

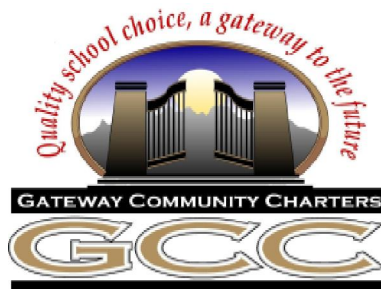


Student Handbook 2017-2018



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Gateway Community Charters

Gateway Community Charters' mission is to create and manage high quality charter schools which provide access to innovative, quality, standards-based educational opportunity for all students.

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MISSION STATEMENT

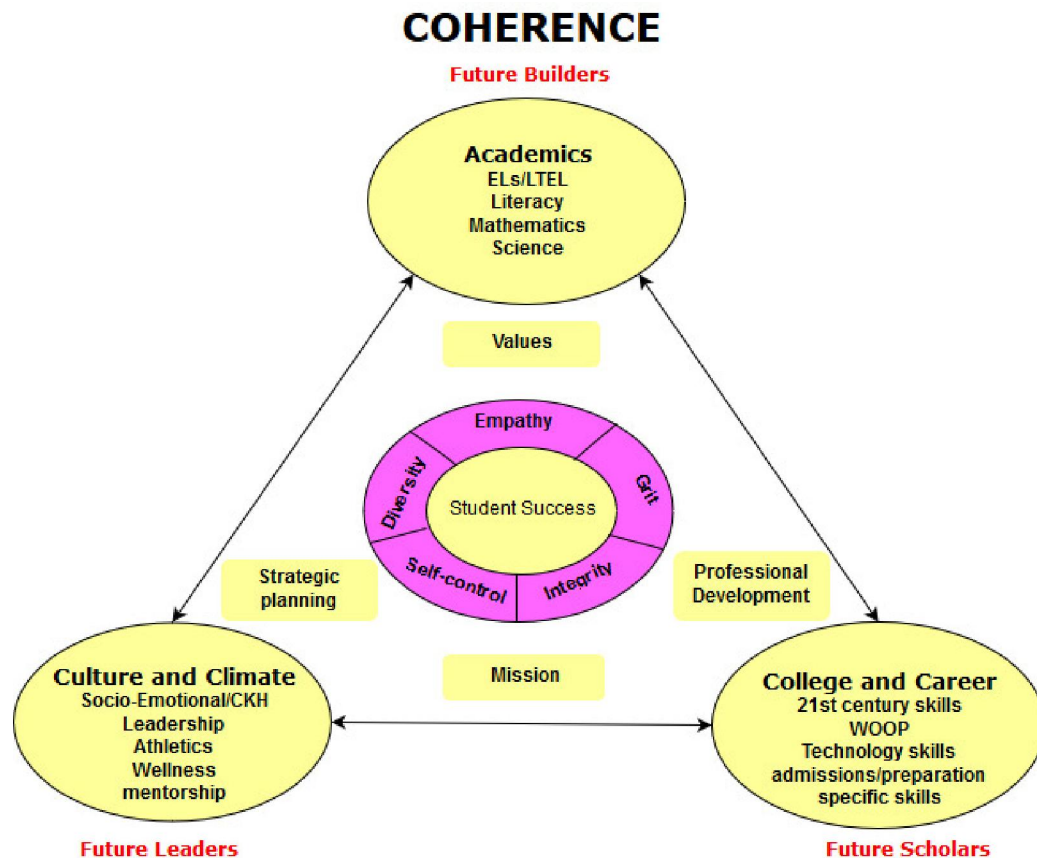
A dedicated and highly qualified faculty provides Futures students with an excellent, standards-based education that will prepare them for the rigor of the university and the competition of the workplace in the 21st Century. Our students are given the opportunity to learn about and appreciate the rich diversity of the various cultures that comprise this country and the world community. Futures High School students will take ownership of their education, be responsible in their behavior and virtuous in their character, make healthy choices in respect to their bodies and minds, and take pride in, and be given the opportunity to participate actively in all aspects of school life.

VALUES TO LIVE BY

School spirit is an attitude that is felt and demonstrated in and around campus and is carried into the community. The school has implemented Capturing Kids' Hearts process which promotes caring atmosphere where all students are respected and validated. This philosophy is embedded in each classroom and practiced in all aspects of the school life. The students are expected to work as a self-managing group, be accountable for their behaviors and actions, and demonstrate leadership. Our established core values help the Futures' family focus on excellence:

STUDENT FOCUSED
EXCELLENCE
RESPONSIBILITY
VALUING PEOPLE
INTEGRITY
COLLABORATION
EMPOWERMENT

Foundations of Success



PARENT INVOLVEMENT

Parent involvement is highly valued at our school. Parents are expected to join in with the school and volunteer time to help at various events. Many types of activities have been identified in which parents may volunteer such as supervision at lunch time, chaperones at school events, field trips and other activities to help keep the school safe. Our updated Parent Involvement Policy can be found online at www.fhscharter.org.

