Grade

There are two conditions when a grade may be challenged:

- SBAC- 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.
- Advanced Placement- Advanced Placement exam scores: If a 10th, 11th or 12th 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 is final.

Elementary Academic Guidelines

Elementary Grade Reporting

To communicate the achievement of learning targets based on adopted State Standards, AAE elementary grades TK-5, use standards-based grading and reporting. Standards are the academic skills a child should be able to demonstrate proficiency in by the end of their current school year.

For each of the three reporting periods on the report card, the student will receive a proficiency level of a 1, 2, 3, or 4 based on evidence collected over a period of time. It is expected that students progress throughout the school year to eventually score a 3 or 4 by the end of the year.

Elementary Promotion and Retention

Teachers will work closely with parents/guardians to determine the best academic placement for students. Each case will be considered individually and will take into account multiple factors to ensure the highest likelihood of future academic success.

Middle School Academic Guidelines

Middle/High School Grade Reporting

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 recorded as a permanent record on the student’s transcript.

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

Unweighted GPA - Standard Course	Weighted GPA - Extra weight will be given to Honors, Advanced Placement, and VVC courses that are UC/CSU transferable.
A = 4 points	A = 5 points
B = 3 points	B = 4 points
C = 2 points	C = 3 points
D = 1 point	D = 1 point
F = 0 points	F = 0 points

MIDDLE SCHOOL COURSE REQUIREMENTS

Students must successfully complete the following requirements in order to be promoted to high school.	
Units	Subject/Course
30	English Language Arts
30	Math
30	Science
30	History
30	Physical Education
30	Electives
8th-grade students who fail two or more academic classes during the second semester will result in student ineligibility for participation in the 8th-grade end-of-year recognition ceremony.	

Middle School Promotion and Retention

The AAE feels strongly that students should take ownership of their coursework. 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 coursework, 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 Academic Guidelines

High School Graduation Requirements

Social Science	<p>3 year-long courses</p> <p>World History United States History American Government - ½ year - Economics - ½ year</p>
English	<p>4 year-long courses</p> <p>Introduction to Literature World Literature American Literature British Literature</p>
Mathematics	<p>3 year-long courses including at least</p> <p>Integrated Math 1 Or Algebra 1 and Geometry</p>
Science	<p>3 year-long courses</p> <p>Integrated Science 1, 2 & 3 Or Physical Science - 1 yr Biological Science - 1yr 1 additional year of science</p>
Language Other Than English	<p>2 year-long courses of study in a language other than English</p> <p>Spanish 1 & 2</p>
Visual or Performing Art	<p>1 year-long course</p>
Electives	<p>AAE students must complete a minimum of 50 high school elective credits to graduate from high school.</p>

Physical Education	2 years required
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***Participation in commencement exercises requires that all graduation requirements be satisfied one full day prior to the graduation ceremony.

***Seniors making up courses in summer school must be finished by August 1st of the graduating year in order to be issued a diploma.

High School Promotion and Retention

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 considered a 10th 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.

High School 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 pin 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 Counselor.

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:

- English Language Arts and Mathematics—students must have earned one of the following:
 - A grade of B+ (or numerical equivalent) or above in a single course (each semester) completed in grade nine, ten, or eleven
 - An achievement level of “Standard Met” for the high school Smarter Balanced Summative Assessment
- Science and History—students must have earned one of the following:
 - A grade of B+ (or numeric equivalent) or above in a single course (each semester) completed in grade nine, ten, or eleven
 - 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
- Two other subject matter areas: choose from any of the following:
 - 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
 - A grade of B (or numerical equivalent) or above upon the completion of high school courses in other subjects
 - 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 (weighted). – 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 for those students being considered for valedictorian and salutatorian will be brought forward to the Academic Leadership Team as follows:

- 1) School Counselor will identify valedictorian and salutatorian candidates based on the selection criteria listed above.
- 2) Academic Team will then determine the Valedictorian(s) and Salutatorian(s) using the selection criteria listed above.
- 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 that academic plans and goals change and therefore students may need to make course adjustments. However, we also recognize the need for continuity in classroom instruction. In trying to balance the two issues, the following course change procedure will be in effect.

1. Student or parent initiated course change requests will only be considered during the first two weeks of the semester. After this time, course changes will only be made to address academic concerns.
2. Course changes will only be made for academic or medical reasons. Requests to be placed in different courses based on personal preference (i.e. being with a friend), will not be honored.
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 initiated by AAE staff for proper academic placement.
4. In general, courses at AAE are considered to be year long in nature. As a result, approval for second semester changes will only be considered for the purpose of addressing academic or medical concerns.

