

Highland High School
Public Service Academy
Student Handbook

As of May 16, 2018



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Section 1: Benefits for Students

Congratulations! You are participating in an exciting program that can benefit you in many ways. The Public Service Academy's goal is to prepare students for career pathways in Emergency Medical Services and/or in the Public Industry sector. In our program, you will learn about skills that are necessary for success. Besides career preparation, we also offer a special notation on your transcripts if you meet the requirements. Although you are not actual employees of the Public Service Academy, school, or school district, we will provide you with experiences that simulate real life, workplace situations. Finally, we have additional activities that will enhance your experience in the program.

1A. Career Preparation

For you to be successful in any of the many career choices in the fields of public service, there are certain skills and knowledge you must have. These skills and this body of knowledge form the basis for all instruction in the Academy. We will teach you these skills during your time with the Public Service Academy. Therefore, if you graduate from the Public Service Academy program, you will be able to demonstrate the following skills:

- Acquire, analyze, and manipulate verbal and numeric data.
- Write technical and integrated pieces (such as reports, research, case studies, etc.) in well organized, error free paragraphs that follow the rules and conventions of Standard Edited English.
- Identify and analyze issues and draw conclusions in writing and research.
- Understand and apply visual, Mathematical, and verbal logic.
- Comprehend and make analogies.
- Understand and demonstrate professional responsibility and ethics.
- Use vocabulary that is appropriate to your vocational area of emphasis and correct
- Legal/Medical terminology.
- Present yourself and your work in a professional manner.

1B. Notation Possibilities

Each of the following requirements must be completed in order to graduate from the Public Service Academy of Highland High School. Each student meeting these requirements will be considered a graduate of the Public Service Academy and receive a stole to wear on graduation day:

1. 2.5 weighted cumulative GPA (3.0 for Honors, 3.5 for High Honors)
2. Completion of 60 Units of Academy Classes
3. Completion of Academy Courses with 2.5 GPA

- a. Intro Public Safety
 - b. Fire Science
 - c. Health Science Emergency Medicine
 - d. Emergency Medical Technician
4. No more than 10 unexcused absences per class per semester since entering the academy
 5. No more than 10 unexcused tardies per class per semester since entering the academy
 6. 20 approved and verified service learning hours completed by end of Junior year
 7. Completion of Senior Project requirements at or above 75%
 - a. Internship in spring semester of Emergency Medical Technician (24 hours)
 - b. 1000 word research and reflection paper in connection with internship experience.

If you successfully complete the Public Service Academy program, you will earn a special notation on your transcript upon graduation showing that you have completed a special program of study that not just meets, but exceeds the basic requirements for high school graduation. This notation is very attractive to prospective employers, military service academies, schools, and colleges.

The following elements are considered for the notation:

- 20% Academy GPA (the grade point average of all of your Academy classes combined)
 - *2.5 weighted minimum cumulative GPA required for notation
- 20% demonstrated work ethic (from your evaluations)
- 20% service learning hours you have accrued
- 20% Attendance (your Attendance Scores and adherence to procedures)
- 20% for your senior project scores (paper, portfolio, presentation, and project)

Each of these elements will be explained in this Handbook so you can be prepared to maximize your success in the Academy. Once all of these factors have been taken into consideration and tabulated mathematically, you will have earned one of the following levels of the notation:

- 90 – 100 = Graduation with High Honors
- 80 – 89 = Graduation with Honors
- 70 – 79 = Graduation from the Academy
- less than 70 = Graduation from high school, but not from the Academy (no notation)

*As of May 16, 2018

1C. Public Service Related Activities

We have incorporated activities into the Academy that enhance the overall experience for students. One of those activities is an annual integrated project. Each year students will have the opportunity to participate in a large scale project that involves all Academy students at all grade levels. Students have, for example, participated in a historical

mock trial, recreated a crime scene, campaigned for an election, and examined Emergency Action Plans at local theme parks.

Another event that occurs is the Academy Awards night. Early in the year, the Academy faculty honor several students from the previous year. Students selected for awards are honored for achievement in several categories, including attendance, grades, service learning, and so on. It is an opportunity for teachers to honor excellence in their particular classes as well as an opportunity for students to honor each other.

