



# **Futures High School Student & Parent Handbook 2023-2024**



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# Gateway Community Charters

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**GCC MISSION:** Gateway Community Charters, Inc. (GCC) is an independent non-profit agency that supports students, parents and the community through the conception, development, administration and governance of innovative, high quality, standards-based educational school choice options within the greater Sacramento region.

**GCC VISION:** Our vision is to provide all students, regardless of circumstance, a safe, caring school choice with high academic and behavioral expectations where they can reach their fullest academic and social potential.

GCC Corporate Offices • 5112 Arnold, McClellan, CA 95652 • Phone: 916-286-5129 • [www.gcccharters.org](http://www.gcccharters.org)  
Gateway Community Charters and Futures High School prohibits, at any school or school activity discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply, when applicable, to interns, volunteers, and job applicants.

For questions, concerns or complaints, please contact Equity and Title IX Compliance Officer: Erik Crawford, 5112 Arnold Ave. McClellan CA 95652 916-286-5199 [Erik.Crawford@gcccharters.org](mailto:Erik.Crawford@gcccharters.org)



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## OUR PURPOSE

### **FHS Vision Statement**

In partnership with families, staff, and students, Futures High School is a safe and equitable student-centered environment that is focused on academic excellence by developing high school graduates of great character who are future leaders, future builders, and future scholars.

### **FHS Mission Statement**

With the support of families, staff, and the community, Futures provides rigorous and relevant learning opportunities that promote academic and socio-emotional growth. Students will take ownership of their future success, excel in a variety of college and career pathways, and develop skills as communicators, critical thinkers, collaborative team members, and individuals of character.

### **Capturing Kids' Hearts**

Gateway Community Charters and Futures High School embrace the Capturing Kids' Hearts (CKH) philosophy. Futures High School has been awarded the Capturing Kids Hearts National Showcase School Award for three years in a row, which is an honor we like to celebrate. CKH emphasizes the importance of building relational capacity with others and promoting self-managing groups. To this end, students, teachers, and staff work collaboratively to create social contracts in order to set behavioral norms for all members and visitors to our school. We engage others through tools such as handshakes and sharing good things at the beginning of each class. We value student voice and choice and explore

the needs of others. We communicate clearly in our interactions and patiently when there is conflict. Most importantly, we empower students to be future builders, leaders, and scholars as we launch them into the world.

#### **GCC Values**

**STUDENT FOCUSED**  
**EXCELLENCE**  
**RESPONSIBILITY**  
**VALUING PEOPLE**  
**INTEGRITY**  
**COLLABORATION**  
**EMPOWERMENT**

## FHS School Schedule

|                      |                       |
|----------------------|-----------------------|
| Regular Day Schedule | 8:30 a.m. – 3:30 p.m  |
| Minimum Day Schedule | 8:30 a.m. – 1:15 p.m. |
| Office Hours         | 7:30 a.m. – 4:30 p.m. |

| <b>Full Instructional Day M-Tu-Wed-Th</b>               |                      |       |                |
|---|----------------------|-------|----------------|
| *Group Lunches will rotate                              |                      |       |                |
| <i>Period</i>   | <i>Bell Schedule</i> |       | <i>Minutes</i> |
| Warning Bell  | 8:25                 |       |                |
| 1st   | 8:30                 | 9:25  | 55             |
| Passing Period  | 9:25                 | 9:30  |                |
| 2nd   | 9:30                 | 10:25 | 55             |
| Passing Period  | 10:25                | 10:35 |                |
| 3rd   | 10:35                | 11:30 | 55             |
| Passing Period  | 11:30                | 11:35 |                |
| 4th   | 11:35                | 12:30 | 55             |
| Group A: Lunch<br>Group B: Quest Time w/4th per teacher | 12:30                | 1:00  | 30             |
| Group B: Lunch<br>Group A: Quest Time w/4th per teacher | 1:00                 | 1:30  | 30             |
| Passing Period  | 1:30                 | 1:35  |                |
| 5th   | 1:35                 | 2:30  | 55             |
| Passing Period  | 2:30                 | 2:35  |                |
| 6th   | 2:35                 | 3:30  | 55             |

| <b>Minimum Day – Every Friday</b> |                      |             |                |
|-----------------------------------|----------------------|-------------|----------------|
| <i>Period</i>                     | <i>Bell Schedule</i> |             | <i>Minutes</i> |
| Warning Bell                      | 8:25                 |             | +              |
| 1st                               | 8:30                 | 9:07        | 37             |
| Passing Period                    | 9:07                 | 9:12        |                |
| 2nd                               | 9:12                 | 9:49        | 37             |
| Passing Period                    | 9:49                 | 9:54        |                |
| 3rd                               | 9:54                 | 10:31       | 37             |
| Passing Period                    | 10:31                | 10:46       |                |
| 4th                               | 10:46                | 11:51       | 65             |
| Passing Period                    | 11:51                | 11:56       |                |
| 5th                               | 11:56                | 12:33       | 37             |
| Passing Period                    | 12:33                | 12:38       |                |
| 6th                               | 12:38                | 1:15        | 37             |
| <b>Lunch</b>                      | <b>1:15</b>          | <b>1:45</b> |                |