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 the School Counselor for information on making up necessary courses.

Transfer Credits

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 coursework 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.

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 of 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.

A-G Requirements

University of California (UC) and California State University (CSU) Entrance Requirements are as follows:

Subject Area	UC / CSU Entrance Requirements
Social Science (Area - A)	<p style="text-align: center;">2 years required (3 years recommended) World History - 1 yr US History - 1 yr OR World History - 1 yr US History - ½ yr / American Government. - ½ yr</p>
English (Area - B)	<p style="text-align: center;">4 years required</p>
Mathematics (Area - C)	<p style="text-align: center;">3 years required (4 years recommended) College-prep mathematics that includes the topics covered in elementary and advanced algebra and 2D/3D geometry. Approved integrated math courses may be used to fulfill part or all of this requirement</p>
Science (Area - D)	<p style="text-align: center;">2 years required (3 years recommended) 2 years of lab science</p>

LOTE (Area - E) Language Other Than English	2 years required (3 years recommended)
VPA (Area - F) Visual or Performing Art	1 year required VPA courses such as art, drama/theater, music, dance, or video
Electives (Area - G)	1 year required Any additional UC approved course

AAE's UC approved course list is located on the AAE website at:

<http://aae.lewiscenter.org/School/Student-Services/Counseling/UC-Approved-A-G-Courses/index.html>

College entrance requirements are available in the College Planning Guide located at:

<http://aae.lewiscenter.org/School/Student-Services/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

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 will not be refunded.

Early Graduation

Under certain circumstances, a student may be eligible to graduate mid-term during 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 second semester sports or extracurricular activities. They will also not receive consideration for Valedictorian or Salutatorian.

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

- Provide opportunities to develop proper attitudes toward winning and losing and competing along with teammates toward a common goal.
- Encourage development of character qualities, including self-control, responsibility, accountability, and learning by setting and realizing goals.
- Foster a healthy and realistic self-concept through physical activity in interscholastic sports.
- 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 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.

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.

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

At times, the AAE will provide transportation to athletic competitions. If there are circumstances that a child has to take alternative transportation from an athletic event, other than the bus, they must fill out a form with the coach or Athletic Director.

When parents are providing transportation to events for other students, they must follow these guidelines in order to be an approved driver through Lewis Center's HR Department (M Bldg):

- Be a minimum of 25 years old
- Show proof of insurance (\$100,00/\$300,000)
- Obtain volunteer DOJ fingerprint clearance
- Provide a DMV driver record
- 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
- Follow all applicable vehicle laws including seat belt laws

If these procedures are not followed, consequences may include forfeiting that game. It is vitally important that we protect the safety of our students.

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 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. Attendance at funeral services (for other than the immediate family).

Verifying Absences

To report an absence, a parent must send a note to school, e-mail to 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.
- Doctor appointment absences require a doctor's note for excused absence.

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.

Truancies and 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.

Late Sign In/ Early Sign Out

Late Sign In

- Students 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 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:

- Illness
- Visitation to a medical office, clinic, doctor or dentist (note required from office)
- Funeral of an immediate family member
- Quarantine of the home
- 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 or has made prior arrangements with the attendance office via e-mail.

- 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:

- Illness when approved through the health office
 - Students are to visit the health office for evaluation when requesting to leave campus due to illness/injury.
 - Students will only receive an excused early release if sent home directly from the health office.
 - 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.
- Visitation to a medical office, clinic, doctor or dentist (note required from office)
- Funeral of an immediate family member (documentation requested)
- Quarantine of the home
- School sponsored events
- Jury duty
- Religious event (up to 4 hours per semester)

Makeup Work

- Students are responsible for work missed while absent.
- The instructor can assist the student in obtaining a list of class assignments that need to be completed in a timely manner.
- Students who are absent should be proactive in finding out from their instructor(s) what was missed during their absences from school.
- 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.
- Please discuss make up work options with your instructors.

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

- If you must pull your child from school for time periods other than the scheduled school holidays, please notify your child's teachers at least 3 days in advance to give the teachers time to put work together.
- 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.
- 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.

- 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.

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.

Student Attendance Review Team

Irregular attendance including but not limited to excessive early sign outs, tardies and/or absences are grounds for referral to the Student Attendance Review Team (SART). 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.

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.