Section 2: Expectations of Students

The whole idea of a Public Service Academy is to prepare you for a career. So, the Academy is set up with the same general expectations that people have in the workplace of the employees. At a job, the expectations are very different from the normal expectations of high school students. Since we want you to know what these expectations are, the Academy operates like a workplace. Also, because many of the teachers in the Public Service Academy have worked at other jobs before they became teachers, they will treat you as if you are employees who are there to work for them, and expect you to conduct yourself like employees who are there to WORK.

2A. Career Exploration

Along with the classroom instruction that will help to make you successful in a career in the field of public services, another very important part of the Public Service Academy is the career education you will receive. At each grade level, we have planned experiences for you, which will allow you to explore the many career choices available to you. There is a broad range of occupations within this career path, and we hope that you will investigate as many of them as possible. Through field trips and activities you will be provided many opportunities to investigate different public service professions during your time in the academy.

For each of these experiences, some type of written report will be required as part of your grade in that class; this report may even count for your grade in more than one of your Academy classes. These reports will be a part of your Career Portfolio to help you in preparing your senior presentation.

2B. Attendance Records

Absences and Tardies:

At any job, attendance and timeliness is very important and will have an impact on your evaluation. Tardies will be handled in accordance with the school rules, through the PS system. However, Academy students with more than Ten (10) tardies will be referred to the Review Board and ultimately, may be dismissed from the Academy (see Section 4C). Your absences and tardies will be calculated as part of your notation in the Public Service Academy. A higher standard of attendance is expected in addition to District policies already in effect. [AVUHSD Board Policy (BP) and Administrative Regulation (AR) 5113 governs attendance and credits for classes. Copies are available upon request.] Our standard reflects the work ethic that our community partners expect employees to have. In the workplace, employees are allowed a certain number of absences per year. In keeping with workplace standards, Academy students are allowed to have a maximum of ten (10) unverified absences per class per semester.

Absence Form:

Academy students are required to keep track of each absence and tardy on this form. If you are going to be absent for any reason, it is your responsibility to find out what you are going to miss and to turn in work that is due. Being absent is not an excuse for turning in assignments late.

You must request the day off in advance for known upcoming absences (e.g., doctor's appointments), by requesting signatures from your Academy teachers ahead of time. Those unforeseeable absences (such as unexpected emergencies) must be signed for within one week after your return to school. You will find the Absence Form in the Appendix of this booklet.

You are expected to account for all absences and tardies (including non-Academy and verified school activities) on your form.

Attendance Report:

You are also required to submit the Absence Form, along with a copy of your Attendance Printout to the Academy Coordinator at the end of each semester. This paperwork requirement is an opportunity for you to correct any mistakes made during the semester. You will need to ask teachers, coaches, and/or your parents to initial your attendance printout next to any errors. However, you should make sure that your absences get cleared as they occur, or immediately thereafter. Failure to maintain your Absence Form will be documented in your Academy file.

Your Absence Average will be converted into an Attendance Score (04).

If your score is 0 or 1, you must include a business letter explaining the circumstances of your absences. If your paperwork or your attendance report is unsatisfactory, you will be called before the Review Board to explain (see Section 4C). Unverified single period absences (i.e., ditching a class) will Not be tolerated and may lead to your dismissal. Additionally, inability to maintain the Academy standard for tardies and attendance may ultimately lead to your dismissal. You will be given a deadline to submit this paperwork and you are required to meet this deadline. Failure to meet the deadline will be documented in your Academy file and you will be placed on automatic probation for the next semester.

2C. Service Learning Records

As one of the requirements for earning the notation, students in the Public Service Academy program will be required to complete a minimum of forty (20) hours of service learning. Service Learning is community service that reinforces and extends what is being taught in the classroom. The purpose is to foster good citizenship and to encourage learning through public service. Some examples of the types of Service Learning projects that students may encounter are:

- testing water as a community service (Science Chemistry)
- working for a Voter Registration drive (Civics)
- serving as a juror on Teen Court (Criminal Justice)

- assisting elderly
- proposing solutions for issues plaguing our community
- trying to get a traffic signal installed to curb the number of accidents

You may also have the opportunity to participate in a variety of Service Learning projects through regularly scheduled classroom extension activities. Some of these activities will be designed and executed by the students themselves; most of these activities will take place off campus during non-school hours.