# **STUDENT ATTENDANCE AND BEHAVIOR EXPECTATIONS**

**Futures is a Safe and Caring School Site (Student Policies BP 08-08: Student Complaints)** We believe that all students have the right to a safe, healthy and nurturing learning environment. We are committed to providing all students with a safe and caring school environment where everyone is treated with respect. Futures High School (FHS) will have zero tolerance for behaviors that infringe on the safety and emotional well being of any student.

## **Attendance is imperative!**

**Getting your student to school on time is one of the most important ways parents can advocate for their students.**

### **Attendance is 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

Futures adheres to GCC Board Policy 06-08 for attendance and 07-08 for student attendance. Although a summary of some policies is provided below, a full copy of these policies is available in the main office.

Every absent day MUST be cleared in one of the following ways:

1. Each day a student is absent, the parent/guardian should report the absence by telephoning to the attendance clerk:

**FHS (916) 286-1901 by 9:00 am on the day of the absence.** If the absence exceeds three 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 their 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/guardian or medical official

**\*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.**

### **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

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

### **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. Missed work due to an excused absence may be made up with one day extension for each day missed (number of days absent equals the number of days allowed for makeup). 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. See excused absence policy for guidelines regarding length of time given for make-up.

### **Early Dismissals**

To be dismissed early, the student must either be picked up by an adult or present a note signed by a parent to the attendance clerk located in the main office. In cases of adults coming in for student pick up, the adult needs to come into the main office and remain there, as the registrar/attendance clerk calls the teacher to release the student(s). Adults must provide proper identification to the registrar/attendance clerk to verify identification and to ensure the adult is permitted to pick up the student.

- After 10 early dismissals, students will be required to bring a physician's note or written documentation verifying the excuse in order to clear early dismissal absences.
- All students with over 15 early dismissals may also have a meeting with an administrator and/or counselor to discuss an attendance contract and additional privileges will be taken away per admin discretion.
  - High school seniors with excessive early dismissals (15 or more) will lose the privilege of leaving campus at lunch (if they have earned this privilege). This privilege may be earned back if the student subsequently has 2 months with no additional early dismissals. (see p. 21)

### **Tardies/Lates**

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. To get clearance for bus related tardies, students are required to come into the office before going to class. Excessive/repeated offenses will result in progressive disciplinary actions (see below):

| Tardies/lates<br>(cumulative all<br>periods by<br>semester) | Attendance Consequence(s)   |
|---|---|
| 1-8   | <ul style="list-style-type: none"> <li>Classroom consequences such as loss of participation, as defined in class syllabus</li> </ul>  |
| 9-15  | <ul style="list-style-type: none"> <li>Classroom consequences such as loss of participation, as defined in class syllabus</li> <li>Lunch Detention and Parent Contact</li> <li>Social probation until lunch detention served</li> <li>Attendance contract may be put in place.</li> </ul> |
| 16-29   | <ul style="list-style-type: none"> <li>Multiple lunch detentions, per admin discretion</li> <li>Social Probation until lunch detentions served</li> <li><b>Meeting with parents and administration for school attendance contract</b></li> </ul>  |
| 30+   | <b>Meeting with parents and GCC for GCC attendance contract</b>   |

### **Tardy Sweep**

In order to promote students being on time, Futures will randomly and occasionally conduct tardy sweeps where all students not in class when the bell rings will be required to sign up for lunch detention before going to class.

### **Student Truancy**

According to Education Code: "Any pupil subject to compulsory full-time education, who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is truant and shall be reported to the attendance supervisor or to the superintendent of the school district" (Education Code 48260). School absences are monitored carefully throughout the year. If a student has five (5) excused or unexcused absences in a year a letter will be sent. If a student has ten (10) excused or unexcused absences a conference may be scheduled and the Student Attendance Review Team (SART) process can be initiated.

### **PE Participation**

California Education Code makes it mandatory that every student be provided with physical education. If, at any time, your child is ill or has a condition that requires being excused from physical education activities for more than 4 days, an explanatory note is required from your child's health advisor/doctor/nurse.

### **Safety of Self and Others**

In order to ensure the Futures site is a place where learning is a priority, the campus must be safe at all times. Any student action or intention that can be deemed as violating the safety of one's self or others can result in serious consequences. Examples of



violations include but are not limited to bullying, verbal abuse of others, intentionally hurting another student, defiance of playground safety rules, fighting, leaving school grounds, etc.

