

Board Authorization

This policy manual has been authorized by the Governing Board to provide guidance and consistency in the operation of the Summit Leadership Academy – High Desert: a public charter high school.

In the event of a conflict between any policy section contained herein and local, state, or federal law the applicable law shall have precedence. In the event of a conflict between any policy section and a Memorandum of Understanding with the Hesperia Unified School District, the applicable MOU shall have precedence.

The Director of Operations shall cause any proposed revisions, additions, or deletions of policy to be brought before the Governing Board of Directors in a timely manner for review, consideration, and determination.

Any change to policy during the school year shall be initiated as a temporary operating policy (TOP) as soon as Governing Board approval is obtained. Temporary operating policy shall be formally incorporated into the policy manual prior to August 1 of each calendar year, or shall expire on that date.

The entire policy manual shall be expressly approved by the Governing Board prior to the beginning of each school year; typically during the month of August.

This policy manual is hereby approved for school year 2013-14, by vote of the Governing Board of Directors as certified by the signature below.

Colleen Kuhn, President
Governing Board of Directors, Summit Leadership Academy – High Desert

Date

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SECTION 1 ORGANIZATION and ADMINISTRATION**Mission Statement**

The mission of Summit Leadership Academy – High Desert is to encourage and facilitate high academic achievement, while reinforcing core values of integrity, self-reliance, and personal responsibility.

Value Statement

At Summit Leadership Academy – High Desert we believe in:

- The commitment of all staff to high standards of conduct, professionalism, performance, and effectiveness.
- Continuously improving and enhancing student learning opportunities through open communication and mutual understanding.
- Providing students with a deep understanding of essential knowledge and skillsets, 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. Staff will be actively engaged in the advancement of the school's mission, and will be effective, professional educators and administrators focused on delivering a quality education to all students. As a result, 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 "parent" 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 Directors of Instruction and Operations 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.

Board members shall not engage in any employment or activity which is inconsistent with, incompatible with, or in conflict with the member's school-related duties or responsibilities.

School Administration

SLAHD is administered by two Co-Directors, who equally and collectively share the responsibility of administering and directing the academics and operations of the school. In collaboration, the Co-Directors 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 Directors of Instruction and Operations.

The Director of Instruction is primarily responsible for supervising the certificated employees; developing and approving curriculum; monitoring academic programs, testing, and improving quality of instruction.

The Director of Operations is primarily responsible for supervising non-certificated employees, fiscal accounting/budgeting, purchasing, oversight of campus discipline, and oversight of the military, law enforcement, and fire academy programs.

The administrative and academic staff is organized, selected, and employed based on assessment, evaluation, and recommendation by the Co-Directors; and then communicated to the Governing Board for approval. The Directors shall organize the administrative staff in a manner that best enables SLAHD to provide an effective program of instruction. The Directors may temporarily or permanently adjust staff assignments and responsibilities to ensure efficient and effective operation of the school. The Directors of Instruction and Operations shall develop descriptions for each employment position at SLAHD.

Administrative Discretion in Absence of Policy

Issues or situations may arise in the day-to-day operations of the school that are not specifically addressed in policy. When resolution of such issues demands timely action, the Director of Instruction, Director of Operations, or their designee shall have the authority to act on behalf of the school.

If the matter involves a decision that is likely to be controversial, or a matter that has a significant impact on student learning or safety, the Directors or their designee shall consult with the Governing Board President as soon as practicable. The Board President shall then inform the Board as appropriate.

The Board president may schedule a review of the action at the next scheduled Board meeting. If the action indicates the need for an addition/revision of policy, the Director of Operations shall be tasked with developing and presenting the proposed policy to the Board.

Director of Instruction

The Director of Instruction is primarily responsible for supervising, assigning, and evaluating the certificated employees; developing and approving curriculum; monitoring academic programs, testing, improving quality of instruction, and accreditation. In collaboration with the Director of Operations, the Director of Instruction also ensures proper reporting to local, county, state and federal entities regarding school operations, expenditures, and financing.

Responsibilities of the Director of Instruction include, but are not limited to, the following:

- Continuously observing the instructional program in SLAHD and providing the Board with regular evaluations of SLAHD programs and student progress.
- Together with staff, studying the curriculum and making recommendations to the Board regarding the courses of study, major changes in text and time schedules, and innovative programs.
- Advising the Board on contemporary educational practices and related legislative issues which he/she discovers by reading, attending professional conferences, and visiting other school systems.
- Monitoring the academic performance of students, and determining criteria for academic contracts.
- Administering students placed on academic probation
- Maintaining and updating adequate census and scholastic records, business and property records, attendance, and personnel records.
- Submitting recommendations to the Board relative to all matters requiring Board action, together with the materials needed for informed decisions.
- Arranging for the evaluation of each certificated staff member and identifying appropriate opportunities for continued professional development.
- Seeking and identifying sources of income and funding.
- Promoting positive public and community relations.

Director of Operations

The Director of Operations is primarily responsible for supervising, assigning, and evaluating non-certificated employees, fiscal accounting/budgeting, purchasing, oversight of campus discipline, and oversight of the military, law enforcement, and fire academy programs. In collaboration with the Director of Instruction, the Director of Operations also ensures proper reporting to local, county, state and federal entities regarding school operations, expenditures, and financing.

Responsibilities of the Director of Operations include, but are not limited to, the following:

- Directing the employment and assignment of classified staff, and coordinating staff activities. Arranging for the evaluation of each classified staff member and identifying appropriate opportunities for continued professional development.
- Preparing the annual budget and submitting it to the SLAHD Governing Board for approval - making revisions as directed.
- Approving expenditures in accordance with Board directives.
- Seeking and identifying sources of income and funding.
- Advising the Board regarding the leave, classification, retirement, resignation, promotion, suspension or dismissal of SLAHD employees.
- Submitting periodic financial and budgetary reports to the Board. Making recommendations to the Board regarding the maintenance, safety, improvement and/or expansion of SLAHD facilities, equipment, and services.
- Administering student suspension/expulsion proceedings for behavioral/conduct issues.
- Reviewing, revising and submitting the SLAHD Policy Manual, Board Bylaws, Student Handbook, Employee Handbook, and Emergency Plan for annual Board approval.
- Hearing complaints against SLAHD and resolving controversies between employees or between employees and students or parents/guardians.
- Promoting positive public and community relations.

Certificated and Classified Staffing

In collaboration, the Directors of Instruction and Operations shall determine the number of persons to be employed by SLAHD, the nature of those assignments, develop job descriptions for each general position, and determine a hierarchy of supervision. Certificated and classified staff positions are authorized, organized, selected, and employed based on assessment, evaluation, and recommendation by the Co-Directors; with Governing Board approval.

Certificated and classified staff members are assigned in a manner that best enables SLAHD to provide an effective program of instruction. The Directors may adjust staff assignments and responsibilities to ensure efficient and effective operation of the school.

Charter Advisory Committee

The Charter Advisory Committee is essential to the operation of the school. Good communication between Governing Board members, staff, and parents can be very beneficial to the student experience. This committee consists of parents of students, teachers, clerical staff, members of the general public, and administration. The Parent Representative serving on the Governing Board is a permanent member of the Committee. The committee may advise administration and/or the Governing Board regarding school activities, curriculum, budget and school policies; however the committee has no authority to direct staff or develop/establish/implement policy.

There is no minimum number of participants - all eligible persons are welcome to attend meetings.

The Charter Advisory Committee may present information to the Governing Board in open session, and a representative of the Committee may be included in certain closed session discussions, at the discretion of the Board President.

The Charter Advisory Committee also serves as the school's "School Site Council", as required by "No Child Left Behind", Title I.

No Child Left Behind (NCLB)

All certificated employees shall be NCLB 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 NCLB complaint, he/she may have their "at-will" employment terminated, or their salary adjusted based on their level of credential and qualifications.

Conflict of Interest Policy

A conflict of interest occurs when an individual is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other. The presence of a conflict of interest is independent from the execution of impropriety. Therefore, a conflict of interest can be discovered and defused before any corruption occurs.

Governing Board members and employees of the Summit Leadership Academy – High Desert are prohibited from using their job title, their position within the organization, or the organization's name or property for personal benefit or profit.

No Board member or employee shall knowingly participate in; or influence; the selection, award, or administration of a purchase, contract or agreement with an outside party or vendor where any of the following has a financial interest in that purchase, contract, or agreement:

- The Board member or employee;
- Any member of their immediate family;
- A business partner;
- A “significant other”
- An organization in which any of the above is an officer, director or employee;
- A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

Any possible conflict of interest shall be disclosed to a Director, by the person or persons concerned, in a timely manner. Failure to disclose this information may result in discipline, up to and including termination of Board membership or termination of employment.

Members of the same family may be employed at SLAHD upon written approval by the Director of Operations. SLAHD reserves the right to reasonably regulate the working of spouses for reasons of supervision, safety, security or morale. Persons related by blood or marriage to a SLAHD employee shall not be appointed to a position where the SLAHD employee maintains supervisory or evaluation responsibilities for the position.

NOTE: Members of the immediate family are defined as the employee's mother, father, grandmother, grandfather or grandchild; the grandchild of the employee's spouse; the employee's spouse, son, son-in-law, daughter, daughter-in-law, brother or sister; or any relative living in the employee's immediate household.