Health Services

Health Office Overview

The Lewis Center employs a full-time Credentialed, Registered Nurse to oversee the health needs of both campuses (AAE and Norton Science and Language Academy). The LCER District Nurse is assigned to AAE four days a week. In her absence or when she is serving our other campus, a Licensed Vocational Nurse or other medical trained personnel will provide services.

Both the nurse's office, located in the C building, and the elementary office have a rest area to care for students for a short period. If a student is feeling ill and cannot remain in their classrooms, students should request a pass to the "Health Office". Upon arrival, the student will be assessed and the determination will be made if the student 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 assistance, or notify you if we are not informed or made aware of the situation.

Please contact the District Nurse at ext. 298 with any questions or concerns regarding your student's health or safety.

Fever and Sick Guidelines

Should your child exhibit signs and symptoms of illness that include any of the following: fever (>100), vomiting, diarrhea, unexplained skin rash or general malaise, please do not bring your child to school. If your child exhibits any of these symptoms at school, we will attempt to contact you to have the child picked up from school. They will not be permitted to return until they are free of fever, diarrhea, and/or vomiting for 24 hours without the need to use fever-reducing medicine.

If we are unable to make contact with the student's parents/guardians or other emergency contacts, school staff will call 911 if determined necessary. Please make sure that your emergency contacts are kept up-to-date.

Contagious Diseases

AAE staff makes every effort to ensure a healthy school environment. In the case of suspected or confirmed case of contagious disease, the school nurse and administration will work closely with the San Bernardino County Public Health Department. Together, we will monitor any outbreaks and notify parents as directed.

Injury Reporting

The school nurse is to be notified in the event of a serious injury. If the nurse is not available, staff will use school emergency guidelines and good judgement to determine appropriate steps and safeguards. If medical assistance is needed, 9-1-1 will be called. Parents/legal guardians will be notified in the event of an emergency.

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 7th grades must show proof of a TDAP booster and 2 varicella (Previously was 1). For students who had a personal belief waiver prior to 7th grade entry, they must receive the necessary immunizations to enroll or advance to 7th 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>

Vision, Hearing, and Scoliosis Screening

AAE adheres to Education Code Section 49450, et seq., as applicable to the grade levels served by AAE. Students are screened for vision, hearing, and scoliosis. Female students in grade seven and male students in grade eight are given scoliosis screening unless a written exclusion is provided in advance of the scheduled screening.

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 9-1-1 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.

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.

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.

Anaphylaxis Treatment Notification

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. SB 1266 requires schools to provide emergency epinephrine for individuals who may be experiencing anaphylaxis.

Diabetes

The school nurse provides an information sheet regarding Type 2 diabetes to the parent/guardian of incoming 7th grade students, pursuant to Education Code Section 49452.

Feminine Hygiene Products

AAE will stock at least 50% of its restrooms with feminine hygiene products, and shall not charge students for these products, pursuant to Education Code Section 35292.6.

Medications

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, lip balm, 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.**

Medical Emergencies

For serious injury or illness, school staff will call 9-1-1. In an emergency, the responsible school nurse or administrator will be notified and take charge upon arrival. The responsible school nurse, administrator, or a designated employee will notify the parent/legal guardian as soon as possible to determine the appropriate course of action. If we are unable to make contact with the student’s parents/guardians or other emergency contacts, appropriate course of action may be determined by Emergency Medical Services (EMS). Please make sure that your essential emergency contacts are kept up-to-date.

For those experiencing sudden cardiac arrest, Automated External Defibrillators (AED) can be found on campus at the following locations:

- Gym (center hallway)
- Elementary North (office by door)
- Attendance Office (at counter)
- N Bldg (front entrance)
- South Elementary (computer lab by entry)

California Healthy Youth Act

AAE teaches comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education to students in grades 7-12, one time in middle school and one time in high school, pursuant to Education Code Section 51930. For more information about the California Healthy Youth Act, contact the principal.

Student Discipline

Student Expectations

AAE has developed and maintains a current and comprehensive set of student expectations and discipline policies. Together AAE students, parents, and staff exemplify the highest standards of behavior and work ethics to ensure continued excellence. Every student and his /her parent/legal guardian is required to sign an Acknowledgement Form at the beginning of each academic year establishing that they have read and understand the expectations and policies.

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.

The following styles and colors have been approved by the LCER Board of Directors:

Shirts

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

Styles – polo shirts, button-down oxford style shirts. Shirts may not be a sheer material (see-through).