### **Students' Rights and Responsibilities**

Each and every student at Rancho Del Paso has a **RIGHT** to:

- Equitable treatment
- Express their opinions
- Not be discriminated against based on race, nationality, gender, age, sexual orientation, religion, language, and culture
- Be emotionally and physically safe
- Be educated
- Have a voice in decision-making in the school

Each and every student of FHS has a **RESPONSIBILITY** to:

- Act in a way that upholds the rights of Futures High School students
- Treat everyone with respect
- Act in a way that benefits Futures High School as a whole
- Learn, attend classes, and complete daily assignments
- Grow and develop in preparation for adult life
- Follow the school's rules written in the Student & Parent Handbook

### **FHS is a Capturing Kids' Hearts (CKH) National Showcase School**

The primary focus of Capturing Kids' Hearts is to develop healthy relationships between members of a school's educational community and to teach effective skills that help participants:

- Develop self-managing classrooms and decrease discipline issues through innovative techniques such as a social contract
- Decrease delinquent behaviors such as disruptive outbursts, violent acts, and drug use
- Utilize the EXCEL Teaching Model™ (Engage, X-plore, Communicate, Empower, Launch) and reinforce the role of emotional intelligence in teaching
- Build classroom rapport and teamwork to create a safe, trusting learning environment
- Develop students' empathy for diverse cultures/backgrounds
- Increase classroom attendance by building students' motivation and helping them take responsibility for their actions and performance



### **Behavior Expectations in Classes**

Students are to conduct themselves in accordance with the Social Contracts created in each classroom by teacher and students. A Social Contract is an agreement about behavior that ensures a respectful and positive environment conducive to learning. Students will be held accountable for their actions and behaviors. If the student chooses to violate the Social Contract, he/she will be subject to disciplinary actions

according to the student discipline policies and procedures. Each teacher will deal with classroom misconduct by taking disciplinary action. Examples of appropriate actions include:

- restorative consequences
- calling parents
  - scheduling conferences with the parent or guardian and/or school staff
- imposing teacher-led detentions
- lowering class citizenship grade

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.

## **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. Personal appearance standards for students are defined in the dress code.

### **Allowable Dress and Grooming**

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes. No skin may be showing in the stomach/torso area.
- Shirts and dresses must have fabric in the front and on both sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of site of any student or staff. Hoodies must allow the student's face and ears to be visible to staff. Religious exceptions will be made.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Specialized courses may require specialized attire such as sports uniforms or safety gear.

### **Non-allowable Dress and Grooming\***

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected group. Clothing, including gang identifiers, must not be worn at the school at any time (i.e. bandanas).
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

***\*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.

## **Suspensions and Expulsions**

Students may be suspended for violations outlined in Education Code, Section 48900. Depending on the severity of violations, a student can be suspended from

one to five days. During suspension, a student may not participate in regular school classes or activities, including graduation, and is not allowed to be on school premises for the duration of the suspension. During a suspension, the student has a right to complete and receive credit for regular school work. A student who accumulates a number of suspension days may be referred to a review meeting to discuss alternative next steps.

Expulsion could 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. The GCC Board makes the final decision to expel a student. (BP 04-13)

Futures adheres to GCC BP 4-17 for all cases suspension and/or expulsion. This policy is available in the main office upon request.

### **Social Probation**

Participation in all extracurricular activities is a privilege, not a right. Social probation prohibits a student from attending or participating in any non-mandatory school functions, activities, or events. These activities include, but are not limited to, participation on athletic teams including practices, events, proms, movie nights, theater 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, including but not limited to:

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

\*\* FHS students are responsible for their actions and are expected to adhere to the classroom Social Contract, 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. \*\*

**The Principal/VP/Designee has the right to make final decisions regarding any disciplinary action.**

### **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, matches or lighters, vaping devices, non-prescription medication, toys and other items as determined to be dangerous or disruptive to the learning environment by school administration. Violation of this rule will result in disciplinary actions including, but not limited to suspension and/or expulsion.

**\*ANY personal belonging deemed to be a distraction to the learning environment will not be allowed.**

## **No Sale Campus**

To help with limiting conflict, FHS is a “No Sale” school campus meaning students are not allowed to sell items at school unless under the supervision of a school official.

## **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.

## **Anti-Bullying Policy**

The Gateway Community Charters (GCC) Board of Directors prohibits acts of harassment or bullying (GCC BP 15-17). 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 the 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). Students may report bullying by scanning the QR code for our anonymous tip form that is posted around campus. Alternatively, students may also use the following link: <https://report.doc-tracking.com/222724/93269> Students can also talk with their school counselor or an administrator.