Your parents will need to sign a permission slip before you participate in an off campus activity. You are encouraged to participate in these activities whenever possible, because you can earn points toward your notation and special recognition awards by participating. In addition, all Service Learning hours can be listed on college applications and résumés as “community service.”

- By the end of 10th grade, students must complete a minimum of 10 hours of approved community service hours.
- By the end of 11th grade, students must complete an additional 10 hours of approved community service hours for a total of 20 hours.
- By the end of the Quarter-3 in 12th grade, students must complete 24 hours of Internship for a total of 20 Service learning hours and 24 hours of internship.
- Any hours of service learning a student earns beyond the notation requirement will apply toward special awards.
- The notation requirement of forty-four (44) hours must be fulfilled and counted by January April 15th of the student’s senior year.

Service learning opportunities will be advertised through “Remind” as Academy staff become aware of them. Students may choose to participate in these opportunities, or they may design experiences of their own and get them approved by the academy coordinator. In order for the student to be given credit for the hours of service learning to be counted toward the notation and/or special awards, the following procedure must be followed:

1. Get the Service Learning Permission Slip
2. Discuss your service learning idea with the Academy Coordinator and obtain approval for the proposed activity.
3. Obtain your parents’ permission and signature on the Service Learning Permission Slip.
4. Take the form to the Academy Coordinator for signature and turn it in, please make an appointment via email cchacon@avhsd.org. Ask for initials on your Service Learning Tracking Form
5. You will be given a Verification Form to take with you to the service learning site. The paperwork must be signed by an adult who supervised you at that site and the number of hours must be listed on the form so that you get credit.
6. Complete the reflection on the reverse of the Verification Form, detailing how your activity extended and reinforced Academy learning.

7. Return this paperwork to the Academy Coordinator after your service learning hours have been completed. Ask for initials on your Service Learning Tracking Form.

Service learning accounts for 20% of the Academy Notation. Each semester, the number of hours you have completed will be converted to a score (4 point scale) and entered into your records. An average of your scores will comprise this portion of the Academy Notation.

You will find all Service Learning forms in the Appendix of this booklet.

2D. Work Ethic

Advisory Board

Many of the requirements and procedures we use in the Academy are taken from real life. We have an Advisory Board that is our link to the community. Members of the Advisory Board include individuals in the fields of law, municipal government, emergency medicine, and firefighting. Board members interact with students in a variety of ways. They may allow students to job shadow and also participate in career day (see Section 2A). Many also attend our activities and sometimes speak at events. We encourage you to let us know if you would like to find out more about a career field by getting in contact with one of our committee members.

Our connection with the Advisory Committee provides us with the opportunity to stay current in a variety of career field requirements and expectations. Work ethic is one of the key issues in today's work world. Employers have difficulty finding employees that have a good work ethic. We have therefore built work ethic into our program. Students are evaluated on their work ethic (see Section 4B). Based on input from committee members, we have incorporated various elements that will help you to build a strong work ethic.

Planners

Students in the Public Service Academy are expected to behave with a certain work ethics.

Since we are preparing you for the work world, you must learn to be responsible. This includes meeting deadlines, arriving on time, putting effort into assignments, planning, prioritizing, and thinking ahead. Students receive planners from the school and are strongly encouraged to use them. Our program is rigorous and many assignments require planning and prioritizing activities around each other. Keeping accurate records (calendar, forms, etc.) is part of showing responsibility. Your planner will allow you to keep track of your duties in one location.

Responsibility

One of the most important qualities that contribute to your work ethic is responsibility. We have already emphasized the importance of using your planner to assist you in being responsible. Responsibility also includes your attendance. One of the main reasons employers fire employees is due to tardiness and poor attendance. We expect you to make efforts to demonstrate responsibility with your attendance. An example would be to email your teacher to get an assignment if you are going to stay home because you are sick. Another example would be to turn in your major projects early or have someone deliver them if you are going to be absent on a due date.

