



CADET HANDBOOK

2018-2019

High School

12850 Muscatel Street
Hesperia, California 92345

Junior High School

15776 Main St. #13
Hesperia, Ca 92345

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GENERAL INFORMATION

Mission Statement

Summit Leadership Academy High Desert is dedicated to instilling high standards of integrity, ethics, and behavior while pursuing high academic and behavioral standards.

Value Statement

At Summit Leadership Academy – High Desert we believe in:

- Continuously improving and enhancing student learning opportunities through open communication and mutual understanding.
- Providing students with a deep understanding of essential knowledge and skill sets, but also developing within them the critical ability to apply their learning to understand the world around them, to logically reason, to solve problems, and to produce quality work.
- The effective collaboration and communication with families as partners in the education of their students.
- Promoting a safe and supportive learning environment that emphasizes student achievement, treats all people with respect, and embraces diversity as a primary source of strength.
- The responsible and effective management of school resources.

Vision Statement

We envision a school that provides each student with challenging learning opportunities in a safe, supportive, respectful environment. Graduates will demonstrate enhanced critical thinking, problem solving, and communication skills; and will fully understand the direct connection between education and future success.

Organizational Structure

Summit Leadership Academy - High Desert (SLAHD) operates as an independent, locally funded public charter school, with Hesperia Unified School District functioning as the authorizing district. SLAHD is governed pursuant to its Charter, its Articles of Incorporation, and adopted policies/bylaws. Summit Leadership Academy High Desert holds 501(c)(3) status with the Internal Revenue Service.

Governing Board of Directors

Summit Leadership Academy - High Desert is governed by a five member independent Governing Board. The Governing Board is required to adopt and follow a set of Board Bylaws that address its internal composition, assignment of officers, procedure, and administration.

Ultimate responsibility for the administration of SLAHD rests with the Governing Board, which engages the Executive Director, Principal(s), Dean(s) of Students, and Business Manager to implement its will.

The Governing Board is responsible for making strategic and planning decisions, and for establishing the general philosophies and goals of the school. It is also responsible for reviewing and monitoring academic and administrative operations; and for providing direction and guidance to staff as appropriate.

The Governing Board functions as the final authority on school-related issues related to educational philosophy, policy, procedure, programs, and administrative decisions.

No Governing Board member is compensated for membership on the SLAHD Board. Board members may be reimbursed for legitimate expenses incurred in the accomplishment of official business of the Board.

School Administration

SLAHD is administered by a Principal and a Dean of Students, overseen by its own, independent District including the Executive Director,, who share the responsibility of administering and directing the academics and operations of the school. In collaboration, the Administration and District set guidelines, policy, and procedure based on general direction from the Governing Board.

Authority originates with the Governing Board. Assignments, tasks, and duties are delegated to the staff through the Executive Director and/or Principal.

The Principal is primarily responsible for supervising the certificated and most classified employees; developing and approving curriculum; monitoring academic programs, testing, and improving quality of instruction. In addition, the Principal and Dean of Students ensure strong delivery of a campus-wide discipline system.

The Principal and Dean of Students oversee the Military, Law Enforcement, Firefighting and Leadership 7-9 Academy Programs, as well as the para-military atmosphere.

The Dean of Students is primarily responsible for maintaining the discipline and military atmosphere of the school with guidance from the Executive Director and Principal.

The Business Manager is primarily responsible for fiscal accounting/budgeting, purchasing, and legal/human resources issues.

The administrative and academic staff is organized, selected, and employed based on assessment, evaluation, and recommendation by the Principal; and then communicated to the Executive Director and District.

Parent Advisory Committee (PAC)

Good communication between Governing Board members, District, staff, and parents can be very beneficial to the cadet experience. This committee consists of parents of students, teachers, clerical staff, members of the general public, and administration. There is no minimum number of participants - all eligible persons are invited to quarterly meetings and board meetings.

Every Student Succeeds Act (ESSA)

All certificated employees shall be ESSA compliant at the time of hire. In the event an employee fails to follow the policy and/or fails to pass the exams needed to become ESSA complaint, he/she may have their "at-will" employment terminated, or their salary adjusted based on their level of credential and qualifications.

Hours

The Summit Leadership Academy - High Desert High School administrative office is open from 7:00 a.m. to 3:30 p.m. on regular school days. The Junior High administrative office is open from 7:30-4:00pm on regular school days. All phone calls received after hours will be prompted to leave a voicemail message. The campus is closed at 3:30 pm.

2018-2019

Summit Leadership Academy- High Desert

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Key:

Teacher Inservice	Snow Day
Semester Start/End	State, ASVAB, College Testing
Eagle Day/ Academy Day	Minimum Day
Holiday	

Revised 5/2018

Formation

Cadet formation is held at the beginning and end of each school day, except when the weather is inclement. Cadets are called to morning formation at 7:30 AM. Cadets are called to afternoon formation at 2:00 PM. Attendance, flag salute and uniform inspection is an integral part of this formation.

In formation, cadets are **required** to assemble in formal ranks with squad and platoon leaders; and are expected to follow direction, listen to instruction and announcements.

Formation reinforces the concept of self-discipline: requiring the cadet to be punctual, maintain standards of dress, remain quiet, follow directions, listen, and participate in a group event each morning and afternoon.

Please note that Formation is an integral part of the school day, and is a required activity of any cadet at Summit Leadership Academy. Cadets must arrive on time and not leave early to ensure participation in Formation. Formation also accounts for elective credits, students will be graded daily according to proper participation, behavior, timeliness, uniform, and attendance.

Late Sign-In

Cadets who arrive after 7:30 a.m.(HS) and 8:55 a.m. (JH) are considered late and **must** be signed in by the parent/guardian in the main office. Cadets may not go directly to Formation or class; they must be signed in at the office. The cadet must show the attendance clerk that they are in the complete uniform of the day. Once the cadet has been signed in, a late slip will be issued allowing them to proceed to class/formation.

Early Sign-Out

Only authorized adults (pre-approved by parent/guardian) who are listed on the cadet's emergency information sheet can sign out a cadet at the school office. For safety, cadets will not be released from class until an authorized adult checks in at the office and furnished photo identification. **Please note that fellow students, even those over the age of 18, are not allowed to be an emergency contact or sign students out of school.**

Closed Campus

Summit Leadership Academy – High Desert maintains a closed campus policy. Cadets 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.

When a cadet arrives on campus, they are required to leave their vehicle immediately and come inside the gates. No loitering in or around the parking lot is allowed.

Upon leaving school, cadets must go directly to their destination. Cadets may not walk up and down the streets. Parents will be contacted if a cadet is seen wandering the streets.

Leaving the campus during school hours, without prior approval from the school, for any reason, is a violation of the closed campus policy. Any cadet who leaves the campus at any time during the day, without prior approval from the school administration is in violation of our Suspension and Expulsion policy and will be subject to disciplinary action, up to and including formal removal from the school. A parent/guardian will be contacted, including parents/guardians of cadets who are 18 years or older.

In part, with being a closed campus, outside food may only be brought for an individual student during break or lunch. In addition, parents bringing food for their child on campus must come through the front office and receive advanced approval from administration. Students are not permitted to sell food or beverages to other students. Consequences for doing so include confiscation, demerit(s), parent contact and On Campus Intervention.

Free and Reduced- Price Meals

The School participates in the National School Lunch Program. Applications for free or reduced price meals are included in the first day packets to all families and can also be obtained on the School website and in the main office. All families are encouraged to complete the application form in order to include as many eligible students as possible.

Ceremonies and Observances

In accordance with the Mission of Summit Leadership Academy, student formation shall generally be held at the beginning and end of each school day, except when a scheduled student assembly is scheduled or when the weather is inclement. A flag salute is an integral part of this formation. The pledge of allegiance is recited prior to each cadet assembly.

Parking Permit

The opportunity to park on campus is a privilege, not a right. Upon being offered the privilege to park on campus, the student and parent/guardian will be offered a parking agreement, including the expectations of students issued a parking permit.

If the cadet violates the parking agreement, or drives in an unsafe manner while on campus, their parking privilege may be revoked.