To inquire about parent opportunities, please contact
Max Gonchar, Parent Liaison, at (916)286-1940.

DAILY SCHEDULE

Regular Day Schedule	8:05 a.m. – 3:18 p.m
Minimum Day Schedule	8:05 a.m. – 12:45 p.m.
Office Hours	7:30 a.m. – 4:30 p.m.

Regular Day Schedule

Period	Bell Schedule
Period 1	8:05-9:06
Period 2	9:11-10:12
Break	10:12-10:24
Period 3	10:24-11:25
Period 4	11:30-12:31
Lunch	12:31-1:06
Period 5	1:11-2:12
Period 6	2:17-3:18



Friday/Minimum Day Schedule

Period	Bell Schedule
Period 1	8:05-8:38
Period 2	8:42-9:15
Period 3	9:19-9:52
Break	9:52-10:02
Enrichment	10:02-10:54
Period 4	10:58-11:31
Period 5	11:35-12:08
Period 6	12:12-12:45
Lunch	12:45-1:15

VISITORS ON CAMPUS

Parents are always welcome at the school. However, in order to make sure that instruction is not interrupted, parents must make arrangements by calling the office prior to visiting classes. Please give at least 24 hours advance notice for teachers and staff. Appointments are to be scheduled in advance as well. All visitors are required to report to the office and sign the visitor's book when they arrive on campus. A guest badge will then be provided. Student visitors are generally not allowed on campus, but it is always at the discretion of the principal/leadership team for any exceptions. A permission slip needs to be signed by the parent and the Principal or designee at least 24 hours in advance for the student visitor to be allowed on campus.

CLOSED CAMPUS

To ensure the health and safety of all of our students, Futures High School maintains a “closed campus”. This means that once students arrive at our school, they must not leave without permission.

*Futures High School seniors are awarded a senior privilege; the school policy allows seniors who have a valid (excluding provisional) driver's license and proof of insurance to leave campus during lunch with written permission from parents and school administrator. No passengers are allowed. Leaving campus is a privilege, and senior students must meet certain criteria to be eligible. The student needs to be in good standing – both in behavior and academics, and not have excessive tardies and/or absences. Having grades below a C, out of school suspensions, 6 or more absences, **excessive early dismissals and/or excessive tardies** will result in revoking of the privilege to leave campus during lunch time.*

The student must report to the office before leaving to sign out and sign in immediately after coming back. Students leaving campus during the school day without approval will be deemed truant and, in addition to revoking the privilege of leaving campus during lunch, will be subject to disciplinary action.

Procedures:

The senior has to bring a note from parents stating:

I, (parent name) give my permission to (student name) to leave campus during lunch on (date) through (date).

Parent signature, date and a contact number for verification.

*The note can be written in English or Russian.

EARLY DISMISSAL

To be dismissed early, the student must present a note signed by a parent to the attendance clerk located in the main office. In cases of coming in for student pick up, parents need to come into the main office and remain there, as the registrar/attendance clerk will call the teacher to release student(s). If parents come directly to the classrooms, they will be redirected to the office. After 10 early dismissals, students will be required to bring a physician's note or written documentation verifying the excuse for absence to clear the absences missed during early dismissal. Excessive early dismissals (25+total in a school year) may result in disciplinary actions or withdrawal from Futures High School.

AREAS "OFF LIMITS" DURING THE SCHOOL DAY

1. Parking lots (students are not to go to their car during school time)
2. Hallways of shared campuses
3. Classroom/classroom areas (gym, fields, etc.) not a part of student's schedule
4. The park in back of school during school hours (unless supervised during lunch)
5. Other unsupervised areas



SCHOOL ATTENDANCE REQUIRED BY LAW

The State of California believes that education is essential for children and for our future. State law requires parents/guardians of children ages 6 to 18 to send their children to school, unless otherwise provided by law. Parents who fail to meet this obligation may be subject to prosecution. - Ed. Code 48200, 48290

ATTENDANCE POLICY

Daily school attendance is critical for students' success. Students are expected to be in school daily. Parents are strongly encouraged to schedule medical appointments during non-school hours. **Absence from school will be excused only for:**

- health reasons
- family emergencies (provide specific explanation)
- attendance at funeral services for an immediate family member
- appearance in court
- observation of a religious holiday or ceremony

Please note that the same school rules for absences apply for short-term independent study. Please refer to our Short Term Independent Study Policy for further information.

Every absence must be cleared in one of the following ways:

1. If a student is absent, the parent/guardian should report the absence by telephoning to the attendance clerk at **286-1901 by 9:00 am on the day of the absence**. If the absence exceeds five days, a doctor's note is required. For extended absences (i.e. illnesses, family emergencies, etc.), parents are asked to call the school as soon as possible.