This policy does not preclude an employee or Board Member from merely identifying vendors, etc. for consideration who may be included in the group above – as long as that employee is not involved in the selection process and does not attempt to influence the decision.

SECTION 2 GENERAL RULES**Hours**

The Summit Leadership Academy - High Desert administrative office is open from 7:00 a.m. to 3:30 p.m. on regular school days. All phone calls received after hours will be prompted to leave a voicemail message. The campus is closed at 3:00 pm, except for pre-scheduled tutoring, and athletic team practices.

Formation

Student formation is generally held at the beginning and end of each school day, except when scheduled homeroom/student assembly is scheduled or when the weather is inclement. Students are called to morning formation at 7:30 AM.

In formation, students 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 student to be punctual, maintain standards of dress, remain quiet, follow directions, listen, and participate in a group event each morning and afternoon.

Late Sign-In

Students who arrive after 7:30 a.m. are considered late. Students who arrive after 7:30 AM must be signed in by the parent/guardian in the main office. Students may not go directly to class; they must be signed in at the office. The student must show the attendance clerk that they are in compliance with the dress code. Once the student has been signed in, a late slip will be issued allowing them to proceed to class.

Early Sign-Out

Only authorized adults (pre-approved by parent/guardian) who are listed on the student's emergency card, can sign out a student at the school office. For safety, students will not be released from class until an authorized adult checks in at the office and furnished photo identification.

Closed Campus

Summit Leadership Academy – High Desert maintains a closed campus policy. Students are not permitted in unauthorized areas or to leave campus, from the time they arrive on campus until the time they complete their last scheduled class.

When a student 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, students must go directly to their destination. Students may not walk up and down the streets. Parents will be contacted if a student 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 student who leaves the campus at any time during the day, without prior approval from the school administration 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 students who are 18 years or older.

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 scheduled homeroom/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 student assembly.

Parking Permit

The opportunity to park on campus is a privilege, not a right. In order to park on school property during school hours, students must have a parking permit displayed on the inside rear-view mirror of the vehicle. To obtain a permit, students must register in the Administration office.

To register, students must have a current vehicle registration, a valid driver's license, current proof of insurance, sign a parking agreement, and pay the registration fee. Student drivers will be assigned a parking spot, and may not park anywhere else on campus.

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

Transportation

SLAHD does not provide transportation to and from school. The only exception is those students who have an active IEP with mandatory transportation.

Privileged Information

Information and records pertaining to students, employees, negotiations, and closed Board sessions are not subject to public disclosure. The Governing Board, administration and staff shall securely maintain all confidential records until such time as laws, state regulations, policies and/or Bylaws of the Summit Leadership Academy High Desert permit disclosure.

Any employee who willfully releases confidential/privileged information about students, employees, negotiations, or any topic properly confined to a closed session shall be subject to disciplinary action up to and including termination of employment.

Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be documented and retained in the employees personnel file. Depending on the circumstances, the Governing Board or the Director of Operations may deny the employee further access to privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

Campus Visitors

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

- All adult visitors must show some form of photo identification, must 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 appropriately for Summit Leadership Academy and must behave in a courteous, non-disruptive manner.
- Minors are not allowed on campus without express permission from the Administration office.

Dress Code

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 students 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. Administration may make reasonable exceptions to the dress code, for specific students, based on the totality of circumstances.

Appearance

All students are required to adhere to the Summit Leadership Academy - High Desert dress code during the school day. The dress code is detailed in the Student Handbook, which is issued to every student enrolled at SLAHD. The Student Handbook also describes requirements for hairstyle, jewelry, grooming, and personal hygiene.

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

- Verbal counseling
- Assignment of physical training, running or push-ups
- Incident documentation
- Counseling
- Meeting with parent/guardian to coordinate compliance with dress code
- Issuance of demerit(s)/discipline

Valid reasons for non-compliance with the dress code include the following:

- Medical reason (note from a licensed physician is required)
- Items out of stock, on back-order, or delayed in shipment (generally, a receipt or order invoice is required)
- New student (generally, a two-week grace period from time of enrollment)

Clothing Contracts and Subsidies

When a parent/guardian advises the school that provision of the dress code items is problematic due to a lack of income or funds, the following options are available:

- The parent/guardian may opt to participate in a contract with the school to purchase the needed items. In this option, the parent/guardian is required to pay 25% of the total cost of the items needed at the start of the contract (SLAHD may negotiate a reduced total cost figure, based on the totality of circumstances).
 - SLAHD will then issue a purchase voucher to the parent/guardian that will allow them to pick up the items from a local vendor on contract with the school.
 - The school will loan the remaining balance to the parent/guardian at no interest.
 - The remaining 75% of the balance is payable in equal monthly installments over the next 3 months.
 - The Director of Operations shall designate the employee responsible for managing these contracts.
 - If a student is dis-enrolled prior to the completion of the contract, any amount paid on the contract will be refunded if the items are promptly returned to the school in good condition.
 - If the contract becomes delinquent due to non-payment in keeping with the contract agreement, the items are then considered to be property of the school. Any amount paid on the contract will be refunded if the items are returned to the school in good condition upon the student's dis-enrollment or at the end of the school year.
- If the parent/guardian has absolutely no ability to supply the needed items for their child due to a lack of income or funds, they may submit a letter which contains a description of need, and a formal request for the school to provide the needed items:
 - The school may issue used items that are maintained in the school's inventory. As a condition of issuance, the parent/guardian agrees to properly maintain the items and return them to the school in good condition at the end of the school year; or at such time that the parent/guardian is able to purchase the needed items.
 - The school may issue new items. As a condition of issuance, the parent/guardian agrees to properly maintain the items and return them to the school in good condition at the end of the school year (or when they are dis-enrolled); or at such time that the parent/guardian is able to purchase the needed items.

Alternate-Dress Days

An alternate-dress day may be awarded to an individual student or group of students by any staff member for positive achievement related to academics, conduct, and/or behavior. Having an alternate-dress day means that the standard dress code is suspended for that specific day, and the student may wear class T-shirt, jeans (no “skinny” jeans), and sneakers.

Students not in compliance with the alternate-dress code will be required to “fix” their attire or they may be subject to discipline. Violation of alternate-dress code standards may result in the student’s exclusion from future alternate-dress days.

Free-Dress Days

Free-dress days may be awarded to an entire class (freshmen, sophomores, etc.) by the school administration for specific achievement related to the class’ overall conduct, behavior, teamwork, etc. Free-dress days are only awarded a limited number of times per year, and the entire class must earn the right of free-dress.

Having a free-dress day means that the standard dress code is suspended for that specific day, and the student may wear plain clothes, subject to the following criteria:

- Long pants are required, no holes or shreds, no “skinny jeans”
 - No shorts, skirts, or dresses
- Shoes are required: no open-toed shoes/sandals
- No sleeveless shirts, cap-sleeved shirts, muscle shirts, or tank tops
 - No shirts with obtrusive or offensive graphics, photos, logos, slogans, etc.
 - No hats with obtrusive or offensive graphics, photos, logos, slogans, etc.
- No vivid, extreme, or excessive make-up
- Sunglasses may be worn during breaks, but are not authorized for formation or classroom
- Students may wear one simple stud-type earring in each ear

Free-dress clothing that is judged by staff to be too short, too tight, or low cut is not in compliance with the free-dress day dress code. Students not in compliance with the free-dress day dress code will be required to “fix” their attire or they may be subject to discipline. Violation of free-dress code standards may result in the class’ exclusion from future free-dress days.

Cellular Phones and Electronic Devices

Students may possess cellular phones and electronic devices during the school day, provided they are powered off and stored out of sight. Cellular phones may be used during school hours for life-threatening and/or school emergencies only.

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.

If students are seen with any of these devices during school hours, they are subject to discipline and will have their device confiscated and held until the last day of the school week. Continued violation may result in suspension, and/or expulsion from the school.

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.

Student Injury

When a student is injured during the course of the school day or school-sponsored event, 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 student.

In cases involving minor injury; such as scratches, scrapes, small bruises, etc.; the student may call their parent/guardian if they choose. School personnel may dispense Band-Aids, moist towels, soap, or ice packs to students 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. Minor injuries may be documented by completing a student incident report.

If assessment by staff is such that medical attention is required, the school will call for EMT/Paramedics to respond. 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, the school will attempt to notify an emergency contact listed in the student's file. A staff member shall accompany a student who is being transported to the hospital, in lieu of a parent/guardian, and stay with the student until a parent/guardian arrives.

In cases where a liability claim against the school may be anticipated, a report to CCSA-JPA is required (877-263-9904, client # 002023) or (www.insurance.charterassociation.org, user ID "SLAHD1", password is "mannerwater")

Student Personal Property

Although the Summit Leadership Academy staff is continually vigilant in maintaining a secure campus environment, it remains a primary responsibility of each student 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 Director of Instruction 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 or health.

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.

Access to Technology

Summit Leadership Academy – High Desert shall continuously strive to provide equal opportunity in the access of technology.

On-Line Services

The Director of Instruction will take appropriate precautions to restrict access to controversial materials and shall insure that students received training in user obligations and responsibilities.

Before using on-line services, the student and parent/guardian shall sign SLAHD's user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

Staff shall closely supervise students while using on-line services and may ask teacher aides and student aides to assist in supervision.

