



**Ephraim Williams**  
**COLLEGE PREP**  
**MIDDLE SCHOOL**  
A FORTUNE SCHOOL

**STUDENT / PARENT**  
**HANDBOOK**  
**2017-18**

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Dear Parents and Students,

Welcome! We are excited to begin the 2017-18 school year with you. Each member of the school team (students, parents, teachers, and staff) has made an informed decision when choosing and committing to be here. As members of this team we will do whatever it takes to ensure the academic, behavioral, and social success of each individual student.

We stand at a very special point in time. Educational research clearly states that ALL students, regardless of socio-economic status or ethnicity, can learn when provided with high expectations, rigorous standards, and exceptional teaching. There are NO EXCUSES for students, parents, teachers and school administrators. There are also no shortcuts on the road to high achievement.

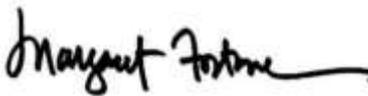
To meet this challenge, students, parents, educators and community members must work collaboratively. We must be able to rely on one another. Our relationships will grow stronger as we build trust and learn to value one another's unique skills and contributions. Ultimately, our relationships and efforts will continue to yield outstanding results in student achievement as we have already demonstrated on state-wide measures of student performance.

There is even greater excitement as we continue with our mission in the 2017-18 school year. The relentless efforts of dedicated community members, teachers, staff, and parents will help all Fortune schools become one of the highest performing school systems in America.

Parental involvement is also a crucial component in creating a learning community that meets the safety and academic needs of all students. Please read through this handbook carefully and keep it so that you may have it available for future reference. This handbook has been designed to communicate the basic policies that we all must follow to ensure that learning remains the focus every minute of each day.

We look forward to working with you to prepare our students to become life-long learners and leaders.

Sincerely,



Margaret Fortune  
President/CEO

**EDUCATIONAL PARTNER:**

**The Observer  
Newspapers**

# **STUDENT/PARENT HANDBOOK 2017-2018**

## **Mission**

To graduate high-achieving students of good character prepared for college and citizenship in a democratic society.

## **Five Pillars**

### **1. High Expectations**

All schools in the Fortune network have high expectations for academic achievement and conduct that are clearly defined, measurable, and make no excuses based on the background of students. Students, parents, teachers, and staff create and reinforce a culture of achievement and support through a range of formal and intrinsic rewards and consequences for academic performance and behavior.

### **2. Choice and Commitment**

Students, their parents, and the staff of every Fortune school choose to participate in the program. No one is assigned or forced to attend. Everyone must make and uphold a commitment to the school and to each other and must be willing to put in the time and effort required to achieve success.

### **3. More Time**

We know that there are no shortcuts when it comes to success in academics and life. With an extended school day, week, and year, students have more time in the classroom to acquire the academic knowledge and skills that prepare them for competitive colleges, as well as more opportunities to engage in diverse extracurricular experiences.

### **4. Focus on Results**

We focus relentlessly on high student performance through standardized tests and other objective measures. Just as there are no shortcuts, there are no exceptions. Students are expected to achieve a level of academic performance that will enable them to succeed in the nation's best colleges and the world beyond.

### **5. Citizenship**

We train all students to become leaders and all of our staff shall model leadership qualities. Principals are given independent control of staffing and budget decisions. In addition to principals, staff members who demonstrate necessary leadership potential are given responsibilities extending beyond a single classroom. Most importantly, students are given leadership development training and opportunities to practice leadership skills on a daily basis both inside and outside the classroom.

## **Three Rules**

1. Listen.
2. Respect.
3. Work hard.

# 2017-2018 Fortune School Academic Calendar

<b>August 19</b>	Grade Level Orientations – All Schools
<b>August 21 – 22</b>	Intercession – All Grades
<b>August 23</b>	First Day of School – All Grades
<b>August 23 – 25</b>	<b>Minimum Days – K-8</b>
<b>September 4</b>	Labor Day Holiday (No School)
<b>November 6 – 16</b>	<b>K-8 Fall Intercession</b> Parent/Teacher Conferences
<b>November 10</b>	Veteran's Day Holiday (No School)
<b>November 20 – 24</b>	Thanksgiving Break (No School)
<b>December 18 –</b>	Winter Break
<b>January 1</b>	(No School)
<b>January 15</b>	Martin Luther King, Jr. Day (No School)
<b>February 12</b>	Lincoln's Birthday (No School)
<b>February 19</b>	Washington's Birthday (No School)
<b>March 19 – 22</b>	<b>K-8 Spring Intercession</b> Parent/Teacher Conferences
<b>March 26 – 30</b>	Spring Break (No School)
<b>May 1 – 25</b>	Smarter Balanced Testing
<b>May 28</b>	Memorial Day (No School)
<b>June 4 – 15</b>	Student-Led Parent/Teacher Conferences
<b>June 21</b>	Last Day of School for Students – All Grades

JULY							AUGUST							SEPTEMBER							
S	M	T	W	Th.	F	S	S	M	T	W	Th.	F	S	S	M	T	W	Th.	F	S	
						1			1	2	3	4	5							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	
30	31												(7)								(20)

OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	Th.	F	S	S	M	T	W	Th.	F	S	S	M	T	W	Th.	F	S	
1	2	3	4	5	6	7			1	2	3	4							1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31				(22)	26	27	28	29	30		(7)	24	25	26	27	28	29	30	
																					(11)

JANUARY							FEBRUARY							MARCH							
S	M	T	W	Th.	F	S	S	M	T	W	Th.	F	S	S	M	T	W	Th.	F	S	
	1	2	3	4	5	6					1	2	3						1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	
28	29	30	31			(21)	25	26	27	28			(18)	25	26	27	28	29	30	31	
																					(12)

APRIL							MAY							JUNE							
S	M	T	W	Th.	F	S	S	M	T	W	Th.	F	S	S	M	T	W	Th.	F	S	
	1	2	3	4	5	6			1	2	3	4	5							1	2
7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
28	29	30				(21)	27	28	29	30	31		(22)	24	25	26	27	28	29	30	
																					(15)

**176 Instructional Days + 14 Intercession days (additional instructional days) = 190 days**

## Middle School Bell Schedules 2017-2018

### Regular Day

Activity	Instructional Minutes/Day (bolded)	Instructional Minutes/Year
Breakfast (in class)	7:30 am	
Instruction Begins	7:45 am	
Advisory/Morning Meeting	<b>20 minutes</b>	
Music / Spanish / Physical Education	<b>60 minutes</b>	
English Language Arts	<b>90 minutes</b>	
Mathematics	<b>90 minutes</b>	
Lunch/Break	30 minutes	
Humanities	<b>90 minutes</b>	
Science	<b>90 minutes</b>	
<b>Dismissal:</b> Students must have a signed dismissal consent form on file.	4:00 pm	Total Minutes: 68,805

### Early Dismissal / Wednesdays

Activity	Instructional Minutes/Day (bolded)	Instructional Minutes/Year
Breakfast (in class)	7:30 am	
Instruction Begins	7:45 am	
Language Arts	<b>70 minutes</b>	
Mathematics	<b>70 minutes</b>	
Lunch	30 minutes	
Advisory	<b>35 minutes</b>	
Social Studies/ Humanities	<b>70 minutes</b>	
Science	<b>70 minutes</b>	
<b>Dismissal:</b> Students must have a signed dismissal consent form on file.	2:00 pm	Total Minutes: 12,075

Minimum State of California Instructional Minutes for Grade 6, 7 and 8 = 54,000 minutes/year. Fortune schedules 75,600 instructional minutes.

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## **PARENT INVOLVEMENT**

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In order to provide a high-quality education, all adults - the parent(s)/ guardian(s) and teacher-leaders of every student - must be involved in the learning process and work collaboratively. By working together as trusted partners, parents and educators create an educational experience for each student that allows learning to continue at home and beyond the classroom walls. Research shows that when parent(s)/ guardian(s) are involved in their students' learning, academic achievement is higher.

Upon enrollment, parents sign a Commitment to Excellence Compact to volunteer 40 hours of completely voluntary service each year to improve the achievement of their child and the school community. The school provides structures to involve parents in their child's learning and coordinate parent communication, workshops, activities, and clubs to educate, train, and empower parents to better support their child's pursuit of an excellent education. Parents can do a variety of activities to meet their 40 hours by:

- Attend Student/Parent/Teacher Conferences and Parent Orientations
- Participate in Parent Events or Parent Group Meetings
- Buy healthy food for parent events or for your child's classroom (\$5 = 1 hour)
- Complete at-home projects for teachers or the Parent Liaison (maximum: 30 minutes per day/child)
- Help in the classroom
- Homework or reading time at home with your student(s) (maximum: 30 minutes per day, per child)
- Morning greeting (2 mornings = 1 hour of credit)
- Set up/clean-up for school events
- Tutoring

Students will not be penalized in the event a parent does not fulfill their 40 hour commitment.

### **Department of Justice Checks**

Under California Education Code, before any potential volunteer working with students who is not directly supervised by Fortune staff shall request an automated records check from the Department of Justice at their own expense. Volunteers shall not begin working with students until all checks are completed, and shall be informed that the school is conducting a records search. A school designee shall ensure that volunteer projects comply with health and safety codes, building codes, fire codes, and environmental laws. The school will provide on-site assistance and supervision for such projects, depending upon their complexity and the expertise of the volunteers. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

### **Telephone Use and Phone Calls**

Our scholars' focus should be on class content, so students may not use any school phone or staff cellular phone without permission from a staff member. Students will only be allowed to use the phone when deemed necessary by a staff member. A teacher or staff member must be present at the time of the call. At times, the teacher will dial the number for a student. Students who use a phone without permission from a teacher will be subject to appropriate consequences. We encourage all arrangements pertaining to lunch, dismissal, or any other reason not essential to the learning process, be made prior to school starting; we discourage families from interrupting student learning for those reasons. In the case of family emergencies, parents should call the front office and leave a message with the school secretary. The secretary will deliver the urgent message to the student on behalf of the caller.