Integrity

Individuals develop integrity as they progress in life. These principles reflect who you are by your actions. We expect student to have a high standard of integrity and to honor their principles. Doing the right thing is not always easy or popular. We encourage students to act with honor and dignity at all times. You represent our Academy by participating in it. We want you to uphold a standard that is higher than the average student. Issues that violate basic Academy principles include, but are not limited to, lying, cheating, stealing, disrespect, inappropriate use of language, sexual harassment, racial discrimination, and/or acting with malice. [For District policy regarding sexual harassment and discrimination refer to BP/AR 5145.7 and BP/AR 0410, respectively]

Students who consistently demonstrate a poor work ethic will be referred to the Review Board and may be dismissed from the Academy.

2E. Uniform Requirements

The mission of the public service academy uniform and personal grooming standard is to always present our program to the community in a professional manner. Our uniform and the quality of dress are a direct reflection of our attitude and professionalism. Students are required to wear their respective grade level uniform on Thursday and in community events/activities.

Section 3: Academic Requirements

Students in the Academy are required to take a minimum of sixty (60) credits of Public Service classes and earn satisfactory grades in those classes. The foundation of the Academy program is the academic core of classes. We provide you with a strong academic background, in order to give you the knowledge, concepts, and skills you will need to succeed in a Public Service career. The Academy “block,” which consists of your English, Social Studies, and Science classes, forms the basis of your knowledge and gives you the skills you will need for jobs in this career path. Instruction in these areas is integrated and taught in a thematic manner. You will apply the skills and concepts needed for legal, government, and public service careers. We have also developed specialized electives. Some students may be able to participate in special programs while in the Academy, including Advanced Placement, Honors, and other CTE programs. In your senior year you will develop your Senior Project and Portfolio. The courses you take and your success in them will contribute to your level of notation.

3A. Grades:

20% of the Academy Notation is derived from your grade point average in Academy classes. In order to qualify for the notation, you must also earn at least a “C” in each class counted towards the sixty (60) credit hours of coursework for the notation.

- You must also earn at least a “C” in all classes that count towards the notation in order to remain in the program.
- Additionally, you must earn and maintain a minimum of a 2.0 grade point average overall (including non-Academy classes) in order to remain in the program.

If your grade point average drops below a 2.0 for any grading period, or if your grade in Academy classes drops below a “C” in any grading period, you are automatically placed on probation (See Section 4D). While on probation, you must raise your grade according to the standards given above by the next grading period and/or you will be called before the Review Board and you may be dismissed from the Academy. If called before the Review Board you will be asked to explain how you will meet the grade requirement. If, at any time, you are having difficulties, you should discuss it with your Academy teachers and/or your Academy Coordinator so we are aware of the problem (See Section 4A). An intervention plan may be made. Intervention strategies may include:

- help with study skills
- contact with your parents
- recommending that you attend before or after school tutoring, or
- helping you with organization

3B. Course Work

Classes REQUIRED for the Notation:

To complete the Academy program, your coursework MUST include satisfactory completion (C or better) of the following sixty (60) credits worth of course work:

- One year of the Academy “BLOCK” = 20 credits
- One year of Emergency Medical Technician/ Public Policy/Practicum = 20 credits
- Notation electives = 20 credits

Each class has varying credits, some classes also have Articulation with AVC which means that if you receive a grade of “C” or better for each semester, you can get Antelope Valley College credit, even though you are taking the class at Highland.

- Introduction to Law (9th grade students) – 10 credits
- Fire Science (10th grade students) – 10 credits
- Health Science Emergency Medicine (11th grade students) – 10 credits
- Emergency Medical Technician Law- 20 credits credits [+ class is articulated with AVC] and internships/ job shadowing

You should also note that sixty credits is the minimum requirement for the notation; completion of the entire program from the freshman year through the senior year, including our additional electives, will be the most beneficial to you. This is because the level of notation you can earn is determined by a number of factors, not only having taken the classes alone. See Section 1B for more information.

3C. Additional Electives

Recommended Public Service Electives

Since you are enrolled in the Public Service Academy program, the Academy will help you guide your program choices. Besides the “block” and Notation electives, your selection of the appropriate additional electives will ensure that you are receiving the best preparation for the occupation you are interested in pursuing. For example, if you wish to become a lawyer, which requires going to college and then law school after college, you will be placed in Foreign Language. A minimum of two years of study in foreign language is required for college entrance; three years of study is preferred. Spanish is the language identified by the Academy Advisory Committee as the most useful for future firefighters, emergency medical workers, law enforcement officers, court employees, government employees, social workers, and so on. In addition, many universities (including both UC and CSU systems) require a Fine Arts course. You should choose the electives most appropriate for the postsecondary education and training you will need to get into a specific occupation within your career pathway. Additional Elective choices available in the program now include:

Criminal Justice
Speech/Mock Trial

3D. CTE/Regional Occupational Program

The electives in the Public Service Academy our CTE class that meets here at Highland and gives you experiences in Public Service related fields. There are several other CTE

classes offered in conjunction with the Public Service Academy through the Antelope Valley Union High School District which may offer you experience in the workplace. Check with your counselor for current offerings.

