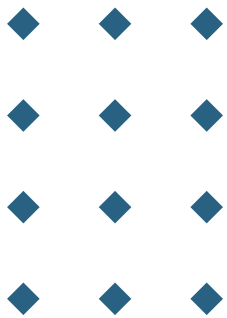




THE PALMDALE
AEROSPACE
ACADEMY

Design, Create and Explore

MS/HS STUDENT HANDBOOK



2026-2027

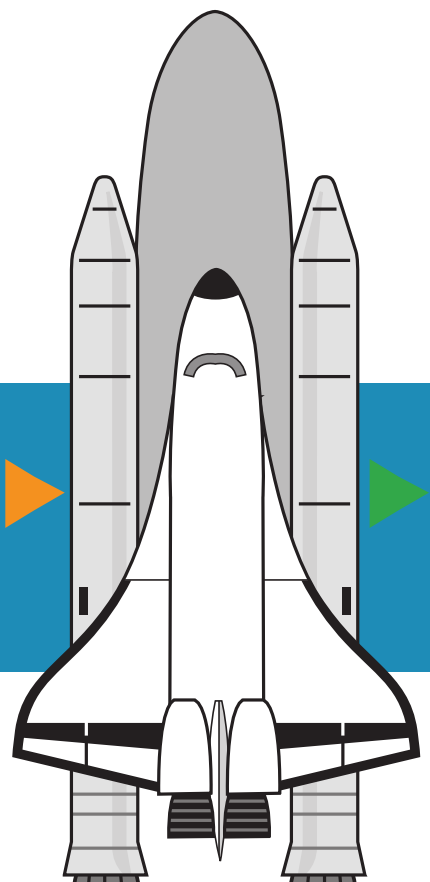




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THE PALMDALE AEROSPACE ACADEMY



2026-2027 MS/HS INSTRUCTIONAL CALENDAR

July '26						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '26						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '26						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '26						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '26						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '26						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '27						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '27						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '27						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '27						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '27						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Back-to-School Night	
Back to School Night	August 20

Minimum Days	
First Day of School	August 12
Minimum Day	August 20
Semester 1- Final Exams	December 16-18
Semester 2- Final Exams	June 1-3
Last Day of School	June 3
Senior Last Day of School	June 2

Grade Reporting	
Quarter 1 Progress Report	October 16
End of Semester 1	December 18
Quarter 3 Progress Report	March 12
End of Semester 2	June 3

Full Day - Other	
Great Shakeout	October 15

Holidays & Breaks	
Labor Day	September 7
Veterans Day	November 11
Thanksgiving Week	November 23 - 27
Winter Break	Dec. 21 - Jan. 8
Martin Luther King, Jr. Day	January 18
Presidents' Day	February 15
Spring Break	March 29-Apr.2
Lincoln's Birthday (Floating)	April 19
Memorial Day	May 31
Juneteenth	June 18

Student Free / Staff Required Days	
New Teacher Orientation	August 6
PD Days	Aug. 7,10-11, Jan. 27

Graduation/Promotion	
HS Graduation	June 3, 2027
MS Promotion	June 2, 2027
ES Promotion	June 2, 2027



2026- 2027 High School Bell Schedule

High School Schedule - Regular Day

Time	Period	Minutes
8:30-9:28	Period 1	58
9:32-10:30	Period 2	58
10:30-10:42	Break	12
10:46-11:44	Period 3	58
11:48-12:46	Period 4	58
12:46-1:26	Lunch Break	40
1:30-2:28	Period 5	58
2:32-3:30	Period 6	58

High School Schedule - Minimum Day

Time	Period	Minutes
8:30 - 9:08	Period 1	38
9:12-9:50	Period 2	38
9:50-10:02	Break	12
10:06 - 10:44	Period 3	38
10:48 - 11:26	Period 4	38
11:26 - 12:06	Lunch Break	40
12:10 - 12:48	Period 5	38
12:52 - 1:30	Period 6	38

MS/ HS Schedule - Finals

Time	Period	Minutes
8:30-10:30	Period 1/3/5	120
10:30-10:45	Break	15
10:50-12:50	Period 2/4/6	120
12:50-1:30	Lunch	optional




2026-2027 Middle School Bell Schedule

Middle School Schedule - Regular Day

Time	Period	Minutes
8:30-9:25	Period 1	55
9:25-9:40	Break	15
9:40-9:44	Passing Period	4
9:44-10:39	Period 2	55
10:39-10:43	Passing Period	4
10:43-11:38	Period 3	55
11:38-12:18	Lunch Break	40
12:18-12:22	Passing Period	4
12:22-1:17	Period 4	55
1:17-1:21	Passing Period	4
1:21-2:16	Period 5	55
2:16-2:31	Break	15
2:31-2:35	Passing Period	4
2:35-3:30	Period 6	55

Middle School Schedule - Minimum Day

Time	Period	Minutes
8:30 - 9:08	Period 1	38
9:08 - 9:11	Passing Period	3
9:11 - 9:49	Period 2	38
9:49 - 9:52	Passing Period	3
9:52 - 10:30	Period 3	38
10:30 - 10:47	Break	17
10:47 - 10:50	Passing Period	3
10:50 - 11:28	Period 4	38
11:28 - 11:31	Passing Period	3
11:31 - 12:09	Period 5	38
12:09 - 12:49	Lunch Break	40
12:49 - 12:52	Passing Period	3
12:52 - 1:30	Period 6	38

Middle School Schedule - Finals

Time	Period	Minutes
8:30-10:30	Period 1/3/5	120
10:30-10:45	Break	15
10:50-12:50	Period 2/4/6	120
12:50-1:30	Lunch	optional



My Schedule 2026-2027

Name: _____ **Grade:** _____

Period	Course Name	Teacher's Name	Room #
1st			
2nd			
3rd			
4th			
5th			
6th			

Notes: _____

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Attendance Policies

At TPAA, we know that showing up matters!

Regular attendance helps students stay on track, succeed in class, and fully participate in our hands-on, project-based learning. Because much of our work involves teamwork and collaboration, it can be difficult to “make up” missed assignments.

Excused Absences, Truancy, and Punctuality: This document outlines the school's attendance policy, covering excused and unexcused absences, truancy, chronic absenteeism, and the importance of punctuality. It details the procedures for clearing absences, the consequences of truancy and chronic absenteeism, and the progressive tardy policy. The goal is to ensure students are present and on time for class, maximizing their learning opportunities and promoting academic success.

Excused & Unexcused Absences: Even if an absence is excused, students are still responsible for any work they miss. Teachers will provide make-up assignments or tests that are reasonably equivalent to what was missed. It's the student's responsibility to reach out to their teacher to arrange this.

Absences can be excused for:

- Illness (EC section 48205)
- Doctor/dental appointments
- Mental or behavioral health
- Attending funerals for immediate family members
- Court appearances
- Religious holidays or services

A doctor's note is also needed for all three or more consecutive days absent.

To clear an absence, submit a signed note or email with the following:

- Student's full name
- Parent/guardian or emergency contact name
- Date(s) of the absence
- Reason for absence

All absences must be cleared within 5 school days. If not, a doctor's note will be required.

Truancy (EC 48260): A student is classified and reported as truant if the student is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

Students who are truant

- will be placed on the No-Go List,
- suffer a loss of privileges
- Placed on SART (School Attendance Review Team) contracts.
- Ongoing truancy may lead to legal consequences.(Ed. Code 48263-48263.5)

Chronic Absenteeism (EC 60901): A student is considered a chronic absentee if the student is absent on 10% or more of the school days in the school year. This includes excused AND unexcused absences.