Users of online services provided by the school have no expectation of privacy and understand that SLAHD staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

School-Sponsored Events

At least one certificated or classified SLAHD employee is required to be present to supervise at any school-sponsored event or athletic competition/practice, whether on or off campus, for the entire duration of the event. If a student is present at a school-sponsored event, the student is subject to the same attendance and conduct criteria as if they were attending school.

Examples of school-sponsored events covered by this policy include:

- "Movie Nights"
- Field trips
- Athletic events/games (if a team member)
- Community parades and events
- Middle school career days
- Car washes and other fund-raising events

NOTE: Attendance rules do not apply to students merely spectating at an athletic event.

Complaints

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.

Any employee who becomes aware of a complaint by a parent, citizen, and/or student shall attempt to resolve the issue in the following manner:

- Resolve the issue or complaint at the employee's level, if appropriate.
 - If the complainant is not satisfied with the attempted resolution, refer the complainant to the appropriate Director.
- Refer the complainant to the appropriate staff member for adequate resolution.
 - If the complainant is not satisfied with the attempted resolution, refer the complainant to the appropriate Director.
- If the nature of the complaint is such that it cannot be resolved at the employee's level, refer the complainant to the appropriate Director.

When individual Board members are approached with complaints about the school or staff, they should listen to the complaint and then refer the complainant to the appropriate staff member.

SLAHD is committed to resolving complaints as expeditiously as possible, without disrupting the educational process or the operations of the school. The Directors shall collectively 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 Director, the complainant may be referred to the Board. A complaint to the Governing Board must be in writing, and must be delivered to the Governing Board President in order to receive consideration.

NOTE: SLAHD policy, Board Bylaws, the Employee Handbook, and the Student Handbook are approved annually by majority vote of the Governing Board. Therefore, mere disagreement with a policy, Bylaw, or handbook provision is not a valid basis for complaint.

Anonymous Complaints

If a complaint is made anonymously, the complaint shall be referred to the appropriate Director for review and evaluation. The mere fact that a complaint is made anonymously does not invalidate the complaint, nor exclude it from inquiry.

Complaint Investigation

The appropriate SLAHD representative shall conduct an inquiry as soon as practicable in an effort to establish the facts and determine the validity of the complaint. An initial determination should be made as to whether the complaint is about an adopted school policy, the application of policy by an employee, or the conduct of an employee outside the scope of policy.

Complaints About Adopted School Policy

If the complaint is about an adopted school policy, the appropriate SLAHD representative should thoroughly discuss the policy section with the complainant, and then advise them they may wish to address the Governing Board in open session during public comment to provide input about the policy in question.

Complaints About the Application of Adopted School Policy

If the complaint is about the application of adopted school policy by an employee, the appropriate SLAHD representative shall determine whether the application of policy was reasonable, based on the totality of the circumstances. Factors to consider in making this determination may include, but are not limited to, the following:

- The circumstances involved in the specific incident
- The disciplinary and/or academic history of the student involved
- Current practice in the application of the policy

If the application of policy is deemed reasonable, that finding shall be communicated to both the complainant and the employee. If the complainant is not satisfied with this finding, they may appeal the decision by submitting a letter to the Governing Board President.

If the application of policy is deemed unreasonable, that finding shall be communicated to the complainant and the SLAHD representative shall correct the issue. The incident shall then be evaluated to determine if employee counseling, training, or disciplinary action is warranted.

Complaints About the Conduct of an Employee

If the complaint is about the conduct of an employee, not directly related to an application of school policy, the appropriate SLAHD representative shall conduct an inquiry to determine the facts involved in the incident or circumstance. The SLAHD representative shall then make a determination as to whether:

- The alleged conduct has a nexus to the school and/or its operations; it occurred on school premises; or during a school-sponsored event.
- The alleged conduct violates a law, norms of professional conduct, or adopted policy.
- The conduct occurred as alleged (circumstances substantiated or unsubstantiated).
- A reasonable remedy, resolution, or mitigation of the complaint is available.
- Counseling, training, or disciplinary action is warranted.

The SLAHD representative shall notify the Governing Board of all complaints received that fall into this category: via email to the Board President, through verbal communication during closed session, or with a written report at the request of the Board President.

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 student's person while on campus.

In order for SLAHD staff to be allowed to dispense medications (including over-the-counter medications) to a student, 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 only dispense medications to students 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.

SLAHD reserves the right to refuse to agree to dispense medication to a student, if the prescription, dosage regimen or dosage schedule is too confusing, cumbersome, or complicated; or if the dosing schedule has the effect of interrupting regular school operations.

Equipment/Property Issued to Employees

Equipment and property (laptops computers, radios, etc.) issued to staff at the beginning of their employment are property of Summit Leadership Academy; not of the employee; and shall be returned in good working order when requested, or upon termination of employment. If school property is stolen or damaged while on campus, and within the general scope of employment, the school will assume responsibility for the item's replacement. However, when school property is taken off campus by the employee, the employee is responsible for its safe keeping and therefore the replacement of the item if it is lost, damaged, or stolen.

Breaks and Lunch Periods

Students are not allowed in classrooms during the regularly scheduled breaks and lunch periods, except for tutoring, scheduled meetings, or detention. Otherwise, teachers are required to ensure that their classrooms are unoccupied and secured during breaks and lunch periods.

Volunteers

Summit Leadership Academy encourages volunteer participation in school events by eligible parents, guardians, family members, and members of the general public. Approval as a volunteer is subject to an evaluation by the Governing Board, based on the specific needs of the school, and the Board decision is final. Prospective volunteers are required to successfully pass a Cal-DOJ LiveScan screening for volunteers, paid for at their own expense. The LiveScan clearance will lapse after 4 years. Formal approval by the Governing Board is required before any prospective volunteer may participate in any school-sponsored activity or event, whether on-campus or off.

Section 3 Admissions and 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 have access to the school. 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.

The Director of Instruction shall establish guidelines which provide for the verification of all entrance requirements prior to admission.

Non-Discrimination

Summit Leadership Academy - High Desert shall comply with all applicable laws requiring the provision of equal learning opportunities. Each prospective student shall be considered for admission regardless of race, color, creed, sex, sexual orientation, marital status, age, national origin, ancestry, disability or medical condition. Similarly, each prospective student shall be considered for admission regardless of whether they are homeless, in foster care placement, or housed in a group home.

SLAHD will not tolerate discrimination based on race, color, gender, sexual orientation, marital status, age, national origin, ancestry, disability, medical condition, or any other consideration made unlawful by federal, state or local law.

Any student or parent/guardian who believes they have been discriminated against, may bring those concerns to the attention of any employee, teacher, manager, Director, or Board member. SLAHD shall initiate an investigation.

If the allegation of discrimination is substantiated, SLAHD will take affirmative action to resolve the issue fairly and confidentially as possible. Disciplinary action against involved employees, up to and including termination of employment, may be warranted based on the circumstances.

SLAHD will not allow retaliation against anyone who voices concerns regarding discrimination. Disciplinary action against involved employees, up to and including termination of employment, may be warranted based on the circumstances.

Lottery/Waiting List for Admission

The Directors shall determine the maximum number of spaces available for students at SLAHD each school year, based on criteria including, but not limited to, the following:

- Directives from the Board.
- Desired teacher-student ratios.
- The relative sizes of freshman, sophomore, junior, and senior classes.
- The availability of classroom space and other physical resources.
- Funding projections and fiscal/budgetary considerations.

If the number of new student applications received exceeds the number of available student spaces at any given time, potential enrollment in the school shall be determined by random public drawing/lottery. Students interested in attending SLAHD must submit a new enrollment application each school year.

The Director of Instruction or designee shall inform applicants as to whether their applications have been approved, denied or if they have been placed on the waiting list. If the application is denied, the reasons for denial shall be stated.

Applicants who are accepted for enrollment must complete their enrollment within one calendar week, or they may be passed over.

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 truanancies may establish a foundation for disciplinary action, and up to and including formal removal from the school.

A student 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 student is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

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

Lateness/Tardiness

A student 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 student is considered tardy when he/she is not present at beginning of school, the beginning of class, formation, or homeroom (without valid excuse), but then arrives 15 minutes or more after start time.

Students 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 student 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:

- Personal illness.
- Illness or medical appointment of a child for whom the student 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 student'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.
 - Student 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 student's absence is requested in writing by the parent/guardian for the purpose of attending an employment or educational conference, as approved by the Director of Instruction.

The Director of Instruction or designee may excuse student 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.

The Director of Instruction or designee may assign Saturday instruction to a student that accumulates more than 10 excused absences in one school year, to make up lost instructional time.

Methods of Absence Verification

When students 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 student's parent/guardian or pre-authorized emergency contact.
- Physician's note
 - The student's medical condition/diagnosis is not required on a physician's note
 - SLAHD staff shall not inquire as to the student's medical condition/diagnosis

When a student 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 student'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 student's unexcused absence, the school attendance clerk shall make a telephone notification to the parent/guardian, a notation shall be made in PowerSchool, a student 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 student's grade for nonperformance.

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.

Students 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 student is intentionally and recurrently engaging in unauthorized or illegal absences from school or the classroom.