2. When returning to school after an absence, a student must be readmitted to his/her classes by presenting a written excuse for the absence to the attendance clerk in the office. The note must show:

- A. Student's full name
- B. Date(s) of absence
- C. Reason for absence
- D. Signature of parent or guardian

***Please note: regardless of a phone call to the office, an absence note is still required for students to bring in within 3 school days.**

EXCUSED/UNEXCUSED ABSENCES

Unexcused Absences: Students will not receive credit for and will not be allowed to make up any assignments, tests, work, activities, etc., missed during unexcused absences.

Excused Absences: Students are permitted to make up work, tests, and other assignments, etc. when absences are excused. Under normal circumstances, it is expected that students will submit previously assigned work upon return to school after an excused absence. All work missed on the day(s) of excused absence(s) must be made up within three school days after returning to school. However, for extended excused absences, the teacher may grant additional time, but not to

extend beyond two weeks past the return to school. It is the joint responsibility of student and parent to ensure all make up work is completed following excused absences.

Out of School Suspensions: Students are permitted to make up work, tests, and other assignments missed during out of school suspensions.

TARDIES

When students arrive more than 30 minutes late to school, they must report to the office to clear the late arrival and secure an **admit to class** form. If the student is less than 30 minutes late, he/she does not need to report to the office. However, she/he will be marked late on the attendance record by the teacher.

Excessive/repeated offenses will result in progressive disciplinary actions (lunch detention or/and Friday Detention/In-School Detention).

Number of Tardies	Consequence(s)
1 st Tardy	Warning from teacher
2 nd Tardy	Warning Loss of participation points
3 rd Tardy	Loss of participation points Parent contact
4/5 th Tardy	Loss of participation points Teacher Detention
6 th Tardy	Loss of participation points Parent contact Office referral Enrichment period detention
9 th Tardy	Loss of participation points Parent contact Friday after-school detention
12 th Tardy	Loss of participation points Parent contact Enrichment period detention Friday after-school detention Loss of off-campus privileges
15 th Tardy	Loss of participation points Parent contact Enrichment period detention Two Friday after-school detentions

To get clearance for bus related tardies, students are also required to come into the office before going to class.



HALL PASSES

Students are expected to be in class during all class periods. Hall passes are given for emergencies only. An official school hall pass issued by a staff member must be in the student's possession while in the halls during class time. **When the student is permitted to leave the class to go to the bathroom or to the office, he/she must sign in the class Restroom Log.**

ATHLETICS POLICY

Futures High School provides an Athletics Handbook to all student-athletes wishing to participate in sports. The handbook is provided to give you specific information about our school's athletics teams and opportunities, and will acquaint you and your parents with school policies regarding athletic eligibility and procedures to try out for an athletic team, and athletic clearance forms. These are available through Adrienne Herbst, Athletic Director or Michael Ettner, Vice Principal.

DRESS CODE AND GROOMING



High standards of dress promote good citizenship and a positive, wholesome, and safe learning environment. The appearance of the student body reflects upon the climate of the school. Students are expected to meet standards of dress and grooming that are acceptable in a positive learning environment. Extremes in dress or clothing regarded as disruptive or a distraction from the learning environment are not permitted. Clothing will promote physical and psychological safety.

The following guidelines shall apply to all regular school activities:

1. Pants must not be excessively baggy or sagging and must be worn at or above the hip point and be able to stay up without a belt.
2. Shorts, skirts, and dresses must be modest in length and must reach or extend below the fingertips when the arms and fingers are fully extended at the side.
3. Undergarments must not be showing.
4. Torn, frayed or ripped pants, skirts, or shorts that expose skin or undergarments above the knees are not allowed.
5. Shoes must be worn at all times. House shoes or slippers are not permitted. Flip-flops and strapless sandals are discouraged for safety reasons.
6. Spaghetti strap tops and halter-tops are not allowed. The straps should be at least three fingers wide to be appropriate.
7. The wearing of any handkerchiefs, suspenders, shoestrings, shoes, earrings, jackets or devices representing gang symbols or affiliation, or associated with group intimidation is strictly prohibited. Wallets with security chains, oversized medallions, and spiked, heavy or extraordinary ornate jewelry are prohibited also. Any pictures/logos/words promoting drug/alcohol or containing language that can be viewed as offensive are prohibited.

8. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that could drip when wet.
9. Hats, caps, hoods and other head coverings shall **not** be worn inside of any classroom or school facility. Hats must be taken off indoors as common courtesy. (**Exceptions:** Head covering may be worn inside with permission of principal for religious reasons or due to an operation or accident involving a head injury).
10. Students must wear the appropriate attire as determined by the school when participating in PE.
11. Sunglasses are not to be worn inside the building unless medically prescribed.
12. Students are expected to maintain proper hygiene at all times.

Please note: The administration is a final judge on what is or is not appropriate. Matters of personal appearance which might reasonably be classified as creating a distraction, affecting the learning environment in the classroom, and/or having a negative effect on education will be prohibited.