Excessive Unexcused Absences – What Happens Next

- **1-2 Full-day absences** – Letter home, Phone call
- **3 Full-day absences** – Letter home, Meeting with Counselor
- **5 Full days of absence** – Possible home Visit and SART contract
- **5+ full days:** student will lose privileges, No-Go List,

Being on Time – Punctuality Matters

“Be where you are supposed to be, when you are supposed to be there.” **That’s the Griffin Way.**

Classes start at **8:30 AM**. Students should be in their seats and ready to learn at that time. Arriving late without a valid excuse is marked as Unexcused Tardy unless a note is given at the time of arrival.

Per CA Ed Code 48205, excused tardies include:

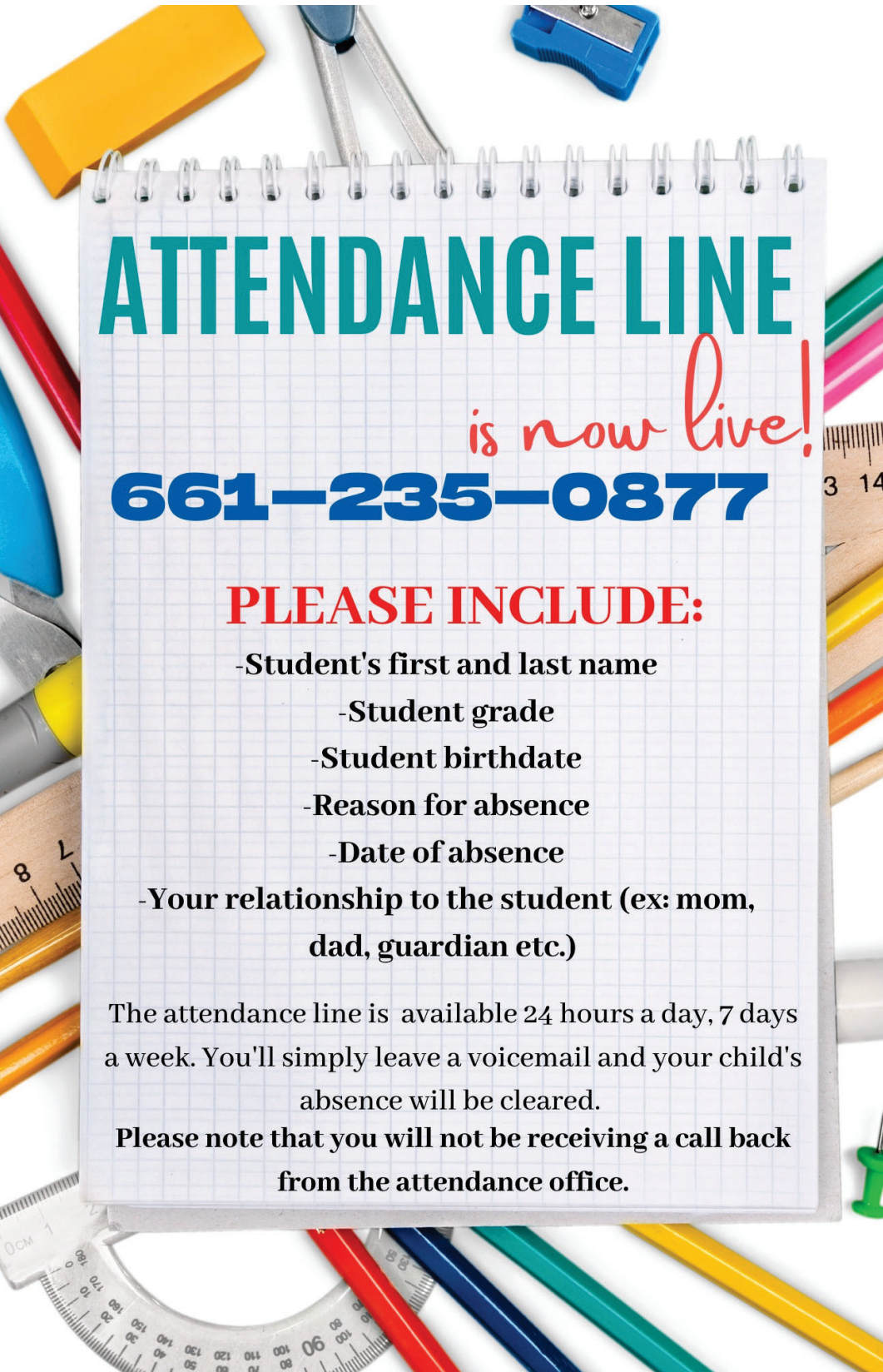
- Illness
- Doctor/dental/court appointment
- Religious services

Progressive Tardy Policy (Per Class):

- **1st Tardy** – Warning
- **2-3 Tardy** - Lunch Reflection
- **5th Tardy** – Parent/Guardian conference, Community service (Campus beautification)
- **7th Tardy** – Administrator meeting, No-Go List
- **10th Tardy** – Parent & student attend a meeting with the SART (Student Attendance Review Team) for extra support

Attendance Awards

Students who come to school every day, on time, and stay for the full day are eligible for perfect attendance awards. Additional recognition and prizes are available through 5-Star for students with excellent attendance.



ATTENDANCE LINE

is now live!

661-235-0877

PLEASE INCLUDE:

- Student's first and last name
- Student grade
- Student birthdate
- Reason for absence
- Date of absence
- Your relationship to the student (ex: mom, dad, guardian etc.)

The attendance line is available 24 hours a day, 7 days a week. You'll simply leave a voicemail and your child's absence will be cleared.

Please note that you will not be receiving a call back from the attendance office.

BEHAVIOR EXPECTATIONS/CODE OF CONDUCT

We believe that:

- All students have the right to learn
- All teachers have the right to teach

Therefore, we expect that all students will:

- Be where they are supposed to be, when they are supposed to be there.
- Arrive to class prepared.
- Work until dismissed by the teacher.
- Respect themselves, others, and school property
- Avoid disrupting the learning process
- Follow all school and classroom rules and expectations

GENERAL EXPECTATIONS

Students and staff at The Academy are expected to respect others and support teaching and learning. Prohibited behavior at the Academy includes such things that are listed in California Education Code 48900.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(a)(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

- (f) Caused or attempted to cause damage to school property or private property.*
- (g) Stole or attempted to steal school property or private property.*
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.*
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.*
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.*
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.*
- (l) Knowingly received stolen school property or private property.*
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.*
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.*
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.*
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.*
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.*
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:*
- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:*
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.*
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.*

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

Any behavior that disrupts the Academy's educational environment will not be condoned. Disciplinary consequences will result for engaging in inappropriate behavior. Willfully causing physical harm to another member of the Academy community may lead to removal from the school. Any student who steals from the school, another student or staff member may be subject to removal from the school. Rules and regulations at the Academy conform to California Education Code and align with TPAA Board policies. Each policy is not specifically addressed here. An overview of some of the major categories follows.

PERSONAL TECHNOLOGY / ELECTRONICS

At the Academy, the use of technology is intended to enhance each student's educational experience. To that end, we have developed a technology use philosophy that allows students to use their own technology as an educational tool. Whether a student is using Academy technology or a personal electronic device, students are expected to adhere to the Academy's technology use policies at all times. Technology use should never disrupt the

learning environment. Failure to adhere to these policies may result in disciplinary consequences up to and including removal from the school.