### **Code of Conduct**

Ephraim Williams College Prep expects students and parents/guardians to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students, teachers, and adults within the school including their language, dress and manners.

We believe self-discipline is key to individual success. Students and parents have a responsibility to know and respect the policies, rules and expectations of the school. Violations of such policies, rules and regulations will result in disciplinary action. School authorities have authorization to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

Parents/guardians and adult family members who fail to meet the school's standards of conduct will be banned from campus for an amount of time determined by school administration. A ban from campus may be permanent at the discretion of school administration.

Application of the policies contained in this handbook regarding student conduct are in effect during the following times and in the following places:

- On school grounds during, and immediately before or immediately after school hours
- On school grounds at any other time when the school is being used by a school group
- Off school grounds at a school activity, function or event
- En route to and from school/school activity on a school bus or other school vehicle
- At any time or in any place that impacts the school's ability to maintain order and discipline

### **Complaint Process**

Due to the importance of parent involvement in the success of each child, parents are expected to communicate regularly with their child. Furthermore, parents and teachers need to communicate regularly in order to monitor their child's progress and build a strong partnership with their child's teacher. In the case that a parent has a concern regarding the child's experience in the classroom parents are asked to follow the steps below:

1. Discuss the issue with your child.
2. Meet with the classroom or grade level teacher with your child present.
3. Meet with the classroom teacher, your child, the dean of students/lead teacher as appropriate.
4. Meet with the dean of students/lead teacher as appropriate and principal.

If the concern is not resolved after the steps above have been followed then parents have the option to proceed with the steps below:

1. Meet with the principal and President/CEO of Fortune School of Education or designee.
2. Address the Board of Directors for Fortune School of Education.
3. Address the Charter School Division Office (San Bernardino) or the County Deputy Superintendent's Office (Sacramento)
4. Address the School District (San Bernardino) or County (Sacramento) Board of Education.
5. Address the California Department of Education.

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## **GENERAL INFORMATION**

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### **Campus Supervision**

We are able to provide campus supervision at 7:15 am every day. We are also able to provide supervision only as late as 15 minutes past the dismissal time, every day, including days of school-sponsored field lessons. We will not be responsible for general student supervision prior to or after this time, so families are encouraged to plan accordingly. Teachers and staff are responsible for student supervision during the school day and during all off-campus field lessons.

Students up to 8th grade who need supervision longer than 15 minutes past dismissal, and until no later than 5:45 should be enrolled in and participate in the After School Program. Please contact the Fortune Excursions Program Coordinator for enrollment and fee information.

### **Visitors to School**

We encourage parents and guardians to visit and help in their student's classroom. All visitors must check-in at the school office prior to visiting classrooms. Visitors are required to wear a sticker that identifies them as a visitor to the school. Before leaving campus, all visitors must sign out at the office. Visitors are required to abide by the school's Code of Conduct while on campus.

### **Daily Dismissal**

Students will remain in class until dismissal time. Upon their dismissal time, students have 15 minutes to be picked up or otherwise leave campus without penalty. Past 15 minutes, students remaining on campus without authorization to do so are considered to be loitering, which is a violation of student conduct, and will be dealt with accordingly. See the Discipline Matrix on Loitering.

### **Late Pickups**

Families will be prompt when picking their children up and must pick up their students no later than 15 minutes after the dismissal time. Families should communicate with the school if a late pickup is unavoidable and make arrangements with scholars for alternate pickup or departure plans to ensure their student is off campus no later than 15 minutes past the dismissal time.

On the first late pickup, the parent/guardian will be required to meet with the Principal. On the second and subsequent late pickups, law enforcement or CPS will be notified if a student is not picked up on time from school, field lessons, or the Fortune Excursions Program.

### **Closed Campus Policy**

We are a closed campus. This means that students are to remain on campus once they have entered the school premises. Students are not permitted to leave school grounds without first clearing through the office. Only a parent or guardian listed on the Emergency Contacts (see student enrollment application) may sign the student out from school. Notes are not accepted.

### **Prescription Medication**

Medications are best administered at home by a student's parent or guardian. However, when it is necessary for medication to be administered during school hours, **an Authorization to Administer Medication form must be filled out by the student's physician or the medication will not be administered under any circumstances.**

For safety reasons, **parents/ guardians** must bring all prescription medication to the school office where it is to be securely stored. Prescription medications must be in a pharmacy-labeled container that includes the child's name, medication, dosage, the prescriber's name and directions for administration. Over the counter medications, such as cough medicine or the like, require the parent to come to school to administer it, or the parent must obtain a prescription from the doctor with dosing instructions.

Authorization to Administer Medication forms must be completed with any changes in medication, dosage or time to be given. The parent agrees to pick up expired or unused medication within one week of notification and/or prior to the end of the school year or it will be destroyed.

### **Emergency Cards**

An emergency card is distributed to each student during the first week of school. Students occasionally are severely injured or experience extreme health problems, and it is imperative we have accurate information in order to obtain proper health services. Schools can provide limited health services only.

### **Academic Integrity**

As a school community, we will not tolerate academic cheating or plagiarism in any form. Academic dishonesty is both an academic and disciplinary issue. Cases of cheating or plagiarism shall be addressed as described in the Discipline Matrix.

### **Public Displays of Affection (PDA)**

Scholars will conduct themselves in a way that promotes scholarship and minimizes distractions to the learning environment; they will refrain from inappropriate, intimate behaviors on campus or at school related events and activities. We recognize that genuine feelings of affection may exist between two students and we encourage students to demonstrate that affection in a way that respects the purpose of the school environment. Cases of Affectionate/ Sexual Behavior shall be addressed as described in the Discipline Matrix.



Weapons or Toy Weapons  
Fast food or Soda  
Toys, stuffed animals or dolls  
(unless part of a school project)  
Cash in excess amounts  
Electronic toys and gaming devices  
Sunglasses  
Baseball caps or “do rags”

Alcohol, tobacco or any illegal substance  
Candy, gum or sunflower seeds  
Unhealthy snacks (Hot Cheetos, Takis, etc.)  
Radio, MP3 Player, iPod, etc.  
Cellular telephones or pagers  
Vulgar/inappropriate stickers and logos  
Inappropriate magazines or books  
Denim clothing of any kind

### **Personal Cell Phones**

Cell phones must remain out of the learning environment to ensure that students are focused on academics. Cell phones may be used before and after school **ONLY**. We are a college preparatory school. We hold all scholars to high expectations and demand they dedicate 100% of their attention to their classroom and their teachers in order to develop their grade level skills and content mastery.

We strongly prefer that students do not bring cell phones to school to avoid loss or damage, and to avoid distractions. No school or employee will be held liable for lost or stolen property. A student shall not bring a cell phone to campus without expressed written permission from his /her parent or legal guardian. A parent may only give permission for their child to bring a cell phone to school for safety reasons.

If a parent makes a written request to have their student carry a cellular telephone to and from school for safety purposes, the student shall check the device in with his/her classroom teacher for the entire day. The student may check the telephone out at the end of the day. Lost or stolen cell phones are not the responsibility of the school.

A student who brings a cell phone to school without written permission from his/her parent will have the device confiscated and only returned to a parent or legal guardian. Any student who brings a cell phone into the learning environment and fails to check it in with his/her classroom teacher shall have the device confiscated, returned only to a parent or legal guardian and receive a consequence following the Discipline Matrix.

Consequences for bringing prohibited items to school can be found in the Discipline Matrix:

**First Infraction** - confiscated and returned only to a parent or legal guardian.

**Second Infraction** - confiscated and returned at the end of the trimester.

**Third Infraction** - confiscated and returned end of the school year.

Items deemed a significant distraction to the learning environment may be confiscated on the spot. The classroom teacher has the authority to determine the severity of the distraction and execute the consequences as needed.

### **Lost and Found**

Lost and found items may be turned in or claimed at the front office. Found items must be turned in or students may face disciplinary action for being in possession of lost or stolen property. If you find money, submit it to the front office. Your name will be recorded and if the money is not claimed within two weeks, it will be given to you. **All other items not claimed after a reasonable period of time will be donated.**

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## **UNIFORM & DRESS CODE**

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All students will dress for success and adhere to the Fortune School dress code for middle or high school students as appropriate. The dress code promotes a professional educational environment at all times. We groom our scholars for a variety of professional industries (think: law, business, or government) and expect our scholars to prepare for their future careers, now.

Scholars will wear their uniform Monday through Friday, during off-campus school functions, and during Intersessions, unless otherwise specified. Dressing in accordance with the Fortune uniform and dress code leads to positive behavior and exudes respect for self, respect for community, and respect for school.

### **Daily Uniform**

Scholars must wear Khaki bottoms (pants, shorts, skirts, skorts, jumpers), black closed-toed shoes, black, white, or navy socks, and a basic black belt every day. Scholars will wear tops based on what day of the week it is:

		White Button Down Shirt, School Tie, and Cardigan, Vest, or Track Jacket	School Polo	Panther or Fortune T-Shirts
Monday	Polo Day	NO	YES	NO
Tuesday	Dress Uniform	YES	NO	NO
Wednesday	Dress Uniform	YES	NO	NO
Thursday	Dress Uniform	YES	NO	NO
Friday	Spirit Day	NO	NO	YES

On cold weather days,

- Scholars must wear the embroidered Navy blue sweater vest, cardigan sweater, or track jacket
- Wear basic black or navy outerwear
- Young ladies must wear black, navy, or white knee highs or tights

### **P.E. Uniform**

Scholars must dress down to their P.E. uniforms on each of their designated P.E. days. Uniform tops and bottoms are issued to scholars. Scholars shall follow school policy on the maintenance of school P.E. uniforms.