- All shirts must at a length that prevents underclothing or midriff from showing.
- Button shirts must be buttoned from the third top button to the waist.
- Non-uniform shirts cannot be worn over the school uniform.
- No designs, jewels, studs, etc.

Pants

Colors – khaki, navy, black (solid colors only)

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.

Blue jeans are allowed on Fridays, minimum days, and designated spirit days. They are not permitted on other days, including early release Wednesdays.

- 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, hemmed at the bottom, not faded, and free of holes or decorations.
- 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 won separately as pants in any grade.
- Jeggings and overalls are not permitted.

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 to be an AAE school uniform.

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.

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

- 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. Shoes may not reflect the occult or gang affiliations. Slippers and flip-flops are not permitted.
- 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.

Spirit Days

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

Knightly Dress Day/Field Trips

Fridays and minimum days are designated as Knightly Dress Days. Students are encouraged to participate by wearing AAE or collegiate wear. Blue denim jeans and AAE or college t-shirts, polo shirts or sweatshirts are acceptable wear. Clothing from any school-related organization including ASB, AFJROTC, SRLA, GAVRT, school clubs, as well as the US Armed Forces and NASA, may be worn.

Knightly Dress Days are not free dress days and students must either wear Knightly Dress or the standard AAE uniform. 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 pants/shorts must be hemmed. Knightly Dress Day attire is considered appropriate for field trips unless a teacher or administrator directs otherwise.

Suspension and Expulsion

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at AAE. A complete copy of AAE Student Discipline Policy is available upon request at the AAE Principal’s office. In creating this policy, AAE has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools’ list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* AAE is committed to annual review of policies and

procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. The AAE's policy and procedures for student suspension and expulsion may be amended from time to time as needed. AAE staff shall enforce disciplinary rules and procedures fairly and consistently among all students.

Corporal punishment will not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the policy, corporal punishment does not include a staff member's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom AAE has a basis of knowledge of a suspected disability pursuant to the Individuals with IDEA or who is qualified for services under Section 504 is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures.

Procedures

A. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

AAE will not suspend or recommend expulsion for a student unless an administrator determines the student has committed a specified act, including among other acts, disrupting school activities or otherwise willfully defying the valid authority of teachers, supervisors, administrators, school officials, or other school personnel engaged in the performance of their duties.

B. Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:
 - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force or violence upon the person of another, except self-defense.

- c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented the same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. This section shall apply to pupils in any of grades 9 to 12, inclusive.
- l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- q) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by

a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.

- r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 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 student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.

- iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) “Electronic Act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound, video, or image.
 - ii. A post on a social networking Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photographs or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

- v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
 - w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
 - b) Brandishing a knife at another person.
 - c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, *et seq.*
 - d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n).
3. Discretionary Expellable Offenses: Students may be recommended for expulsion for any of the following acts when it is determined the pupil:
- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force or violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented the same as controlled substance, alcoholic beverage or intoxicant.
 - e) Committed or attempted to commit robbery or extortion.
 - f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
 - g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
 - h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
 - i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- o) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.
- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- s) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 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 student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2) “Electronic Act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, video, or image.
 - ii. A post on a social networking Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

- (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - u) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a)-(b).
 - v) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.
- 4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:
 - a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.

- b) Brandishing a knife at another person.
- c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq.
- d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n)

If it is determined by the Administrative Panel and/or Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

No Right to Appeal

The pupil shall have no right of appeal from expulsion from AAE as the LCER Board of Directors’ decision to expel shall be final.

Expelled Pupils/Alternative Education

Parents/guardians of pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. AAE shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

Rehabilitation Plans

Students who are expelled from AAE shall be given a rehabilitation plan upon expulsion as developed by the Board of Directors at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to AAE for readmission.

Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Board of Directors following a meeting with the Principal or designee and the pupil and parent/guardian or representative to

determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Principal or designee shall make a recommendation to the Board of Directors following the meeting regarding his or her determination. The Board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon AAE's capacity at the time the student seeks readmission.

Bullying

Academy for Academic Excellence recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute harassment, sexual harassment, hate violence, or creates an intimidating, threatening and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable student or students in fear of harm to that student's or those students' person or property
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health
- Causing a reasonable student to experience a substantial interference with his or her academic performance
- Causing a reasonable student to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by AAE

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device, as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for addressing bullying are developed with involvement of key stakeholders, including students, parents/guardians, and staff.