ACADEMIC INTEGRITY

Students at The Academy are expected to accept responsibility for honorable behavior in all academic activities. Students and staff agree to assist one another in maintaining and promoting personal integrity. Cheating of any kind is not acceptable. This includes helping another person cheat. Plagiarism is also unacceptable. Consequences for cheating and/or plagiarism may include receiving a zero on the assignment, parent conference, failing of the course, and/or removal from the school. Classroom teachers, in partnership with school administration, enforce the academic integrity expectations school-wide.

ANTI-BULLYING POLICY

The Academy is committed to providing a safe working and learning environment; and will not tolerate bullying or any behavior that infringes on the safety or well-being of students, employees, or any other persons within the Academy's jurisdiction. The Academy will not tolerate retaliation in any form when bullying has been reported. At the Academy, we require all staff and students to promote and practice mutual respect, tolerance, and acceptance.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance, and is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This may include behavior demonstrated on social media (cyberbullying). Consequences for bullying include suspension, possible removal from the Academy, and possible referral to law enforcement.

There are multiple ways for students and our parents and guardians to report bullying. Reporting bullying is very important so that the administration can properly address it, and hopefully put an end to the bullying. Students and parents and guardians are encouraged to fill out a Bullying and Harassment Complaint Form. This form can be found on the TPAA.org website on the counseling page. This form can also be filled out on regular paper in the front office or the Administrative office.

SEXUAL HARASSMENT

The Academy is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees, students or persons doing business with The Academy is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy. We at The Academy consider sexual harassment to be a major offense that can result in disciplinary action to the offending

employee or the suspension or expulsion of the offending student. Consult TPAA Board Policies for details concerning the nature and reporting of sexual harassment claims.

DISCIPLINARY CONSEQUENCES

The purpose of disciplinary action at The Academy is to ensure that both individual students and the school community stay focused on growth and learning. We expect prompt resolution of problems or issues that may arise. Disciplinary action may follow whenever student behavior does not comply with The Academy's expectations.

Those consequences may include: warning, behavior contract, parent conference, after school detention, suspension (on or off campus), and/or removal from the school (expulsion).

CELL PHONE

There is no texting/phone conversations/use of headphones/earbuds in class unless approved by the teacher for educational purposes. Phones should be placed on silent and placed in students' backpacks while in the classroom.

Teachers should be consistent in expressing their expectations for cell phone use or nonuse in their classrooms. It is imperative that teachers follow the progressive discipline structure below if they would like the support of administration, or use their own behavior management system that is less restrictive than this.

Students are allowed to use cellphones before school, at lunch, and after school.

Violation of the cellphone expectations will result in:

- 1st Offense: Teacher Warning
- 2nd Offense: Phone confiscated and taken to the office. (Student pick-up at the end of the day)
- 3rd Offense (or student refusal of 2nd): The phone will be held by Admin (parent pick-up at the end of the day), and a parent meeting.

Water Gun Policy

Policy Overview

While water guns are considered to be harmless toys, they are strictly prohibited on the campus of The Palmdale Aerospace Academy (TPAA). This policy is in place to ensure the safety and well-being of all students and staff members. Our mission at TPAA is to maintain a safe environment for everyone, and this includes preventing any situations that might cause panic or confusion.

Rationale

Water guns, though designed as toys, can be easily mistaken for real firearms, especially from a distance. Such a misunderstanding could lead to unnecessary panic and potentially dangerous situations. It is crucial that all students and staff understand the seriousness of bringing any item that could be perceived as a weapon onto school grounds.

Consequences

If a water gun is found on campus, it will be confiscated immediately by the administration. Students found in possession of a water gun may face disciplinary actions, up to and including suspension. The presence of a replica weapon, such as a water gun, falls under the California Suspension Education Code 48900 (m), which states:

48900 Ed Code (m): Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

Parental Guidance

We request that parents and guardians talk to their children about the importance of not bringing water guns to school. While these items may look fake up close, they can easily be mistaken for real firearms from a distance. This conversation will help reinforce the seriousness of this policy and the potential consequences of violating it.

ACADEMIC INTEGRITY POLICY

The Palmdale Aerospace Academy expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Our Academic Integrity Policy covers all school- related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of the Academic Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have substantial consequences.

Plagiarism is not the same as collaboration and working in groups with one another per your teacher's instructions. Teachers often expect and encourage students to work together on assignments. This is permissible as long as it is clear who is contributing to the work being presented.

Definitions of terms used in the Academic Integrity Policy:

- Collaboration is to work together (with permission) in a joint intellectual effort.
- Plagiarism is to commit literary theft; to steal and pass off as one's own another individual's ideas or words. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.
- Cheating includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, answer sheets, notes, calculators, smart watches, computers or other unauthorized technology including taking pictures of your work and posting it on any social media outlet, during an exam or project.
- Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.
- The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others. Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties, as outlined below.

AI Policy for Students

Educational purpose:

Students may use AI tools solely for educational purposes as directed by the teacher. Using AI for non-educational activities or submitting AI-generated work as original student work within the school is prohibited.

Examples of Acceptable Use for Students

- Brainstorm ideas or outlines
- Get help understanding concepts
- Practice problem-solving or language skills

Unacceptable Use of AI

- Plagiarism: Submitting AI-generated work as their own
- Cheating on assignments, tests, or essays
- Copying and pasting answers from AI tools without proper citation

Violations of this policy may result in disciplinary action as follows:

- 1st Offense: Zero on the assignment(s) and teacher disciplinary discretion
- 2nd Offense: Zero on the assignment(s) and teacher disciplinary discretion, parent contact.
- 3rd Offense: Zero on the assignment(s) and an administrator conference

All additional offenses will be handled by the administration. Students, be advised that continued violation of this policy may impact college acceptance.

Loss and Damage of Instructional Property

The Palmdale Aerospace Academy (TPAA) recognizes that instructional materials and equipment are essential learning resources and must be properly maintained by students. All instructional materials, including, but not limited to, textbooks, STEM laptops, Chromebooks, calculators, sports equipment, and lab tools, remain the property of TPAA and must be returned in good condition. Students and their parents or guardians are responsible for ensuring that these items are safeguarded and returned when requested.

California Education Code Section 48904 establishes that the parent or guardian of a minor is financially liable for any school property that is lost, stolen, or willfully damaged by a student. This liability can reach up to \$10,000, as adjusted annually for inflation. When instructional materials are lost or irreparably damaged, a replacement will be issued, and the parent or guardian must pay the full replacement cost. If materials are damaged but still usable, TPAA will assess an appropriate charge for the repair or partial replacement. In cases where a student can demonstrate that reasonable care was taken to safeguard instructional materials, TPAA may waive the assessed fees. Failure to pay for lost or damaged items may result in the withholding of a student's grades, **diploma**, or **transcripts**, and can also lead to the loss of participation in school activities that are considered privileges, such as dances, graduation ceremonies, or athletic events.

In accordance with TPAA Policy 6161.2 and after due process, students will be issued replacement items as soon as loss or damage is reported. The Board of Directors has emphasized that these instructional resources are costly and must be treated with respect. Below is a price table for the Chromebook Asus model currently used at TPAA, which demonstrates the cost of individual parts and replacement devices:

Part/Component	Cost
Motherboard	\$219.37
LCD Screen (11.6")	\$64.42
Battery	\$51.18
Keyboard Module (US)	\$38.62
Charger (45W, Type C)	\$32.29
Lid Cover	\$18.97
Wi-Fi Card	\$18.04
Screen Bezel	\$13.45
Bottom Cover	\$13.24
LCD Cable	\$13.05
Camera (Built-in)	\$11.40
Touchpad	\$9.37
Speakers	\$8.86
Thermal Plate	\$5.57
Power Cord	\$5.56
Hinges (Left/Right)	\$4.64

A full replacement Chromebook may cost up to \$350, depending on market pricing and model availability. This chart is for reference only and is subject to change. All damages and losses will be addressed according to Education Code Sections 48904 and 48904.3, Civil Code Section 1714.1, and Title 5, California Code of Regulations Section 305.