### **Dress Code**

We prepare our scholars to make positive first impressions. A scholar's appearance sends a number of subtle nonverbal messages. The messages we want our scholars to send are professionalism, confidence, and competence. So, we expect our scholars to:

- Keep their uniform clean and in good repair and present a neat well-groomed personal appearance.
- Tuck in their shirts unless otherwise specified (i.e. PE).
- Wear appropriately fitting shorts, shirts, pants, shorts, skirts, scooters, or skorts. If a student's clothing is ill-fitting, they must wear a "loaner" uniform article from the office. Ill-fitting is defined as: too tight, sagging, or too short.
- Wear properly hemmed clothing. Cut-offs are not allowed.
- No denim clothing (pants, jackets, etc.)
- No hats, caps, "do" rags, hoods, bandannas, or other head coverings at school, unless deemed appropriate. Students with a religious requirement for wearing head covering is permitted.
- Be well groomed and clean cut.
- Male students/ students that identify as male are to wear hair short and cut above the collar without cornrows, braids, ponytails, twists or dreadlocks.
- Designs, lines, Mohawks of any kind, colored, or bleached hair is not permitted for any student.
- Avoid the following types of jewelry for safety reasons: chains, chokers, multiple-finger rings, toe rings, multiple-stacked bracelets, body piercings, and large dangling earrings (larger than a quarter).
- Male students/students that identify as male are not permitted to wear earrings.

- Wear natural looking makeup, if any at all.
- Wear nails short and natural.
- Avoid tattoos (real or fake).
- Avoid perfumed lotions, colognes, and spray-on deodorants.

**If you are unsure don't wear it or don't send your scholar to school with it.** The administration reserves the right to determine the appropriateness of articles of clothing not specifically addressed in the Uniform and Dress Code. If a student violates the uniform and dress code policy, the student will be directed to get into uniform and/ or dress code by:

- Removing and storing out-of-dress code items in their locker; or
- Calling a family member to bring a change of clothes; or
- Changing into a "loaner" article from the office.
- Being sent home/ removed from the classroom environment until the violation no longer exists.

Multiple and repeated Uniform and Dress Code infractions will be considered major violations of student conduct and will be dealt with accordingly. See the Discipline Policies and Procedures for more detail on the Discipline Matrix.

### **Human Rights Policy**

Our campus brings together a diverse group of individuals. We are guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance or enrolls pupils who receive state student financial aid. It is the responsibility of every member of the school community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life. It is the responsibility of every member of the school community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, expulsion.

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## **ACADEMIC INFORMATION**

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### **Homework**

Homework may be assigned and must be completed on time to ensure that students are maximizing their learning. Teachers will provide scholars with meaningful feedback on the homework that is assigned. We use homework for a variety of reasons, all of which align with what is expected of successful college level scholars. We expect students to complete their homework to prepare for the next day's lesson, practice skills and reinforce knowledge learned during the day, and ultimately, establish study habits that will prepare scholars for educational success.

### **"Work Hard Be Nice", Saturday School, and Intersession**

More time will be offered to students who need it to master their grade level standards. In some cases, students will be required to attend extra hours after school, Saturdays, or during Intersessions. In each case, participation criteria and requirements will be communicated to students and parents ahead of time.

### **School-Home-School Communications**

Students and families have access to the online gradebooks, called Illuminate, and other school-home-school communication platforms, such as Class Dojo and School Messenger. These platforms allow parents and students to access grades and assignments on a real-time basis via the internet. In addition, families can message their student's teachers in real-time.

### **Student-Led Teacher-Parent/Guardian Conferences**

Parents/ guardians are required to participate in Student-led Parent/Teacher Conferences during each academic year. These conferences are focused on their child's progress as summarized on their report cards. During this meeting, families will have the opportunity to receive ideas and instructional materials to assist their child at home and problem-solve strategies to maximize the performance of their child through a student led presentation. See the school calendar for date ranges of when Student-Led Teacher-Parent Conferences will begin.

### **Measurement of Student Performance**

Student overall grades will be based on two areas: Class Effort and Assessments.

### **Core Academic Program (0-4 grade points)**

Students can earn up to 4 grade points for each of their classes: ELA, Math, Science, Social Studies/ Humanities, Physical Education, and Electives. Student performance on specific academic standards will be assessed through multiple measures, including but not limited to criterion-referenced tests, portfolios

#### *Grading Scale Grades 6 - 8*

<b>Performance Level</b>	<b>Assessment Average</b>	<b>Grade (Grade Points)</b>
Exceeds Mastery	90 – 100% (passing)	A (4)
Mastery	80 – 89% (passing)	B (3)
Approaching Mastery	70 – 79% (passing)	C (2)
Below Mastery	60 - 69% (not passing)	D (1)
	Below 60% (not passing)	F (0)

### **Advisory (Pass/ No Pass)**

Advisory is a Pass/ No Pass class designed to support student development in three areas: Citizenship, Character, and Social Emotional Learning. Students must satisfactorily complete at least 80% of the class assessments and assignments in order to earn a "Pass."

### **Grading and Report Cards**

Our grading periods are approximately 12 weeks long. Each 12 weeks is called a Trimester and we have three Trimesters in the school year. At the end of each trimester, students will receive overall grades in English Language Arts (ELA), Math, History/ Humanities, Science, P.E., and Electives. Teachers will clearly state the grading policies for their class and/or subject area at the beginning of the year. Parents can keep track of student grades via Illuminate. Official Report Cards will be distributed during student-led parent/ guardian-teacher conferences. See the School Calendar for a timeline for those conference dates.

### **Response to Intervention/Multi-Tiered Systems of Supports**

A Multi-Tiered System of Supports (MTSS) is a systematic, continuous improvement framework in which data-based problem solving and decision making is practiced across all levels of the educational system for supporting students. Students performing below grade level will receive support using a variety of academic interventions. Academic interventions are focused on identifying gaps in student's learning, setting high, standards-based goals for learning, and relentlessly working to help a student reach grade level proficiency. However, while a student

is receiving intervention instruction, his or her grades will be based on the student’s performance on grade level standards.

**Promotion to the Next Grade**

Students must meet the following criteria in order to be eligible for promotion to the next grade level:

- At least a 2.0 GPA for the year OR
- For students with an IEP, demonstrate significant progress towards their individual education goals listed in their IEP

The Principal and teacher reserve the right to require that a student repeat a grade level for lack of academic progress, organization, and/or maturity, pursuant to Education Code 48070-48070.5. A student may be retained if they obtain 10 or more unexcused absences for the school year.

**Field Lessons**

We provide a variety of opportunities to extend student learning outside the four walls of the classroom. We call these opportunities “Field Lessons.” While we expect all students to participate, it is important for students and parents to know that basic eligibility requirements apply:

- No Suspensions during the trimester of the Field Lesson
- No Excessive referrals or major infractions during the trimester of the Field Lesson.

Any families whose child is ineligible, may be permitted to attend a Field Lesson if a volunteer-eligible family member accompanies and supervises the student on the lesson. See the section on Volunteers for more information. Written notice of ineligible students will be sent home to families and students.

**Awards**

We want to celebrate and recognize our scholars’ achievements. The following is a list of some of the awards a scholar may earn during the year. Some awards are offered only once per year.

**Honor Roll**

Students must earn at least 6 out of 7 points total each Trimester. Students must earn all points for Academics and Leadership and may lose only 1 point for Attendance to be eligible for Honor Roll.

<p><b><u>Academics (1 point)</u></b> 3.0 GPA or higher overall with no Ds or Fs</p>	<p><b><u>Attendance (3 points max)</u></b> <b>Presence:</b> 1 point no more than 2 unexcused absences  <b>Punctuality:</b> 1 point no more than 6 tardies  <b>Participation:</b> 1 point no more than 4 early dismissals</p>	<p><b><u>Leadership (3 points)</u></b> <b>Citizenship:</b> 1 point for acceptable behavior for the trimester, meaning at least 90% positive behavior for the trimester and no suspensions or expulsions.  <b>Character:</b> 1 point for effort and determination to meet academic and behavior goals, meaning 90% on time homework completion for the trimester  <b>Service:</b> 1 point for completion of a service project</p>
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**Valedictorian**

Awarded to the 8th grade scholar with the highest cumulative GPA for all three years in middle school.

## **Special Education**

Fortune School has a fully staffed Special Education Department which consists of a Director, Psychologist, Counselor, Speech & Language Pathologist, Occupational Therapist and Education Specialists. The Individualized Education Plan (IEP) Team works together to ensure that each student receives Special Education services as specified in their IEP. Fortune School also has Child Find practices which provides the ability to identify students who may need to be assessed for suspected disabilities.

### **Referral**

Referrals and/or requests for an evaluation for possible Special Education programming are made through the Student Success Team to the school's Education Specialist. Referral may also be made by parents and outside agencies directly to the Student Success Team. Parents must be notified in writing when a referral for evaluation is made and written parental permission must be obtained before an evaluation is conducted.

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## **STUDENT ACTIVITIES**

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### **Periodic Incentives**

We celebrate our scholars' achievements in a variety of ways over the course of the year. The basic eligibility requirements apply:

- No Suspensions during the trimester of the Field Lesson
- No Excessive referrals or major infractions during the trimester of the Field Lesson.

For some incentives, additional requirements (academic or behavioral) may apply. Families will receive written notice of upcoming incentives and their requirements.