## **Sexual Harassment**

FHS considers sexual harassment to be a major offense, which may result in disciplinary action, including expulsion of the offending student. Sexual harassment includes any unwelcome sexual behavior that interferes with an individual’s performance at school or creates an intimidating, hostile or offensive education environment. Any student who believes that he or she has been harassed or witnessed harassment is encouraged to immediately report the incident to his or her teacher, counselor, or Principal. A full copy of this GCC Board Policy is posted in the main office and is sent home with students at the beginning of the school year.

## **Electronic Devices**

Cell phones and other electronic entertainment devices (including air pods) 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.** FHS students may use their cell phones before school and during breaks, passing periods and lunch time in accordance with the GCC *Technology Usage Agreement*.

Violations of the *Technology Usage Agreement* or *refusals of turning over a cell phone* will result in immediate confiscation and students will be subject to progressive disciplinary actions:

If a student is caught with an electronic device during prohibited time, the student will need to hand over the device to the teacher and follow the consequences set by the teacher in the class syllabus. At minimum, the device will be confiscated and returned at the end of the period.

If a student refuses to hand over an electronic device to the teacher, the teacher will communicate with administration, and the student will be subject to the following disciplinary actions:

|             |   |
|-------------|---|
| 1st offense | <ul style="list-style-type: none"> <li>● The student hands over the electronic device to admin/designee</li> <li>● Device kept until the end of the day and must be picked up by a parent</li> </ul>                  |
| 2nd offense | <ul style="list-style-type: none"> <li>● All consequences listed for on 1st offense</li> <li>● 1 week probationary period where student must hand in device to school at the beginning of the day each day</li> </ul> |
| 3rd offense | <ul style="list-style-type: none"> <li>● All consequences listed for 1st and 2nd offenses</li> <li>● Friday detention</li> </ul>  |

\* If the student refuses to give their cell phone to the admin/designee, the student will automatically be assigned a Saturday school detention. Failure to attend a Saturday detention without proper communication will result in an out of school suspension.

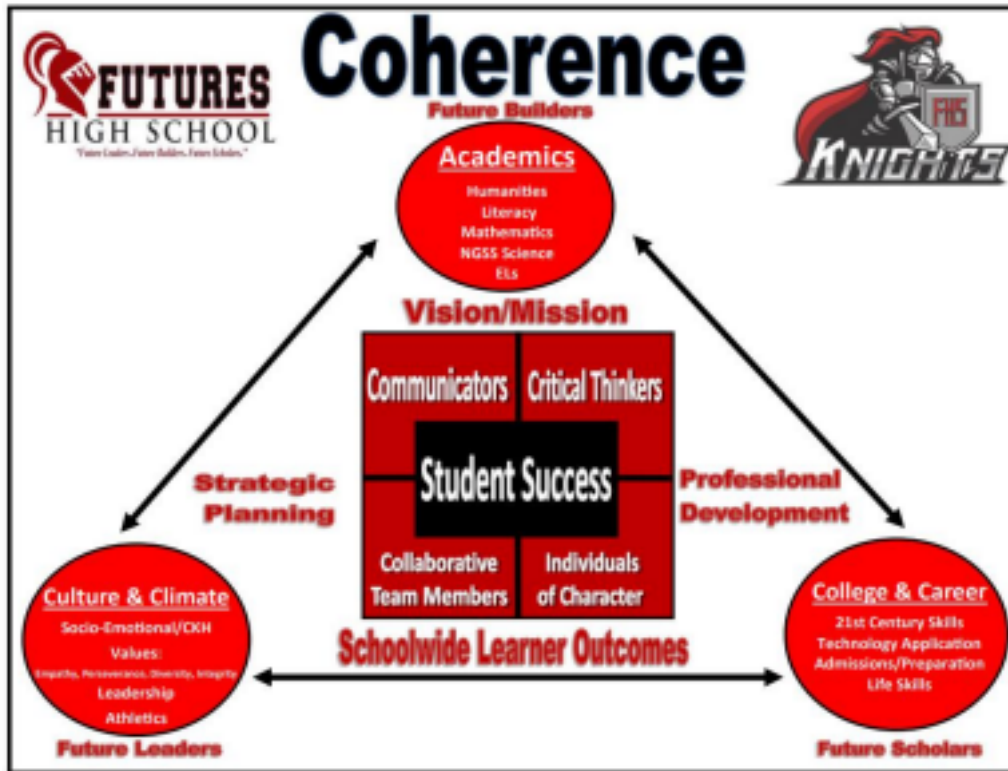
### **Food Delivery Services**

Food delivery services (i.e. DoorDash, Uber Eats, etc.) are not allowed due to the following issues they promote:

- Students using their phone without permission
- Time spent out of class ordering food and trying to pick up food or rendezvous with delivery people
- Students sharing food and/or being pressured to share food
- Trash left on campus
- Students jeopardizing school safety by opening gates for delivery people

Parents are allowed to drop off food to their child in the front office if the parent drops it off in person.