SEARCH and SEIZURE POLICY

The Board of Directors of The Palmdale Aerospace Academy is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect health, safety, welfare of students and staff, school officials may search students, their property and/or Academy property under their control, and may seize illegal, unsafe, and prohibited items. The Board of Directors requires that school officials exercise discretion and use good judgement when conducting searches.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of The Academy's policy, regulations, and other legal issues as appropriate.

Individual Searches

School officials may search an individual student, the student's property, or Academy property under the student's control when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, regulations, or rules of The Academy. Any search of a student, the student's property, or district property under the student's control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include danger to the health and safety of students, staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

A student's personal electronic device may be searched only if the school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student, a search warrant is issued, or the parent/guardian and/or student consents to the search.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Search of individual students shall be conducted in the presence of at least two Academy employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

The types of property that may be searched by the school officials include, but are not limited to, lockers, desks, purses, backpacks, and student vehicles parked on Academy property.

The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with the students standing by their assigned lockers or desks. Any item contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned. Because lockers and desks are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire, and/or other threats to health, welfare, or safety emanate from the locker or desk.

Use of Metal Detectors

The Board finds that presence of weapons in the school threatens The Academy's ability to provide the safe and orderly learning environments to which TPAA students and staff are entitled. The Board also finds that metal detector searches offer a reasonable means to keep weapons out the schools and mitigate the fears of students and staff.

The Superintendent or designee shall use metal detectors as necessary to keep weapons out of the school and help provide a safe learning environment. The Executive Director/Superintendent or designee shall establish a plan to ensure that the metal detector searches are conducted in a uniform and consistent manner.

Use of Contraband Dogs

In an effort to keep schools free of dangerous contraband, the district may use specifically trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on TPAA property or at TPAA sponsored events. Dogs shall not sniff within the close proximity of students or other persons.

Student Dress Code

Shirts:

Students must wear a polo shirt (long or short sleeve) in approved Academy Colors: royal blue, navy blue, green, orange, black, grey, white. **A TPAA logo-branded team or club shirt is acceptable (e.g., Robotics, Science Olympiad, Link Crew, and Web\ Crew).**

Pants, Shorts, and Skirts:

Academy- approved colors (royal blue, navy blue, black, grey, khaki/tan):

Pants: (royal blue, navy blue, black, grey, khaki/tan)

- Must be fitted at the waist (no sagging or low-riding)
- Jeans must be dark-wash only (if worn)
- Must be worn right-side out with finished hems
- No rips, tears, holes, cutoff styles, or frayed edges
- No non-factory cuffs or alterations
- Pants must not drag on the ground
- Belts must be worn properly (no hanging ends; no spiked or studded belts)

Shorts: (royal blue, navy blue, black, grey, khaki/tan)

- Denim shorts must be dark-wash only (if worn)
- Hemlines must be no shorter than mid-thigh
- Shorts extending below the knee may not be worn with over-the-calf socks

Skirts, Dresses: (royal blue, navy blue, black, grey, khaki/tan)

- Denim skirts must be dark-wash only (if worn)
- Hemlines and slits must be no shorter than mid-thigh
- No strapless, backless, or transparent styles are permitted

SWEATERS AND HOODIES:

- Academy-approved colors (**royal blue, navy blue, green, orange, black, grey, white**)
- ***Polos must still be worn underneath**

SHOES:

- Students must wear appropriate **closed-toe footwear at all times.**
- Shoelaces are restricted to **solid, black, white, or brown.**

If student clothing fails to meet the above-mentioned standards, as determined by The Academy's faculty, staff, and/or administration, students will be required to wear alternate clothing provided by the school. **Refer to [BP 5167](#) for the complete dress code.**

Progressive Discipline:

If clothing fails to meet the above-mentioned standards in accordance with this dress code policy, and as determined by The Academy's faculty, staff, and/or administration, progressive disciplinary action will be applied.

- 1st offense:
 - i. Students will be assigned "loaners" for the day per availability
 - ii. Parent / Guardian will be called
- 2nd offense:
 - i. Students will be assigned "loaners" for the day per availability
 - ii. Administrator-Parent/Guardian-Student conference will be scheduled
 - iii. The Academy reserves the right to remove any student who fails to comply with the aforementioned dress code policy from an extracurricular activity.
- 3rd or more offense:
 - i. Students will be assigned "loaners" for the day per availability
 - ii. Administrator-Parent/Guardian-Student conference will be scheduled
 - iii. The Academy reserves the right to remove any student who fails to comply with the aforementioned dress code policy from an extracurricular activity.
 - iv. Age-appropriate loss of privilege

Parent Volunteer

All parents who are interested in potentially chaperoning their student's field trip must be a Level 2 cleared. This includes the following requirements:

A current TB test (TB Test Requirement: A TB test must have been completed within the past six (6) months to be considered valid. You may obtain your TB test through your own healthcare provider or at our designated ProActive facility.)

A cleared DOJ background check (Processing times for DOJ fingerprint results vary for each individual and are determined by the California Department of Justice. In some cases, processing may take up to 30 days or longer, depending on the individual's background. The Academy cannot expedite the DOJ review process.)

A completed and cleared volunteer packet from the Academy (processing may take 1-2 weeks after submission)

A completed Mandated Online Training: (This annual state-required training explains your responsibilities as a mandated reporter, including how to recognize and report suspected child abuse or neglect. It helps ensure the safety and well-being of all students. This training will be issued by Human Resources.)

Volunteer packets can be picked up at either campus. Please note that all fees related to the volunteer packet process, including the TB test and DOJ background check, are the responsibility of the volunteer and will not be reimbursed by the Academy.

To ensure the safety and well-being of all students, every volunteer is required to complete a Volunteer Packet and all required mandated training's each school year before participating in any volunteer activities. These requirements must be completed annually and no exceptions will be made.

While your Department of Justice (DOJ) fingerprint clearance remains active in our system, and your Tuberculosis (TB) clearance remains valid in accordance with California state requirements (generally four years for school volunteers, unless otherwise required by law or district policy), the annual Volunteer Packet and mandated trainings must still be completed each year.

Food Sales Policy

To ensure a fair and supportive environment for all students, The Palmdale Aerospace Academy strictly prohibits unauthorized sales of food on campus.

Policy

In accordance with California Educational Code 48931, 15501, 51520, students are not allowed to fundraise for personal profit on school campus or at school events. Only students participating in an Associated Student Body (ASB) approved club fundraiser are permitted to conduct sales on campus and at school activities.

Prohibited Activities

Unauthorized sales of snacks and other items are not allowed as they negatively impact the Associated Student Body's efforts to raise funds for student activities, including athletic events, student store, pep rallies, dances, and lunchtime activities.

Consequences

Students found engaging in unauthorized fundraising activities will face the following progressive consequences:

First Offense:

- Verbal warning documented by administration in PowerSchool. Items confiscated and picked up by parents only.

Second Offense:

- SOAR reflection. Items confiscated and not returned.