Campus Visitors

The SLAHD visitor policy has been established for adults wishing to visit our campus:

- All adult visitors must provide government-issued identification, sign in at the front office, and be issued a Visitor Pass. The visitor pass must be worn for the entire campus visit.
- All visitors must be dressed in professional and non-revealing attire for Summit Leadership Academy and must behave in a courteous, non-disruptive manner.
- Minors are not allowed on campus without adult supervision.
- Visits are limited to 15 minutes, unless otherwise noted.
- All visitors shall register in the Visitors Log Book and complete a Visitor's Permit in the main office immediately upon entering any school building or grounds when during regular school hours. When registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity.
- If the visitor is a government officer/official (including but not limited to local law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access. SLAHD shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by SLAHD, consistent with the law. The Charter School Governing Board and Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, will be timely informed regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes, as recommended by the Attorney General.
- For purposes of school safety and security, the Executive Director or designee may design a visible means of identification for visitors while on school premises.
- The Executive Director or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a visitor is directed to leave, the Executive Director or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.

Cellular Phones and Electronic Devices

All cell phones or electronic devices are to be powered off and in one's backpack. If a cell phone or electronic device is seen, it will be confiscated immediately. **All devices that are confiscated will be returned to the parent/guardian of that student on the last day of that week.** Continued violation may result in suspension, and/or expulsion from the school.

For purposes of this section, the term "cellular phones and electronic devices" includes:

- Photo-enabled cell phones
- Internet-enabled devices and cell phones
- Digital cameras, or any device containing a digital camera
- Devices with two-way radio capability
- Devices with instant messaging or text messaging capabilities
- Gaming devices
- Music devices
- Pagers or beepers.

Permissible uses for a non-photo, non-internet enabled basic cell phones are limited to:

- Life threatening emergency situations anytime
- In the parking lot before and after the official school day
- Health-related purpose (see below)

Cellular Phones: Health-Related Purpose

No students shall be prohibited from possessing or using a cellular phone or electronic signaling device that is determined by a licensed physician to be essential for the student's health, and the use of which is limited to health-related purposes. Paperwork from a licensed physician must be filed in the school office for this exception to be in effect.

Cadet Injury

When a cadet is injured during the course of the school day, staff shall make an assessment as to the nature and seriousness of the injury based on the circumstance of the injury and feedback from the cadet.

In cases involving minor injury; such as scratches, scrapes, small bruises, etc.; the cadet may call their parent/guardian if they choose. School personnel may dispense Band-Aids, moist towels, soap, or ice packs to cadets for their use in treating minor injuries – however school personnel shall not dispense pain-relievers, decongestants, anti-biotic ointments, etc. for the treatment of minor injuries.

The school will attempt to notify a parent/guardian of any circumstance that requires the assistance of EMT/Paramedics or an ambulance service. If the school is unable to reach the parent/guardian, an emergency contact listed in the cadet's file will be notified. A staff member shall accompany a cadet who is being transported to the hospital, in lieu of a parent/guardian, and stay with the cadet until a parent/guardian arrives.

Cadet Personal Property

Although the Summit Leadership Academy staff is continually vigilant in maintaining a secure campus environment, it remains a primary responsibility of each cadet to monitor and secure their personal property (and school property issued to them) while on campus. Neither the school nor staff is responsible for lost or stolen items.

Work Permits

Part-time jobs can give students needed supplementary income, valuable work experience, and enhanced self-esteem. However, outside employment should not interfere with students' educational progress nor impair their health. In accordance with law, students must obtain work permits from Summit Leadership Academy - High Desert before start date of employment.

The Principal or designee shall issue work permits only as allowed by law and only to the extent that outside employment does not significantly interfere with the student's schoolwork. Students granted work permits must demonstrate and maintain satisfactory grades of C's or better. Work permits may be pulled if it is found that working interferes with the student's school work

Students 16 or 17 years of age shall be granted approval to work more than 20 hours a week only when justified by unusual circumstances which shall be stated on the work permit.

Suicide Prevention Plan

The Governing Board of any LEA that serves pupils in grades seven to twelve, inclusive, is required by law to adopt a policy on pupil suicide prevention, intervention, and postvention. The policy shall

specifically address the needs of high-risk groups, include consideration of suicide awareness and prevention training for teachers, and ensure that a school employee acts only within the authorization and scope of the employee's credential or license.

Staff takes any threat to life seriously and reports such threats to the guidance counselor or Dean of Students, who then contacts the local sheriff and San Bernardino Crisis Team. Both parties assess the student and parents then determine whether there is a need for hospitalization and/or further treatment.

Any parental concerns for their child while they are on school grounds are to be directed to the Guidance Counselor. For immediate threats, dial 911 any time 24/7. Our goal is to create an open communication between staff, parents and students as a way to provide safety for every child.

For additional support, contact the crisis hotline 24/7/365 at 775-784-8090 or text "ANSWER" to 839863.

For the full suicide prevention plan, please visit the website, www.slahd.com.

General Complaint Procedures

Summit Leadership Academy – High Desert welcomes constructive criticism of policies, programs, or personnel when it is motivated by a sincere desire to improve the quality of the educational process and to assist SLAHD in performing tasks more effectively. SLAHD encourages the resolution of complaints quickly, at the lowest level possible.

SLAHD is committed to resolving complaints as expeditiously as possible, without disrupting the educational process or the operations of the school. The Principal shall ensure that all complaints receive appropriate attention, consideration, and that reasonable resolution is proposed. If the problem cannot be resolved by the employee or the Principal, the complainant may be referred to the District or Board. A complaint to the District or Governing Board must be in writing.

*SEE APPENDIX A FOR COMPLAINT FORM

Uniform Complaint Procedures

The Board of Directors of Summit Leadership Academy – High Desert ("SLAHD" or "Charter School") has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, including the charging of unlawful pupil fees, non-compliance with the Local Control Funding Formula, and non-compliance with reasonable accommodations for lactating pupils. and the charging of unlawful pupil fees.

SLAHD shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, immigration status, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any SLAHD program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Adult Education

After School Education and Safety Programs

Agricultural Vocational Education Programs

American Indian Education Centers

Consolidated Categorical Aid Programs
Career Technical and Technical Education and Training Programs
Child Care and Developmental Programs
Child Nutrition Programs
Foster and Homeless Youth Services
Migrant Education
Every Student Succeeds Act / No Child Left Behind Act Programs
Regional Occupational Centers
Special Education Programs
State Preschool
Lactating Pupils
Bilingual Education
Economic Impact Aid
Tobacco-Use Prevention Education
Local Control Funding Formula/Local Control and Accountability Plan
Juvenile Court School Pupils

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee 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 fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

--Complaints of noncompliance with laws relating to pupil fees are filed with the Executive Director of the Charter School. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

NAME Casondra Foor

TITLE Principal

CHARTER SCHOOL Summit Leadership Academy-High Dessert

ADDRESS 12850 Muscatel Street Hesperia, Ca 92344

Telephone: _(760)949-9202_____

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

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the Charter School's procedures.

The complainant has a right to appeal SLAHD's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of SLAHD's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of SLAHD's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge in the Main Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Executive Director.

Medication at School

Students are not allowed to carry personal medications on their person during school hours. This includes prescribed medications as well as over-the-counter medications. Prescribed inhalers may be carried on the cadet's person while on campus as long as the cadet has the required paperwork on file.

In order for SLAHD staff to be allowed to dispense medications (including over-the-counter medications) to a cadet, the following rules apply:

- The parent/guardian must file a completed medication form in the school Administration office.
 - Both parent/guardian and licensed physician must complete this medication form
- Parents/guardians are responsible for bringing medication to school and taking it home.
- School personnel will dispense medications to cadets only as prescribed by their physician, at prescribed intervals.
 - School personnel will not cut or break medications if the pill comes in a larger dose.

All medications are kept in a locked area and dispensed by trained, but unlicensed school personnel. If this is not acceptable to a parent/guardian, then the parent/guardian may come to the school and give the medication.

Fire, Disaster, and Crisis Plan

Summit Leadership Academy – High Desert maintains a Fire, Disaster, and Crisis Plan that is subject to revision and Governing Board review/approval prior to the commencement of each school year. This Plan shall be included as an addendum to the SLAHD Policy Manual, and shall also be reviewed with each faculty member during orientation prior to the commencement of each school year.

The SLAHD Fire, Disaster, and Crisis Plan shall be available to staff, students and the public in the administration office. The Principal, or designee, shall make certain that students and staff are familiar with the plan, that an adequate number of copies are distributed throughout the school facility, and shall periodically conduct preparedness drills to ensure effective behavior in the event of an actual emergency or disaster.

ACADEMICS

Admissions

The SLAHD Governing Board believes that all children should have the opportunity to receive quality educational services.