## ACADEMIC SERVICES



### **Curriculum**

All curricular materials are aligned with applicable academic standards, Schoolwide Learner Outcomes, college and career indicators, and are appropriate to address student needs. Please refer to the school's Course Description Booklet for specific descriptions of the current curriculum for each core and content area.

### **Graduation Requirements**

Please refer to the school's Course Description Booklet for complete information regarding GCC Comprehensive High School Graduation Requirements. In addition to completion of classes, please note that completion of a senior service project is part of the requirements for graduation.

- Senior Projects shall consist of four required components: the service learning project, the paper, the portfolio, and the presentation.
- Service learning will be met through a one semester course or through an independent study agreement.
- Service hours must be performed without an hourly wage or compensation (i.e. work experience, stipends, or scholarships).
- Service hours benefiting a religion or fraternal organization will not be considered for this project. (Note: Any activity whose chief purpose is to collect food, clothing or other items necessary to benefit others and meet human needs – even if done in conjunction with a faith based agency may be counted toward service hours.)

- Court ordered or mandated community service hours will not be considered for this project.

### **Grading Policy**

Final grades and credits are posted to transcripts at the end of each semester. To help students and families track student progress, quarter grades are issued in the middle of each semester. Furthermore, students with unsatisfactory academic or citizenship also receive a deficiency notice in the middle of each quarter. Exiting students do not receive partial credits, but are given a form with their current course grades that they can show to their next school.

***Content specific grading policies are articulated in the syllabi given to the students at the beginning of each school year.***

### **Progress Reports and Transcripts**

Students must be proactive and monitor their academic progress on a frequent basis through the Aeries parent portal. Parents are also encouraged to monitor the student's academic progress via Aeries portal or to contact individual teachers for a report.

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.

Unofficial transcripts can be viewed at and printed from Aeries portal. Official transcripts can be requested at the registrar's office (Mrs. Svetlana Petracenco) or by phone 916-286-1902.

### **Homework**

In order to provide necessary practice and reach learning goals, homework may be assigned by teachers. Please see individual teacher syllabuses for more information.

**Independent Study/Home Instruction: GCC Policy:** Because FHS cares about your student and his/her educational progress, in the event that your student must be gone from school for an extended period of time (3-20 days), a Short Term Independent Study Contract is available. **Requests for independent study should be turned in to the office for the principal's signature two (2) weeks prior to the absence**, so that there is adequate time for the teacher(s) to prepare the necessary work assignments.

**It is possible that requests submitted with less than ten (10) days notice will not be granted.** Successfully completed Short Term Independent Study Contracts will not count against a student's attendance record. Completed work must be returned on the day the student returns to school. Families must email all teachers and attendance clerks for this request.

Independent Study shall not be used for the express purpose of extending summer vacation. Students who are absent at the end of the semester for reasons that are not qualified as being excused (usually to go on a trip), will be

dis-enrolled with a grade penalty depending on the number of days before the end of the school year. Other limitations to independent study may also apply. Please see the FHS [End of the Year Policy](#) for details.

### **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.

### **CA State Assessments**

Each spring most students in California participate in the statewide testing program, the California Assessment of Student Performance and Progress (CAASPP) system. The tests in the CAASPP system provide information to teachers, parents/guardians and students about student progress and readiness for college and career. In grade 11, most students take the Smarter Balanced online tests for English language arts (ELA) and mathematics. However, students who have a significant cognitive disability (as designated in their individualized education program) are eligible to take the California Alternate Assessments (CAAs). In grade 11, students are also tested in science (CAST).

### **CA School Dashboard**

The California School Dashboard is a state run website that features easy to read reports on multiple measures of school success, including test scores, graduation rates, English learner progress, and attendance information. The dashboard is part of California's school accountability system. These dashboards support student learning and inform the public as to the progress of all California schools and students. Futures' dashboard may be found at:

<https://www.caschooldashboard.org/reports/34765050101832/2022>

### **School Accountability Report Card (SARC)**

CDE requires all schools to publish a School Accountability Report Card (SARC) annually that describes our school's demographics, academic achievement data, and other important characteristics of our school. A copy of the SARC can be found on our school web page or at [www.sarconline.org](http://www.sarconline.org)

**ELPAC – English Language Proficiency Assessments** Students in grade 9-12, who are classified as English learners, will take the ELPAC Summative Assessment every year until they are reclassified as proficient in English. Students are tested on their skills in listening, speaking, reading and writing. To learn more about the ELPAC, please read the Parent Guide to Understanding the ELPAC, which can be found on the CDE Parent Guide to Understanding the ELPAC Web page at:

<https://www.cde.ca.gov/ta/tg/ca/documents/elpacpgtu.pdf> If you have any questions about your child taking the ELPAC, please contact our school's office.