Third Offense:

- Parent conference with an administrator. Items confiscated and not returned.

Compliance

Students suspected of unauthorized fundraising are expected to comply with staff directions respectfully. Refusal to comply will result in additional disciplinary actions, including suspension. Confiscated items will be disposed of at the school site and not returned.

Enforcement

Unauthorized fundraising is strictly prohibited, and enforcement of this policy is necessary to maintain an equitable and supportive educational environment for all students.

FOOD DELIVERIES:

Daily meals will be provided for all students. If a student has special dietary needs, please submit the information to the health office.

For the safety and security of our students and campus food delivery programs such as DoorDash, Postmates, Uber Eats, etc. WILL NOT BE ACCEPTED ON CAMPUS. Students, parents, and guardians will not be reimbursed for any expenses incurred.

Homework Policy

The Board of Directors recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians.

Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

Teachers will receive training in designing relevant homework assignments that reinforce classroom learning objectives.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, learn to work independently, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. These communications should include the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their student(s).

In primary grades, homework should emphasize reading, family engagement, and reinforcement of foundational skills. Parents/guardians are encouraged to support students as needed by guiding, practicing, and reinforcing skills at home, while ensuring that students complete their work as independently as possible.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their student's homework assignments are completed. When a student repeatedly fails to complete homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

Makeup Work

Students who are absent from school shall be given the opportunity to complete all assignments

and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. Students will be given a length of time equal to the number of days they were absent to turn in completed work.

No student may have a grade reduced or lose academic credit for any absence when missed assignments and tests are satisfactorily completed within a reasonable period of time.

Suspended Students

When a student, or parent/guardian of a student, who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student's teacher shall provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class. (Education Code 48913.5)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

GRADING POLICIES AND PRACTICES

A. No single method for determining grades is best for all subjects and teachers, however all should be guided by the following general principles.

1. Components and weights of assessment and assignment grades will be determined through department collaboration.
2. There should be uniformity within a subject area with multiple teachers.
3. Grade components may include but are not limited to:
 - a. Academic standards in the form of aligned common assessments (informal, formal, formative and summative), final exams, performance based assessments, projects, and other standardized assessments.
 - b. Course work in the form of assignments, homework, observations, and participation
 - c. Extra Credit may be included but should be limited to no more than 2% of the final grade. It may be given in addition to, but not as a replacement for, required course work and should be academically appropriate to the subject (support course material).

B. Marking practices are to reflect individual student performance and progress toward mastery of the standards. A student's mark may not reflect a comparison of that student's performance with the performance of other students.

1. All courses will use the grade scale as follows:

A = 89.5 – 100%

B = 79.5 – 89%

C = 69.5 – 79%

D = 59.5 – 69%

F = 59.4% and below

2. Every effort will be made to mitigate the effect of “zeros” on the grade computation, as these may have a disproportionately negative effect on the grade computation.

C. The classroom teacher of record shall determine the mark given to each student in the class based upon their progress toward mastery of the standards as measured through a wide variety of assignments and assessments.

D. Classroom teachers are responsible for the submission of timely, accurate, and complete records in accordance with state laws and board policies.

E. Grades will be reported through the use of the provided electronic gradebook, PowerSchool Student and Parent Portal. Teachers should upload assignments and scores in a timely fashion and maintain an up to date gradebook.

2026-2027 GRADE REPORTING SCHEDULE

Progress reports and/or grades will be issued according to the following schedule. Quarter progress reports will be sent home with students who are receiving D's or F's in any classes.

Parents and Guardians can check their student's current grades at any time throughout the course of the year through their parent portal, known as PowerSchool Student and Parent Portal.

Semesters	Grading Periods	Grade Submission Window Opens Grade Period End	Grade Submission Window Closes at 4 PM	Grade Publication Date
Semester 1	Quarter 1 Progress Report	October 16, 2026	October 20, 2026	October 23, 2026
	Quarter 2 Progress Report (Semester 1 Report Card-Permanent Record)	December 18, 2026	December 22, 2026	December 23, 2026
Semester 2	Quarter 3 Progress Report	March 12, 2027	March 16, 2027	March 19, 2027
	Quarter 4 Progress Report (Semester 2 Report Card-Permanent Record)	June 3, 2027 Seniors & 8th Grade ONLY: May 28, 2027	June 7, 2027 Seniors & 8th Grade ONLY: June 1, 2027 4:00 PM	June 9, 2027

8TH GRADE PROMOTION REQUIREMENTS

In order to be promoted from 8th grade, students must demonstrate proficiency in their core academic subjects, as measured by their academic grades in 7th and 8th grade. Students not demonstrating proficiency may be required to take remedial classes during the school year or over the summer in order to qualify for promotion to 9th grade, or may be subject to retention.

In order to participate in the 8th grade promotion ceremony, students must:

1. Not be suspended during the second semester.
2. Have a minimum GPA of 2.0
3. Attend all of their detentions by May 15th.
4. Have less than 8 tardies/truancies during the 4th quarter by May 15th.

HIGH SCHOOL GRADUATION REQUIREMENTS

The Palmdale Aerospace Academy, in partnership with the community, provides an exceptional education that prepares students to be successful members of our democratic society. The Palmdale Aerospace Academy prepares its graduates for college and careers in the 21st century, aligned with workforce needs in the local area and beyond. The educational program emphasizes science, technology, engineering and mathematics (STEM) skills and views academics through the lens of aerospace. Challenging projects, hands-on activities and collaborative learning engage student interest to maximize learning potential.

The graduation requirements encompass the knowledge, abilities, and experience necessary to develop the essential aptitudes and skills of successful participants in today's society in the 21st century: critical thinking and problem solving, clear and persuasive communication, collaboration and leading with influence, agility and adaptability, initiative and entrepreneurialism, accessing and analyzing information, and curiosity and imagination.

These graduation requirements constitute the Academy's minimum standard for graduation, and are written in keeping with California Education Code and UC entry requirements, otherwise known as A-G. In addition to the following graduation requirements, students must participate in all other state and federally mandated assessments.

In order to earn a high school diploma from The Palmdale Aerospace Academy, students must earn a minimum of the following number of credits in each subject domain. Students earn 5 credits per semester. They attend two semesters per year, to earn 10 credits per course of study. For instance, during one year, they earn 10 credits if they pass their class.

Course of Study	Years	Credits
English	4 years	40 credits
Mathematics	3 years	30 credits
Social Science	3 years	30 credits
Laboratory Science	3 years	30 credits
Foreign Language Other than English	2 years	20 credits
Visual/Performing Arts	1 year	10 credits
Health	0.5 year	5 credits
College Preparatory/STEM Elective	3 years	30 credits
Electives	3.5 years	30 credits

Students must earn at least 230 credits in order to earn a diploma from the Academy.

It is imperative that students make appropriate academic progress each year so that they are able to remain at the Academy in good standing. Students falling behind in credits must enroll in an appropriate summer program in order to "catch up" or risk losing their eligibility to graduate.

UC/CSU A-G REQUIREMENTS

To be eligible for admission to either the UC or CSU systems, you must satisfy certain subject requirements with a grade of a C- or better. This requirement is satisfied by completing 15 units (a unit is equal to an academic year, or two semesters of study) or the high school coursework listed below. This set of courses is also known as the “A-G Requirements.”