Some of their classes include:

Fire Tech – meets at LA County Fire Station 129 on Avenue M and 4th St. East
Other recommended electives, which support careers in the fields of Public Service, are International Business, Air Force Jr. ROTC, ASB Leadership Class, and Psychology.

In addition, there are many extracurricular activities to choose from, including participating in the Mock Trial Team. SkillsUSA also offers training in public speaking skills and the opportunity to compete in related competitions at the local, regional, state, and national levels.

3E. Senior Seminar

As a high school graduation requirement, you must complete a Senior Project. You will prepare a Senior Project, which includes an extensive research paper, an internship, and a presentation to a panel of adjudicators. With the guidance of an Academy faculty member, you will design your own culminating project for graduation from the Academy, and present it, along with, and as a part of your Career Portfolio, to the panel. Panel members may include teachers, counselors, administrators, and Advisory Committee members. Part of your notation requirement is the score you receive on your Senior Project. Your focus must be related to your cumulative job-related experiences in the Academy. Your Senior Project (including the paper, internship project, portfolio, presentation) will count for 20% of your Academy Notation.

Section 4: Evaluations and Dismissal

In order for students to successfully complete the Public Service Academy, we monitor your performance in a number of ways. We provide faculty or community mentors for each student as a forum to continually check on student progress in the program. We also evaluate students periodically. Part of your notation requirement is the score you receive on your evaluation. Academy students will be evaluated (just like at a job) at least once per year. In addition to the school's progress reports, which allow teachers to report your grades to your parents, each teacher in the Academy will evaluate you on the basis of attendance and tardiness, the quality of your work, your attitude, and your overall participation. Another way in which we resolve and clarify issues is through our Review Board. Students who are not meeting Academy requirements will be referred to a review board for intervention or dismissal.

4A. Mentors

Each faculty member of the Public Service Academy serves as a mentor to students. You will be assigned a mentor when you join the academy and they will meet with you at least once per semester until graduation. The purpose of having a mentor is to provide additional guidance for you as you progress through the program. We encourage you to discuss academic and procedural issues with your mentor as they arise. If you are having difficulty in a class, let your mentor know. We can't help you if we don't know there is a problem! College preparation is also something that mentors can assist you with. You may need help with signing up for the PSAT, SAT, ACT, or deciding the industry certifications to pursue, and which postsecondary institutions to which you should apply.

4B. Rating Criteria

Evaluations:

Academy teachers will evaluate each student at least once per year. We will send these evaluations home and ask that your parent/guardian signs it and returns it by a certain date.

Evaluation Criteria

	Superior (4)	Good (3)	Satisfactory (2)	Poor (1)
Quality of Work	Highest level; Complete; free of errors	Above Average; neat; few errors	Complete; some errors, acceptable	No work; poor work habits
Attitude	Enthusiastic; fosters teamwork	Works well with others; showing growth	Sometimes indifferent; uninterested;	Constant source of problems; often argues
Overall Participation	Excellent; lots of input, insightful, thoughtful	Good; some input, limited comments	Fair: little input if at all; disruptive	Poor; no input
Work Ethic	Demonstrates highest level of responsibility; hardworking, excellent attendance	Usually responsible; good attendance;	Shows responsibility; misses some deadlines, mediocre attendance	Shows little to no responsibility, poor attendance record, often misses deadlines

In addition, if you receive a rating of Unacceptable by two or more Academy teachers, you will be considered for dismissal. As is the case in any job situation, due process will be followed before you are dismissed (see Section 4D).