Generally, students 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 student's truancy. The Director of Operations or designee shall schedule a meeting/conference with the parent/guardian of a student that has been classified as truant. The purpose of this meeting is to develop a plan to redirect the student into positive attendance behavior; to discuss alternatives for the student's education; or to explore other options up to and including expulsion.

Additionally, students who are truant may be referred to the appropriate law enforcement agency.

The parent/guardian is obligated under the law to compel the student to attend school. If a parent/guardian chooses not to participate in a meeting/conference related to their student's truancy, it is assumed that the parent is in agreement with the school's determination regarding the student's truancy.

Temporary Independent Study

Temporary Independent Study may be granted if a student will be out of the district for an extended period of time; in order to go on a trip with his/her parents, to fulfill certain graduation or application requirements, or to complete requirements of their employment. The Director of Instruction or designee shall determine the appropriate length of the independent study period.

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."

If a student indicates a desire to leave campus for the purpose of obtaining confidential medical services, the student shall be asked to sign out, listing "confidential medical services" as the reason. An entry shall be made in the attendance registry that the absence is an excused absence. SLAHD will not pro-actively notify the student's parent or guardian of the circumstance of the absence – however, a student's attendance record may be reviewed by the parent/guardian at any time throughout the school year, upon request.

Grades for Students in Foster Care

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances:

- A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date the student left school
- A verified court appearance or related court-ordered activity

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 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).
- The student/parent/guardian submits a formal letter stating that such immunization is contrary to the student's religious or philosophical beliefs.
 - NOTE: If there is cause to believe that the prospective student 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 Director of Instruction 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 maintain an updated list of "susceptible" students for each of the vaccine preventable diseases listed on the California School Immunization Record (CSIR). Upon order of the Health Office of the County of San Bernardino, susceptible students may be temporarily excluded from SLAHD in the event of an outbreak of any of these diseases listed on the CSIR for which these students have no immunization protection.

Annual reports required by statute shall be completed and submitted by the designated deadline date.

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

Academic Integrity

Summit Leadership Academy is committed to the academic, social and ethical development of all students. Students 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.

Saturday Class Session

The Director of Instruction may schedule Saturday instruction for students, as needed, for any of the following:

- Supplemental instruction in subjects offered during the regular school week.
- Makeup classes for unexcused absences occurring during the week.
- Makeup classes for excused absences exceeding 10 in one school year
- To address the needs of students on academic probation

Saturday instruction shall not exceed four hours.

The Director of Instruction or designee may require students classified as truant to attend Saturday instruction in order to make up lost instructional time.

The student shall be excused from the weekend class if it is held on a day when such attendance would be in conflict with his/her religious beliefs.

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 students have the right to receive course grades that represent an accurate evaluation of the student'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 Director of Instruction 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 Director of Instruction shall establish and regularly evaluate a uniform grading system, and shall ensure that student grades conform to this system. Teachers shall inform students 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. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests and portfolios.

When reporting student 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 Director of Instruction shall establish the methodology to be used in calculating students' grade point averages.

The Director of Instruction 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:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

Grades for Physical Education

No grade of a student 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. Student performance in high school physical education courses shall be based upon evaluation of the student'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 Director of Instruction may identify courses or programs, for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of an A-F grade.

Students 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. Students 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 the Director of Instruction, 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 student's overall grade point average.

Withdrawal from Classes

A student 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 Director of Instruction because of extenuating circumstances.

Student in Danger of Failing

All teachers are required to notify parents/guardians in writing whenever it is evident to the teacher that the student involved is in danger of receiving a failing or no credit grade for a given course. Written 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 Director of Instruction may compel a student in danger of failing to attend Saturday School and/or tutoring. Failure of the student to meet these requirements may result in administrative action, up to and including formal removal from the school.

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

Academic Probation

Students with GPAs less than 2.0 or who receive 2 D's or 1F in any core class shall be placed on academic probation. Academic Probation will generally last for one quarter. Students placed on academic probation are not eligible to participate in extra-curricular activities (including Prom and Grad Night); must attend tutoring with tutoring logs; must turn in all assignments; must turn in student-generated, signed progress reports; and must attend 2 Saturday school sessions during their probation period.

If students on academic probation do not fulfill these requirements, a conference shall be scheduled between the Director of Instruction and the parent/guardian to discuss remedial options, including disenrollment from the school.

Reports

The Director of Instruction 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 report card shall be issued at least 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 student 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.

Credits Earned	No Credits Earned
A- Excellent	NG- No Grade*
B- Good	F- Failure
C-Satisfactory	I- Incomplete
D- Barely Passing	
P- Passing*	

* Not counted in grade point average

Extracurricular and Co-curricular Activities

No student's participation in extracurricular and co-curricular activities shall be required or denied based on the student's gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

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. Extracurricular activities enrich the educational and social development and experiences of students. The school encourages and supports student participation in extra-curricular activities.

Extracurricular activities are those programs that have all of the following characteristics:

- The program is supervised or financed by the school.
- Students participating in the program represent the school.
- Students 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.

Eligibility for Extracurricular and Co-Curricular Activities

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

- The maintenance of a minimum 2.5 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 Director of Instruction 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 extracurricular and co-curricular activities.

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

Conflict of Obligations

An individual student who participates in too many extracurricular activities will sometimes find that they have over-obligated themselves, and that conflicts exist in the scheduling of various events related to those activities. Although SLAHD encourages students to explore a broad range of experiences in the area of extra-curricular activities; students are encouraged to evaluate their commitments and takes steps to ensure they have not over-committed themselves.

When conflicts do arise, the student is responsible for identifying and communicating those conflicts to the appropriate staff coordinators. The staff coordinators shall attempt to resolve the conflict in a manner that best serves the student involved. If it becomes obvious that a student cannot fulfill the obligations of every school activity, they will be encouraged to withdraw from an activity of their choice so as to avoid future scheduling conflicts.

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.
- Pay the athletic awards and ASB fees, if applicable, prior to the first scheduled athletic competition.
- 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 students 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.

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 student athlete. Athletic equipment issued to the student 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 student 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 student'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 student 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.

Section 4 **Campus Discipline****Goal**

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

Discipline Environment

Students at Summit Leadership Academy – High Desert are held to a high standard of behavior. They are expected to be respectful of staff, parents, other students, 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 dress code, appearance, and conduct standards during school hours and at school events.

Failure to follow the rules may result in discipline, demerit(s), suspension and/or expulsion from the school.

Minor Behavioral, Decorum, Dress Code, and Rules Violations

Staff at SLAHD may elect to address minor behavioral, decorum, dress code, and rules violations involving students by assigning physical training, push-ups, running, or campus clean-up duties, etc. in order to counsel and redirect students 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, student incident reports may be generated, at the discretion of the staff member involved. If the student 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, dress code, and rules violations involving students by generating incident reports, assessing demerits, or initiating student suspension.

In compliance with AB 1575, a student will not be disciplined, or refused entry to the school, based merely on a violation of the dress code. SLAHD has policy in place to ensure that every student receives needed dress code items (See "Section 2 General Rules"). Discipline may result only after it has been verified and documented that the student possess (and/or has been issued) the required clothing item – and the violation is a failure or refusal to wear the item properly. Students are responsible for the security of their personal items and dress code items. Neither the school nor staff is responsible for lost or stolen items. Loss or theft of a dress code items does not exempt the student from dress code requirements.

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 student'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 student receives a demerit, he/she will be notified by staff, and the incident will be discussed.
- The student will be asked to sign the demerit form.
- The parent/guardian will be notified of the demerit and will be asked to come to the school to sign the form.
 - 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 in the student's file.

If a student receives 3 or more demerits as a result of one single incident, he is subject to suspension for 1-5 days, based on the circumstances.

If a student accumulates 9 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 student accumulates 11 demerits during a school year, the student is subject to suspension for 1 – 2 days.

If a student accumulates 13 demerits during a school year, the student is subject to suspension for 3 – 5 days. 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 Table

The following table 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 student who receives 3 or more demerits for one single incident is subject to suspension for 1-5 days, based on the circumstances. Any student receiving a suspension may be considered for expulsion based on the seriousness of the single offense or his/her cumulative discipline record.