### **Athletics Code**

We expect student-athletes to honor themselves by maintaining at least a 2.75 GPA to maintain their athletic status. We are a college preparatory school and we hold our scholars to high expectations. It is both realistic and expected that our scholars take advantage of the resources offered to help them to balance being a student athlete in a rigorous college preparatory program. When necessary, scholar-athletes must attend all teacher-provided tutoring, Work Hard Be Nice, and Saturday Academies as directed, and be responsible for completing all classwork and homework assigned every day. **This means that athletes will not be excused from completing classwork or homework missed due to games or practices.** If scholars fall below the mandatory GPA requirement, student athletes will suspend participation on the team and commit to doing whatever it takes to raise their grades in order to resume the athletic program.

### **Extracurricular Activities**

We encourage scholars to be well-rounded individuals and respect the student's ongoing participation in extracurricular activities. We understand that in some cases, scholars may need to attend practices, games, recitals, or meetings outside of the school curriculum that conflict with the regular dismissal times. Students acknowledge that they are responsible for completing all classwork and homework assigned in class and meet all established due dates. We will honor and excuse up to 4 early dismissals for those activities so long as scholars avail themselves of supports to ensure that their academic progress does not suffer. This means that scholars commit to attending all teacher-provided tutoring, Saturday Schools, and Work Hard Be Nice to make up class time lost due to extracurricular activities.

### **End of Year Activities**

In order to participate in End of Year Activities, such as Field Day, or the 8th Grade Trip, students are expected to achieve the following in Trimester 3 in order to participate:

- Eligible for Promotion
- 80% positive behavior overall for Trimester 3
- No Suspensions or Expulsions in Trimester 3

## **8th Grade Promotion Ceremony**

The Promotion Ceremony is a privilege earned in recognition and celebration of student achievement. In order to participate in the ceremony, students are expected to achieve the following in Trimester 3:

- Eligible for Promotion
- 80% positive behavior overall for Trimester 3
- No Suspensions or Expulsions in Trimester 3

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## **ATTENDANCE**

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Students are expected to be in their seats when school begins at 7:45 am every day, Monday through Friday. They must remain at school until dismissal: 2:00pm on Wednesdays and 4:00 pm on all other days. When dismissal times change, families will be given written notice of the adjusted time.

### **Tardiness**

Parents and guardians will be prompt when bringing their child to school or to other school-sponsored events. Repeated tardiness can lead to appropriate consequences determined by the administration due to the missed learning time.

For every 15 minutes a student is late to school, he/she will miss 10% of the academic instruction.

### **Absences**

If for any reason your child is absent from school, please call the school office/or send a note indicating the reason: The note should state the reason and the dates of absence. State law requires accurate record keeping and parent confirmation of the reasons for student absences. It is best for ill children to stay home to get the care needed and prevent the exposure of illness to others.

#### *Excused Absence*

Under California Education Code 48205, there is a finite list of valid reasons for student absence. A few of those reasons are (1) student illness, (2) quarantine by county or city health officer, (3) medical, dental, optometric, or chiropractic appointments, and (4) attending the funeral of an immediate family member. Please refer to the California Education Code for the entire list.

For an absence to be excused, the parent/ guardian must provide written proof of the excuse to the front office. For anticipated absences, parents/guardians must contact the school office by phone the night before or the day of the expected absence. If a student becomes sick in the morning, the parents/guardians must contact the school office by 7:30 am. If a student is not in the classroom and the school has not been notified of the absence, the school will call the parent or guardian. Upon the student's return, the student is expected to bring a signed note from the parent/guardian or the physician who treated the student, which includes the date or time and a reason for the absence.

#### *Unexcused Absence*

Absences which occur with the knowledge and approval of parents or guardian for reasons which, though not acceptable under State Law, are not excused, are classified as truancy.

### **Missed Work Due to Absences**

All missed work due to absence (excused or unexcused) must be completed. Students shall be given a reasonable amount of time to complete missed work due to absences and be eligible to receive full credit, pursuant to Education Code 48205(b). The time generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

Since absences negatively affect academic achievement, repeated absences shall be reflected in the student's grades. It is the student's responsibility to consult with each of his/her teachers to make sure she/he is aware of all assignments. Students with excessive missing assignments, due to absences or other circumstances, may be given the opportunity to stay after school until all missed work is completed.

### **FIVE STEP SCHOOL ATTENDANCE REVIEW BOARD (SARB) PROCESS**

All campuses will utilize a School Attendance Review Team (SART). The School Attendance Review Team at the school site level will support the school attendance policies and address truancy at all grade levels. The SART will convene as needed to review truancy cases. If a student is habitually truant (absent without a valid excuse for 5 days during the school year), if he/she is absent or tardy by more than 30 minutes without a valid excuse on 5 occasions in a school year, or any combination thereof, a SART hearing will be called. The parent/guardian of the habitually truant student will receive notice of the SART hearing and be required to attend. At the SART hearing, information will be provided about a student's attendance record. Parents/guardians will be asked to comment on the reasons for the student's truancy. A parent contract will be developed to bind the parent to bringing their child to school on time every day. The SART will make referrals to local agencies as appropriate. Documentation of SART proceedings will be included in the child's cumulative file.

### **Referral to School Attendance Review Board (SARB)**

A SARB will be triggered when a student is classified as a "chronic truant," meaning a student is absent without a valid excuse for at least 10% of the school days in one school, from the date of enrollment to the current date. The SARB will meet as needed to hear cases.

### **Referral to Appropriate Agencies or County District Attorney:**

It is the Charter School's intent to identify and remove all barriers to the students' success, and the School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a child's attendance does not improve after the SARB Hearing, outlined below, or if the parent fails to attend a required SARB Hearing, the parent and child may be referred to the District Attorney's office. Students 12 years of age and older may be referred to juvenile court for adjudication.

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

## FIVE STEP SARB PROCESS

### STEP 1: Letter #1 – First Unexcused Absence: Warning – Child at Risk of Truancy

School makes a phone call to parent/guardian

School sends Letter #1 warning parent/guardian that their child is at risk of becoming a truant

Letter will be documented in child's cumulative file



### STEP 2: Letter #2 – Notification of Truancy: 3 Unexcused Absence or Tardy of 30 min or more

School makes a phone call to parent/guardian

School sends Letter #2 by registered mail informing parent/guardian that child is truant

School may conduct a home visit to determine the whereabouts of the child



### STEP 3: Letter #3 – Second Notification: Habitual Truancy (5 Unexcused Absences)

School hand delivers AND sends Letter #3 by registered mail scheduling School Attendance Review Team (SART) meeting

Parent/guardian required to attend SART

Attendance contract established



### STEP 4: Letter #4: Third Notification: Continued Truancy (11 Unexcused Absences)

School hand delivers AND sends Letter #4 by registered mail with copy of student's attendance contract from SART meeting

School conducts a home visit



### STEP 5: Notice of School Attendance Review Board (SARB) (18 Unexcused Absences; Chronic Truancy)

School sends Letter #5 by registered mail informing the parent/guardian that their child is a chronic truant and will be required to appear before the School Attendance Review Board (SARB)

Notice of SARB Hearing sent to SARB Chair, Sacramento County Office of Education, and Sacramento County District Attorney's Office Truancy Court

SARB Hearing is held, which may result in the following:

Placed on contract; if violated, referred to District Attorney or truancy court

Referred to other agency: Counseling, Probation, Child Protective Services, etc.

### **Prohibition of Harassment, Intimidation and Bullying**

We are committed to a safe and civil educational environment free from harassment, intimidation or bullying for all students, employees, volunteers, and parents/ guardians. Under the California Education Code, Section 48900.4, "Harassment, intimidation or bullying" is defined as any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive so that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.
- Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying or other distinguishing characteristic. If an individual engages in an act that accomplishes any of the above, it is considered intentional regardless of the degree of impact on the victim. In other words, a victim cannot be "just a little bit hurt," they either are or are not.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions, *including those committed online*. Anyone found to violate the above policy, is in violation of California Education Code Section 48900.4 and will be subject to suspension or expulsion as identified in the Disciplinary Procedures section below.

### **Notice of Prohibition of Alcohol, Tobacco, and Other Drugs**

We believe that involvement with, and/or use of controlled substances will seriously impair students' ability to achieve academically and to live healthy lives. We will not tolerate the possession, use, or sale of alcohol, tobacco, or drugs at school or any school-sponsored event. See the Discipline Policies and Procedures for information on consequences for bringing any of those items to school.

### **Prohibition of Sexual Harassment by Students**

We aim to maintain an academic environment in which all students are treated with respect and dignity. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the School Board. Sexual harassment wastes human potential, demoralizes students, and perpetuates the tendency to further unacceptable behavior. For these reasons, harassment against any student on the basis of sex is forbidden. The Board will not tolerate sexual harassment by anyone.

**Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact; or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment. Examples of sexual harassment may include but are not limited to the following:

- Verbal harassment or abuse of a sexual nature;
- Subtle pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes, or sexual activity);
- Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
- Display of sexually suggestive objects, pictures, or written materials.

Any student alleging sexual harassment by another student should formally report it to the Principal or teacher. Reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. Reports should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed. In fact, the confidentiality of both the complainant (person filing the report) and of the accused, will be respected, consistent with the Board's legal obligations. When necessary, the report will be investigated and corrective actions will be taken. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct and the context in which the alleged conduct occurred will be investigated. See the Discipline Matrix for appropriate consequences for Sexual Harassment.

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## **DISCIPLINE POLICIES AND PROCEDURES**

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### **Discipline Policies and Procedures**

We consider the totality of the circumstances and anticipate that students will make mistakes. Our desire is that students learn from those mistakes and grow to become responsible young adults who can make positive choices for themselves. Therefore, we will work with students to help them learn self-discipline by way of holding them accountable for their actions.

#### **Minor Violations**

- Students will receive progressive discipline in response to negative behavior. The first minor offense where the teacher needs to directly address the student will result in a consequence that includes the loss of a citizenship point.
- Student behavior will be tracked and will result in citizenship point being lost (e.g. loss of paycheck dollars, loss of behavior color, loss of Dojo point).