All children residing within the county shall be eligible for enrollment. Immigrant children shall not be denied admission on the basis of citizenship or legal resident status. Homeless children shall be admitted with or without a permanent address. Applications will be accepted during a publicly advertised open enrollment period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. If applications for admission to Summit Leadership Academy - High Desert exceed capacity, attendance, except for existing pupils of the School who are guaranteed admission in the following school year, shall be determined by a public random drawing.

Title IX, Bullying, Harassment Policy and Nondiscrimination Statement

Summit Leadership Academy High Desert (“SLAHD”) does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, immigration status, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

SLAHD adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004 (“IDEIA”).

SLAHD is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). SLAHD also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or ancestry, immigration status or citizenship, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. SLAHD does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which SLAHD does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. SLAHD will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the SLAHD Uniform Complaint Procedures (“UCP”) Compliance Officer:

NAME Principal Casondra Foor
PHONE (760) 949-9202
EMAIL casondra.foor@slahd.com

Homeless Students

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

School Liaison: The Principal or designee designates the following staff person as the School Liaison for homeless students ((42 USC 11432(g)(1)(J) & (e)(3)(C).):

Office Manager Ellie Lowell
12850 Muscatel Street Hesperia, Ca 92344 (760) 949-9202

The School Liaison shall ensure that (42 U.S.C. 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at SLAHD.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by SLAHD, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including

- schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, SLAHD charter, and Board policy.
 7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
 8. School personnel providing services receive professional development and other support.
 9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
 10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

For any homeless student who enrolls at the School, a copy of the School's complete policy shall be provided at the time of enrollment and at least twice annually.

Daily Attendance

Regular attendance plays an important role in student achievement. The school has a responsibility under the law to ensure that students attend school regularly. Parents/guardians are obligated to send their children to school unless otherwise provided by law. The school shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

Excessive absences, tardiness, or trancies may establish a foundation for disciplinary action, and up to, and including, formal removal from the school, according to the School Attendance Review Team (SART). A written notice will be provided five days before the effective date of action.

A cadet with excused absence(s) from school shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. Typically, the number of days to make up the work is equal to the number of days absent. The teacher of the class from which a cadet is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the cadet missed during the absence.

Class participation is an integral part of cadets' learning experiences, therefore parents/guardians and cadets are encouraged to schedule medical appointments during non-school hours.

Lateness/Tardiness

A cadet is considered late when he/she is not present at the beginning of school, the beginning of class, formation, or homeroom (without valid excuse). A cadet is considered tardy when he/she is not present at beginning of school, the beginning of class, or formation (without valid excuse), but then arrives 16 minutes or more after start time.

Cadets that are late or tardy must show the attendance clerk that they are in compliance with the dress code.

Chronic, habitual, or excessive lateness or tardiness may result in the assessment of demerits, classifying the cadet as truant, suspension, or expulsion from school. Unexcused lateness or tardiness may be considered truancy.

Excused Absences

Absence from school shall be excused for health reasons, family emergencies and justifiable personal reasons, as permitted by law. Acceptable reasons for "excused" absences include:

- Illness or medical appointment of a child for whom the cadet is the custodial parent.
- Quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of his or her immediate family.
 - "Immediate family" is defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the cadet's immediate household.
 - One day is allowed if the service is conducted in California; three days is allowed if the service is conducted outside California.
- For the purpose of jury duty or appearance in court.
 - Cadet must show documentation to attendance clerk for verification.
- For the observance of a religious holiday, or participation in a religious ceremony or retreat.
 - Advance written request by parent/guardian is required.
- When the cadet's absence is requested in writing by the parent/guardian for the purpose of attending an employment or educational conference, as approved by Principal.
- The Principal or designee may excuse cadet absences, based on written request from the parent/guardian generally made prior to the scheduled absence(s). In these cases, independent study assignments may be given in lieu of attendance.
- For Attendance at the pupil's naturalization ceremony to become a United States citizen.

The Principal or designee may assign afterschool instruction to a cadet that accumulates more than 10 excused absences in one school year, to make up lost instructional time.

Methods of Absence Verification

When cadets are absent from school, they must present a satisfactory explanation, verifying the reason for the absence. Methods for verifying excused absences include:

- A written note from parent/guardian or pre-authorized emergency contact.
- Conversation, in person or by telephone, between a school staff member and the cadet's parent/guardian or pre-authorized emergency contact.
- Physician's note
 - The cadet's medical condition/diagnosis is not required on a physician's note
 - SLAHD staff shall not inquire as to the cadet's medical condition/diagnosis

When a cadet is absent for more than three consecutive school days due to illness, the absences must be verified by a physician's note.

Unexcused Absences

An unexcused absence is defined as any unverified absence from school or class. A cadet's grades, credits for class, or promotion to the next grade may be affected by unexcused absences.

Unexcused absences shall be addressed as follows:

- Upon a cadet's unexcused absence, the school attendance clerk shall make a telephone notification to the parent/guardian, a notation shall be made in PowerSchool, a cadet incident form may be completed, and demerits may be assessed.
- Chronic, habitual, or excessive unexcused absences establish a foundation for disciplinary action up to and including formal removal from the school.

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the cadet's grade for nonperformance.

The attendance policy is as follows:

Unexcused Absences:

- Upon the **5th** unexcused absence, proper authorities will be contacted, including but not limited to, local police and Child Protective Services (CPS).
- Upon the **7th** unexcused absence, proper authorities will be contacted a second time.
- Upon the **10th** unexcused absence, Summit Leadership Academy will begin the disenrollment process.

Excused Absences:

- Upon the **6th** excused absence, we will request a doctor's note for each absence afterwards.
- If a doctor's note is not provided, the unexcused policy will be implemented for each absence afterward.

***Please note that for unexcused absence disciplinary action will be assigned to the Cadet.**

Truancy

Truancy is an intentional unauthorized or illegal absence from compulsory schooling. The term describes absences caused by students of their own free will, or parents through specific intention or neglect, and does not refer to legitimate "excused" absences, such as ones related to medical conditions.

Cadets may be classified as truant if they are absent from school without a valid excuse three full days in one school year; or if the totality of circumstances indicate that the cadet is intentionally and recurrently engaging in unauthorized or illegal absences from school or the classroom.

Generally, cadets who are classified as truant will have previously been disciplined under the school's "Unexcused Absences" policy. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the cadet's truancy. Cadets who are truant may be referred to the appropriate law enforcement agency.

The parent/guardian is obligated under the law to compel the cadet to attend school.

Short Term Independent Study

Temporary Independent Study may be granted if a cadet will be out of the district for an extended period of time due to circumstances beyond the cadet's control, such as a family emergency. The Principal or designee shall determine the appropriate length of the short term independent study period, generally not to exceed 5 school days.

Immunizations

No child shall be admitted to SLAHD without presentation of a fully-documented immunization record as required by law, unless otherwise exempted. Assessment of immunization status shall be completed during registration for all new and transferring students.

A student who has not received all of the required immunizations at the time of registration shall be excluded from attendance at SLAHD unless one of the following conditions is present:

- The student/parent/guardian has been is advised by a licensed physician that his/her physical condition or medical circumstance is such that immunization is not considered safe at that time; and the expected duration of such condition or circumstance (Physician's note is required).
- Students who, prior to January 1, 2016, submitted a letter or affidavit on file at a private or public elementary or secondary school in California stating beliefs opposed to immunization, and who provides said letter or affidavit to the Charter School, shall be allowed to enroll at Charter School without being fully immunized until the student enrolls in the next grade span pursuant to Health and Safety Code § 120335 (g);
 - "Grade span" means each of the following:
 - Birth to preschool.
 - Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten.
 - Grades 7 to 12, inclusive.
 - NOTE: If there is cause to believe that the prospective cadet may be suffering from poliomyelitis, he/she may be temporarily excluded from attendance at SLAHD until an acceptable decision as to his/her condition may be made, and such information is submitted to the Principal or designee.
- A student who is in the process of completing the required immunizations shall be allowed to attend class only if additional doses are due at a future date.
 - The student must receive the required doses as they become due or be excluded from SLAHD.

SLAHD shall coordinate the immunization program and maintenance of immunization records with Hesperia Unified School District.

Students Seeking Confidential Medical Services

California Education Code Section 46010.1 states, in part:

"Commencing in the fall of the 1986-87 academic year, the governing board of each school district shall, each academic year, notify pupils in grades 7 to 12, inclusive, and the parents or guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian."

Academic Integrity

Summit Leadership Academy is committed to the academic, social and ethical development of all students. Cadets are expected to maintain a high standard of academic integrity. Plagiarism and cheating is prohibited.