Prevention

AAE will focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students will be informed of school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, AAE will provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. Threats or incidents may be reported confidentially and anonymously through WeTip.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

Investigation and Resolution of Complaints

Any complaint of bullying against a student who is of a protected characteristic, actual or perceived, as defined in the LCER's Uniform Complaint Procedures, shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the LCER's Uniform Complaint Procedures.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900 may include suspension or expulsion in accordance with AAE policies and regulations.

Cell Phone and Smart Watch Policy

Pursuant to Education Code § 48901.7, AAE allows pupils to possess or use a smartphone under the following circumstances:

- (1) In the case of an emergency, or in response to a perceived threat of danger.
- (2) When a teacher or administrator of the school district, county office of education, or charter school grants permission to a pupil to possess or use a smartphone, subject to any reasonable limitation imposed by that teacher or administrator.

(3)When a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the health or well-being of the pupil.

(4)When the possession or use of a smartphone is required in a pupil's individualized education program.

AAE Policy:

- Devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or staff member.
- Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.
- Students may use their devices on campus before school, during lunch and after school hours.
- Cell phones and smart watches will be collected prior to taking exams (CAASPP, AP exams, semester or mid-term exams, or at teacher discretion).
- The school assumes **no** responsibility if a phone or device is lost, damaged or stolen.

Consequences/Other Actions:

- The first time a phone/smart watch is used inappropriately 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. 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.
- 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 sent these to another student's cell phone/smart watch.

Violations may result in devices being 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)

Campus Safety

School Safety Plan

Academy for Academic Excellence has a Comprehensive School Safety Plan, which is reviewed and updated annually. The staff at the school are familiar with the plan and trained in emergency procedures. Students participate in scheduled emergency evacuation and lockdown drills.

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.

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 24-48-hours 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.

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.

Additional Information

Photo Release/Yearbook

Upon enrollment, parents/legal guardians have the opportunity to indicate that they do not want photos of their student taken or released. 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.

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 3rd-5th 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.
- Attend a 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 on 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.

ExtraCurricular Activities

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

High School 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 Middle School and High School 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 (3rd-5th) 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.

Uniform Complaint Procedures (UCP)

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

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.

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

Academy for Academic Excellence
6th – 12th 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
MS HR HS Lunch	11:58– 12:28 30min	MS HR HS Lunch	11:58– 12:28 30min	MS HR HS Lunch	11:18– 11:48 30min	MS HR HS Lunch	11:58– 12:28 30min	MS HR HS 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 – 11:30
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
10:15 - 10:30 K Recess
10:15-10:45 TK Lunch
10:30 – 10:55 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 2nd 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 3rd Grade Recess
10:10 – 10:35 5th Grade Recess
10:40 - 11:05 4th Grade Recess
12:10 – 12:30 3rd Grade Lunch Recess
12:15 – 12:35 4th Grade Lunch Recess
12:30 – 1:00 3rd Grade Lunch
12:35 – 1:05 4th Grade Lunch
12:40 – 1:10 5th Grade Lunch
1:10 - 1:30 5th Grade Lunch Recess
1:50 – 2:00 4th Grade Break
2:05 – 2:15 3rd Grade Break
2:50 PM K-5 End Time

Early Release - Wednesday

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

1:50 - 5:45 PM ASAP Program

Minimum Day

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

11:50 - 5:45 ASAP Program

5/21/19

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

Title	Grading Period Ends	Due in Illuminate	Grades Mailed
1 st Academic Warning	August 30 th	September 3 rd	September 6 th
1 st Quarter	September 27 th	Friday October 11 th	October 18 th
2 nd Academic Warning	November 15 th	November 18 th	November 22 th
1 st Semester	December 19 th	December 20 th	December 27 th
3 rd Academic Warning	February 14 th	February 18 th	February 21 st
3 rd Quarter	March 20 th	Friday April 3 rd	April 10 th
4 th Academic Warning	May 1 st	May 4 th	May 8 th
2 nd Semester		June 4 th	June 7 th seniors only
	June 11 th	June 12 th	June 17 th all other grades

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
- Incomplete Grades: If a Grade Change Form is not submitted for an “Incomplete” grade for first semester, by the end of the second week of second semester, (or, two weeks following semester two), the incomplete grade will become a failing grade.

Grading Periods – Elementary 1st through 5th Grades Staff Reference

1 st Trimester	November 8 th	November 8 th	Nov 12-15 th	conf purposes
2 nd Trimester	February 28 th	March 2 nd	March 4 th	
3 rd Trimester	June 11 th	June 12 th	June 17 th	