#### **Repeated Violations**

Students who fail to respond to teacher interventions to Minor Violations and do not correct their behavior should expect the following:

- Sent to the Porch
- Loss of further privileges, such as participation in activities, incentives or field lessons
- Parent-Teacher conference / Student Success Team Meeting
- Completion of a letter of apology, verbal apology, or reflection journal
- Reclassification as a Major Violation and Office Referral

#### **Major Violations**

See Discipline Matrix.

### **The Porch**

The "Porch" is one of the consequences for not adhering to expectations and the Commitment to Excellence Contract. The Porch means that the student must work in isolation in the classroom. Instead of sitting with the group, he/she sits apart from the other students. During their time on the Porch, students relearn the expectations of each member of the team, and the value of making good choices.

This consequence ends when the teacher(s) see improvement in student conduct (listening, following directions, respect for self and others, completion of all assigned work). Although, the student is on the Porch, he/she still receives all instruction and is expected to complete the same class work and homework, but the student works alone. Furthermore, a student on the Porch:

- Eats at a separate table or room at lunch and breakfast
- Must ask to go to the bathroom at a set time in the morning and afternoon
- Walks in the back of lines
- Loses other school privileges

Students on the Porch must ask permission from the teacher to enter and leave a classroom. This enables the teachers to more effectively monitor their actions and provide a re-focus at the beginning of every class period. Students on the Porch are excluded from certain field lessons and other school privileges.

There are two (2) reasons for the existence of the Porch. First, this reinforces the basic reward and consequence system of the school and life in general: good things happen when an individual makes the right choices and negative things happen when an individual makes poor choices.

Second, the school places a high value on the concept of TEAM – Together Everyone Achieves More. Students are expected to contribute to the team of students and teachers by respecting others and doing their share of the work. The Porch is a consequence where all the benefits of the TEAM are taken away and thus, the student comes to value the advantages of being a member of the school's TEAM.

### **Major Violations**

Major Violations are recognized under state law codified in the California Education Code Section 48900. See the Discipline Matrix and the Discipline Matrix Reference Sheet. Students who commit any of those acts under California Education Code 48900 can expect the following:

- Office Referral
- Conference with Student and Family/ Student Success Team Meeting
- Community Service (school or classroom clean up)
- Mandatory Saturday School (begins at assigned time and may include physical education)
- Intervention Plan
- Suspension
- Expulsion

### **Immediate Referrals**

In cases where a student is substantially disrupting the learning environment, or is endangering the safety and welfare of self, others, or property, the teacher has authority to immediately refer the student to the office and remove the student from the classroom.

### **Student Searches and Seizures**

Searches of student backpacks, desks, and similar facilities may be conducted at the direction of the principal or his or her designee, at any time, based on reasonable suspicion that the student or students have prohibited items. The search can occur with or without the consent of the student. For example, students who are suspected to be in possession of cell phones in the testing area may be searched. A reasonable suspicion is one based upon objective, observable facts.

Searches of outer garments such as jackets and coats, purses, wallets, book bags, backpacks, and similar items of personal property that are in a student's possession may be conducted in the same manner. Prohibited Items found during authorized searches may be confiscated.

### **California Educational Code Section 48900**

A pupil may be suspended from school or recommended for expulsion if the Principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to Education Code 48900.

Students are responsible for their actions and are expected to adhere to the Commitment to Excellence Contract and school rules and policies. If a student is in violation of a school rule or policy, a teacher or staff member will refer him/her to the appropriate administrator to determine the consequences based on the type and severity of the violation.

**Corporal Punishment will not be permitted at any Fortune school. Any employee who engages in such action will be terminated immediately.**

### **Suspension**

We believe that students have the right to be in the classroom to learn their grade level content; we also believe that right should not be negatively impacted by misguided acts of the few. Thus, the removal of a student may sometimes be necessary so that other students can learn uninterrupted.

### *Due Process Protections*

Prior to student discipline, especially those involving suspension or expulsion or other limitation of fundamentally protected student rights, every student will have access to the maximum due process protections provided under the law, within the context of the circumstances. Students who are being considered for suspension and expulsion will be provided the specific due process protections provided below to safeguard the student's interests within the situation.

### *Suspension Procedure*

We take learning very seriously. So, when and before it becomes necessary to remove a student from the learning environment for a suspension and upon proper investigation, they will be provided due process protections to safeguard their interests within the situation. Suspensions shall be initiated according to the following procedures:

### *Informal Conference*

Suspension shall be preceded by an informal conference conducted by the principal or designee with the student and whenever practical, the teacher, supervisor or school employee who referred the student to the principal. The conference may be omitted if the principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

### *Notice to Parents/Guardians*

At the time of the suspension, a charter school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

## **Expulsion**

Only the Fortune School of Education Board of Directors, upon the recommendation of the expulsion panel, may expel a student. The governing board may expel any student found to have committed an expellable offense(s) listed in the handbook. Except for expulsions for offenses listed under Education Code Section 48915(c), a student may only be expelled upon the findings and recommendations of the expulsion panel if the charter school governing board finds that the student committed the expellable offense and at least one of the following findings may be substantiated:

- That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

### *Expulsion Procedure*

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within thirty (30) school days after the charter school principal or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. The hearing will be conducted by the expulsion panel. The charter school principal will make a recommendation to the expulsion panel. The expulsion panel shall consist of at least three members who are certificated and neither a teacher of the pupil or a board member of the charter school's board.

### *Written Notice*

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. The notice shall include:

- 1) The date and place of the hearing;

- 2) A statement of the specific facts, charges and offense upon which the proposed expulsion is based;
- 3) A copy of the school's disciplinary rules which relate to the alleged violation;
- 4) Notification of the student's or parent/guardian's obligation to provide information about the student's status to any other district in which the student seeks enrollment;
- 5) The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel;
- 6) The right to inspect and obtain copies of all documents to be used at the hearing;
- 7) The opportunity to confront and question all witnesses who testify at the hearing; and
- 8) The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

#### *Record of Hearing*

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

#### *Presentation of Evidence*

While technical rules of evidence do not apply to an expulsion hearing, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the expulsion panel to expel must be supported by substantial evidence that the student committed any of the acts listed in "Grounds for Suspension and Expulsion" in the student handbook.

Finding of facts shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

The decision of the expulsion panel shall be in the form of a recommendation to the charter school governing board which will make a final determination regarding the expulsion.

#### *Written Notice to Expel*

The principal or designee following a decision of the charter school governing board to expel shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

- 1) The specific offense committed by the student or any of the acts listed in "Grounds for Suspension and Expulsion" in the student handbook
- 2) Notice of the right to appeal the expulsion
- 3) Notice of the student's or parent /guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the charter school

The principal, or designee, shall send written notice of the decision to expel to the student's district of residence and the county office of education. This notice shall include the following:

- 1) The student's name
- 2) The specific offense committed by the student

Upon expulsion from the charter school, students will be referred to their district of residence to attend school pursuant to the procedure of their district of residence pertaining to expelled students.

#### **Additional Due Process Rights**

Every student is entitled under fundamental principles of due process to know precisely what conduct is prohibited prior to being disciplined for such conduct, and to possess ample opportunity to review the evidence presented and provide a response to such evidence. The due process protections afforded to pupils prior to suspension and expulsion are provided above, and further rights, such as the right to appeal, record-keeping, and rehabilitation and re-admittance are included below.

### **Appeal Rights**

Following receipt of the notice of expulsion or suspension, the student shall have the right to appeal that decision to the full Fortune School of Education Board of Directors. The student shall have 10 days to present her/his intention to appeal the decision. Upon the appeal, the student shall have the right to a de novo review in front of the full governing board in closed session, including the full complement of due process rights available to the student during the initial hearing. The full governing board will then render a final decision regarding the student's appeal.

### **Disciplinary Records**

The school shall maintain records of all student suspensions and expulsions at each charter school. Such records shall be made available for the district / county office's review upon request, but neither the district nor county office of education shall be involved in the disciplinary decision.

### **Expelled Pupils/Alternative Education**

Pupils who are expelled shall be responsible for seeking alternative education programs including but not limited to programs within the county or their school district of residence.

### **Rehabilitation Plans**

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

### **Readmission**

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be the sole discretion of the governing board following a meeting with the principal and the pupil and guardian or representative, to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The principal shall make a recommendation to the governing board following the meeting regarding his or her determination.

## DISCIPLINE MATRIX

The purpose of this matrix is to ensure that our schools are a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor offenses within the classroom. A discipline referral will result if students do not correct classroom misbehavior. The following matrix contains consequences that shall be administered if classroom behavior is not corrected or more serious actions occur. The type of discipline will depend upon the student's disciplinary background and the seriousness of the student's action. The disciplinary action outlined below serves as the required disciplinary action to be taken by administration. The principal may not modify disciplinary action at his/her discretion. Other actions not listed will be reviewed on a case-by-case basis. Multiple or repetitive violations of behavior rules may result in suspension and/or expulsion. All documentation required under the Discipline Matrix will become part of the scholars' disciplinary record.