Plagiarism- to plagiarize is: "To steal or purloin and pass off as one's own the ideas, word, artistic productions of another; to use without due credit the ideas, expressions, or productions of another."

Plagiarism includes, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- The copying or "cut and pasting" of text, graphics, images, and/or phrases from another source or media into your own and representing it as your own work.
- Having a parent or another person write an essay or do a project, which is then submitted as one's own work.
- Failing to use proper documentation and a bibliography.

Cheating- to cheat is: "to deceive and/or act dishonestly." It is the breaking of rules to gain advantage in a competitive situation.

Cheating includes, but is not limited to, the following:

- Obtaining test or quiz materials for an assessment without the instructor's knowledge.
- Inappropriate use of graphing calculators, programmable watches, palm pilots and other computer or electronic devices.
- Sharing student work that should be individually/independently produced.
- Using "cheat sheets" during test situations.
- Using another source such as Cliff Notes or Monarch Notes study guides, in place of assigned reading materials.
- Discussing information about a quiz or test with students who have not completed the assessment.
- Obtaining answers from another student during a test with or without the student's knowledge
- Failing to follow teacher guidelines regarding collaboration on assignments or projects--completing all work independently unless expressly instructed otherwise.

Consequences for plagiarism and cheating include, but are not limited to:

- Grade reduction on the assignment.
- Required re-do of the assignment.
- A zero grade on the assignment with no opportunity to make up work.
- Notification of honor society sponsors, extracurricular and sport coaches/sponsors for possible expulsion/suspension from those activities.
- Academic probation, suspension, or expulsion.

Grades/Evaluation of Student Achievement

Grades serve a valuable instructional purpose by helping students and parents/guardians identify the student's areas of strength and those areas needing improvement. Parents/guardians and cadets have the right to receive course grades that represent an accurate evaluation of the cadet's achievement.

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Governing Board or the Principal except as provided by law.

Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level. The Principal shall establish and regularly evaluate a uniform grading system, and shall ensure that student grades conform to this system. Teachers shall inform cadets and parents/guardians how student achievement will be evaluated in the classroom.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. Cadets shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests and portfolios.

When reporting cadet grades to parents/guardians, teachers may add narrative descriptions, observational notes and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

Grade Point Average (GPA)

The Principal shall establish the methodology to be used in calculating cadets' grade point averages. The Principal shall also determine whether extra grade weighting will be assigned for honors courses that are substantially similar in depth, breadth and rigor to an Advanced Placement course, an entry-level college course or a community college level course.

Grades for achievement shall be reported for each marking period as follows:

Letter Grade	Percentage Range	Descriptor
A	90% +	An A means the student shows mastery of content above grade level rigor with in-depth inferences and application.
B	80%-89%	A B means the student has completed proficient work on all course objectives at grade level rigor with no major errors or omissions.
C	70%-79%	A C means the student has completed proficient work on the most important objectives, although not all objectives, at or slightly below the rigor of what was taught in class.
D	60%-69%	A D means the student is missing important objectives and is at significant risk of failing the next course in the sequence.
F	50%-59%	An F means the student produced minimal information, completed work on less than half of the course objectives, and cannot successfully pass the next course in the sequence.
I	INCOMPLETE	An incomplete indicates the student left Summit Leadership Academy prior to the end of a grading period, there for did not earn a completed grade.

Grades for Academy/ Physical Education

No grade of a cadet participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. Cadet performance in high school physical education courses shall be based upon evaluation of the cadet's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests.

Pass/Fail Grading

The Principal may identify courses or programs, for which cadets may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of an A-F grade.

Cadets who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Cadets who receive an F grade shall not receive credit for taking the course.

Peer Grading

At their discretion, teachers may use peer grading of student tests, papers and assignments as appropriate to reinforce lessons.

Repeating Classes

With the approval of Principal, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course.

The highest grade received shall be used in determining the cadet's overall grade point average.

Withdrawal from Classes

A cadet who drops a course during the first six weeks of the semester may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the semester shall receive an F grade on his/her permanent record, unless otherwise decided by the Principal because of extenuating circumstances.

Cadet in Danger of Failing

All teachers are required to notify parents/guardians whenever it is evident to the teacher that the cadet involved is in danger of receiving a failing or no credit grade for a given course. Notice must indicate the availability of the teacher for a conference with the parent/guardians. Failure of the parent/guardian to attend the conference or respond to the report shall not preclude failing the student at the end of the grading period.

The Principal may compel a cadet in danger of failing to attend Saturday School and/or tutoring. Failure of the cadet to meet these requirements may result in administrative action, up to and including formal removal from the school. Written notice will be provided at least five days prior to the effective date of the action.

NOTE: An Incomplete may only be given when a cadet's work is not finished because of illness or other excused absence. If the cadet's missing work is not made up within six weeks of assignment, the Incomplete shall become an F.

Academic Probation

Cadets with GPAs less than 2.0, will be encouraged or, in certain situations, required to attend after school tutoring in lieu of extra-curricular activities. This allows a quiet environment with one-on-one support. If cadets on academic probation do not fulfill these requirements, a conference shall be scheduled between the Principal and the parent/guardian to discuss remedial options, including disenrollment from the school.

Reports

The Principal shall cause the generation of a report based on outcome-based data on academic performance, attendance, and positive behavioral changes, including, but not limited to:

- Participating students' school day attendance on an annual basis
- Program attendance
- One or more of the following measures of program effectiveness based on the individual program's focus:
 - Positive behavioral changes, as reported by school day teachers or program staff who directly supervise students
 - Standardized Testing and Reporting (STAR) test scores
 - Homework completion rates as reported by school day teachers or program staff who directly supervise students
 - Skill development as reported by school day teachers or program staff who directly supervise students
- To the extent possible, performance of participating students on the high school exit exam and graduation rates

Reporting to Parents/Guardians

A progress report card shall be issued each quarter, and a final semester report card each semester. The report card shall show the academic grade, credit (if granted), and comments, if appropriate, relating to academic performance of each student. Parents may check on the academic progress of their cadet at any time by accessing the PowerSchool Grade Book feature on the Summit Leadership Academy - High Desert website.

All grades shall be based upon the following grade system:

<u>Credits Earned</u>		<u>No Credits Earned</u>
A- Excellent	D- Barely Passing	NG- No Grade*
B- Good	P- Passing*	F- Failure
C-Satisfactory		I- Incomplete * Not counted in grade point average

English Learner Reclassification Practices

Assessment of English language proficiency: Achieving “early advanced” (CELDT) or “well developed” (ELPAC) or higher for two consecutive years.

Teacher evaluation: Forms given to general education teachers.

Parental opinion and consultation: Letters that were sent home

Comparison of student performance in basic skills against an empirically established range of performance in basic skills based on the performance of English proficient students of the same age: "Standard Met" or above on standardized tests, or passage of the Smarter Balanced.

Extracurricular and Co-curricular Activities

No cadet's participation in extra-curricular and co-curricular activities shall be required or denied based on the student's actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, immigration status, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit, and do not take place during classroom time. Extra-curricular activities enrich the educational and social development and experiences of students. The school encourages and supports student participation in extra-curricular activities.

Extra-curricular activities are those programs that have all of the following characteristics:

- The program is supervised or financed by the school.
- Cadets participating in the program represent the school.
- Cadets exercise some degree of freedom in the selection, planning or control of the program.
- The program includes both preparation for performance and performance before an audience or spectators.

Co-curricular activities are programs that may be associated with the curriculum in a regular classroom, but are not required for successful completion of a course, or for graduation. A field trip is an example of a co-curricular activity. Co-curricular activities enrich the educational and social development and experiences of students. The school encourages and supports student participation in co-curricular activities.

Teacher Qualification Information

All parents may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals.

Eligibility for Extracurricular and Co-Curricular Activities

To be eligible to participate in extra-curricular and co-curricular activities, students must demonstrate satisfactory educational progress in the previous grading period:

- The maintenance of a minimum 2.0 grade point average on a 4.0 scale.
- Sustaining minimum progress toward meeting high school graduation requirements.
 - Any D or F grades will be considered failure to maintain minimum progress toward meeting high school graduation

The Principal may grant ineligible students a probationary period of not less than one month and not more than one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation in extra-curricular and co-curricular activities.

The Principal may revoke a student's eligibility for participation in extra-curricular and co-curricular activities when the cadet's behavior or disciplinary record warrants loss of this privilege.