4C. Review Board:

You may be required to appear before the Review Board for excessive absences or tardiness, failure to maintain a minimum GPA of 2.5, conduct in violation of the Academy's code of ethics or any suspension(s) three days and over will result in a Notice to Appear before the Review Board. If you are given a Notice to Appear, you must schedule an appointment. Your notification will include the area of concern that must be explained or clarified. This board will exercise administrative discretion when evaluating individual circumstances (refer to BP 2210).

You will meet with a panel of faculty and/or administrators and/or counselors and are expected to explain or clarify discrepancies. If your explanation is satisfactory, you will be excused from the appointment. If necessary, at the discretion of the Review Board, we may outline some expected outcomes and plan a follow up meeting to see if you have met the expectations of our agreement. If you have not met the expected outcomes, we may place you on probation. It is also, possible that we may dismiss you from the Academy during your Review Board appointment or in the follow up appointment. See Section 4D for further information on dismissal.

4D. Due Process, Probation and Dismissal

In the Public Service Academy, we have developed a system of due process. Depending upon the severity of the infraction, one or more of the following steps may be skipped leading to immediate dismissal.

1. **Oral Warning** – student is cautioned of performance area(s) noted by Academy teacher(s).
2. **Written Warning** – both the student and the parent(s) are informed in writing by the Academy Coordinator or the Academy Counselor. Parent conference and/or intervention plan/contract may be required. Student may be placed on probation. Please note that a progress report or report card serves as written warning with regard to grades and student will automatically be placed on probation.
3. **Dismissal** – student and parents will be informed in writing; student will be removed from the Academy and enrolled in regular classes either at HHS, or, if at HHS on Open Enrollment for the Public Service Academy, at the student's school of attendance at the earliest administratively convenient opportunity.

Probation:

You may be placed on probation due to failure to meet the attendance requirements, grade requirements, or consistent failure to demonstrate work ethic. If this happens, you and your parents will receive a written notice, normally a letter from the coordinator. If probation is warranted due to grades, progress reports and report cards serve as written notice and you will not receive a letter. Your mentor will meet with you periodically to check on your progress. It will be YOUR responsibility to correct the problem that caused you to be placed on probation. If, at the end of the semester, you have not met the required standard, you will be dismissed and returned to regular (non Academy) classes, either at HHS or at your school of attendance.

Dismissal:

At a job, an employee must pass periodic evaluations. An employer may dismiss any employee at ANY time, and the employer is not required by law to show "cause" for dismissal. The company or employer does not have to give the reason(s) why it is firing the person. Reasons for dismissal from the workplace include, but are not limited to:

- poor work quality
- being late
- being absent too frequently
- incompetence
- being under the influence of drugs or alcohol
- eating at inappropriate times or in inappropriate areas
- stealing from the company
- using inappropriate or obscene language

- dress code violations
- any act of sexual or racial harassment
- nondiligence (not doing your work)

Reasons for dismissal from the Public Service Academy include, but are not limited to:

- continually being late or absent
- failing to demonstrate work ethic as defined in Section 2D
- failure to follow the classroom rules
- using inappropriate or obscene language
- poor work quality
- poor work performance (grades)
- continuously demonstrating a poor attitude
- conduct unbecoming of an Academy member
- any act of moral turpitude
- violation of school site or District policy leading to suspension or expulsion
- stealing from the company
- cheating
- use of illegal drugs or alcohol
- any act of sexual or racial harassment
- insubordination (disrespect to authority)
- Plagiarism

Note for Freshmen

Freshmen students enrolled in the Introduction to Public Safety class are not technically in the Public Service Academy, however, the dismissal criteria and the rules of the school district will apply.

Students on Open Enrollment

It is a privilege to attend Highland on an Open Enrollment waiver for the Public Service Academy program. If you get dismissed, your Open Enrollment will be cancelled and you will be sent back to your school of attendance at the earliest administratively convenient opportunity. Note: Dismissal from the Academy for any reasons discussed above is wholly at the discretion of the Academy Coordinator and/or school administration.

4E. Grievances and Appeals

Grievances are handled through the District grievance policy outlined in BP/AR 5145.5. Appeals for grades are handled through the Education Code 49066A. Copies of these procedures are available upon request.

Appendix

Definitions of Terms

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Student Agreement and Photo Release Form

Definitions of Terms

Absence Average: Total number of tardies and absences, not including verified school activities ("V" on Attendance Printout) divided by the number of classes the student has.