\*LD = Lunch Detention

\*ISS = In-School Suspension

\*OSS = Out-of-School Suspension

\*CTE = Commitment to Excellence Contract

\*SST = Student Study Team

\*SS- Saturday School

\*WHBN = Work Hard, Be Nice  
(Middle School only)

Level I Actions	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence	Fifth Occurrence
<b>Dress Code Violation, Clothes</b>  See reference guide following discipline matrix.	Office calls parent to provide change of clothes.  Dress Code Violation Slip to be signed by parent and returned next day.  Parent Conference; re-sign CTE.	Office calls parent to provide change of clothes.  Dress Code Violation Slip to be signed by parent and returned next day.  Parent Conference; re-sign CTE.  Middle School only: WHBN	Office calls parent to provide change of clothes.  Dress Code Violation Slip to be signed by parent and returned next day.  Parent Conference; re-sign CTE.  Middle School only: WHBN	Office calls parent to provide change of clothes.  Dress Code Violation Slip to be signed by parent and returned next day.  Parent Conference; re-sign CTE.  Middle School only: WHBN	Office calls parent to provide change of clothes.  Dress Code Violation Slip to be signed by parent and returned next day.  Parent Conference; re-sign CTE.  Middle School only: WHBN
<b>Dress Code Violation, Other</b>  See reference guide following discipline matrix.	Dress Code Violation Slip to be signed by parent and returned next day.  Parent Conference; re-sign CTE.  Confiscate item & return to parent (ONLY).	Dress Code Violation Slip to be signed by parent and returned next day.  Parent Conference; re-sign CTE.  Confiscate item & return to parent (ONLY).  Middle School only: WHBN	Dress Code Violation Slip to be signed by parent and returned next day.  Parent Conference; re-sign CTE.  Confiscate item & return to parent (ONLY).  Middle School only: WHBN	Dress Code Violation Slip to be signed by parent and returned next day.  Parent Conference; re-sign CTE.  Confiscate item & return to parent (ONLY).  Middle School only: WHBN	Dress Code Violation Slip to be signed by parent and returned next day.  Parent Conference; re-sign CTE.  Confiscate item & return to parent (ONLY).  Middle School only: WHBN

<p><b>Prohibited Items</b></p> <p>See reference guide following discipline matrix.</p>	<p>Confiscate item. Return to parent.</p> <p>Behavior Referral to be signed by parent and returned next day.</p>	<p>Confiscate item. Return to parent.</p> <p>Behavior Referral to be signed by parent and returned next day.</p> <p>Parent Conference.</p>	<p>Confiscate item. Item will remain in the possession of the school until the end of the trimester or discarded, depending on item. School is not responsible for lost or stolen items.</p> <p>Parent Conference.</p> <p>LD (1 day).</p> <p>Loss of privileges (i.e. assemblies, etc.).</p>	<p>Confiscate item. Item will remain in the possession of the school until the end of the trimester or discarded, depending on item. School is not responsible for lost or stolen items.</p> <p>Parent Conference; inform parent that next offense is WHBN (Middle School only).</p> <p>LD (1-2 days).</p>	<p>Possible suspension.</p> <p>Middle School only: WHBN</p>
<p><b>Level 2 Actions</b></p>	<p><b>First Occurrence</b></p>	<p><b>Second Occurrence</b></p>	<p><b>Third Occurrence</b></p>	<p><b>Fourth Occurrence</b></p>	<p><b>Fifth Occurrence</b></p>
<p><b>Disruptive Behavior</b></p> <p>See reference guide following discipline matrix.</p>	<p>Behavior Referral to be signed by parent and returned next day.</p> <p>Parent called or emailed.</p>	<p>Behavior Referral to be signed by parent and returned next day.</p> <p>Parent Conference; re-sign CTE.</p>	<p>Behavior Referral to be signed by parent and returned next day.</p> <p>LD (1-3 days).</p> <p>Parent Conference.</p> <p>Behavior Contract.</p> <p>Loss of privileges (i.e. assemblies, etc.).</p>	<p>Behavior Referral to be signed by parent and returned next day.</p> <p>ISS (1-2 days) – grades 4-12 only.</p> <p>Parent Conference; inform parent that next offense is WHBN (Middle School only).</p> <p>Referral to SST.</p>	<p>Possible suspension – grades 4-12 only.</p> <p>Middle School only: WHBN (1-3 days); recorded on student’s permanent record.</p>
<p><b>Inappropriate/ Disrespectful Language and/or Material</b></p> <p>See reference guide following discipline matrix.</p>	<p>Behavior Referral to be signed by parent and returned next day.</p> <p>Parent called or emailed.</p>	<p>Behavior Referral to be signed by parent and returned next day.</p> <p>Parent Conference; re-sign CTE.</p> <p>LD (1 day).</p>	<p>Behavior Referral to be signed by parent and returned next day.</p> <p>LD (1-2 days).</p> <p>Parent Conference.</p> <p>Behavior</p>	<p>Behavior Referral to be signed by parent and returned next day.</p> <p>LD (1-3 days).</p> <p>Middle School only: WHBN (2 days).</p>	<p>OSS (1-2 days) recorded on student’s permanent record.</p>

			Contract. Loss of privileges (i.e. assemblies, etc.).	Parent Conference; inform parent that next offense is OSS.  Referral to SST.	
<b>Defiance</b>  See reference guide following discipline matrix.	Behavior Referral to be signed by parent and returned next day.  Parent called or emailed.  LD (1 day).	Behavior Referral to be signed by parent and returned next day.  Parent Conference; re-sign CTE.  Loss of privileges (i.e. assemblies, etc.).  Referral to SST.  LD (1-2 days).	Behavior Referral to be signed by parent and returned next day.  SS (1 day).  Parent Conference.  Loss of privileges (i.e. assemblies, etc.).  Referral to SST.  LD (1-3 days)	Behavior Referral to be signed by parent and returned next day.  ISS (3 days) – grades 4-12 only.  Parent Conference.  Loss of privileges (i.e. assemblies, etc.).  Referral to SST.  LD (1-4 days)	Behavior Referral to be signed by parent and returned next day.  OSS (1-3 days) – grades 4-12 only.  Referral to SST.
<b>Level 3 Actions</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>	<b>Third Occurrence</b>	<b>Fourth Occurrence</b>	<b>Fifth Occurrence</b>
<b>Harassment/ Disrespect/ Bullying/ Extortion</b>  See reference guide following discipline matrix.	Behavior Referral to be signed by parent and returned next day.  Parent called or emailed.  Loss of privileges (i.e. assemblies, etc.).	Behavior Referral to be signed by parent and returned next day.  Parent Conference; re-sign CTE.  Written assignment on bullying.  LD (1-2 days).  Loss of privileges (i.e. assemblies, etc.).  Refer to SST.	Behavior Referral to be signed by parent and returned next day.  Parent Conference (both families).  OSS (3-5 days).  Possible expulsion.	Parent Conference.  Expulsion.	
<b>Affectionate Behavior/ Sexual Behavior</b>  See reference guide	Behavior Referral to be signed by parent and returned next day.	Behavior Referral to be signed by parent and returned next day.	Behavior Referral to be signed by parent and returned next day.	Behavior Referral to be signed by parent and returned next day.	Expulsion.

following discipline matrix.	Parent called or emailed.  LD (1-3 days).	SS (2 – 3 days).  Parent Conference.  Loss of privileges (i.e. assemblies, etc.).	ISS (2-3 days) – grades 4-12 only.  Parent Conference.  Loss of privileges (i.e. assemblies, etc.).  Referral to SST.	Parent Conference.  OSS (3-5 days).  Loss of privileges (i.e. assemblies, etc.).	
<b>Cheating/ Plagiarism/Copying/ Forgery</b>  See reference guide following discipline matrix.	Behavior Referral to be signed by parent and returned next day.  LD (1 day).  Loss of privileges (i.e. assemblies, etc.).  Zero on test/ assignment.  Completion of alternative assignment for no credit.	Behavior Referral to be signed by parent and returned next day.  Parent Conference; re-sign CTE.  LD (1-2 days).  Loss of privileges (i.e. assemblies, etc.).  Zero on test/ assignment.	Behavior Referral to be signed by parent and returned next day.  LD (1-3 days).  Loss of privileges (i.e. assemblies, etc.).  Zero on test/ assignment.  Parent Conference.	Behavior Referral to be signed by parent and returned next day.  LD (1-4 days).  Loss of privileges (i.e. assemblies, etc.).  Zero on test/ assignment.  Parent Conference.	Behavior Referral to be signed by parent and returned next day.  LD (1-5 days).  Loss of privileges (i.e. assemblies, etc.).  Zero on test/ assignment.  Parent Conference.
<b>Skipping Class(es), School, and/or Leaving Class without Permission</b>  See reference guide following discipline matrix.	Behavior Referral to be signed by parent and returned next day.  Parent called or emailed.  LD (1 day).	Behavior Referral to be signed by parent and returned next day.  SS (1 – 2 days).  LD (1-2 days).  Parent Conference.  Referral to SST.	Behavior Referral to be signed by parent and returned next day.  LD (1-3 days)  Parent Conference; Re-sign CTE.	LD (1-4 days) Referral to SART.	LD (1-5 days) Referral to SARB.
<b>Damage to property (Vandalism)/ Petty Theft (Stealing)/ Unauthorized Entry or Use of School Facilities</b>  See reference guide following discipline	Behavior Referral to be signed by parent and returned next day.  Parent called or emailed.	Parent Conference.  ISS (1- 3 days) – grades 4-12 only.  Loss of privileges (i.e. assemblies, etc.).	Parent Conference.  OSS (1-3 days) – grades 4-12 only.  Loss of privileges (i.e. assemblies, etc.).	Expulsion.	

matrix.	LD (1-5 days: clean/ repair property).  Loss of privileges (i.e. assemblies, etc.).  In the case of damaged or stolen school property, parent will compensate the school or for damage or theft.  Possible Expulsion.	In the case of damaged or stolen school property, parent will compensate the school or for damage or theft.  Possible Expulsion.	In the case of damaged or stolen school property, parent will compensate the school or for damage or theft.  Possible Expulsion.		
<b>Level 4 Actions</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>	<b>Third Occurrence</b>	<b>Fourth Occurrence</b>	<b>Fifth Occurrence</b>
<b>Assault/Battery (Student Directed)</b>  See reference guide following discipline matrix.	OSS (5 days).  Law Enforcement Notified.  Referral to SST.	Expulsion.  Law Enforcement Notified.			
<b>Arson/Bomb Threats</b>  See reference guide following discipline matrix.	Expulsion.  Law enforcement notified.				
<b>Drugs/Alcohol Possession, Use and/or Sale</b>  See reference guide following discipline matrix.	Expulsion.  Law enforcement notified.				
<b>Fighting/ Fight Instigation</b>  See reference guide following discipline matrix.	Behavior Referral to be signed by parent and returned next day.  ISS (3 days).  Parent Conference; re-sign CTE.	Behavior Referral to be signed by parent and returned next day.  OSS (5 days).  Parent Conference; inform parents that next offense is expulsion.	Expulsion.		