Eligibility for Teacher's Aide Courses

Students in their senior year who meet the eligibility criteria and T.A. requirements below may assist a teacher for one period as a Teacher's Aide (T.A.):

- T.A. positions are available to seniors with at least 160 credits and juniors with at least 120 credits
- To become a T.A., the student must have prior approval by administration and the classroom teacher
- T.A. may have not have serious discipline issues
- T.A. must stay in their assigned classroom unless directed otherwise by a supervising staff member; Wandering and/or loitering is prohibited during class periods
- T.A. must maintain passing grades in all classes

College Prep Information

All sophomores and juniors are required to take the PSAT/NMQST, the SAT Reasoning Test, SAT Subject Tests, or the ASVAB test.

The **PSAT/NMQST** is a preliminary version of the SAT, which serves as a valuable practice opportunity and can open the door to National Merit Scholarship opportunities and other awards. Juniors taking the PSAT are automatically entered into the National Merit Program, which grants scholarships in excess of \$50 million annually.

This test is generally conducted in the fall of each school year, and the specific date and cost will be advertised to parents/guardians as soon as the information becomes available. Additional information may also be obtained by visiting:

<http://www.collegeboard.com/student/testing/psat/about.html>

The **SAT** is a standardized paper-and-pencil test administered by the College Board that measures a student's critical thinking skills; and their ability to analyze and solve problems in math, reading, and writing.

This test is generally conducted in the fall of each school year, and the specific date and cost will be advertised to parents/guardians as soon as the information becomes available. Additional information may also be obtained by visiting:

<http://sat.collegeboard.org/home>

The **ASVAB** is a multiple-aptitude test that measures developed abilities and helps predict future academic and occupational success in the military. It is administered annually to more than one million military applicants, high school, and post-secondary students. If a cadet is interested in taking the ASVAB in order to apply for the military, he/she must contact a military recruiter. Additional information may also be obtained by visiting:

<http://official-asvab.com/index.htm>

University Requirements

Both the California State University (CSU) and University of California (UC) systems require that students meet certain academic requirements to enroll at one of their universities. These requirements are in excess of the basic California requirements to graduate from high school. College-bound cadets must work with the SLAHD registrar to ensure that they are taking the appropriate courses in order to qualify them for the CSU and UC systems.

California Assessment of Student Performance and Progress (“CAASPP”)

SLAHD shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress.) Notwithstanding any other provision of law, a parent’s or guardian’s written request to School officials to excuse his or her child from any or all parts of the state assessments shall be granted.

Cal Grant Program Notice

SLAHD is required by state law to submit the GPA of all high school seniors by Oct. 1 of each year, unless the student over age 18 or parent/guardian for those under 18 opt-out. Students currently in eleventh (11th) grade will be deemed a Cal Grant applicant, unless the Student (or Parent, if the Student is under 18) has opted out by or before ___.

Child Find

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. SLAHD provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (“IDEIA”), Education Code requirements, and applicable policies and procedures of the El Dorado Charter SELPA. These services are available for special education students enrolled at the School. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. The School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Section 504

SLAHD recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the School. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Principal. A copy of the School’s Section 504 policies and procedures is available upon request.

Sexual Health Education

A Parent or guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent (“opt-out”) process. The Charter School does not require active parental consent (“opt-in”) for comprehensive sexual health education and HIV prevention education. Parents and guardians may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse their child from participation comprehensive sexual health education and HIV prevention education in writing to the Charter School.
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by Charter School personnel or outside consultants. When the Charter School chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:
 - The date of the instruction
 - The name of the organization or affiliation of each guest speaker
- Request a copy of Education Codes 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure student’s health behaviors and risks may be administered to 7th and 8th grade students. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey (“opt-out”). Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to the Charter School.

A Student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks, if the school has received a written request from the student’s parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

Student Records/FERPA Policy

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

1. The right to inspect and review the student's education records within 5 business days after the day the School receives a request for access. Parents or eligible students should submit to the School principal or designee a written request that identifies the records they wish to inspect.

The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask the School to amend a record should write the School principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by

the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School board. A School official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another School official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

Note that SLAHD will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

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

1. To other School officials, including teachers, within the educational agency or institution whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for

purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).

3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
5. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
6. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
7. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
8. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
9. Information the School has designated as "directory information" under §99.37. (§99.31(a)(11)).

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. The School has designated the following information as directory information:

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended
14. Student ID number, user ID, or other unique personal identified used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify the Principal at: (760) 949-9202.

ATHLETIC ACTIVITIES

Athletic Activities

Participation in athletics at SLAHD involves more than mere competition between individuals or teams representing different schools. It involves the reinforcement of concepts such as personal responsibility, teamwork, and sportsmanship. SLAHD athletes shall conduct themselves at all times in a manner consistent with these concepts.

General Athletics Rules

To be eligible for tryout and to participate in athletics at Summit Leadership Academy the prospective athlete must:

- Have a minimum GPA of 2.5, with no D or F course grades during the current grading period.
- Complete and turn in the required athletics and treatment authorization forms.
- Provide required health insurance information
- Have a current physical examination record on file with the school.
- Have no excessive tardiness or absences from school or a class.
- Meet current athletic conference criteria for transfer eligibility (if applicable).

Once the athlete has made a team, the athlete must:

- Maintain a minimum GPA of 2.5, with no D or F course grades during their season of sport.
- Be free of school debts.
- Maintain rules of acceptable conduct, grooming, and dress set by their head coach of each sport.
- Accept the responsibility for all athletic equipment issued and will provide for its proper cleaning and care, safe storage, maintenance, and return.
 - An athlete may not participate in any further athletics until he/she has either returned or paid for all issued equipment.
 - Transcripts will be held up if these are not returned.
- Manage their studies and class work so any work or tests that are missed due to participation in athletics are completed promptly.

The head coach of a team has the right to dismiss any athlete from the team that doesn't abide by the rules and regulations set up for that sport. Any athlete that is dropped from a team forfeits all rights to any awards and/or letters he/she may have otherwise been entitled to.

Students participating in interscholastic athletics are prohibited from using steroids or any other performance-enhancing supplements. The use of or possession of any controlled substance is strictly forbidden. The use of tobacco is also prohibited in any of its forms.

Any athlete enrolled in a PT class must participate in the PT class on the day of an athletic event. Athletes who do not participate in PT are not eligible for the athletic event. Issued equipment may be worn at practices and on game days only. On game days, only the team may wear a jersey, jacket, etc.

Fitness for Athletics Activity

All participating athletes must pass a physical examination. Physical forms are available from the Athletic Director and must be signed by a physician as well as a parent/guardian and the athlete.

All participating athletes must provide medical insurance as prescribed by the C.I.F. Applications for students' accident and health insurance are available from the Athletic Director upon request.

All athletes must have an activity/athletic form completed and on file with the Athletic Director.

All athletes should participate in pre-sport conditioning to prevent early season injury.

Each athlete is responsible of making sure that he/she has properly fitted equipment. If it is not properly fitted, they are responsible for notifying the head coach of the sport.

Varsity Letter Requirements

The Head Coach of each sport is responsible for determining the letter criteria for cadets participating in their sport; in consultation with the Athletic Director. The criteria shall be established prior to the commencement of the season, and shall be communicated in written form to participating athletes.

Athletics Injury

It is the responsibility of the athletic director to select coaches who have a background in athletics and knowledge of safe coaching practices and of the prevention and care of athletic injuries. In case of injury- the following steps should be followed:

- The athlete must notify the head coach of their particular sport of the injury.
- The head coach shall immediately take appropriate steps for treatment of the injury.
- The head coach will have "Consent for Treatment" forms available for all athletes at home or away games/matches.
- The head coach is responsible to see that a complete and accurate accident report is completed and filed with the Athletic Director.

Concussion/Head Injuries

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Because the Charter School has elected to offer an athletic program, we must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

Sudden Cardiac Arrest

SLAHD is invested in the health of its athletes, especially their heart health. Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. Those wishing to participate in athletics at HRCCS, must review the information sheet on sudden cardiac arrest via the link below http://assets.ngin.com/attachments/document/0115/1081/Sudden_Cardiac_Arrest_Info_.pdf.

Dropping a Sport

On occasion, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

- Notify the Head Coach, and report the circumstances to the Athletic Director.
- Check in all equipment issued to you.

An athlete who has dropped a sport generally may not participate or practice in another sport until all events, including playoffs, of the dropped sport have been completed; unless express approval is granted by the Athletic Director.

An athlete who drops out of a team or quits participating in team activities without expressly notifying the Athletics Director and/or the head coach will be suspended from all athletics for the remainder of the year, unless specifically approved by the Athletic Director.