### **English Learners**

Our school ensures that English Learners (EL) have access to the full range of



educational opportunities that we have to offer. We comply with all applicable federal laws in regard to services and the education of EL students, and re-classify students as Fluent English Proficient when they have reached that level of language acquisition.

### **Reclassification process**

Students who are English Learners are reclassified as fluent in English based on the following criteria:

- Summative ELPAC score
- Teacher evaluation
- Parent/Guardian opinion
- Comparison of Performance in Basic Skills (iReady)

Specific criteria in each of these elements can be found at the following [link](https://drive.google.com/file/d/1i0C-TUWJg6wJEDZkRBg9tYWJpshPCy0z/view?usp=sharing):

<https://drive.google.com/file/d/1i0C-TUWJg6wJEDZkRBg9tYWJpshPCy0z/view?usp=sharing>

### **Section 504**

Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 et seq.) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met. If a student has a disability that limits his or her ability to attend or function at school, a written accommodation plan may be documented under Section 504. Students have the right to be educated in the least restrictive environment.

### **The Student Success Team (SST)**

An SST is a problem-solving and coordinated approach that assists students, families, and teachers to seek positive solutions for maximizing student potential academically and/or behaviorally. It provides opportunities for school staff, parents, and other important people in the life of the student to: discuss the strengths of the student, present their concerns about the student through discussion and study, plan a positive course of action, assign responsibilities, and monitor results. The team oversees the development of plans to meet students' needs, if possible without referral to assessment for special education needs. The team will monitor student progress and students can exit the SST process based on improvement.

### **Special Education**

California law requires schools to make special programs available to all pupils with exceptional needs who are eligible for services. Parents of children who are suspected to have a disability, or who are determined to be eligible for special education services, are entitled to receive a written copy of Procedural Safeguards which provides an explanation of their rights and will be required to sign an acknowledgement that they have been advised of their rights.

Eligibility for special education and service is predicated on extensive testing and consultation with the Special Education teacher, school psychologist and other special education personnel. Futures will conduct SSTs prior to initial special education testing to support identifying a least restrictive environment for our students.

### **Student Government**

Our Student Government at FHS exists to support and advocate for the voices of our students to affect school change and improve the culture of the campus. Student Government's mission is to empower the youth in participating in community events, academic success, and create a family-like environment at the RDP site. One primary goal is to make students' voices heard and to give students opportunities to be decision-makers. Another goal is to make sure the students' rights are protected and the responsibilities are abided, as high school students are a maturing youth and must understand that rights come with responsibilities.

### **Work Permits**

Students 14 through 17 years old are required by law to possess a work permit in order for them to be employed. The Superintendent or designee shall issue work permits only as allowed by law and only to the extent that outside employment does not significantly interfere with the student's school work. Work permits are issued by FHS counselors; work permits are a privilege of active and enrolled students. If a student withdraws or is dismissed from the program, the work permit will be pulled. In addition, if a student has not completed his/her assignments or is not making adequate progress toward completing assigned credits/courses, school administration will pull the work permit and inform the employer of the situation.

## **SCHOOL and STUDENT SAFETY**

### **Visitors on Campus**

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. ***All visitors MUST wear a sticker identifying them as a school visitor and approved by Principal Luevano a minimum of 24 hours prior to the visit date.***

### **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 a school administrator. No passengers are allowed. Leaving campus is a privilege, and senior students must meet the following criteria to be eligible:*

- *The student needs to be in good standing – both in behavior and academics. The student must maintain grades at C or higher and not have any out of school suspensions.*

- *Having 6 or more absences, **excessive early dismissals** (15 or more) **and/or excessive tardies** (6 or more) may result in revoking 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 or classrooms 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.***

**Areas “Off Limits” During the School Day**



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

**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.**

**Hallway Lockers**

Students who have completed a Locker Use Agreement will be assigned a hallway locker. The Locker Use agreement can be found on the website or in the main office.

**FHS PE Lockers- High School ONLY**

The students will choose a 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 personal 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.

### **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. When this is not possible, a signed release form from the parent and the doctor must be received by the school office before any assistance can be given in the administration of the medication. An authorization form must be completed by the student's parent/guardian and doctor before the school can administer prescription medications. All prescription medications must be brought to school by the parent, in the original container with the prescription label attached. This form is available in the school office and on our website. The school does not supply any medication, including Tylenol, for students. All medication must be kept in the office in its original container. Students may not carry medication (inhaler, Epi pen) unless a consent form signed by a parent and the physician allowing the medication to be carried is on file in the school office. Students may not provide any medication, including Tylenol, to other students.