A	History/Social Science	2 years required, 3 recommended
B	English	4 years required 3 years required,
C	Mathematics	4 recommended 2 years required,
D	Laboratory Science	4 recommended 2 years required,
E	Language other than English	3 recommended 1 years required
F	Visual and Performing Arts	1 year required, 3 recommended
G	College Prep Elective	

PARTICIPATION IN 12TH GRADE ACTIVITIES AND COMMENCEMENT REQUIREMENTS

12th grade students have the opportunity to participate in grad night and various other senior activities. In order to qualify for participation, students must:

- Maintain a grade point average of 2.0 or higher
- Maintain positive behavior (no pattern of disciplinary intervention)
- Obtain parent and teacher permission

12th grade students who qualify for graduation may participate in the commencement ceremony. In order to qualify to participate, students must:

- Meet all graduation requirements
- Maintain positive behavior (no pattern of disciplinary intervention)

RECOGNITION OF GRADUATES, CLASS RANK & GRADE POINT AVERAGE

The Palmdale Aerospace Academy Board recognizes the importance of recognizing outstanding student performance. The Board also recognizes the need to provide accurate information to prospective colleges and universities, in particular with respect to Grade Point Average (GPA) and Class Rank.

For the purpose of recognition at commencement, GPA, rank, and Latin Honors will be computed based on 7 total semesters, once students' complete semester 1 of the 12th grade. GPA class rank will be updated at the end of the year. ***It is extremely important that you communicate with your counselor and parents in planning the sequence of your schedule, to compete for the following recognition.***

Graduates may be recognized as follows:

Valedictorian— student(s) with the highest weighted GPA in the graduating class (determined at the end of the first semester of senior year)

Salutatorian— student(s) with the second highest weighted GPA in the graduating class

Latin Honors (based on weighted GPA)

o Summa Cum Laude = Weighted GPA of 4.5 and above

o Magna Cum Laude = Weighted GPA of 4.0 to 4.99

o Cum Laude = Weighted GPA of 3.5 to 3.99

Valedictorian, Salutatorian, and Latin Honors status will be based on class rank and be determined at the end of the first 7 semesters.

Computation of Grade Point Average (GPA)

Weighted Grade Point Averages will be computed using the "factor" method. Each designated honors or Advanced Placement course will be part of the computation, as follows:

- Multiply the number of honors and AP classes passed (per semester) by a factor of 0.2
- Divide the product by the number of semesters completed
- Add the final factor to the unweighted GPA

Determination of Class Rank

Class rank will be based upon the weighted GPA of every senior. GPA's will be placed in order, highest to lowest, and each student will be assigned a class rank based on their place on the ordered list. Students with the same GPA will receive the same class rank number. When students receive the same class rank number, the next number in the class rank sequence will be retired. Physical Education, student aide, intern classes, and Work Experience will not be included in the GPA calculations.

Parking Policy

Students:

The Board of Directors of The Palmdale Aerospace Academy (“TPAA”) recognizes the importance of transportation options existing for students at TPAA. The Board also recognizes that many juniors and seniors at TPAA may have a valid driver’s license and access to an automobile. In order to allow students the ability to transport themselves to school while simultaneously, maintaining a safe environment for all TPAA students and staff, the Board has prepared this Parking Policy. Parking at TPAA is a privilege, not a right. Failure to follow this policy may result in a student’s parking privileges being suspended or revoked. For purposes of the policy, any motor vehicle parked by a student on TPAA property shall be considered the “student’s car” regardless of actual ownership.

Students who drive to school are required to display a current TPAA student parking permit and must park in their assigned parking space. Student drivers may not park in any other areas on campus including staff, visitor, red zones (fire lanes) or parking spaces designated for disabled drivers. The parking permit must be placed facing outward on the driver side of the front dash so it is visible through the front windshield. It is the responsibility of the driver to ensure that the permit number is visible from the outside. Student parking permits are issued for the sole use of the recipient and may not be sold or given to another student, staff or visitor.

Parking permits are limited. During summer break, prior to the school year starting, permits will be issued. Senior students will get initial priority to parking permits. After the senior priority, permits will be issued on first come first serve basis. Possession of a parking permit in one year does not guarantee issuance of a parking permit in subsequent years. Once all permits are issued, TPAA shall keep a waiting list for additional permits. To obtain a permit, please send the student’s driver’s license, proof of registration, and proof of auto insurance naming the student as a covered party to parkingpermit@tpaa.org.

TPAA and the Los Angeles County Sheriff’s Department have jurisdiction over motor vehicles on the TPAA campus. In addition to school consequences, failure to obey local law and ordinances may result in civil or criminal liability. In addition to provisions of state law and local ordinance:

- Students shall not loiter in cars. Immediately upon arrival, students are to exit and lock their cars.
- Students are not to return to their car until the end of the school day. Cars will be out-of-bounds including breaks, lunch, and during passing periods. Exceptions are made for students in a TPAA work-study program or for students who have shortened schedules.

Students with early release will receive a purple color parking permit for easy identification.

- Use of alcohol, controlled substances, and tobacco, including vaping, is prohibited while on school grounds.
- Upon reasonable suspicion of illegal or prohibited items or substances, a student's car, while on campus, is subject to search and seizure.
- TPAA is not responsible for theft, loss, or damaged property including a student's car or any belongings inside the car while the car is parked on TPAA property.
- Parking in non-student assigned lots, parking on school property without a permit, or parking with an unregistered vehicle will result in consequences such as detention, Saturday School, loss of parking privileges and when necessary, towing at the owner's expense.

Staff:

Staff who drive to school are required to display a current TPAA staff parking permit. Staff drivers may not park in spaces allocated for student, visitor, red zones (fire lanes) or parking spaces designated for disabled drivers. The parking permit must be placed facing outward on the front dash so it is visible through the front windshield. It is the responsibility of the driver to ensure that the permit is visible from the outside. Staff parking permits are issued for the sole use of the recipient and may not be sold or given to another student, staff or visitor.

Staff parking permits will be dispersed at the beginning of each academic year and when new staff are on boarded.

TPAA and the Los Angeles County Sheriff's Department have jurisdiction over motor vehicles on the TPAA campus. In addition to school consequences, failure to obey local law and ordinances may result in civil or criminal liability. In addition to provisions of state law and local ordinance:

- Use of alcohol, controlled substances, and tobacco, including vaping, is prohibited while on school grounds.
- Upon reasonable suspicion of illegal or prohibited items or substances, a staff members' car, while on campus, is subject to search and seizure.
- TPAA is not responsible for theft, loss, or damaged property including a staff members' car or any belongings inside the car while the car is parked on TPAA property.