Equipment and Uniforms

Team equipment and uniforms may only be checked out by the Head Coach of the sport. The Head Coach may then issue appropriate equipment to the cadet athlete. Athletic equipment issued to the cadet athlete is his/her responsibility. Each athlete is expected to keep it clean, in good condition, and return it at the end of the season in good condition. The athlete is financially responsible for the loss or damage of any equipment that has been issued to them. Students will be billed for any equipment not returned and will not be allowed to play another sport until the equipment is returned or paid for.

Missing Practices

A cadet athlete is required to consult his/her coach before missing practice. Missing practice or a game without good reason will result in exclusion from scheduled athletic events, games, and/or competitions. Repeated incidences may result in the athlete being taken off the team.

Athletics Department Complaint Policy

The Athletic Department welcomes the exchange of ideas and interaction between parents and coaches. However, when conflicts arise regarding a cadet's status or their participation/assignment on the team, the following protocol should be followed:

- The parent or team member should arrange to speak with the coach at a convenient time, away from the practice field or game/match.
- The coach will hear the concern/complaint and attempt to resolve the issue.
 - Arguing, shouting, confrontations, or similar disruptive conduct is inappropriate and may constitute grounds for dismissing a cadet from the team.
- If the parent or team member is not satisfied with the result of the meeting with the coach, they may arrange to speak with the Athletic Director.
- In circumstances that do not clearly involve issues outside the realm of athletics, the Athletic Director will make the final determination in resolving the conflict/complaint.

CAMPUS DISCIPLINE

Goal

The goal of the SLAHD discipline plan is to encourage positive individual cadet behavior, correcting negative behavior, instilling in each cadet a desire for life-long learning, and promoting good general citizenship.

Command Orders

All cadets are required to adhere to and memorize the "Command Orders."**Discipline Environment**

Cadets at Summit Leadership Academy – High Desert are held to a high standard of behavior. They are expected to be respectful of staff, parents, other cadets, and the public in general. They are expected to be productively engaged in their studies during class, they are expected to complete assignments as directed, and to be prepared for tests, quizzes, and examinations.

They are expected to comply with the uniform, appearance, and conduct standards during school hours and at school events.

Like all public schools, there are consequences for not following rules. Failure to follow the rules may result in discipline, demerit(s), suspension and/or expulsion from the school. Aligning with the Fire, Military and Law Enforcement expectations, one course of positive reinforcement to promote self-improvement may include physical training with tasks including push-ups, planks, running, wall squats and standing squats.

Minor Behavioral, Decorum, Uniform, and Rules Violations

Staff at SLAHD may elect to address minor behavioral, decorum, uniform, and rules violations involving cadets by assigning physical training, push-ups, running, or campus clean-up duties, etc. in order to counsel and redirect cadets into more positive behaviors. Generally, if a staff member elects to address the situation in this manner, no demerits or further discipline are assessed. However, cadet incident reports may be generated, at the discretion of the staff member involved. If the cadet does not actively participate in the assigned activity, demerits may be assessed for the original violation.

Staff at SLAHD may elect to address more significant behavioral, decorum, uniform, and rules violations involving cadets by generating incident reports, assessing demerits, or initiating cadet suspension.

Demerit System

SLAHD uses a system of demerits to address significant behavioral and disciplinary issues on campus. The demerit system allows for the documentation of events, provides insight and context, and allows staff to develop options in dealing with a cadet's demeanor and conduct. In all cases, the discipline assessed will be focused on changing future behavior; and will be appropriate to the nature of the violation.

The demerit system operates as follows:

- When a cadet receives a demerit, he/she will be notified by staff, and the incident will be discussed.
- The Dean of Students will receive each demerit submitted by staff and may or may not be involved in each disciplinary event.
- The parent/guardian will be notified of the demerit.
 - If the parent/guardian wishes to discuss the incident/situation further, they may schedule a meeting with the staff member issuing the demerit.
- Demerits will be maintained on file.

If a cadet receives 3 or more demerits as a result of one single incident, he is subject to suspension for 1-3 days, based on the circumstances.

If a cadet accumulates 6 demerits during a school year, the school will schedule a mandatory meeting between the administration and parent/guardian, and options for remedy, including a behavioral contract, may be discussed.

If a cadet accumulates 8 demerits during a school year, the cadet is subject to suspension for 1 – 2 days.

If a cadet accumulates 10 demerits during a school year, the cadet is subject to suspension for 3 – 5 days.

If a cadet accumulates 12 demerits during a school year, the school will schedule a mandatory meeting between the administration and parent/guardian and at that time options including formal removal from the school will be discussed.

Demerit Graph

The following graph is a general guideline for the assessment of demerits and imposition of suspensions. Every incident must be evaluated independently, and the final action taken may be adjusted based on the totality of the circumstances. A cadet who receives 3 or more demerits for one single incident is subject to suspension for 1-3 days, based on the circumstances. Any cadet receiving a suspension may be considered for expulsion based on the seriousness of the single offense or his/her cumulative discipline record.

SLAHD Discipline Policy

TIER 1

- Possession of food, candy; or drinks in the classroom (except water), as well as possession of gum, or chewing of gum, selling of food/drinks (anywhere on campus)
- Dress code violation
- Disruption/disturbance in formation/assembly/school-sponsored event
- Poor use of classroom time (not working, tardiness, talking, out of seat, etc.)
- Cell/Camera Phone use during school hours on campus w/o permission (confiscation)

TIER 2

- Chronic, habitual, or excessive unexcused lateness (under 15 minutes)
- Out of class/leaving class without permission
- Disrespect to others (students, staff, visitors, etc.), including bullying
- Public display of affection (embracing, touching/kissing)
- Excessive rough-housing/horseplay

TIER 3

- Excessive profanity/inappropriate gestures/rudeness/conduct inciting conflict or turmoil, theft or attempted theft
- Defiance of staff – active/confrontational refusal to follow direction, etc.
- On/Off campus without permission, chronic, habitual, or excessive unexcused tardiness (15 minutes and over)
- Sexual Harassment / inappropriate gestures, exposure, etc.
- Cheating, plagiarism

TIER 4

- Drug use, sell/provide, look-a-likes & paraphernalia
- Vandalism or damage to school or personal property
- Assault, fighting, attempt/threaten to cause injury, causing injury to students or staff
- Extreme Bullying

TIER 5

- Poss. of weapons, explosives, inert devices/ imitations.

TIER 1

Discipliner is to fill in the demerit form and follow through with consequence, including calling parents if it is a recurring issue.

IE: Loss of points, PT, relocation, confiscation (give to Campus Safety Coordinator at next passing period with Student's first/last name and grade attached).

TIER 2

Discipliner is to fill in the demerit form and follow through with consequence, including calling parents. Campus Safety Coordinator will get notice of the demerit and deem if his involvement is necessary. For those who walk out of class, call the front office immediately, security will be sent to find and bring student to the office.

TIER 3

Discipliner is to fill in the demerit form and call parents before the end of the day. Campus Safety Coordinator will get notice of demerit and approach as needed, including suspension if appropriate.

TIER 4/5

CALL CAMPUS SAFETY COORDINATOR IMMEDIATELY. Write demerit/ incident report for any action/ suspicion.

Parent Notification

Parents/guardians shall be notified as soon as practicable when their child has been given a demerit, or when he/she is facing potential suspension or expulsion. In cases where additional inquiry and/or investigation are needed, parent notification may be delayed until all pertinent facts are gathered.

Serious Violations

Cadets who disrupt school activities, flagrantly defy the valid authority of school personnel, violate the law, or commit other threatening, or harmful, acts are subject to immediate disciplinary action – up to and including expulsion from the school.

SLAHD staff has a professional responsibility to maintain order on campus; to inform the administration of serious violations; and to take immediate, appropriate action to address the circumstances involved.

Suspension

Suspension is a temporary removal of a student from school and school-sponsored activities. When a student is suspended, a parent or guardian will be contacted to pick up their cadet. If a parent/guardian is not able to pick up a suspended student, those on the emergency contact list will be called for student pick up. The Principal or a designee may suspend any cadet for unacceptable behavior according to the various articles and subparagraphs California Education Code #48900 at any time. When a cadet is suspended, the following guidelines shall apply:

- A staff member shall complete a report which will be placed in the cadet's grade file.
- A parent/guardian-staff conference may be scheduled.
- A "Notice of Cadet Suspension" form shall be completed and signed by parent/guardian, cadet, and staff representative
- A behavioral contract may be written and signed by the appropriate parties.