<b>Staff Directed Assault</b>  See reference guide following discipline matrix.	Expulsion.  Law Enforcement Notified.				
<b>Weapons: Possession of Knives</b>  See reference guide following discipline matrix.	Expulsion.  Law Enforcement Notified.				
<b>Weapons: Possession of Firearms or Chemical Device</b>  See reference guide following discipline matrix.	Item confiscated.  Law enforcement notified.  Expulsion.				

## Discipline Matrix Reference Guide

### **Affectionate/Sexual Behavior**

1. *Sexual Harassment* - (undesired sexual behavior towards another) Unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation or creates a hostile environment. The following types of conduct by any adult or student constitute sexual harassment:
2. *Creating a hostile environment* - sexually harassing conduct (which can include unwelcome sexual advances; and other verbal, or nonverbal or physical behavior of a sexual nature) by an individual that is sufficiently severe, persistent, or pervasive enough to create a hostile or abusive educational environment; or
3. *Quid pro quo* - to condition, explicitly or implicitly, sexual favors for participation in an educational program or activity or in determining an educational decision. (In some cases, severe incidents of sexual harassment which include violent physical contact may be considered a Battery; or with physical penetration, a Sexual Battery.)
4. *Sexual Offenses* - (lewd behavior, indecent exposure) Sexual contact, including intercourse, without force or threat of force and where victim is capable of giving consent. Exposing an individual to lewd, sexual behavior, or actions.
5. *Sexual Battery* - (attempted or forcible penetration) Forced oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object.

### **Arson/Bomb Threats**

1. *Arson* - the willful and malicious burning of any part of a building or its contents
2. *Bomb threat* - any such communication(s) directed at a school employee which has the effect of interrupting the educational environment.

### **Assault/Battery**

1. The intentional, unlawful threat by word or act to do violence to the person of another coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent.

### **Damage to Property (Vandalism)/Petty Theft/Unauthorized entry of use of school facility**

1. *Damage to property* - malicious destruction of property; to destroy or damage property.
2. *Stealing* - obtaining property by fraud; taking dishonestly.

### **Defiance**

1. *Disrespectful speech/action* - lacking proper speech, discourteous, rude, non-verbal, disregard for authority, uncontrolled behavior, and negative performing of conduct.
2. *Failure to follow classroom rules* - misconduct dealing with the classroom rules as determined by the teacher while student is in said classroom.
3. *Insubordinate* - not submitting to authority; disobedient; failure to follow reasonable request by Fortune School employee; not telling the truth when requested by a Fortune School employee.
4. Staff directed profanity.

### **Disruptive Behavior**

1. *Disruptive behavior*-Student behavior that hinders the teaching process, the learning process, the school's safety, climate, property, and well-being of others in the environment.
2. *Horseplay* – rowdy, rough, or boisterous play; play fighting.

### **Dress Code Violation (clothes)**

1. The Fortune School “**Everyday**” uniform consists of the following clothing:
    - a. Polo shirt with the appropriate Fortune School logo and color.
    - b. Khaki pants, shorts, skirts, scooters, or skorts. Shorts must be worn under skirts.
    - c. Black closed toe shoes (*secured with buckles, ties, or Velcro*).
  - d. Dark socks.
  - e. Black belt (if needed).
  2. The Fortune School “**Dress**” uniform consists of the following clothing:
    - a. A Fortune School navy blue sweater vest or pullover.
    - b. Fortune School track jacket (grades 6-12).
    - c. School color striped tie (grades 6-12).
    - d. White button down dress shirt.
    - e. Khaki pants for boys and khaki bottoms for girls; Black closed to shoes (*no tennis shoes*)
    - f. Dark socks (*boys*)
    - g. White or navy knee highs or tights (*girls*)
    - h. Black belt (if needed).
  3. The Fortune School “**Spirit**” uniform consists of the following clothing:
    - a. School spirit or Panthers gear, or school polo with the appropriate Fortune School logo and color.
    - b. Khaki pants, shorts, skirts, scooters, or skorts. Shorts must be worn under skirts.
    - c. Black closed toe shoes (*secured with buckles, ties, or Velcro*).
  - d. Dark socks.
  - e. Black belt (if needed).
- All shirts must be tucked in unless otherwise specified (*i.e. PE*).
  - Students may not wear inappropriately tight or short shirts, pants, shorts, skirts, or skorts. Fortune School defines inappropriately short skirts, skorts, shorts that do not reach the top of the knee. Shorts must be worn under skirts.
  - All pants must fit around the natural waist and not be excessively baggy and may not cover the shoes.
  - Black belts must be worn through all belt loops and may not cause a distraction to learning.
  - Pants may not be excessively baggy and may not cover the shoes.
  - All pants, shorts, skirts, and skorts must have a hem at the bottom (*no cut-offs*).
  - Students may not wear sleeveless or cut-off shirts, blouses, or dresses.
  - Students may only wear solid black or navy-colored coats.
  - No fur, sparkles, sequins, designs or accessories of any kind are allowed on any articles of clothing including jackets and shoes.
  - Students may not wear denim clothing (*pants, jackets, etc.*)

- Hair must be clean cut, worn neatly, and without designs. Students may not wear hats, caps, “do” rags, bandanas, or other head coverings at school, unless deemed appropriate. For students with a religious requirement for wearing head covering, this will be discussed on a case-by-case basis.
- Cornrows, braids, twists, dreadlocks or ponytails are not allowed for male students or students who identify as male. Designs (including Mohawks), lines, colored, or bleached hair is not permitted for any student.

### **Dress Code Violation, other**

1. For safety reasons, the following jewelry will not be permitted at Fortune School: chains, chokers, multiple-finger rings, toe rings, and large dangling earrings (*larger than a nickel*).
2. Students may not wear multiple bracelets. (Two maximum, one per wrist.)
3. Students may not pierce any body parts other than their ears. Male students are not permitted to wear earrings.
4. Students may not wear make-up with color.
5. Students may not wear artificial nails. Students are not allowed to paint their nails.
6. Students may not wear perfume/cologne/spray-on deodorant
7. Students may not wear multiple color barrettes or beads. (2 color maximum per day)
8. Any item of clothing, accessory, or personal belonging deemed to be a distraction to the learning environment will not be allowed.

### **Drugs and Alcohol (possession use and sale)**

1. *Drugs/alcohol* - any substance used as or in a medicine, a narcotic, alcohol, or controlled substance, such as cannabis, or manufactured substance.
2. *Possession, use, sale* - the possession, administration, dispensing, distribution, or delivery of the above items.

### **Fighting/Fight Instigation**

1. *Fighting* - to take part in a physical struggle; to struggle against opposition; to oppose physically as with fist; to actually and intentionally strike another against the will of the other; intentionally causing bodily harm to an individual
2. *Fight instigation* - a third person instigating, inciting, or encouraging a fight or confrontation between two other individuals.

### **Harassment/Disrespect/Bullying/Extortion**

1. *Harassment*- Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.
2. *Disrespect*-Discourteous, rude, non-verbal, disregard for authority, uncontrolled behavior, and negative performing of conduct.
3. *Bullying*-Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe and pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual’s school performance or participation.
4. *Extortion* - to get money, etc., by violence, threats, or written communications.

### **Inappropriate Language/Profanity**

1. Indecent, extremely “dirty” language or material; disgustingly “filthy” language or material.
2. Profanity, foul language, or obscene material.

### **Plagiarism / Cheating**

Plagiarism occurs when a student uses another writer’s work without giving credit for the source.

Plagiarism typically occurs in school situations in the following ways:

- A student uses the author’s words without using quote marks around the material.

- A student uses an electronic source (internet, TV, lyrics) without citing the source.
- A student uses the author's ideas or information without giving credit for the material (known in the academic world as "citing the source").
- A student does both—uses the author's words *and* ideas without citing the source.

Cheating can take many forms but always involves taking information from another student or individual.

Examples of cheating can include but are not limited to:

- taking answers on a test, homework, or quiz from another student or other source, with or without his/her knowledge;
- collaboration on assignments such as taking or sharing answers without teacher permission;
- obtaining test answers and/or questions from other students in advance of an exam;
- stealing test materials from a teacher's belongings;
- falsifying grade reports or changing a grade book;
- taking pictures of an exam and forwarding the pictures to anyone;
- texting answers or questions to anyone.

Cheating can be accomplished by several means, including but not limited to: deception, theft, talking, signs, gestures, copying, use of unpermitted study aids such as "cheat sheets," and threats to other students.

Consequences can include, but are not limited to:

- No credit for the assignment or test in which plagiarism or cheating occurred;
- Lowering of citizenship grade.
- Completion of alternative assignment with partial or no credit.

### **Prohibited Items**

- Weapons or Toy Weapons
- Fast Food, Soda, Candy, Gum, Sunflower Seeds or Hot Chips/Takis
- Game Boys or any other electronic toys
- Cash in excess amounts
- Lasers
- Sunglasses
- Denim Clothing of any kind
- Toys, stuffed animals, or dolls (unless part of an assignment)
- Radio, MP3 Player, iPod, tablets, etc.
- Cellular Telephones\*
- Vulgar/inappropriate stickers or logos
- Inappropriate magazines or books

*\*Fortune School, Fortune School of Education, or the employees of either of these entities will not be held liable for lost or stolen property. If parents choose to have their student carry a cellular telephone to and from school for safety purposes, the student must check in daily the phone with their Teacher Leader. The student may check out the phone at the end of the day.*

### **Skipping Classes**

Skipping class(es) - staying away from a specific class(es) without permission.