**Over-the-Counter Medications:** The school cannot administer any over-the-counter medications. If a student needs an over-the-counter medication at school, the parent/guardian must come to the school to administer it. Possession of any non-prescription medication is prohibited on the school grounds, and is grounds for suspension/possible expulsion. Our school adheres to all stipulations and conditions of GCC board student policy 11-08.

### **Immunizations**

Students must be current on required immunizations. Students who do not have all required immunizations must receive the next required dose by the specified due date or they will be excluded from school until the dose is verified by staff.

### **Head Lice**

Parents need to contact the school if they find head lice on their child's head. The school will contact a parent or guardian if students are found to have live head lice. Students will be checked for head lice by the Nurse or designee upon return to school. If no live lice are found the child will be sent to class. No school-wide surveillance will be conducted for nits or lice. Gateway Community Charters Head Lice Board Policy 16-17 is available in the main office.

### **Emergency Procedures**

The school has a well-developed and complete emergency response plan that is coordinated with local agencies. The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the school year and are familiar with how to respond in an emergency situation. California Code, Education Code - EDC § 32001

During an emergency situation, the school will only dismiss students to go home if there is time for students to safely return to their homes and a parent/guardian has been notified. If a student's parent cannot be contacted and/or the parent is unable

to pick up their student, the school will maintain responsibility for the student until the parent or an authorized individual can pick up the student. The safety of individual students is our highest priority. Students will not be excused except to the care of a parent or another adult designated on the emergency card. A complete copy of our school emergency plan is available for review in the school office.

### **Safety Drills**

Fire and safety drills are held periodically to teach students the proper way to leave the building or to find alternative 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. **California Code, Education Code - EDC § 32001**

### **Parking and Driveway Safety**

We need your help to keep the school and your students safe. It is imperative that families adhere to our parking safety rules. EVERY student's safety is important to us! At no time, should anyone drive fast or recklessly through the parking areas or surrounding streets. At no time should parents park their cars in a drop off zone. Parents must always park in a designated parking spot. The handicapped zone is reserved for those with handicap permits. Please be courteous and follow all safety guidelines at all times.

Students are only permitted to park in unlabeled spaces and must display a student parking pass, which is available from the main office. If a student parks in a "staff", "visitor" or other labeled space, their car may be towed at their expense and other disciplinary consequences may apply.

Juniors and Seniors at Futures High school who would like to park in the RDP parking lots during school hours must apply and be approved for a parking pass by Mr. Luevano, FHS Principal. The application for the parking permit can be obtained and turned into the principal's office during school hours. Submission of the application must include attached copies of **current** California Driver's License, **current** registration and copy of **current** Proof of Insurance. Student parking is free, unless choosing to purchase a Senior-only parking spot. Due to limited parking, parking permits/spaces will be based on availability and on a first come, first serve basis.

**Paid, reserved, Senior-Only Student Parking** for the 2023-24 school will be available in September, 2023. Parking permits are non-transferable. The cost is \$50.00 and the permit is only good for the school year in which it was purchased. Once spaces are available, students must obtain and turn in the Reserved Parking Application to the principal's office during school hours. Submission of the application must include attached copies of **current** California Driver's License, **current** registration and copy of **current** Proof of Insurance. Reserved Parking spaces are limited. Please contact Mr. Luevano, FHS Principal, for instructions for painting the paid-parking spot or for any other questions.

### **Tobacco and Drug-Free Zone**

Futures High School believes that the use of alcohol, tobacco or other drugs (including vaping) 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.**

### **Additional GCC Board Policies**

The Rancho Del Paso (RDP) site and Futures High School adheres to the following GCC Board Policies. These policies are available in the main office upon request:

- In the case of student complaints, students should follow the GCC Student Complaint Procedures (GCC BP 08-08).
- To ensure safe and appropriate internet usage, RDP follows the GCC Internet Safety Policy (GCC BP 17-12).
- Although head lice are less common in high-school age students than elementary students, if head lice are detected, RDP will adhere to the GCC Head Lice Policy (GCC BP 16-17).
- To guide the holistic wellness of all students, RDP follows the GCC Local Wellness Policy (GCC BP 20-13), which includes guidelines for what's appropriate to bring from home for parties.
- To ensure appropriate staff and scholar relationships, RDP follows the GCC Staff-Student Boundaries Policy (GCC BP 03-23)

### **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, families must notify the registrar or attendance clerk in the school's office 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.

## **THE FHS STUDENT**

### **9<sup>TH</sup> Grade Math Placement Policy**

ALL GCC BOARD POLICIES ARE AVAILABLE IN THE FRONT OFFICE

Futures takes a systematic approach to ensure that all incoming 9th graders receive a math placement that is appropriate to their needs. Counselors analyze a variety of criteria to identify an initial placement, then placements are adjusted in the first few days of school, if necessary. The school maintains communication with parents regarding students' placement throughout the process. The full math placement policy (GCC BP 13-17) is available in the main office upon request.