CONSEQUENCES FOR DRESS CODE VIOLATION

- 1st offense: Warning and removed from class until correction in dress.
2nd offense: Removed from class until correction in dress and parent conference.
3rd offense: Removed from class until correction in dress and Friday detention.

BASIC SCHOOL RULES

Students are to conduct themselves in accordance to the Social Contracts created in each classroom by teacher and students. A Social Contract is an agreement about behavior that ensures respectful and positive environment conducive to learning. Students will be held accountable for their actions and behaviors. If a student chooses to misbehave out of the classroom he/she will be subject to the disciplinary actions according to the school discipline policies and procedures. Each teacher will deal with classroom misconduct by taking disciplinary action. Examples of appropriate actions include:

- calling parent
- scheduling conferences with the parent or guardian
- imposing detentions
- lowering class citizenship grade
- scheduling a conference with other school staff

Whenever action taken by the teacher is not successful, or misconduct is habitual or sufficiently severe, the student shall be referred to the site administration.

GAMBLING

Any form of gambling, including but not limited to playing cards is prohibited on the school campus. In case of violation of this rule the cards (or other gambling paraphernalia) will be confiscated and parents will be notified. Repeated offenses will be subject to disciplinary actions.

PROHIBITED ITEMS

To ensure safety of all students and staff the following items are prohibited on the school campus at all times: weapons (including replicas and imitations), aerosols, stink bombs, firecrackers, energy drinks, alcohol, tobacco and tobacco products and paraphernalia, drugs and drug paraphernalia, brass knuckles, lighters, vaping devices, non-prescription medication and other items as determined to be dangerous by the administration. Violation of this rule will result in disciplinary actions including, but not limited to suspension and/or expulsion.

SUSPENSION AND EXPULSION

Students may be suspended for violation of school rules. A suspension can last from 1 to 5 days. During suspension, a student may not participate in regular school classes or activities, including graduation. During a suspension, the student has a right to complete and receive credit for the regular school work. A student who accumulates a number of suspension days may be referred to a review meeting to discuss alternatives.

Expulsion will be recommended for serious offenses, such as possession of a weapon or dangerous object, causing physical injury to another person, furnishing and sale of a controlled substance, robbery, extortion, sexual assault, battery, or accumulating too many days of suspension. If expulsion is recommended, the student will have an administrative hearing or an alternative. The GCC Board makes the final decision to expel a student. (BP 04- 13)

UNIVERSAL COMPLAINT PROCEDURES

The Gateway Community Charters (GCC) Governing Board recognizes that GCC schools are the local agencies responsible for ensuring compliance with state and federal laws and regulations governing educational programs. The GCC Universal Complaint Procedures are posted on the school website at www.fhscharter.org

ANTI-BULLYING POLICY

The Gateway Community Charters (GCC) Board of Directors prohibits acts of harassment or bullying. The board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its student in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. Harassment occurs when a pupil has intentionally engaged in harassment, threats, or intimidation, directed against school, school personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. Students may be suspended or expelled for any such action (BP 15-15).



ELECTRONIC DEVICES

Cell phones and other electronic entertainment devices are NOT to be visible or audible or turned on during class time **unless otherwise advised by teachers or staff**. It is the student's responsibility to be sure these devices are turned off completely and not on vibrate during instructional time. Students may use their cell phones during lunch time in accordance to the *GCC Technology Usage Agreement*. Violations of the *Technology Usage Agreement* will result in immediate confiscation and students will be subject to progressive disciplinary actions:



1st offense: Warning, device is confiscated and can be picked up from the Site Manager's office at the end of the school day.

2nd offense: Device is confiscated and released to parent/guardian only.

3rd offense: Device is confiscated, released to parent/guardian only, + further disciplinary actions

SCHOOL COMPUTER USE POLICY

Students will have access to a high speed connection to the Internet at school. When they use the computers at school, they have a responsibility to use them according to the *GCC Technology Usage Agreement*. This means that the computer should not be used to access or create materials that don't belong at school. This includes, but is not limited to, images and messages that are sexually explicit, grotesquely violent or seek to demean or harass others. The privilege of computer use at school depends on the student's ability to use the equipment correctly.

Students may not use any school technology device without a signed technology use agreement. Students may lose that privilege if they do not act responsibly. There is no charge for using the Internet services. However, only those students who have turned in the *GCC Usage Agreement* will be allowed to access the Internet. ***Students found to be damaging computer equipment and/or tampering with the school/district software, or gaining unauthorized access to any teacher or school data system may result in criminal charges as well as being responsible for cost of repairing and or replacing these damaged items.***

SOCIAL PROBATION

Participation in all extracurricular activities at the comprehensive high school is a privilege, not a right. Social probation prohibits a student from attending or participating in any non-mandatory school function, activity, or event. These activities include, but are not limited to, participation on athletic teams including practices, events, proms, movie nights, drama and/or musical productions, club memberships, graduation ceremony, special events, recognition programs, or school sponsored activities of any type. Social probation may be used at any time school officials deem it an appropriate behavioral sanction or that it would be effective in changing undesirable behavior. It will definitely be used for:

- Fights
- Controlled substance violation
- Vandalism to school/personal property
- Breaking of behavior contract
- Excessive tardies and absences

PROGRESS REPORTS/REPORT CARDS

Students must be proactive and monitor their academic progress on a frequent basis through the ABI portal system. Parents are also encouraged to monitor the student's academic progress via ABI parent portal or to contact individual teachers for a report. Futures High School issues Deficiency Notices for the students with unsatisfactory academic or citizenship progress in the middle of each quarter. Progress Reports are issued in the middle of each semester. Official Report Cards are mailed to all students at the end of each semester. Teachers may contact parents at any time during the semester when a student's academic performance is less than satisfactory. Additional contact may be made when the counselor or teacher believes that a parent-student conference is needed.

COUNSELING OFFICE

At Futures High School the Counseling Office offers support to students in their academic, career, personal, and social needs. This framework aligns with the National School Counseling Model for high schools. The Counseling Office works in collaboration with the staff, administration, teachers, parents, and students, and fosters academic, personal and emotional growth. Counselors are available during school hours and can be reached at 286-1905 or at 286-1945. If students want to meet with the counselor to discuss academic, personal, social, or career needs, they can request an appointment through a Counselor Meeting Request form that is available at the Main Office. An appointment is required, *except* in cases of emergency. Parents are encouraged to inquire about their student's progress, or discuss any other concerns that they have by scheduling an appointment with the counselor.

SCHEDULE CHANGE POLICY

Each student is placed in classes to best meet his/her needs. Schedule changes will only be performed during the first three days of school. Students are allowed **ONE** schedule change request per semester. If requesting a schedule change, the Schedule Change Request form needs to be received by the counselor by **August 11th** for fall semester and **January 12th** for spring semester at the end of the school day. The following are valid reasons to request a schedule change:

- student took the course in summer school (*transcript needs to be included with the Schedule Change Request form*)
- student failed a required course and wants to repeat it
- an incomplete class schedule (fewer than six classes; only seniors with 180 credits may take five classes)
- scheduling error (i.e. 9th grader enrolled in 12th grade class, etc.)

Students will **not** be granted a schedule change for the following reasons:

- teacher preference
- period choice (e.g. "I want Chemistry second period")
- friends in a certain period

***** Please Note:** Schedule changes will be granted based on class availability.

JUNIOR COLLEGE CONCURRENT ENROLLMENT

Local junior colleges offer concurrent enrollment opportunity that provides a unique and sustainable way to deliver rigorous curriculum to High School students in 11th and 12th grades. Qualified students can earn college credit prior to high school graduation. After reviewing the course based on the board approved school eligibility criteria, the recommendation is submitted to the school registrar for course input. Students who partake in this opportunity are eligible to receive weighted GPA (honors) credit for the courses that meet the following criteria. Courses must:

- ✗ be academic and fit into the A-G subject area pattern
- ✗ be transferable to UC/CSU
- ✗ not be available through Futures H.S. regular program

Students who plan to petition for weighted GPA MUST PRE-APPROVE the course/s with a school counselor before registering!

To receive a weighted GPA, students must bring an official college transcript to a school counselor upon completion of the course. The counselor reviews the course based on the above mentioned criteria, and, if approved, submits it to the school registrar for grade input.



Homework that is developmentally appropriate, differentiated, and able to be done independently is an important part of the learning process. Students will continue their studies outside the classroom on content that is relevant and appropriately rigorous. Homework may take many forms, including reading, taking and/or organizing notes, writing essays or journals, or preparing for the next day (such as reviewing recent classroom material). In order to get work done properly, and on time, it is essential that every student has a regular time and place to study and read at home. Parents can request homework for their children who are going to be absent from school for more than three days by contacting the school office at 286-1901. **Homework requests for three days or more must be done a week in advance.** This allows office staff to work with teachers to get student work and credit it accordingly. Homework will be ready for parent pick-up at the main office on the second day following the request. It is the **student's responsibility** to find out what was missed during an absence and to complete the work on time. Missed work may be made up with one day extension for each day missed (number of days absent equals the number of days allowed for makeup).

ACADEMIC INTEGRITY

Cheating is not tolerated at Futures High School. Students who choose to cheat may expect a variety of consequences, including but not limited to loss of grade, loss of class, and loss of ability to participate in extracurricular activities. Examples of cheating include, but are not limited to: copying from a neighbor during a test, using an electronic device to retrieve resources not permitted in a learning situation, copying homework done by a classmate. To be safe – on all schoolwork – assume that you are to work individually. Exceptions will be clearly stated in the classroom.

LOST AND FOUND

Lost and found items may be reclaimed in the office. Clothes not claimed by the last day of school will be donated to charity.