Disabled Vehicles:

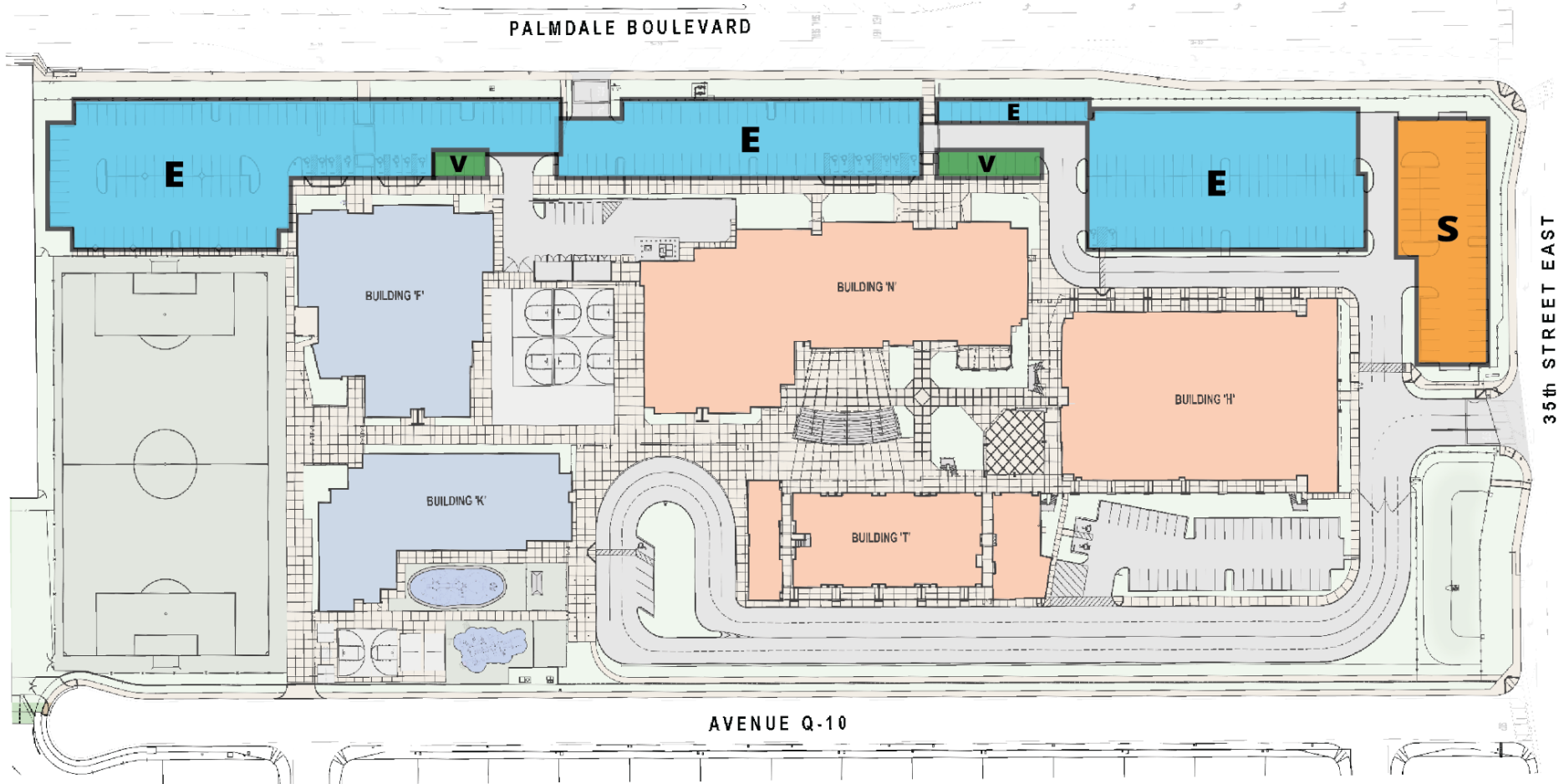
If a vehicle becomes disabled on site, the permit holder must notify Campus Supervision immediately, with their name, the vehicle's license plate number, and location. A grace period of up to 24 hours may be allowed. A lost/broken vehicle key is considered disabled and falls under this policy. If 24 hours is not sufficient time to remove the vehicle, the owner is required to contact a towing company to have the vehicle removed at their expense.

Notes left on a vehicle stating that the vehicle is mechanically disabled are given no consideration by enforcement personnel. Vehicles not properly reported to Campus Supervision may be towed at the owner's expense.

Overnight / Weekend / Long Term Parking:

Overnight, weekend, and long term parking are not permitted. All vehicles must leave the facility by 9:00pm unless a special TPAA approved campus activity is occurring. No vehicles should be present in the parking lot over the weekend unless a special TPAA approved campus activity is occurring

CAMPUS PARKING ZONES



EMPLOYEE

Employee open parking. Robotics Parking Lot access for employee parking is still being considered but not an option at this time. Employees will have a blue permit.

STUDENT

42 spots assigned for student parking. They will have an orange or purple (early release) permit.

VISITOR

Visitor parking for guests. VIP parking spot use is at the discretion of campus administration.

MCKINNEY-VENTO ACT

EXPERIENCING HOMELESSNESS?

WHO IS CONSIDERED HOMELESS?

The McKinney-Vento Act (Section 725) defines homeless children and youth as individuals who:

- Lack fixed regular, and adequate nighttime residence
- Live in an abandoned building, parked car, or other facility unfit for human habitation
- Are abandoned in hospitals
- Are placed by the state in an emergency shelter
- Share housing with another family due to loss of housing or economic hardship.
- Live in a trailer park or campsite with their family
- Are migratory children who qualify as homeless because they are living in circumstances described above

PARENT/ GUARDIAN RESPONSIBILITIES:

- Enroll your student in school promptly
- Send your children to school every day
- Request needed transportation
- Request tutoring to make up for the lost school time
- Meet your children's teachers regularly
- Give your input on what you think is best for your children.
- Notify the school when moving
- Get current school records, including immunizations, check out grades, and the individual education plan (IEP)

THE SCHOOL WILL:

- Assist in school enrollment
- Facilitate school of origin requests
- Assistance with transportation
- Help to ensure that students in transition receive appropriate educational services.
- Provide school supplies and backpacks
- Provide hygiene supplies.
- Provides parents with appropriate referral services
- Connects families with educational services
- Facilitate resolution of school enrollment disputes
- Provide the opportunity for parents to be fully involved in their children's academic experience

YOU MAY:

- Participate fully in all school activities and programs for which you are eligible
- Continue to attend the school in which you were last enrolled, even if you have moved away from that school's attendance zone or district.
- Receive transportation from your current residence back to your school of origin.
- Qualify automatically for child nutrition programs (free and reduced price lunches and other district food programs)

For questions about school enrollment or for assistance with school enrollment, contact:

Your Local School District Christopher Riley Director of Student Services The Palmdale Aerospace Academy 3300 E Palmdale Blvd Palmdale, CA 93550 Phone: 661-674-0865 criley@tpaa.org	Your County Liaison Jennifer Kottke, Homeless Education Project Director II LACOE 12830 Columbia Way, ECW 376 Downey, CA 90242 Phone: 562-922-6247 HomelessEd@lacoe.edu	Your State Coordinator Leanne Wheeler State Coordinator California Dept of Education 1430 N Street, Suite 6208 Sacramento, CA 95814 Phone: 916-319-0383 homelessed@cde.ca.gov
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The Palmdale Aerospace Academy Responsible Use Policy (RUP)

Purpose

The Palmdale Aerospace Academy (TPAA) provides students with access to technology, instructional materials, and digital platforms to support learning. This Responsible Use Policy (RUP) outlines clear guidelines for using these resources safely, appropriately, and legally.

Scope

This policy applies to all students using TPAA-owned technology (Chromebooks, iPads, laptops, desktops, and other devices), instructional materials, school property, and school-provided digital platforms. Please read carefully, check all boxes, and sign below to acknowledge understanding of RUP.