Examples of Infractions (Note: this list is not all-inclusive)	Demerits
Possession of food, candy; or drinks in the classroom (except water)	1
Possession of gum, or chewing of gum (anywhere on campus)	1
Dress code violation	1
Disruption/disturbance in class/formation/assembly/school-sponsored event	1
Poor use of classroom time (not working, tardiness, talking, out of seat, etc.)	1
Cell/Camera Phone use during school hours on campus w/o permission (confiscation)	1
Chronic, habitual, or excessive unexcused lateness (under 15 minutes)	2
Out of class/leaving class without permission	2
Disrespect to others (students, staff, visitors, etc.)/use of profanity/rudeness	2
Public display of affection (embracing, touching/kissing)	2
Excessive rough-housing/horseplay	2
Poss. of Sharpie/permanent marker, "zip-ties", spray paint, etc.	2
Excessive profanity/inappropriate, crude gestures/inciting conflict or turmoil	3
Defiance of staff - active/confrontational refusal to follow direction, etc.	3
On/Off campus without permission	3
Sexual Harassment / inappropriate gestures, exposure, etc.	3
Theft or attempted theft	3
Chronic, habitual, or excessive unexcused tardiness (15 minutes and over)	3
Drug use, sell/provide, look-a-likes & paraphernalia	4
Vandalism or damage to school or personal property	4
Assault, fighting, attempt/threaten to cause injury, causing injury	4
Poss. of weapons, explosives, inert devices/imitations	5

Parent Notification

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

Serious Violations

Students who disrupt school activities, flagrantly defy the valid authority of school personnel, violate the law, or commit other deleterious, 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 student. The Director of Operations, the Director of Instruction, or a designee may suspend any student for unacceptable behavior at any time. When a student is suspended, the following guidelines shall apply:

- A staff member shall complete a report which will be placed in the student's grade file.
- A parent/guardian-staff conference may be scheduled.
- A "Notice of Student Suspension" form shall be completed and signed by parent/guardian, student, 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 Director of Instruction 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

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

The existence of a behavioral contract significantly influences how subsequent rules violations by the student are evaluated and weighted; and may cause acceleration of the disciplinary and demerit schedule as it is applied to that specific student. Any violations of school rules while on a behavioral contract may result in the student'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 Directors of Instruction and Operations, or their designees, evaluate the totality of the circumstances and review the student'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 student, 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:
 - Director'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)
 - Student 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. The expulsion packet shall be maintained in the student's grade file, and made available to the Governing Board upon request by the Board President or designee.

Section 5 Fiscal Policies and Procedures**Financial Reports**

The Director of Operations or designee shall submit, or ensure the submission, of fiscal reports to the Hesperia Unified School District, to the County Superintendent of Schools, and to the State as required. The Director of Operations or designee shall submit financial reports to the Governing Board at each scheduled Board meeting, containing information, and in a format, determined by the Board.

Balanced Budget

The Director of Operations shall propose a balanced budget for each upcoming school year to the Governing Board prior to the May Board meeting. The Board shall approve, modify, or edit the proposed budget at its discretion. Governing Board approval of the annual budget authorizes expenditures within each object classification/code for that budget year.

Bank Accounts

Bank accounts are established to accomplish the goals of the school. The Director of Operations is responsible for administering these accounts, ensuring the proper use of funds in these accounts, and reviewing/reconciling account activity on a monthly basis.

General Fund Account

The Summit Leadership Academy has established a General Fund bank account. The primary purpose of this account is to fund the general operations of the school; including, but not limited to:

- Salaries
- Leases
- Utilities
- Equipment
- Supplies

Reserve Fund Account

The Summit Leadership Academy has established a Reserve Fund bank account. The primary purpose of this account is to maintain balance of funds not specifically committed to the annual operating budget to stabilize operations and to ensure that short-term revenue shortfalls and/or unforeseen expenditures do not place the school in a negative cash-flow situation.

Special Education Fund Account

The Summit Leadership Academy has established a Special Education Fund bank account. The primary purpose of this account is to maintain a separation (from the general fund and reserve accounts) of funds that are specifically earmarked by law for special education (SE) expenditures. Funds may be drawn from the Special Education Fund Account in order to pay for salaries, services, and equipment specifically dedicated to providing SE services to students at SLAHD.

Revolving Fund Account

The Summit Leadership Academy has established a Revolving Fund bank account. The primary purpose of this account is to provide a convenient means of payment for necessary or required expenditures that cannot be reasonably accommodated by the standard purchasing procedure. The nominal amount to be held in the account is \$5000, and shall be replenished from the General Fund Account, upon review/verification of expenditures and invoice(s) by the Director of Operations or designee.

Donations Fund Account

The Summit Leadership Academy has established a Donations Fund bank account. The primary purpose of this account is to maintain a separation (from other fund accounts) of funds that have been fund-raised by student groups or donated to the school and its programs. Funds raised by student groups, such as AVID; and military, law, and fire academies; shall be ledgered separately within the Donations Account.

Funds may be drawn from the Donations Fund Account in order to supplement operational, instructional, extra-curricular, and co-curricular activities – at the discretion of the Directors of Instruction and/or Operations.

Associated Student Body (ASB) Fund Account

The Summit Leadership Academy has established an ASB Fund bank account. The primary purpose of this account is to maintain a separation (from the general fund and reserve accounts) of funds that have been raised by ASB activities. Funds may be drawn from the ASB Fund Account in order to pay for approved student activities, field trips, dances/dinners, graduation decorations/supplies, and equipment specifically benefiting the SLAHD student body.

Petty Cash

Summit Leadership Academy does not maintain a petty cash fund.

Purchasing Protocol

The Director of Operations has general authority from the Governing Board to authorize un-budgeted discretionary expenditures up to \$1500. No purchases or expenditures shall be accomplished without approval by the Director of Operations. No school employee or Board Member shall obligate or encumber SLAHD for any expense without express approval by the Director of Operations or designee. All proposed expenditures, other than recurrent monthly invoiced expenditures, must be requested in writing and submitted to the Director of Operations, via the Office Manager, for approval.

The proposal for expenditure must include the following:

- A statement of need and the intended purpose of the expenditure
- The estimated cost
- The proposed source (vendor) of the item(s), if applicable
- Catalog item numbers, web page printouts, etc., if applicable

SLAHD will not reimburse an employee for an expenditure of any kind, including mileage, unless that re-imburement has been pre-authorized by the Director of Operations (emergencies excepted).

Purchasing Items

The initial purchase proposal shall be submitted to the Office Manager. The Office Manager is responsible for researching the item(s) requested, identifying the best source for the item (based on cost, delivery time, etc.), and determining the complete cost of the request including tax, shipping, etc. The Office Manager shall then forward the proposal to the Director of Operations.

Once approved by the Director of Operations, the expenditure request will be forwarded to the Fiscal Services Manager for processing.

The Fiscal Services Manager shall then:

- Determine the manner in which the purchase shall be made
- Make the authorized purchase
- Receive the item when delivered, and ensure it is in proper condition
- Collect all statements, receipts, etc.; organize and prepare these documents for review.

The Fiscal Services Manager shall then:

- Deliver the documents to the Director of Operations for review and verification, and then
- Present the documents to the Director of Instruction for counter-signature.

Authorized invoices having signature and counter-signature will then be scanned and emailed to Charter School Management Corporation (CSMC) for processing and payment. Checks issued by CSMC on behalf of Summit Leadership Academy shall contain the signature stamp of both the Director of Operations and the Director of Instruction.

In the event that either the Director of Operations or the Director of Instruction are not available to authorize invoices for payment, the President of the Governing Board may authorize in his/her absence.

Processing Invoices

All proposed expenditures for services, consulting, contracts, etc., other than recurrent monthly invoiced expenditures, must be requested in writing and submitted to the Director of Operations, via the Office Manager, for approval.

The Office Manager is responsible for researching the item(s) requested, identifying the best source for the item (based on cost, delivery time, etc.), and determining the complete cost of the request including tax, shipping, etc. The Office Manager shall then forward the proposal to the Director of Operations.

Once approved by the Director of Operations, the expenditure request will be forwarded to the Fiscal Services Manager for processing.

The Fiscal Services Manager shall then:

- Determine the manner in which the purchase shall be made
- Make the authorized purchase
- Receive the item when delivered, and ensure it is in proper condition
- Collect all statements, receipts, etc.; organize and prepare these documents for review.

The Fiscal Services Manager shall then:

- Deliver the documents to the Director of Operations for review and verification, then
- Present the documents to the Director of Instruction for counter-signature.

Authorized invoices having signature and counter-signature will then be scanned and emailed to Charter School Management Corporation (CSMC) for processing and payment. Checks issued by CSMC on behalf of Summit Leadership Academy shall contain the signature stamp of both the Director of Operations and the Director of Instruction.

In the event that either the Director of Operations or the Director of Instruction are not available to authorize invoices for payment, the President of the Governing Board may authorize in his/her absence.

Credit Cards

Summit Leadership Academy – High Desert will establish and maintain a commercial credit account at the school's banking institution; and the Directors of Instruction and Operations will have credit cards issued in their names for this credit account. Additional (limited use) cards may be authorized and issued to an employee when necessary to facilitate travel, training, etc. when a Director is not in attendance.

The primary purpose of this credit account is to facilitate authorized purchases via the internet or telephone; to allow for travel reservations; and to pay for authorized charges when personnel are on assignment, at conferences/training, or when normal purchasing protocol is not practicable.

Employees shall not be allowed to routinely carry SLAHD commercial credit cards on their person. All credit cards shall be secured in the Administrative Assistant's office when not in use.

SLAHD commercial credit cards shall not be used for any purchase that is not directly related to school operations, including:

- Purchases for goods/services for personal use by any individual or group
- Cash withdrawals, wire transfers
- Salary, wage, or bonus payments to any individual
- Alcohol purchases
- Payment of fines, bail bonds
- Dating or escort services, massage parlors
- Betting, track, casino, or lottery purchases
- Payroll advances, travel advances, or loans

When a credit card purchase is made:

- Employees are required to turn in original, itemized receipts.
- Food or meal purchases involving more than one employee must include a statement of purpose and a signature record of who took part in the meal.
- Employees are required to provide a complete description of each item purchased.
- Tips for meal purchases shall not exceed 15%

Credit account transaction records, card invoices, purchase descriptions, and other documentation will be reviewed and reconciled on the first Monday of each month during the regularly scheduled budget meeting.