PE LOCKERS

The students will be issued PE locker in the gym for day use only. Students are responsible for obtaining and keeping their own locks. Student's belongings are to be stored during PE only. **To prevent theft, the students need to keep their valuables locked when unattended.** We encourage all students not to bring any valuable items to the school if possible. The school does not take responsibility for the theft of improperly stored (unlocked) items.

CAFETERIA

Breakfast and lunch are served in the cafeteria each day. Students are expected to conduct themselves in an orderly manner when eating in the cafeteria. Students are expected to take care of their own trash. All food must be consumed in the cafeteria or designated areas. Students who participate in the supper program are to abide by the same cafeteria rules as during regular school hours.



In the school application packet, students will find a Free/Reduced Meal Program application. This application is to be brought back to school promptly and the district office will determine eligibility and notify parents and students of acceptance to this program. Parents should be as accurate as possible.

MEDICATION AT SCHOOL

When it is necessary for a student to take medication, please administer the medication before or after school hours if at all possible. If under exceptional circumstances a student is required to take oral medication during school hours and the parent cannot be at school to administer medications, only the office designee will administer the medication in compliance with the following regulations.

1. Written orders (the required form is available in the school office) from the student's physician must be on file in the school stating:
 - a. Student's name
 - b. Name of medication
 - c. Dosage
 - d. Purpose of the medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days it needs to be administered
 - g. Possible side effects
2. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
3. An individual record will be kept of such prescription medication administered by school personnel.

4. Medication will be stored in a clean, locked cabinet or container. Any exceptions (asthma inhalers, etc.) to this provision must be specifically stated by the physician on the written form.

Unless these requirements can be met, medications will not be administered at school. School personnel cannot legally administer non-prescription (over-the-counter) medication to any student unless it is in a prescription container and allows for following the same rules that would apply to other prescription medications. Please do not ask school personnel to give your child any non-prescription (over-the-counter) medication as they are not allowed to do so.

Possession of any non-prescription medication is prohibited on the school grounds, and is grounds for suspension/possible expulsion.

SAFETY DRILLS

Fire and safety drills are held periodically to teach the students the proper way to leave the building or to find alternate exit routes in an emergency. Fire drill instructions are posted in each classroom. Students are to quietly and quickly follow all directions given by teachers or other school or fire department personnel. Periodic practice fire drills and lockdown procedures will be conducted to ensure that students and faculty understand the proper procedures.

TEXTBOOKS, FINES AND RECORDS

Every student is responsible for the textbooks issued to him/her. In the event a book is lost or damaged, charges will be assessed, and the student will be billed in accordance with school guidelines. Replacement books, grades, report cards, and transcripts will be withheld until payment for lost or damaged textbooks, library books, instructional fees and other debts have been paid. When necessary, arrangements for a payment schedule can be accommodated through the Principal or main office. Students who fail to pay their debts to the school will not be issued transcripts, report cards, and/or diplomas.

WITHDRAWAL FROM SCHOOL

If it becomes necessary to withdraw a student from school, a person from the school office should be notified as soon as possible. Any lost books, materials fee, etc. must be paid for and teachers must complete a checkout form for each student.

The student withdrawing must attend a full class day on his/her last day.

Students are required to turn in materials to each class, and each teacher needs to fill in his/her portion and initial the form. This withdrawal form must be brought back to the registrar at the end of the day.

TOBACCO AND DRUG-FREE ZONE

Futures High School believes that the use of alcohol, tobacco or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences.

Therefore, all school facilities are tobacco, alcohol and drug free sites. The use of any tobacco, alcohol or drug paraphernalia is prohibited within any school property, facility, or vehicle.

Non-compliance with these rules will result in immediate suspension of the student and further disciplinary actions.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The complete GCC FERPA Policy is posted and available in the Main Office at Futures.

Semester 1: August 9 – December 22
Semester 2: January 9 – June 1

HOLIDAYS/NO SCHOOL FOR STUDENTS

September 4	Labor Day
October 13	<i>Teacher In-Service Day (no school for students)</i>
November 11	Veteran's Day
November 20-24	Thanksgiving Recess
December 25-January 5	Winter Recess
January 8	<i>Teacher In-Service Day (no school for students)</i>
January 15	Martin Luther King Jr. Day
February 19-23	Presidents' Week Recess
March 26-30	Spring Recess
April 2	<i>Teacher In-Service Day (no school for students)</i>
May 28	Memorial Day

STUDENT COMPLAINT PROCEDURES – Gateway Community Charter Board Policy

It is the intent of the Futures High School to integrate conflict resolution skills into the curriculum. In accordance therewith, students that have complaints against other students are encouraged to first address the issue with the person directly using the learned conflict resolution skills without the intervention of a school employee. If, however, the student does not feel comfortable with this approach or the complaint involves sexual harassment or discrimination, the student may notify a teacher or other school staff member. The teacher or staff member will notify the Principal of the complaint if it cannot be resolved immediately at that level. Students who have complaints against school personnel or programs may notify a teacher or the Principal. If a teacher, or any other staff member, is notified of a student complaint against school personnel or programs, the teacher shall notify the Principal.