Care and Security of School Property

- ☐ I will handle all devices, textbooks, and instructional materials with care and keep them clean, charged, and in good condition.
- ☐ I will not mark, deface, or intentionally damage any school property, including devices, books, or furniture.
- ☐ I will keep devices secure and never leave them unattended or in unsafe locations.
- ☐ I will return all property in the same condition as it was received
- ☐ I will immediately report any lost, stolen, or damaged devices to a teacher or administrator.
- ☐ **I understand that my parent/guardian may be held financially responsible for lost or willfully damaged property, up to \$10,000, as authorized by EC 48904.**

Appropriate Use of Technology and Networks

- ☐ I will use all TPAA devices, accounts, and networks only for school-related educational purposes.
- ☐ I will access only school-approved websites and applications and avoid inappropriate, unsafe, or non-educational content.
- ☐ I will not install unauthorized software, apps, or browser extensions on TPAA devices.
- ☐ I will not attempt to bypass or disable TPAA's security filters, firewalls, or monitoring systems.
- ☐ I will not use TPAA devices or networks for illegal, unethical, or commercial activities.
- ☐ I will protect my login information and never share passwords or accounts with others.

Respect for Others

- ☐ I will respect the privacy of others and will never view, copy, change, or delete another person's files, accounts, or work.
- ☐ I will use appropriate language and behavior online, avoiding cyberbullying, harassment, or offensive content.
- ☐ I will follow all teacher and staff instructions regarding the use of devices and school property.

Privacy and Data Protection

- ☐ I understand that TPAA monitors device and network use and that I have no expectation of privacy while using TPAA devices, networks, or accounts.
- ☐ I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
- ☐ I understand that my data may be collected and monitored for educational purposes and to ensure compliance with this policy.

Consequences of Misuse

- ☐ I understand that violations of this policy may result in:
 - Loss of technology or network privileges.
 - Disciplinary action in accordance with TPAA's student discipline policy.
 - Financial liability for damages or replacement costs.
 - In serious cases, referral to law enforcement.
- ☐ I understand that TPAA may withhold my grades, diploma, transcripts, and participation in school-related functions until all obligations for lost or damaged property are cleared, as authorized by *California Education Code §48904.3* and *5 CCR 438*.

Acknowledgment

All students and parents/guardians must review and sign this Responsible Use Policy. Failure to sign does not release the student from compliance.

Date: _____

School: _____

Student Name: _____

Student Signature: _____

Parent/Legal
Guardian Name: _____

Parent/Legal
Guardian Signature: _____

Teacher Name: _____

Room Number: _____

California Education Code §48904: Parent/guardian liability for pupil's willful misconduct, loss, or damage of property. | California Education Code §48904.3: Withholding grades, diplomas, or transcripts until obligations are cleared. | 5 CCR 438: Student record transfer obligations even when fees are owed. | Children's Internet Protection Act (CIPA): Requires internet filtering and monitoring. | Children's Online Privacy Protection Act (COPPA): Protects personal information of children under 13. | Family Educational Rights and Privacy Act (FERPA): Protects student educational records. | California Electronic Communications Privacy Act (CalECPA): Governs electronic communications and data privacy.



Every school receiving Title 1 funds must have a home/school compact. The compact is an agreement between The Palmdale Aerospace Academy and home. Our goal is to promote parents as partners with the school in their child's education.

Please read and sign the compact pledging your commitment to the education and success of your child.

2024-2025 The Palmdale Aerospace Academy – Student – Family Home School Compact

When you joined The Palmdale Aerospace Academy community, you joined a team. To achieve our mission of student success in Middle/High School, College, and Career, we must work together. In order to do this, it is important for all educational partners to understand the responsibilities of the members of this team. The Palmdale Aerospace Academy – Student – Family Home School Compact spells out the most important responsibilities.

School Commitment

We realize the importance of the school experience to every student and our role as a school and educators. Therefore, we agree to carry out the following responsibilities to the best of our abilities. All of The Palmdale Aerospace Academy students will graduate with the skills, motivation, curiosity, and resilience to succeed in the choice of college and career in order to lead and participate in the society of tomorrow.

High Quality Education

1. The Palmdale Aerospace Academy has an expert and talented teaching staff. We adhere to the California State educational standards and objectives in all curriculum areas. Our students are consistently exposed to extensions and enrichment experiences on a daily basis.
2. Our mission is to incorporate state of the art technology throughout our instructional programs and serve as a model school for the state and nation. We are committed to high academic standards for “all” students. We recognize individual learning, as well as physical needs. We strongly believe in developing student responsibility and fostering self-esteem in order to better work in a cooperative, integrated learning community. The presence of a diverse student body at The Palmdale Aerospace Academy offers a dynamic experience for each and every student, to nurture the development of their communication skills in order to succeed at The Academy and beyond.

Respect and Fairness

3. We will encourage and respect every student. We will listen to the students and their needs. We will foster of culture of respect amongst all educational partners.
4. We will teach and enforce The Palmdale Aerospace's values consistently and fairly. We will communicate with families when students fall short of meeting expectations as when they exceed expectations. Decisions including consequences, will be made in the best interest of the students.
5. We will give students recognition, incentives, and privileges when they do well and will reinforce our expectations when they are not met.

Communication

6. We will communicate regularly with families about their child's progress and make ourselves available in person, on the phone, and by email.
7. We will return parent phone calls and e-mails as soon as possible with our goal being within 24 hours.

Academic Support

8. When homework is assigned it will be used to reinforce and support skills and concepts that are being learned in the class.
9. We will support students with excellent teaching and additional help as needed.

Safety

10. We will always work to provide a safe learning environment up to and including providing the safety, dignity, and rights of "all" individuals.

Family Commitment

I realize that my participation as a partner in my child's education will help their achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability.

Attendance

1. I will ensure my child comes to school every day and on time for learning to begin at 8:30.
2. I will do my best to schedule family vacations and important appointments outside of the school day.

Home Support

3. I will support and encourage my child's efforts and support their learning by making sure homework is completed and helping them study for tests and quizzes.
4. I will monitor the amount of screen time (TV, Phone, Computer, Video Game) my child uses.
5. I will make sure my child gets enough sleep, proper nutrition, and is dressed appropriately for school each day.

Behavior Support

6. I will learn about and be supportive of classroom/school rules and consequences.
7. I will teach my child to respect staff and peers.
8. I understand that my child may face consequences when school rules are violated. This may require me to have a conference with site administration or pick my child up from school.

Communication

9. I agree to work as part of the team for the academic, social, emotional, and behavioral growth of my child.
10. I will return phone calls, emails, and review and sign documents that are sent home.
11. I will participate and attend parent teacher conferences and meetings about my child.

Student Commitment

As a student of The Palmdale Aerospace Academy, I know that it is important to have an excellent education to prepare for my future. I know that I am responsible for my success. Therefore, I agree to carry out the following responsibilities to the best of my ability.

Effort

1. I understand that my education is paramount. Being a student is my job. I will always work, think, and behave to the best of my abilities.

2. I will meet and exceed the academic and behavioral expectations of The Palmdale Aerospace Academy to ensure the success of myself and my classmates.
3. If I need help I will ask for it. If I can give help, I will give it. I will show respect to my classmates.
4. I will produce completed, quality work that is turned in on time

Attendance

5. I will be in all of my classes on time and prepared to learn.
6. If I miss class or school, I will ask for and make up all the assignments I missed.

Responsibility and Honesty

7. If I make a mistake, I will tell the truth and accept responsibility for my actions. I will do the right thing, even when no one is watching.
8. I will help keep my school clean and safe.
9. I will show respect for my teacher, other adults, students, and school property.

The Griffin Way

10. I understand the expectations of The Palmdale Aerospace Academy and will embody them every day. I will follow the school rules and protect the safety and rights of all individuals and not distract from the educational opportunities of others. I'll accept the consequences if I do not meet our TPAA expectations.

_____	_____
Signature of School Representative	Date
_____	_____
Signature of Family Member	Date
_____	_____
Signature of Student	Date