Suspensions typically range from one to five days, depending on the circumstances.

A student who is suspended may, at the discretion of the Principal or designee, have access to homework assignments, tests, and other school work through a home-study program but will not be allowed to attend classes or participate in any school activities during the period of suspension.

Behavioral Contracts or Improvement Plans

A behavioral contract/ Improvement Plan is a written agreement between the Summit Leadership Academy - High Desert, the parents/guardians, and the cadet. This document states the cadet's name, lists the reason(s) for the behavioral contract, identifies the behavioral contract period, and is signed by all parties, including the SLAHD Principal or designee.

The existence of a behavioral contract significantly influences how subsequent rule violations by the cadet are evaluated and weighted; and may cause acceleration of the disciplinary and demerit schedule as it is applied to that specific cadet. Any violations of school rules while on a behavioral contract may result in the cadet's formal removal from the school.

Expulsion

Expulsion is a serious disciplinary action, and is defined as the formal process of permanently dismissing a student from the school.

Generally, in an expulsion process a student will be suspended pending a determination as to whether an expulsion is warranted. The Principal or designee evaluates the totality of the circumstances and review the cadet's academic and disciplinary record file to determine whether adequate grounds exist for expulsion.

When the decision to expel has been made, the following guidelines apply:

- A parent/guardian-staff conference will be scheduled.

- The parent/guardian will be formally notified of the school’s intent to expel the cadet, and their right to appeal the expulsion to the Governing Board
- The Administrative Staff shall assemble an “Expulsion Packet” containing, but not limited to, the following:
 - Principal’s letter recommending formal removal
 - Summary of the incident/circumstances justifying the expulsion
 - Suspension Notice
 - Staff reports
 - Witness statements
 - Physical evidence, photographs, documents (if any)
 - Cadet disciplinary history
 - Attendance report
 - Student transcript/grade report

If the parent requests a hearing by the Governing Board, the topic item shall be placed on the closed-session agenda, and the parent/guardian shall be notified of the date/time/location of the meeting. Until the date/time/location of the Board Meeting, the student/parent/guardian will not be allowed on campus in any capacity. The expulsion packet shall be maintained in the cadet’s grade file, and made available to the Governing Board upon request by the Board President or designee.

For a full description of the suspension and expulsion procedure, visit our website: www.slahd.com.

DRESS CODE STANDARDS

Summit Leadership Academy – High Desert is a public charter high school that has a firm dress code policy for all of its students. No tuition is required for cadets to enroll or attend the school, however it is considered a “school of choice” and therefore compliance with the dress code is a requirement for enrollment and attendance.

Appearance

All cadets are required to adhere to the Summit Leadership Academy - High Desert dress code during the school day. Cadets shall be in uniform before entering the campus and must remain in uniform while on campus. Cadets can remove their blouse while riding the bus to school and home. However, they must be in full uniform before exiting the bus.

Dress code and/or grooming violations may be addressed as follows:

- Assignment of physical training, running or push-ups
- Issuance of demerit(s)/discipline
- Non-admittance to the campus
- On Campus Intervention O.C.I.

If a dress code violation results in the cadet not being admitted to campus, the parent/guardian will be responsible for picking up the cadet, if a parent/guardian is not available, emergency contacts will be asked to pick up the cadet. The student is responsible for communicating with teachers and getting class work or assignments.

Damaging one’s uniform is not an excuse for not wearing the uniform. A cadet will have 2 weeks to obtain a new uniform.

Student Uniforms

Alpha Uniform

Alpha Uniform is the daily cadet uniform and is to be worn in entirety and properly-- students who arrive to school out of uniform will be sent home. It is imperative that all students and parents understand and know the dress code.

High School (grades 9-12)

- *Digital Camo Hat with last name embroidered on the back
- *Digital Camo Blouse with school patch sewn on and last name embroidered in “gold” tone
- Green School
- *Digital Camo BDU’s
- *Solid black tactical belt
- Black socks
- Tan military-style boots

Winter Gear

- Solid black beanie
- Girls may wear solid black ear warmers/headband
- Solid black gloves
- Solid black hoodless sweater
- Solid black long sleeve shirts may be worn **under** class shirt.
- Solid black “dickies”-- no scarves

Junior High School (grades 7 & 8)

- *Digital Camo Hat with last name embroidered on the back

Green class shirt. Blue school shirts will be allowed for the 18/19 school year

Tan khaki pants, straight legged; available at local clothing stores

*Solid black tactical belt

White socks

Athletic shoes in conservative colors, such as gray, black and white

**Tan military-style boots are accepted as well

Winter Gear to be worn with Alpha Uniform (7-12)

Solid black beanie. Girls may wear solid black ear warmers/headband

Solid black gloves

Solid black hoodless sweater (Summit sweaters available for purchase in the office)

Solid black long sleeve shirts may be worn **under** class shirt.

Solid black “dickies”-- no scarves

Bravo Uniform

Bravo uniform is a simpler version of the Alpha Uniform, and must be earned by the entire cadet population. Students will be forewarned of Bravo Uniform and parents will receive a phone call home.

Junior High and High School (grades 7-12)

Class Shirt

Blue jeans. Jeans are to fit properly, resting on the student’s waist. No holes, rips, etc. Jeans are to be clean and crisp, and are to reach to the shoe.

Solid black tactical belt

White socks

Athletic shoes in conservative colors, such as gray, black and white

Winter Gear to be worn with Bravo Uniform (grades 7-12)

Solid black beanie. Girls may wear solid black ear warmers/headband

Solid black gloves

Solid black hoodless sweater

Solid black long sleeve shirts may be worn **under** class shirt.

Solid black “dickies”-- no scarves

Charlie Uniform

Charlie uniform is used for physical training or Eagle Days. Students will be forewarned of Charlie Uniform and parents will receive a phone call home/ schedule of days. On any day Charlie Uniform is worn, we ask that students also bring sunscreen, water bottles and a small towel. Keep in mind, this uniform needs to fit students well so they are comfortable participating in our physically demanding exercises. Overly large shorts and loose fitting shoes are not ideal.

Junior High and High School (grades 7-12)

Digital Camo Hat

Class shirt

Black athletic shorts. Shorts are to reach 2” below or 2” above the knee. Students may wear spandex shorts *under* athletic shorts.

White Socks

Athletic shoes in conservative colors, such as gray, black and white

Large Water Bottle

Winter Gear to be worn with Charlie Uniform (grades 7-12)

Solid black beanie. Girls may wear solid black ear warmers/headband
Solid black gloves
Solid black hoodless sweater
Solid black long sleeve shirts may be worn **under** class shirt.
Solid black “dickies”—no scarves

Alpha Uniform

Alpha Uniform is the daily cadet uniform and is to be worn in entirety and properly-- students who arrive to school out of uniform will be sent home. It is imperative that all students and parents understand and know the dress code.

Cover: Cadet’s covers will sit flat on their head with the bill over their face angling slightly down. Covers are not to be worn sideways or tilted on the back of your head. Female cadets shall have their hair in a bun low enough for their cover to properly be worn but not resting on the blouse collar.

Tee Shirt: Green class tee shirts will be worn tucked in under their blouse. Tee shirt shall be pressed or ironed with no wrinkles. JH students are permitted to wear the blue class shirt, tucked into their khaki pants, for the 2018/2019 school year.

BDU and JH Pants and Belt: Pants will be worn level to the naval. The tactical belt is to hold the pants up and help keep the tee shirt tucked in. The belt buckle will align with the button area of the uniform pants. The edge of the belt buckle will be aligned with the edge of the button area to the pant for a professional military look. The bottom of the High School pants will be bloused at the top of the boots or tucked in if the cadet does not have boot bands. Junior High pant bottoms will rest naturally on the shoe, no dragging on the ground, rolled up hemlines, or altered pant bottoms. The pants shall be pressed or ironed to show no wrinkles.

Boots: HS cadets will keep their tan boots laced up to the top. Boot laces will be tied in double knots and tucked into the boot to present a professional military appearance. Boots will be worn with black socks, socks shall not be visible. JH tennis or athletic shoes are to be conservative colors (blue, black, gray) and shall be fully laced. Shoes are not to come off easily, and need to allow students to meet the physical demands expected of them.

Blouse: HS ONLY Cadets will wear their blouse any time they are outside. It may be removed during indoor classes, upon teacher permission, and when seated for lunch or break. Cadets’ blouse will be buttoned all the way with the exception of the top button. The collar will rest properly on the blouse and not be raised. Sleeves will be rolled up above the elbow until we switch to winter dress. At this time, sleeves will be down and buttoned at the wrist.