### **Weapons: Possession Knives, Firearms and Chemical Devices**

Possession of any weapon which will or is designed to or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas; any weapon which will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. Not included in this definition are an antique firearm; a rifle intended solely for sporting, recreational, or cultural purposes; any device which is neither

designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10; any Class-C common fireworks that are not included in the definition of weapon.

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## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE**

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At the beginning of each school year, in addition to the notice required for directory information, all Fortune Schools shall provide parents and eligible students with a notice of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice shall inform the parents and eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent; and
4. File with the Department of Education a complaint concerning alleged failures by the School to comply with the requirements of FERPA and its promulgated regulations.
5. Request that the School does not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

1. The procedure for exercising the right to inspect and review educational records;
2. The procedure for requesting amendment of records.

### **Education Record**

An education record is any written or computerized document, file, entry, or record containing information directly relating to a student that is compiled and maintained by the School. Such information includes but is not limited to:

1. Date and place of birth; parent and/or guardian's address, and where the parties may be contacted for emergency purposes;
2. Grades, test scores, courses taken, academic specializations and school activities;
3. Special education records;
4. Disciplinary records;
5. Medical and health records;
6. Attendance records and records of past schools attended;
7. Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student.

### **An education record does not include any of the following:**

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. Records maintained by a law enforcement unit of the School that were created by that law enforcement unit for the purposes of law enforcement;
3. Records relating to a School employee that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose;

4. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with treatment of the student; and c) disclosed only to individuals providing the treatment. For the purposes of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the School or
5. Records that only contain information about the individual after he or she is no longer a student at the School.

### **Parental and Eligible Student Rights Relating to Education Records**

Parents and eligible students have the right to review the student's education records. In order to do so, parents and eligible students shall submit a request to review education records in writing to the Site Administrator. Within 45 days, the School shall comply with the request. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the School will provide the parent or eligible student with a copy of the requested records or made other arrangements for inspection and review of the requested records.

### **Copies of Education Records**

The School will provide copies of requested documents within 10 business days of a request for copies. The School will charge reasonable fees for copies it provides to parents or eligible students, unless it effectively prevents a parent or eligible student from exercising the right to inspect and review the education records. The charge will not include a fee to search for or to retrieve the education records.

### **Request for Amendment to Education Record**

If upon review, a parent of eligible student discovers any information or notation that is factually inaccurate, misleading or in violation of the student's right of privacy, he or she may request, in writing, that the School amend the record. The request must be submitted within thirty (30) days of the discovery of the inaccurate or misleading information or a violation of the student's right of privacy. The School will respond within a reasonably prompt period of time to the request. The School's response will be in writing and if the request for amendment is denied, the School will set forth the reason for the denial and inform the parent or eligible student of his or her right to a hearing challenging the content of education record.

### **Hearing to Challenge Education Record**

If the School denies a parent of eligible student's request to amend an education record, the parent or eligible student may request in writing that he/she be given the opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy right of the student.

The hearing to challenge the education record shall be held within 30 days of the date of the request for a hearing, notice of date, time and place of the hearing will be sent by the School to the parent or eligible student no later than 20 days before the hearing.

The hearing will be conducted by the Fortune School of Education's President/CEO or his/her designee. The parent or eligible student will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent or eligible student may also, at his/her own expense, be assisted or represented by one or more individuals of his/her choice, including an attorney. The President/CEO or his/her designee's decision will be based solely on the evidence presented at the hearing. Within 45 days of the conclusion of the hearing, the School's decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing the Fortune School of Education's President/CEO or designee determines that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, the School will amend the record accordingly and the parent or eligible student will be informed of the amendment in writing.

If, as a result of the hearing, the Fortune School of Education's President/CEO or designee decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the Fortune School of Education's designee, or both. If the Fortune School of Education's designee places a statement by the parent of eligible student in the education records of the student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose that statement whenever it discloses the portion of the record to which the statement relates.

### **Disclosure of Education Records and Directory Information**

The school must have a signed and dated written permission from the parent or eligible student before releasing any information from a student's education record with the exceptions listed below and for directory information. With the exceptions listed below, the school will not release educational records to any person or entity outside of the Fortune network without the written consent of a parent or eligible student. The written permission must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent or eligible student may request a copy of the disclosed records. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as a source of the electronic consent and indicates such person's approval of the information contained in the electronic consent.

The school will only disclose personally identifiable information on the condition that the receiving parties not disclose the information to any party without the prior consent of the parent or eligible student and the receiving party use it for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below and the school maintains the appropriate records, as described below. Except for the disclosures pursuant to a judicial order or lawfully issued subpoena, of directory information or to the parents or eligible students, the school will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior written consent of the parent or eligible student and that the receiving party use it for the purpose for which the disclosure was made.

The school will disclose education records, without consent, to the following parties:

1. Fortune School of Education employees who have legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll;
3. Certain government official listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection to a student's application for, or receipt of, financial aid to a student if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for the school in accordance with 20 U.S.C § 1232g(b)(1)(F); including Northwest Evaluation Association as it relates to student assessment;
6. Accrediting organization in order to carry out their accrediting functions;
7. Parents or a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals who have obtained lawful court order or subpoenas;
9. Persons who need to know if cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;

11. A victim of an alleged perpetrator of crime of violence or non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by the school with respect that that alleged crime or offense. The school may disclose the final results of the disciplinary proceeding, regardless of whether the school concluded a violation was committed.

### **Record Keeping Requirement**

The school will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student for as long as the records are maintained. For each request, the record must include the following information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

For disclosures of personally identifiable information to institutions that make disclosures of the information on behalf of the School in accordance with 34 C.F.R. 99.33(b), the record must include the names of the additional parties to which the receiving party may disclose the information on behalf of the School and the legitimate interests that each of the additional parties has in requesting or obtaining the information.

These record keeping requirements do not apply to requests from or disclosure to parents and eligible students, School officials with a legitimate purpose of inspecting the records, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

The records relating to disclosures of personally identifiable student information may be inspected by parents and eligible students, School officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of the School.

### **Complaints**

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5920

# STUDENT NAME:



## COMMITMENT TO EXCELLENCE CONTRACT

### TEACHERS' COMMITMENT

We fully commit to Fortune School in the following ways:

- We will be prepared to teach and be in our classrooms every day by 7:30 a.m.
- We will maintain professional standards for appearance and a positive attitude.
- We will always teach in the best way we know how, and we will do whatever it takes for our students to learn.
- We will work collaboratively with fellow teachers, our Principal and all support staff.
- We will always make ourselves available to students and parents, and listen to any concerns they might have.
- We will always protect the safety, interests and rights of all individuals in the classroom.

\_\_\_\_\_  
TEACHER SIGNATURE

\_\_\_\_\_  
DATE

### PARENTS/GUARDIANS' COMMITMENT

We fully commit to Fortune School in the following ways:

- We will make sure our child is in the classroom every day by 7:45 a.m.
- We will make arrangements so our child can remain at Fortune School until his/her grade-level dismissal time.
- We will pick our child up on time upon dismissal from school.
- We will ensure that our child attends any required Fortune School after school, intersession and/or summer school sessions.
- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This also means we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework, read with him/her every night, and provide 40 hours of approved family service.
- We will always make ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the Fortune School office as soon as possible, and we will read carefully all the papers that the school sends home to us.
- We will allow our children to go on Fortune School field lessons.
- We will make sure our child wears the Fortune School uniform and follows the Fortune School dress code.
- We understand that our child must follow the Fortune School rules so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.
- We will always protect the safety, interests and rights of all individuals in the classroom. *I acknowledge that failure to adhere to these commitments can cause my child to lose various Fortune School privileges, and can lead to my child returning to his/her home school.*

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

### STUDENT'S COMMITMENT

We fully commit to Fortune School in the following ways:

- I will be in my classroom and ready to learn every day by 7:45 a.m.
- I will remain at Fortune School until my grade-level dismissal time.
- I will attend any required Fortune School before/after school, intersession and/or summer school sessions.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night, I will call my teacher if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- I will always make myself available to my parents, my teacher, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teacher or Principal and accept responsibility for my actions.
- I will always behave so as to protect the safety, interests and rights of all individuals in the classroom. This also means that I will always listen to all my Fortune School teammates and give everyone my respect.
- I will wear a Fortune School uniform and follow the Fortune School dress code.
- I am responsible for my own behavior, and I will follow my teacher's directions. *I understand that failure to adhere to these commitments can cause me to lose various Fortune School privileges, and can lead to returning to my home school.*

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

# STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

(Please tear out this page and return)

Student's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

This Student-Parent Handbook has been prepared for your information and understanding of the school's policies, philosophies, practices and rules. PLEASE READ IT CAREFULLY. Upon completion of your review of this handbook, please sign the statement below and return it to your child's teacher by the due date below.

I have received and read a copy of the Student-Parent Handbook that outlines the school's goals, policies, rules and expectations.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Student-Parent Handbook provided to me. I understand this handbook is not intended to cover every situation that may arise during my or my child's enrollment, but is simply a general guide to the goals, policies, practices, benefits and expectations.

I also understand that this handbook is subject to revision by the administration without prior notice and at its sole discretion. However, I may expect to receive in a timely manner a copy of all such revisions. I also understand that this handbook supersedes all prior versions of a student-parent handbook that may have been issued.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent and Guardian

\_\_\_\_\_  
Date

**Please return to your student's teacher by:  
Wednesday, September 6, 2017**