Travel Expense Reimbursement

The Directors of Instruction and/or Operations may approve employee attendance at meetings, conferences, and conventions as appropriate for the professional development of the employee or in the best interest of the school. SLAHD shall reimburse an employee for reasonable travel expenses incurred while on authorized assignment, conducting the school's business.

Reimbursement for mileage shall be at the Federal IRS recognized rate applicable at the time of travel. Mileage will be calculated from the school site and return using established mapping software or actual mileage, whichever is less.

Employee requests for reimbursement shall be submitted to the Fiscal Services Manager within 30 days of the event. Employee requests for reimbursement after the 30 day limit will generally be denied.

The maximum daily allowance for meals shall be \$65 with no single meal over \$35. The Director of Operations may waive the \$35 per meal restriction, upon a showing of reasonable justification. Food or meal purchases involving more than one employee must include a statement of purpose and a signature record of who took part in the meal. Tips for meal purchases shall not exceed 15%.

Incidental Expenses: Actual costs for parking, baggage handling/storage, car rental, gas, bus/taxi/subway/van/or similar transportation, business related phone, tax, e-mail, copying and similar expenses are authorized.

Employees are required to submit original, itemized receipts for all expenditures submitted for reimbursement. Reimbursement shall not be made for any purchase that is not directly related to school operations, including:

- Purchases for goods/services for personal use by any individual or group
- Cash withdrawals, wire transfers
- Salary, wage, or bonus payments to any individual
- Alcohol purchases
- Payment of fines, bail bonds
- Dating or escort services, massage parlors
- Betting, track, casino, or lottery purchases
- Payroll advances, or loans

Travel expense reimbursement requests; and related transaction records, card invoices, purchase descriptions, and other documentation; will be reviewed and dispositioned on the first Monday of each month during the regularly scheduled budget meeting.

Obligating or Encumbering SLAHD Funds

No staff member or volunteer may obligate the school to be liable for any payment or compensation to any individual, business or organization without the express permission of the Director of Operations. Events, activities, and/or fundraising initiatives that require pre-payment or deposits are not authorized without the express prior approval of the Director of Operations or designee.

Section 6 Human Resources

Non-Discrimination in Employment

SLAHD will not tolerate discrimination based on race, color, gender, sexual orientation, marital status, age, national origin, ancestry, disability, medical condition or any other consideration made unlawful by federal, state or local laws.

Unlawful discrimination against and/or harassment of SLAHD employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, or sexual orientation at any school site and/or activity is prohibited. Retaliation against any school employee or job applicant who complains, testifies or in any way participates in the school's complaint procedures instituted pursuant to this policy is also prohibited.

Any school employee or volunteer who engages or participates in unlawful discrimination, or who aids, abets, incites, compels or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action; up to and including termination of employment.

Any school employee or volunteer who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to a supervisor or a Director as soon as practical after the incident. Failure of a school employee to report discrimination or harassment may result in disciplinary action; up to and including termination of employment.

Each applicant and employee shall be evaluated based on merit and qualifications - regardless of race, color, creed, sex, sexual orientation, marital status, age, national origin, ancestry, disability or medical condition.

Any employee who feels they have been discriminated against should immediately bring their concerns to a supervisor, a Director, or a SLAHD Board Member. It is not necessary to follow the chain of command in reporting alleged discrimination. SLAHD will undertake an investigation and will attempt to resolve the issue fairly and confidentially as possible. If the investigation substantiates the claim of discrimination, disciplinary action will be taken; up to and including termination of employment.

SLAHD shall publicize the school's nondiscrimination policy on its website, and in event flyers circulated within the community. Such publication shall also be included in each announcement, bulletin or application form that is used in employee recruitment. The school's nondiscrimination policy shall be published in the employee handbook and posted in staff lounges and meeting rooms.

Employee Handbook

At the beginning of each school year, SLAHD shall issue an updated Employee Handbook to every employee; which provides an overview of rules, procedures, policies, and requirements pertinent to their employment and job assignment.

Staff Uniforms

All employed positions at Summit Leadership Academy - High Desert require the wearing of a specified uniform. Employees are exempted from wearing uniforms on special event days as determined by the Director of Instruction or the Director of Operations, and also if a specific assignment precludes the wearing of a standard uniform (maintenance, athletics, etc.)

The Summit Leadership Academy staff uniform consists of the following:

- Black Polo Shirt with embroidered SLAHD logo and staff member's name
 - Dark Gray Polo Shirt with embroidered SLAHD logo and staff member's name (optional)
- Black BDU-pant
- Black leather military style boots
- Black synthetic or leather belt
- Black ball-cap with "Summit Leadership Academy" embroidered in gold (optional)
- Black jacket, with embroidered SLAHD logo and staff member's name (optional)

Employees are responsible for obtaining and wearing the required uniform during school hours, except as provided above.

SLAHD will provide a uniform allowance to all employees each year, in an amount to be pre-determined by the Director of Operations.

Staff Appearance/Grooming Standards

All employees are expected to be well groomed and dressed in the required uniform for their position. Employee appearance and grooming standards are detailed in the SLAHD Employee Handbook, which is supplied to employees prior to each school year. Should an employee report to work in unacceptable clothing, or in an unhygienic condition, they will be sent home to rectify the problem. Non-compliance to SLAHD's dress code may result in disciplinary action up to, and including termination.

Meal Breaks

All Employees - Employees are entitled to a 30-minute break for meals if their scheduled workday is six hours long or more. Employees must take their meal break at an appropriate time allowing for classroom coverage/student supervision and must accurately record their meal period on their time sheet/record. If an employee misses their meal break, it is the employee's responsibility to immediately notify their supervisor. In such a case, the supervisor shall ensure the employee is given a meal break as soon as practicable. Only if an employee is required and authorized to work through a meal break by their supervisor will the employee be compensated for their time.

Failure to notify a supervisor of a missed meal break may result in disciplinary action. Employees who elect to work through their meal break will not be compensated. An employee cannot waive their right to a meal break.

Salaried Teaching Staff - Breaks are scheduled to coincide with student break periods, when possible salaried teaching staff should utilize this time. Generally, breaks shall be taken outside assigned classroom areas. Management understands that this is not always possible and can make provisions when meal breaks are needed at different times.

Jury Duty

For full-time employees, time taken off for jury duty is treated as a paid, excused absence. These employees shall be compensated for the time they are absent from work, less any monies received from the court for jury duty service. SLAHD will pay full-time employees for jury service for a maximum of 10 scheduled work days.

For part-time employees, time taken off for jury duty is treated as a paid, excused absence. These employees shall be compensated for the time they are absent from work, less any monies received from the court for jury duty service. SLAHD will pay part-time employees for jury service for a maximum of 3 scheduled work days.

Employees having jury duty must provide the original summons and the service receipt issued by the court to SLAHD in order to receive compensation for jury duty.

Advances on Salary

Under exigent circumstances, and upon approval by the Director of Operations or designee, an employee may receive an advance on salary of up to one month's net pay: provided there is sufficient time left on the employment contract to repay the money, based on the terms of the advance.

Annual Performance Evaluations

Each certificated employee shall receive an annual performance evaluation from their immediate supervisor. This annual performance evaluation shall be objective, and based on the employee's work performance as compared to the assignments, tasks, duties, and responsibilities as listed in the employee's job description. The supervisor shall also include an identification of the employee's strongpoints, areas for improvement, and provide relevant direction to improve overall employee performance.

Each classified employee shall receive an annual performance evaluation from their immediate supervisor. This annual performance evaluation shall be objective, and based on the employee's work performance as compared to the assignments, tasks, duties, and responsibilities as listed in the employee's job description. The supervisor shall also include an identification of the employee's strongpoints, areas for improvement, and provide relevant direction to improve overall employee performance.

The Directors of Instruction and Operations shall receive feedback about their job performance in a manner and format determined by the Governing Board.

Vacation Leave

As of July 1, 2013, SLAHD employees will no longer accrue vacation leave. The amount of time traditionally earned and awarded as vacation leave for each employee classification will be earned and awarded as sick leave consistent with the employee sick leave policy. Any balance of vacation leave that an employee had with SLAHD as of July 1, 2013 shall be maintained and may be utilized during employment, paid out upon request of the employee, or paid out upon separation from employment.

Employee Sick Leave

Sick leave is a form of insurance that full-time employees accrue in order to provide a cushion for incapacitation due to illness or injury. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absences. Time off for medical and dental appointments will be treated as sick leave. SLAHD will not tolerate abuse or misuse of your sick leave privilege. An employee is required to notify their supervisor as soon as practicable when they desire to utilize sick leave. When possible, leave days should be utilized at times that will not create a disruption of school operations.

SLAHD offers paid sick leave to regular, full-time employees. Part-time employees do not earn sick leave. Full-time employees will accrue sick leave annually as outlined below:

- Certificated employees shall accrue eight hours for each completed contracted calendar month of service.
- Twelve - month classified employees shall accrue sixteen hours for each completed contracted calendar month of service.
- Administrative/management employees may accrue sick leave based on the terms of their employment contract with the Governing Board.

Employees may use up to half of their annual sick leave accrual for purposes of personal necessity each school year for the following specific reasons:

- Death or significant illness of a member of his/her immediate family (this is in addition to normal bereavement leave);
- Accident involving his/her person or property or the person or property of a member of his/her immediate family;
- Appearance in court as a litigant, or as a witness under official order;
- Adoption or birth of a child making it necessary for an employee who is the parent of the child to be absent from their position during the work hours; or
- Business matters which cannot reasonably be conducted outside of the workday.