Procedures

Depending upon the nature of a complaint, the pupil will be provided information concerning the applicable policy and procedures to be followed. For instance, if the complaint is one of sexual harassment or other discrimination, the student will be provided with a copy of the Charter School's policy against harassment and discrimination and provided a complaint form and apprised of the procedures under the policy. If the School has no specific policy or procedures for the particular complaint, the Principal, or his/her designee, will undertake a responsible inquiry into the pupil's complaint to ensure it is reasonably and swiftly addressed. When appropriate a written statement of the pupil's complaint will be obtained from the student.

Confidentiality

Complainants will be notified that information obtained from the pupil and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

Non-Retaliation

Complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

Resolution

The administration will investigate student complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

Board Approved: September 16, 2008

Internet Safety Policy - Gateway Community Charter Board Policy

It is the policy of Gateway Community Charters to: (a) prevent user access over its computer network to, or transmission of, inappropriate materials via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activities; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, Blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research of other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Gateway Community Charters online computer network when using electronic mail, Chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring i CIPA definitions of terms:

MINOR. The term "minor means an individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as the term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any pictures, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, excretion or erection; Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
2. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT;

Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or their designee. The site level administrator will ensure or provide age-appropriate training for students who use the Gateway Community Charters Internet. The training provided will be designed to promote Gateway Community Charters commitment to:

- a) The standards and acceptable use of Internet services as set forth in the Gateway Community Charters Internet Safety Policy;
- b) Student safety with regard to
 - a. safety on the Internet;

- b. appropriate behavior while online, on social networking Web sites, and in chat rooms; and
- c. cyber bullying awareness and response
- d. anti-bullying awareness and response (Student Policy BP 15-11)
- c) Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the students will acknowledge that he/she received the training, understood it, and will follow the provisions of the Gateway Community Charters “Computer Use Guidelines for GCC Students.”

GCC Board Approved: June 19, 2012

Head Lice – Gateway Community Charter Board Policy

Background

Head lice are most commonly found in children 3-11 years of age. Head lice do not pose a health hazard, transmit disease, nor serve as a sign of poor hygiene, child abuse or neglect. While head lice are transmitted as a result of direct head-to-head contact, transmission of head lice in the classroom is uncommon. Lice are rarely present in more than 5% of students. School screenings for live lice have not been found to decrease the incidence of head lice in a school community over time. Parents should check their children for lice regularly. This policy is endorsed by national organizations such as American Academy of Pediatrics, American Public Health Association and the National Association of School Nurses.

Policy

- Principal or designee will provide educational information to parents and students about head lice annually.
- Students found with active, adult head lice will be allowed to remain at school in class until the end of the school day. The student will be discouraged from having close, direct, head to head contact with others.
- The parent/guardian of the student will be given information about the treatment of head lice. They will be encouraged to begin treatment immediately and to check all household contacts. The parent/guardian will be informed that the student will be checked upon return to school and allowed to remain in school if no active head lice are detected.
- The parent will bring the student to the school office following treatment to be re-examined by the principal or designee before being allowed to return to school. If there are no live lice found, the student will be sent to class. If live lice are noted, the student will not be allowed to remain at school. The principal or designee will discuss treatment and provide additional resources and/or referrals to the local health department, health care providers or other agencies as applicable. When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardian of students in that class or school and provide them with information about the detection and treatment of head lice.
- No school-wide surveillance will be conducted for nits or lice.

- A student with nits and no evidence of live head lice **will not** be excluded from school.
- Staff will maintain the privacy of students identified as having head lice.

Procedure

- Principal or designee will provide educational information to parents and children about head lice annually.
- Principal or designee will conduct lice inspections (not nit checks) for suspected cases as needed or as referred by a teacher, preferably during non- instruction time.
- Students with head lice will be allowed to stay at school in the classroom until the end of the school day. They will be instructed to avoid head to head contact with others. This includes the sharing of brushes, combs sweaters, scarves, hats or any other item that comes in contact with a person's head.
- Parent/guardian will be notified and provided with instruction on the treatment of head lice and environmental control. Treatment will need to occur that evening.
- The parent will bring the student to the school office following treatment to be re-examined by the principal or designee before being allowed to return to school. If there are no live lice found, the student will be sent to class. If live lice are noted, the student will not be allowed to remain at school. The principal or designee will discuss treatment and provide additional resources and/or referrals to the local health department, health care providers or other agencies as applicable.
- Siblings or close contacts in the classroom will be checked as referred by the classroom teachers only if the student is exhibiting symptoms such as visible nits or lice, scalp itching and/or irritation. Whole classrooms will not be checked.
- If there are more than two students affected in any one classroom, information about head lice may be sent home to all parents/guardians in the class per the principal's discretion.
- Principal or designee will send notification letters to parents of affected children. (Sample letter attached to policy)
- Principal or designee will maintain a list of head lice exclusions so that these children can be re-checked before being re-admitted.
- In a classroom where head lice is found, head to head contact among students and staff should be discouraged. While classroom items are unlikely to be sources of transmission, pillows and other items can be put in a hot dryer for twenty minutes, vacuumed or placed in a sealed plastic bag for two weeks. Daily vacuuming of the classroom until there are no longer students with lice may decrease the possibility of lice transmission.