Additional Electives: Academy classes that enrich the program, including Fire Tech, Spanish, Criminal Justice, and Speech/ Mock Trial

Administrative Discretion: Judgement exercised by the Academy Coordinator, the Review Board, and administrators regarding individual circumstances of students [Refer to BP 2210]

Attendance Score: Score assigned based on the absence average for a given semester.

Scores are averaged over the student's Academy membership to derive the Attendance portion (20%) of the Academy Notation. Scores of 0 1.4 require a business letter of explanation turned in with forms. Scores of 1.5 4.4 do not require a letter.

BP/AR Board Policy and Administrative Regulation of the Antelope Valley Union High School District. Copies are available upon request.

Block English, Science, and Social Studies classes; one year is required for the notation

Core: Same as the block

Dismissal Removal from the Academy, including placement in non-Academy classes at the earliest opportunity unless on open enrollment, in which case the student will be returned to his/her school of attendance at the earliest opportunity.

Education Code: Policies regarding educational procedure in California. Copies are available upon request.

Evaluation Periodic rating given by Academy teachers at least once per year

Moral Turpitude: Conduct that is contrary to justice, honesty, or morality

Mentor: Academy faculty member assigned to a student to monitor his/her overall progress (notation requirements, grades, and attendance).

Notation: A special addition to a student's transcript that identifies the student has exceeded high school graduation requirements by participating in Public Service program.

Notation Electives: Academy classes that may be taken to fulfill the 20 elective credits required for the notation, including Introduction to Public Safety, Fire Science, Health Science Emergency Medicine/ Law & Public Policy, and Emergency Medical Technician/ Practicum.

Notice to Appear: Notification given to students who are required to meet with the Review Board. Students must schedule an appointment, as instructed in the notification, and be prepared to explain the area(s) of concern that are indicated in the notification.

Open Enrollment Privileged status in which a student not living in Highland's attendance area attends Highland for the purpose of participating in the Academy program, through following specified district procedures.

Probation Status: during which any infractions or violations of Academy policies may result in dismissal.

Review Board: Panel of faculty and/or administrators and/or counselors that evaluates students for grades, attendance, and/or work ethic (including discipline).

Satisfactory: Earning a C or better in all classes for the notation as well as a 2.0 overall grade point average.

School Activity: school activities including sports, Academy activities, club activities, and assemblies.

School of Attendance: With regard to Open Enrollment, a student's school that is in their region, outlined by the school district.

Service Learning: Community service that extends Academy learning to the community Tardy Arriving to class late, even with a pass.

Unverified Absence: Appears as an "A" on attendance reports; absences which have not been excused; counts against students and are unacceptable.

"V": This attendance code refers to verified school activities such as sports, Academy activities, assemblies, or other verified school related activities. They are not included in the allowable four () absences per semester.

Public Service Academy
ABSENCE FORM

Student Name _____ Grade _____ Semester _____

Account for ALL tardies and absences on this form. Known upcoming absences need to be signed for in advance (e.g., sports activities, doctor's appointments, etc.). Unexpected absences need to be signed within one week of your return. You are not required to obtain signatures from non-Academy teachers. Write "N/A" in the Teacher Signature block for those absences/tardies.

Teacher Signature _____ Date _____

Date of Absence _____ Period(s) _____

Reason for absence/ tardy _____

Teacher Signature _____ Date _____

Teacher Signature _____ Date _____

Teacher Signature _____ Date _____

Teacher Signature _____ Date _____

Student Signature _____ Date _____

Highland High School
Public Service Academy

Service Learning Permission Slip

Print Name: _____ Grade Level: 10 11 12
Address: _____
City, State, and Zip Code _____

Date of Service Learning Event: _____ Expected # of hours _____

Name of Event and/or Place: _____

Contact Person (if known): _____

Public Service Academy Coordinator signature of authorization:
_____ Date _____
(Academy Coordinator)

Parent or Guardian Authorization:

I give my permission for my son/daughter to participation in the Service Learning event outlined above. (For an explanation of Service Learning, please refer to Section 2C of the Policy Document.) I understand that this event is outside of school hours and is not supervised by a Highland employee.

[Parent's signature indicates approval for the date(s) and time(s) listed above. Transportation to and from the event is the responsibility of the student and/or his/her parents. Transportation for this event will NOT be provided by the school. If permission is not obtained before the event, student may not receive credit for the hours of service learning for the Academy notation.]