Employees must request to use sick leave for purposes of personal necessity at least one (1) day in advance unless an emergency situation occurs.

Sick leave can accrue up to a maximum of 320 hours. Once this cap is reached, no further sick leave will accrue until some sick leave is used. When some sick leave is used, sick leave will begin to accrue again. There is no retroactive grant of sick leave for the period of time accrued sick leave was at the cap. SLAHD does not pay employees in lieu of unused sick leave.

If an employee does not have enough leave accrued to cover an absence from work, the time not covered by leave time shall be uncompensated. Employees may not take compensated time off in anticipation of accruing leave at a later date.

If an employee is absent longer than three (3) consecutive days due to illness, medical evidence of illness and/or medical certification of fitness to return to work satisfactory to the School will be required before the School honors any sick pay requests. SLAHD may withhold sick pay if it suspects that sick leave has been misused.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School.

Excessive Absences

Excessive absences may be generally defined as an employee's accumulation of unscheduled absences from the workplace that total more time than the employee earns during a contract year. A contributing factor of consideration is the impact these absences have on the operations/finances of the school; and/or on the educational achievement of students.

Excessive absences by employees may result in disciplinary action, up to and including termination of employment.

SLAHD may require medical certification for absences due to illness in excess of three consecutive days, and may also require medical clearance prior to the employee returning to work.

SLAHD may require written documentation from the employee for any unscheduled use of sick leave for personal necessity/use that exceeds two consecutive days.

Bereavement Leave

Bereavement leave is used in the case of death of a member of the employee's immediate family. "Immediate family" is defined as follows:

- Spouse
- Child or stepchild
- Brother or stepbrother
- Sister or stepsister
- Mother or stepmother
- Father or stepfather
- Legal guardian
- Grandparent or step-grandparent

SLAHD may grant up to three days paid bereavement leave per school year to a full-time employee, based upon justification supplied by the employee. If additional time is needed, the employee may request the use of sick time (personal necessity/use leave). If an employee does not have enough sick time accrued to cover the absence, SLAHD may grant up to 5 days uncompensated leave time to the employee. Paid bereavement leave shall not be granted to part-time employees.

An employee is required to notify their supervisor as soon as practicable when they desire to utilize sick leave for bereavement. Time used as a result of bereavement leave is not included in the calculation to determine excessive absences.

Stipends for Additional Assigned Duties

Stipends may be paid when an employee is assigned a duty by a director that is additional to their regular employment assignment. Examples of assignments which may qualify for stipends include:

- Athletic Director
- Associated Student Body (ASB) advisor
- Coaching

NOTE: If a full-time certificated employee is scheduled for more than one preparation period during a semester class schedule, they may be assigned to an additional duty with no stipend in order to constitute full-time employment.

Salary Bonuses

Salary bonuses may be awarded to an employee individually, or to employees collectively, at the discretion of the Governing Board upon recommendation from a director. Salary bonuses are typically awarded near the end of the school year for exceptional job performance. The bonus amount shall be determined by the Governing Board.

Disability

Every SLAHD employee shall receive an Employee Handbook which contains notification of their disability insurance rights and benefits due to the employee's own sickness, injury, or pregnancy, or the employee's need to provide care for any sick or injured family member, or the employee's need to bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption.

An SLAHD employee who is a member of the Defined Benefit Program of the State Teachers' Retirement Plan who is disabled as a result of an injury that is a direct consequence of a violent act perpetrated on his or her person while performing duties in the scope of employment, may, upon qualifying for a disability, continue in the school's health care plan and dental care plan by paying all of the employer's and employee's premiums and all of the related administrative costs of the employer.

Compensation for Extracurricular Activities, etc.

Any extracurricular activity that is planned, conducted, or accomplished; in which it could be reasonably anticipated that an additional staffing cost would be incurred by the school for hosting the activity; requires prior approval by the Director of Operations or designee. This prior approval will also address the method of compensation available to the staff member (compensated day off v. "sub"-pay, etc.).

Staff members who participate in extracurricular events or activities that are planned or conducted without prior approval from the Director of Operations or designee will be assumed to have participated in them voluntarily, and will not be compensated for their time.

COBRA

Federal COBRA is a U.S. law that applies to employers and group health plans that cover 20 or more employees. It allows an employee to retain group health medical and dental coverage when the job ends or hours are cut. Employees must pay the insurance premium, (generally both employer and employee contributions) but can keep the coverage for at least 18 months. Cal-COBRA allows an employee to retain group health medical and dental coverage for up to 36 months.

Employees who are fired for gross misconduct may not retain health insurance coverage.

Coverage will end if the employee or beneficiary:

- fails to pay the insurance premium
- secures health insurance coverage through subsequent employment or remarriage; or
- becomes eligible for Medicare benefits.

Sexual Harassment

Sexual harassment is defined as conduct which includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the workplace or educational setting when:

- Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
- Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.

Other examples of actions that constitute sexual harassment in the workplace or educational setting, include, but are not limited to:

- Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
- Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
- Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Any school employee or volunteer who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to sexually harass, is in violation of this policy and is subject to disciplinary action; up to and including termination of employment.

Any school employee or volunteer who observes or has knowledge of an incident of sexual harassment shall report the incident to a supervisor or a Director as soon as practicable. Failure of a school employee or to sexual harassment may result in disciplinary action; up to and including termination of employment.

Any act of retaliation against an individual who reports or participates in the investigation of a violation of sexual harassment law or policy regarding sexual harassment, is subject to disciplinary action; up to and including termination of employment.

Any employee who feels they have been the victim of sexual harassment should immediately bring their concerns to a supervisor, a Director, or a SLAHD Board Member. It is not necessary to follow the chain of command in reporting alleged sexual harassment. SLAHD will undertake an investigation and will attempt to resolve the issue fairly and confidentially as possible. If the investigation substantiates the claim of sexual harassment, disciplinary action will be taken; up to and including termination of employment.

Sexual Harassment Training

SLAHD shall ensure that all employees receive a minimum of 2 hours interactive training on the subject of sexual harassment. All newly hired employees shall receive training within six months of their initial employment.

SLAHD Employees Accused of Child Abuse

Any complaint of child abuse or neglect alleged against a school employee shall be reported to the appropriate law enforcement agency in accordance with law. Determining whether or not the suspected abuse actually occurred is not the responsibility of the school. Such determination will be made after an investigation is completed by law enforcement and child protective agencies.

Pending the outcome of a child abuse investigation, and prior to the filing of formal charges, the employee may be subject to reassignment or placed on a paid leave of absence (suspension). This decision shall be made by the Governing Board.

Disciplinary action, up to and including termination of employment, may result from the violation of SLAHD policy, the filing of formal criminal charges, or upon conviction. SLAHD shall consult with legal counsel prior to the implementation of suspension or dismissal.

Non-Renewal of Employment Contract

Employment with SLAHD is voluntarily entered into and the employee is free to resign at any time, with or without cause. An employee may also freely choose not to renew an employment contract with the school.

Similarly, SLAHD may elect to not renew an employment contract with an employee, with or without cause, when the current employment contract expires: provided there is no violation of applicable federal and state law. In this circumstance, the notification shall be made in person no less than 1 calendar month prior to the end of the employee's contract.

Dismissal of an Employee

The Directors of Instruction and Operations are responsible for the overall evaluation and supervision of all employees. They are also co-tasked with ensuring that the organization remains fiscally sound and operationally viable throughout the school year and in years to come.

If the Director(s) determine(s) that an employee should be dismissed prior to the expiration of the employee's contract, with or without cause, the employee may be placed on paid or unpaid leave pending determination of the Governing Board.

The potential dismissal of any employee shall be communicated to and coordinated with the Governing Board President, and ultimately ratified by the Governing Board.

Section 7 Campus Safety/Security**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 Office Manager 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.

The Director of Operations or designee may periodically appoint a committee of employees to review the disaster preparedness plan and recommend changes and/or improvements.

Drills

Summit Leadership Academy – High Desert shall accomplish the following drills at least once per semester:

- Fire Drill
- Earthquake Drill
- Campus Lockdown Drill

Additional drills may be accomplished throughout the school year at the discretion of the Director of Operations or designee.

Weapons and Dangerous Instruments

The Director of Operations or designee may allow/authorize weapons or dangerous instruments at SLAHD only for pre-authorized instructional/demonstrational purposes, and only under the direct supervision of qualified professionals. The Director of Operations shall ensure that proper precautions have been taken to ensure a high level of safety and that the weapon or dangerous instrument will not be mishandled or misused while at the school.

Weapons and dangerous instruments include, but are not limited to:

- Firearms: pistols, revolvers, shotguns, rifles, “zip guns,” “stun guns,” Tasers, and any device capable of chemically propelling a projectile.
- Cutting and puncturing devices: dirks, daggers, knives of any variety, folding knives with a blade that locks into place, or razors.
- Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices.

No live ammunition or explosives may be present during instruction and demonstrations.