Board Approved: February 14, 2016

Local Wellness Policy - Gateway Community Charter Board Policy

Belief Statement

The GCC Board is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Intent

This policy is intended for schools within the GCC that operate their own school nutrition program outside of another sponsoring agency. The purpose of this policy is to ensure a school environment that promotes and supports student health and wellness and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, the California School Code, and current state legislation. The policy includes, without limitation, goals for nutrition education, physical activity and other school-based activities designed to promote student wellness and nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

Rationale

A disturbing number of children are inactive and/or do not have healthy eating habits. The Centers for Disease Control and Prevention latest data indicates 34 percent of children and adolescents are overweight and 17 percent are obese. Congress passed the Child Nutrition and WIC Reauthorization Act of 2004 on June 30, 2004². Recognizing the role schools can play in health promotion; this law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy.

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Nutrition Education

Every year, all students, kindergarten through grade 12 shall receive nutrition education that aligns with the health education curriculum standards and guidelines as stated by the California State Department of Education. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate resources.

Physical Education

The GCC shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction shall be aligned with the California Content Standards and consistent with the high school graduation requirements. Every year, all students, kindergarten through grade 12 shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short and long-term benefits of a physically active and healthy lifestyle.

Nutrition Standards

The GCC shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations. The GCC shall encourage students to make nutritious food choices. The GCC shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs.

Other School-Based Activities

The GCC may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

Implementation and Measurement

The superintendent or designated staff member shall implement this policy and ensure it is being managed and enforced. The superintendent or designated staff member shall develop and implement regulations consistent with this policy. Input from teachers (including specialists in health and physical education), school nurses, parents/guardians, students, representatives of the school food service program, school board members, school administrators, and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The superintendent or designated staff member shall report to the board, as requested, on the GCC's programs and efforts to meet the purpose and intent of this policy.

Board Approved: November 5, 2013



**Gateway Community Charters
Futures High School
2017-2018 Home/School Compact**

Our school philosophy as a quality public charter school is that families, students, and school staff should work in partnership to help each student reach his/her potential.

Futures High School agrees to:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards. Support will be provided to assist students as needed.
- Use Capturing Kids' Hearts process to ensure that students are learning in a positive classroom and school atmosphere.
- Promote life-long learning by creating self-managing groups.
- Offer parents opportunities to meet with teachers and counselors. Teachers will be available during fall and Spring Open House and during 9th grade review conferences with the counselor. Parents also may set up individual appointments with staff.
- Provide parents with frequent reports on their child's progress. Deficiency notes are provided to parents in the middle of each semester, and report cards are sent by mail at the end of each semester. Parents may also request progress reports from teachers at any time.
- Provide parents reasonable access to staff. Parents and students will be given a course syllabus for each class which contains all contact information for each teacher.
- Involve parents in the joint development of any school-wide program plan in an organized, ongoing, and timely way.
- Provide information to parents of participating students in an understandable and uniform format, and, to the extent practicable, in the language that parents can understand.
- Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

We, as parents, will support our child's learning by:

- Monitoring attendance.
- Regularly monitoring students' academic progress.
- Making sure that the homework is completed regularly and on time.
- Monitoring amount of outside of school activities (i.e. television, internet, video games, etc.) my child participates in.
- Participating in shared decision making with school staff and other families for the benefit of students.
- Staying informed about my child's education and communication with the school by promptly reading all notices from the school either received by my child or by mail.
- Making every attempt to attend school functions including Open Houses, sporting events, parent workshops, awards nights, and other evening performances.
- Actively participate in school volunteer opportunities.
- Supporting the school's discipline and uniform dress code.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.



We, as students, will share the responsibility to improve our academic achievement and achieve California's high standards by:

- Believing that I can learn and will learn.
- Contributing to the positive school environment conducive to learning by making healthy choices for the body and mind.
- Provide input on the social contracts to ensure that I am heard and validated.
- Affirming my peers and accepting affirmations from others.
- Doing my homework every day and asking for help when I need it.
- Reading at least 30 minutes every day outside of school time.
- Giving to my parents, or the adult who is responsible for my welfare, all notices and information received by me from my school every day.
- Being responsible to be on time to class, well-rested, and ready to learn with essential tools.
- Abiding to the rules and procedures set forth in the Student Handbook and class social contracts.

We make a commitment to work together to carry out this agreement.

Please sign the ***Student Handbook Acknowledgement Form*** (given the first day of school) and return it to the office by Wednesday, August 16th.