Parent/Guardian Signature: _____
Date: _____

Questions about this program not clarified by the Policy Document, Section 2C, should be directed to the Coordinator of The Public Service Academy: at Highland, 538-0304 ext.336.

Highland High School
Public Service Academy
Service Learning Verification Form

Print Name: _____ Grade Level: 10 11 12

Date of Service Learning Event: _____

Expected Time in Hours: _____ Actual Time in Hours: _____

Name of Event and/or Place: _____

Original Contact Person : _____

(TO BE COMPLETED BY THE ADULT AT THE EVENT)

I, _____, (print name)
_____ (print title or position)

verify that the above named student completed the indicated hours of service learning activities at the above named event.

(Signature) Date: _____

(Contact Phone Number) (Name of Business or Organization)

BRIEF SUMMARY OF WHAT THE STUDENT DID AT THIS EVENT:

HOURS COMPLETED: _____

Questions about this program should be directed to the Coordinator of The Public Service Academy at Highland, (661)538-0304 ext. 336.

STUDENTS: Complete the reflection on the reverse side of this form and return it to the Public Service Academy Coordinator in order to receive Service Learning Hours.

Public Service Academy
ACADEMY COPY [PLEASE SIGN AND DATE]

By signing below, I acknowledge that I have read the Policy Document (Handbook) and understand and agree to abide by my responsibilities. Also, my signature gives my permission for my son/daughter to have his/her name and/or photo in the media for publicity purposes for Highland High's Public Service Academy.

Please print student's full name _____

(Student signature)

(Parent Signature)

Public Service Academy Policies

This page must be signed by both the parent guardian and student in order for the student to be enrolled in the program.

PLEASE TURN PAPER OVER READ SIGN AGREEMENT ON REVERSE.

**AGREEMENT ASSUMING RISK OF INJURY OR DAMAGE WAIVER AND RELEASE
OF
LIABILITY OF ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

I, the undersigned certify that I (am/am not) over the age of 18 years and I desire to participate in the Public Service Academy off campus activities.

In consideration of the benefits provided by the ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT, I hereby agree that NEITHER I, MY SUCCESSORS, ASSIGNS, NOR ANYONE ACTING ON MY BEHALF WILL MAKE A CLAIM AGAINST OR SUE THE ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT, ITS OFFICERS, AGENTS, EMPLOYEES, OR VOLUNTEERS FOR INJURY OR DAMAGE RESULTING FROM THE CONDITION OF ANY FACILITY, OR THE NEGLIGENCE, CARELESSNESS OR OTHER ACTS HOWSOEVER CAUSED BY THE ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT OR ANY OF ITS OFFICERS, AGENTS, EMPLOYEES OR VOLUNTEERS as a result of my participation in the class, event, sport or activity set forth above.

IN ADDITION, I HEREBY RELEASE THE ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT, ITS OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS FROM ALL CLAIMS AND LAWSUITS THAT I, MY SUCCESSORS, ASSIGNS, OR ANYONE ACTING ON MY BEHALF MAY NOW HAVE OR MAY HEREAFTER AT ANY TIME HAVE FOR INJURY OR DAMAGE: (1) RESULTING FROM THE DANGEROUS OR OTHER CONDITION OF ANY ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT FACILITY OR PROPERTY; (2) SUFFERED BY ME IN ANY OTHER ACTIVITY ASSOCIATED WITH THE CLASS EVENT, SPORT OR ACTIVITY.

I agree that the ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT makes no representations or warranties as to the repair or condition of the property or facilities which I will be using, and I take such property and facilities AS IS. I further agree that it shall be my obligation, not ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT'S, to assure that the property and facilities are in proper and safe condition for the purpose anticipated herein; and that it shall be my obligation and duty, and not ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT'S, to inspect such property and facilities before they are used and to take affirmative steps to repair, or where necessary, warn, in order to prevent injury to person or property.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A LEGALLY BINDING CONTRACT BETWEEN THE ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT AND ME, AND I SIGN IT OF MY OWN FREE WILL.

Dated: _____

Signature of Participant: _____

Signature of Parent or Guardian: _____

Print Name of Participant: _____