Confiscation of Weapons and Dangerous Instruments

Absent the conditions cited above, any SLAHD employee may confiscate any weapon, dangerous device or instrument; especially those defined in Penal Code 12020 including a blackjack, slingshot, billy club, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon. A SLAHD employee confiscating any weapon or dangerous weapon shall deliver it to the Director of Operations or designee immediately.

If any employee knows that a student possesses a weapon or dangerous device which has not been confiscated, the employee shall report the matter to the Director of Operations or designee immediately.

SLAHD shall notify law enforcement authorities with regard to the seizure or possession of any firearm, Taser, stun gun, or any cutting or puncturing device identified above.

Child Abuse and Neglect Reporting

Employees of SLAHD are required to report known or suspected incidences of child abuse in accordance with state law and district regulations. Employees of SLAHD shall cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

The administration provide training in child abuse identification and reporting to all staff at the beginning of each school year; and shall provide written notice of the child abuse reporting requirements and the employees' confidentiality rights.

"Mandated Reporters" are those people defined by law as "child care custodians", "medical practitioners" and include virtually all SLAHD employees.

Employees shall report known or suspected abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual.

Child Abuse Definitions

"Child Abuse", for purposes of this policy, includes the following:

- Physical abuse resulting in non-accidental physical injury.
- Physical neglect, including severe and general neglect, resulting in negligent treatment or maltreatment of a child.
- Sexual abuse including both sexual assault and sexual exploitation.
- Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment.
- Severe corporal punishment.

"Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.

"Reasonable Suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse.

Child Abuse Reporting Procedures

To report known or suspected child abuse, any employee shall report by telephone to the local child protective agency.

San Bernardino County Department of Child Services (909) 388-1900

The telephone report must be made immediately, or as soon as practically possible, upon reasonable suspicion that abuse has occurred. The verbal report will include:

- The name of the person making the report.
- The name of the child.
- The present location of the child.
- The nature and extent of an injury.
- Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

At the time the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

Within 36 hours of making the telephone report, the mandated reporter shall complete and mail a written report to the local child protective agency. The standard Department of Justice form (DOJ SS 8572), is available from the Director of Instruction.

Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify a Director as soon as possible after the initial verbal report. Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that the verbal or written reporting procedures are carried out according to state law and SLAHD regulations. If requested by the mandated reporter, a Director or designee may assist in the completion and filing of these forms.

Child Abuse: Legal Responsibility and Liability

Mandated reporters have absolute immunity. SLAHD employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in jail for a term not to exceed six months or by a fine of not more than \$1000 or both. The mandated reporter may also be held civilly liable for damages for any injury to the child after failure to report.

When two or more persons who are required to report jointly, have knowledge of suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by any one of them who is selected by mutual agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.

The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any internal administrative sanction.

Child Abuse: Victim Interviews

A child protective agency representative may interview a suspected victim of child abuse during SLAHD hours, on the SLAHD's premises, concerning a report of suspected child abuse that occurred within the child's home. The child shall be given the choice of being interviewed in private or in the presence of any adult SLAHD employee or volunteer aide selected by the child.

If a staff member is present during the interview, the staff member shall abide by the following:

- The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
- The selected person shall not participate in the interview.
- The selected person shall not discuss the facts or circumstances of the case with the child.
- The selected person shall not discuss the facts or circumstances of the case with any individual not involved in the investigation.

If a staff member agrees to be present, the interview shall be held at a time during SLAHD hours when it does not involve an additional, unbudgeted expense to SLAHD.

Child Abuse: Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse, a Director or designee shall **not** notify the parent/guardian as required in other instances of removal of a child from SLAHD, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian.

It is the responsibility of the peace officer to notify the parent/guardian in this situation. Peace officers will be asked to sign an appropriate release or acceptance of responsibility form.

SECTION 8 SUMMARY of REFERENCES and AUTHORITIES

Education Code Sections

7008 - a member of the Defined Benefit Program of the State Teachers' Retirement Plan who is disabled as a result of an injury that is a direct consequence of a violent act perpetrated on his or her person while performing duties in the scope of employment, may, upon qualifying for a and while receiving an allowance, continue in the district's health care plan and dental care plan by paying all of the employer's and employee's premiums and all of the related administrative costs of the employer.

35145 - All meetings of the governing board of any school district shall be open to the public and shall be conducted in accordance with Chapter 9 of Division 2 of Title 5 of the Government Code.

35160 - The governing board of any school district may initiate and carry on any program, activity, or may otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which school districts are established.

35160.5 - The governing board of each school district that maintains one or more schools containing any of grades 7 through 12 shall establish a school district policy regarding participation in extracurricular and co-curricular activities by pupils in grades 7 to 12, inclusive.

35179 - Each school district governing board shall have general control of, and be responsible for, all aspects of the interscholastic athletic policies, programs, and activities in its district, including, but not limited to, eligibility, season of sport, number of sports, personnel, and sports facilities. In addition, the board shall ensure that all interscholastic policies, programs, and activities in its district are in compliance with state and federal law.

37223 - The governing board of any elementary, high school, or unified school district or any county superintendent of schools may maintain classes on Saturday or Sunday, or both.

35250 - The governing board of every school district shall certify actions taken by the governing board whenever such certification or attestation is required for any purpose, keep an accurate account of the receipts and expenditures of school moneys, make an annual report, on or before the first day of July, to the county superintendent of schools, and make or maintain such other records or reports as are required by law.

37252 (e) – School programs may be offered during the summer, before school, after school, on Saturday, or during intersession, or in any combination of summer, before school, after school, Saturday, or intersession instruction, but shall be in addition to the regular school day.

41020 - Each fiscal year, each county superintendent of schools shall provide for an audit of all funds under his or her jurisdiction and control and the governing board of each local educational agency shall either provide for an audit of the books and accounts of the local educational agency, or make arrangements with the county superintendent of schools having jurisdiction over the local educational agency to provide for that auditing.

42800 - The governing board of any school district may establish a revolving cash fund for the use of the chief accounting officer of the district, by adopting a resolution setting forth the necessity for the revolving cash fund, the officer for whom and the purposes for which the revolving cash fund shall be available, and the amount of the fund.

46010 - The total days of attendance of a pupil upon the schools and classes maintained by a school district, or schools or classes maintained by the county superintendent of schools during the fiscal year shall be the number of days school was actually taught for not less than the minimum schooldays during the fiscal year less the sum of his or her absences.

46014 - Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship or at other suitable place away from school property. Such absence shall not be deemed absence in computing average daily attendance, if certain conditions are met.

47605(a)(2)(A) - A charter school shall admit all pupils who wish to attend the school. **(B)** If the number of pupils who wish to attend the charter school exceeds the school's capacity, attendance, except for existing pupils of the charter school, shall be determined by a public random drawing. Preference shall be extended to pupils currently attending the charter school and pupils who reside in the district except as provided for in Section 47614.5. Other preferences may be permitted by the chartering authority on an individual school basis and only if consistent with the law.

48200 – Each person between the ages of 6 and 18 years not exempted under the provisions of the law is subject to compulsory full-time education.

48205 – A pupil shall be excused from school when the absence is due illness; due to quarantine; for the purpose of having medical or dental services rendered; to attend the funeral services of a member of the immediate family; for the purpose of jury duty; and other such reasons identified in this code section.

48216 - The county office of education or the governing board of the school district shall exclude any pupil who has not been immunized properly pursuant to the Health and Safety Code.

48260 - Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

48264 - Any minor who is required to be reported as a truant may be required to attend makeup classes conducted on one day of a weekend.

48290 - The governing board of any school district, shall, on the complaint of any person, make full and impartial investigation of all charges against any parent, guardian, or other person having control or charge of any child, for violation of any law.

48900 - A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school determines that the pupil has caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon the person of another; possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object; unlawfully possessed, used, sold, or otherwise furnished, or other such acts as identified in this code section.

48930 - Any group of students may organize a student body association within the public schools with the approval and subject to the control and regulation of the governing board of the school district.

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

49067 - The governing board of each school district shall prescribe regulations requiring the evaluation of each pupil's achievement for each marking period and requiring a conference with, or a written report to, the parent of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent to attend the conference, or to respond to the written report, shall not preclude failing the pupil at the end of the grading period.

49069.5 - The local educational agency shall ensure that if the pupil in foster care is absent from school due to a decision to change the placement of a pupil made by a court or placing agency, the grades and credits of the pupil will be calculated as of the date the pupil left school, and no lowering of grades will occur as a result of the absence of the pupil under these circumstances.

Health and Safety Code Sections

121525 - Except as provided in Section 121555, no person shall be initially employed by a private or parochial elementary or secondary school, or any nursery school, unless that person produces or has on file with the school a certificate showing that within the last 60 days the person has been examined and has been found to be free of communicable tuberculosis

Vehicle Code Sections

13202.7 - Any minor under the age of 18 years, who is a habitual truant within the meaning of the Education Code, may have his or her driving privilege suspended for one year by the court.

Unemployment Insurance Code Sections

2613 – Employers shall provide to employees a notice informing workers of their disability insurance rights and benefits due to sickness, injury, or pregnancy.

United States Code, Title 42

It shall be an unlawful employment practice for an employer to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin; or to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, or national origin.

APPENDIX

Copy of current Charter

Copy of current Board Policy

Copy of current SLAHD Fire, Disaster, & Crisis Plan

Copy of current Student Handbook

Copy of current Job Position Descriptions