Winter Gear: During winter, cadets can wear a solid black beanie in the place of their cover. Girls may wear solid black ear warmers/headband, hair expectations remain the same. This will be during the time which blouse sleeves are down (HS). Solid black gloves are permitted coinciding with “sleeves down,” as well as solid black long sleeve shirts **under** class shirt and solid black “dickies”—no scarves. Black Summit or plain black sweatshirts/jackets are permitted. Tee shirts must still be worn under the blouse. **At no time are hooded or zip-up sweatshirts permitted.**

Bravo Uniform

Bravo uniform is a simpler version of the Alpha Uniform, and must be earned by the entire cadet population. Students and parents will be forewarned of Bravo Uniform.

Cover: No cover is required with this uniform. Females are to wear their hair in a ponytail. The staff will announce in advance if females may wear their hair down, however, standard uniform is hair up.

Tee Shirt: Cadets will wear a pressed or ironed green Summit tee shirt and the tee shirt can be untucked. No other tee shirts are permitted. JH cadets may wear the blue shirt for the 2018/2019 school year only, in addition to the green Summit tee shirt.

Pants: Cadets will wear blue jeans with no flashy marking, embellishments, rips or holes. The jeans must fit properly resting on the natural hip bone and will not be skin tight or extremely loose. No skinny jeans or “sagging” is permitted.

Shoes: Cadets are to wear tennis or athletic shoes in conservative colors (blue, black, gray). Shoes must fully lace and not easily come off. No sandals, flip flops, open toed or open heeled shoes are permitted.

Winter Gear: During winter, cadets can wear a solid black beanie. Girls may wear solid black ear warmers/headband, hair expectations remain the same. This will be during the time which blouse sleeves are down. Solid black gloves are permitted coinciding with “sleeves down,” as well as solid black long sleeve shirts **under** class shirt and solid black “dickies”-- no scarves. Black Summit or plain black sweatshirts/jackets are permitted, no logos. Tee shirts must still be worn under the sweatshirt/jacket. **At no time are hooded or zip-up sweatshirts permitted.**

Charlie Uniform

Charlie uniform is used for physical training or Eagle Days. Students will be forewarned of Charlie Uniform and parents will receive a phone call home/ schedule of days. On any day Charlie Uniform is worn, we ask that students also bring sunscreen, water bottles and a small towel. Keep in mind, this uniform needs to fit students well so they are comfortable participating in our physically demanding exercises. Overly large shorts and loose fitting shoes are not ideal.

Cover: No cover is required with this uniform, unless it is an Eagle Day. Parents will be informed in advance. Females are to wear their hair in a ponytail.

Tee Shirt: Cadets will wear a pressed or ironed green Summit tee shirt and the tee shirt can be untucked. No other tee shirts are permitted. JH cadets may wear the blue shirt for the 2018/2019 school year only, in addition to the green Summit tee shirt.

Pants: Cadets will wear black shorts that must be within 2” above and below the knee. Black sweats will be permitted during cold weather, parents will be informed in advance.

Shoes: Cadets are to wear tennis or athletic shoes in conservative colors (blue, black, gray). Shoes must fully lace and not easily come off. No sandals, flip flops, open toed or open heeled shoes are permitted.

Winter Gear: During winter, cadets can wear a solid black beanie. Girls may wear solid black ear warmers/headband, hair will be in a ponytail. This will be during the time which blouse “sleeves are down”. Solid black gloves are permitted coinciding with “sleeves down,” as well as solid black long sleeve shirts **under** class shirt and solid black “dickies”-- no scarves. Black Summit or plain black sweatshirts are permitted. School tee shirts must be worn under the sweatshirt. **At no time are hooded or zip-up sweatshirts permitted.** The goal of this uniform is warmth and physical comfort as students will be exercising.

Grooming Standards – Females

Hair - Hair must be one solid, natural-looking color and must be kept out of the face. Hair must be pulled back into a military-style bun, which is worn off the collar. If hair is too short for a military-style bun it may be worn loose but must still be kept out of the face and off the collar. Hair ties, hair bands, or clips, etc. must be black. Bangs may be worn, but must not interfere with vision and must be cut neatly and conservatively straight across the forehead. Bizarre, faddish, or outrageous hairstyles and/or multi-colors are not authorized. Wisps of hair may not be left hanging to frame the face. Cadets may not cut or shave shapes, letters, characters, or pictures into their hair.

Jewelry – Cadets may wear solid and plain black or brown wristwatches or medical bracelet. Female cadets may wear one set of stud-type earrings no greater than ¼” in diameter worn in the traditional earlobe location—one per ear. Plastic “place holders,” or any form of piercing covers are not allowed. No nose rings, lip rings, nose studs, or lip studs are authorized. Cadets may wear necklaces or neck chains as long as they are concealed under the uniform clothing. Female cadets may wear one (1) conservative ring in totality.

Cosmetics – Cosmetics may be worn conservatively, in good taste, with subdued colors that blend with natural skin tone. Exaggerated, faddish, or extreme cosmetics are not authorized. Lipstick may be worn conservatively, in good taste, with subdued colors.

Fingernails – Fingernails, including acrylic/“fake” nails shall not exceed ¼” over the fingertip with a square or rounded edge. Nail polish is permitted, however, embellishments are not allowed, ie: any color nail polish, including French tips, shall lay flat on the nail.

Grooming Standards – Males

Hair – Hair must be neat, clean, trimmed, and present an overall conservative, well-groomed appearance. The hair should be tapered or faded up not to exceed 2" on top when fully extended. Hair must not touch the ears or the collar of the uniform. Spiked, peaked, or braided hair is not authorized. Bizarre, faddish, or outrageous hairstyles and/or multi-colors are not authorized. Cadets may not cut or shave shapes, letters, characters, or pictures into their hair.

Sideburns – Sideburns shall not extend below a point level with the middle of the ear and are to be neatly trimmed, with a clean horizontal line.

Facial Hair - Cadets may have a clean, well-manicured mustache not to exceed the lip corners in length or hang over the top lip.

Jewelry – Cadets may wear solid and plain black or brown wristwatches or medical bracelets. No earrings or ear studs are authorized for Male Cadets. No nose rings, lip rings, nose studs, or lip studs are authorized. Plastic “place holders” or any form of piercing covers are not allowed. Cadets may wear necklaces or neck chains as long as they are concealed under the uniform clothing. Male cadets may wear one (1) conservative ring in totality. **Fingernails** - Fingernails may not extend beyond the fingertips. Male cadets may not have nail color of any kind.

STUDENT ISSUES, INCLUDING DISCIPLINE AND ACADEMICS, ARE ALIGNED TO CALIFORNIA EDUCATION CODE. ALL OTHER STUDENT ISSUES ARE AT THE DISCRETION OF ADMINISTRATION AND THE GOVERNING BOARD

APPENDIX A: SUMMIT LEADERSHIP ACADEMY – HIGH DESERT GENERAL COMPLAINT FORM

Last Name: _____ First Name/MI: _____

Student Name (if applicable): _____ Grade: _____ Date of Birth: _____

Street Address/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

School/Office of Alleged Violation: _____

1. Please give facts about the alleged unlawful action or policy. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

2. Have you discussed your complaint or brought your complaint to any School personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. Yes No

Signature: _____ Date: _____

Please deliver the complaint and any relevant documents to Casondra Foor at the following location: 12850 Muscatel St. Hesperia, CA 92345.

CADET & PARENT/GUARDIAN ACKNOWLEDGEMENT AND AGREEMENT

(Return this form, with signatures, to the SLAHD office within 5 days of your student’s start date)

We; as a cadet and parent/guardian of the cadet;

- Acknowledge that we have received a copy of the SLAHD Cadet Handbook
- Understand the information contained therein, and
- Agree to follow all SLAHD program rules; to comply with all uniform, grooming, and behavioral standards set by the school; and to abide by administrative decisions made by SLAHD staff.

We accept full financial responsibility for any vandalism - or other damages to all SLAHD property, equipment, items, and textbooks issued or entrusted to the cadet. We also understand the cadet may be required to attend and participate in events for purposes of fundraising and enhancing school spirit.

We understand the behavior expected of the cadet while on campus, and while traveling to and from school and school-sponsored events/activities. We also understand that failure to comply with the established rules may result in disciplinary action up to and including formal removal from the school.

Print Cadet’s Name and Grade

Cadet’s Signature

Date

Print Parent/Guardian’s Name

Parent/Guardian’s Signature

Date