### **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 (916) 286-1905 or at (916) 286-1945. If students want to meet with their counselor to discuss academic, personal, social, or career needs, they can request an appointment through a Counselor Meeting Request form that is available in the Library. 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 12<sup>th</sup>** for fall semester and **January 6<sup>th</sup>** 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 earned a D or 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. 9<sup>th</sup> grader enrolled in 12<sup>th</sup> 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 opportunities that provide a unique and sustainable way to deliver a rigorous curriculum to High School students in 11<sup>th</sup> and 12<sup>th</sup> 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.

## **Dual Enrollment**

Through the Dual Enrollment Program, students have the unique opportunity to take a college course while attending Futures High school and receive college units while also fulfilling high school elective credits. Dual enrollment courses will boost GPA and are offered at no cost to students.

Requirements:

- Student should have a GPA of 2.0 or better
- Should be able to work independently

## **Parent Involvement**

Futures adheres to GCC Board Policy 01-08 to ensure parents have the opportunity for involvement at our school sites. Parent involvement is highly valued. Both HLA and FHS are part of the Parent Faculty Organization (PFO) which is one of our many ways to involve and support parent engagement at the Rancho Del Paso site. We encourage parent participation and value our collaboration with our students' families. To inquire about parent opportunities, please contact Zhanna Makovey, Parent Liaison, at (916) 200-8367.

Parents are always welcome at the school to visit! To visit classrooms, parents must make arrangements by calling the office to schedule their visit in advance. At least a 24-hour notice should be given to the teachers. All visitors are required to report to the office and sign the visitor's book when they arrive on campus and receive a guest badge.

We would like to provide our parents with full attention and upscale service, so we ask that parents call in and/or request an appointment in advance.



## **Futures High School 2022-2023 Home/School Contract**

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 the 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 9<sup>th</sup> grade review conferences with the counselor. Parents also many 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 grading period, and report cards are sent by mail at the end of each quarter. Parents may also request progress reports from teachers at any time.
- Parents will be provided with up-to-date information on their student's progress. FHS provides parent access to Aeries parent portal to access student's information and grades.
- 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. Contact information is also available at [www.fhscharter.org](http://www.fhscharter.org)
- Provide parents the opportunity to participate in the joint development of the Futures programs through our multiple parent engagement methods (i.e. Parent Faculty Organization-PFO, School Site Council-SSC, District English Language Advisory Committee-DELAC, etc.)
- 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.

### **We, as parents, will ensure our child's learning by:**

- Strong attendance
- Regularly monitoring students' academic progress.
- Making sure that schoolwork is completed regularly and on time. • Monitoring

the 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 with the school by promptly reading all notices from the school.
  - Making every attempt to attend school functions including Open Houses, sporting events, parent workshops, awards nights, and other evening performances.
- Actively participating in school volunteer opportunities, when possible. • Supporting the school's discipline, uniform dress code and academic policies
- Ensuring 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.
- Providing input on the social contracts to ensure that I am heard and validated. • Affirming my peers and accepting affirmations from others.
- Doing my schoolwork every day and asking for help when I need it. •

**Staying informed**

- Being responsible to be on time to class, well-rested, and ready to learn with essential tools.
- Abiding by the rules and procedures set forth in the Student Handbook and class social contracts.
  - Check emails and ABI student Portal
  - Getting involved with the school
    - School plus 2

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 Friday, August 11.

**Gateway Community Charters  
Notification of Rights under 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. FERPA gives parents certain rights with respect to their students' education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520



## GCC School Medication Authorization Form

Student's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

California ED Code 49423 allows the school nurse or other designated school personnel to assist students who are required to take medication during the school day. This service is provided to enable students to remain in school or maintain or improve the potential for education and learning.

Medication must be in the container in which it was purchased with a pharmacy label attached. No medication (including over the counter medication and supplements) will be given at school without a current prescription from a California licensed health care provider.

### \*TO BE COMPLETED BY PARENT\*

I request that my child \_\_\_\_\_ be assisted in taking the below prescribed medication at school by authorized persons. I will comply with the school's policies or procedures. I will notify the school if there are changes in my child's health status, changes in medication, or change in health care provider.

I authorize the exchange of information between my child's physician, District Nurse, or site administrator with regard to this medication request.

It is the parent/guardian's responsibility to furnish the medication. The parent/guardian agrees to pick up expired or unused medication within three days of the end of the school year.

\_\_\_\_\_  
Parent/Guardian Signature                      Date                      Phone (home)                      Phone (emergency)

### **\*\*Physician's Order (To be completed by health care provider) ONLY ONE MEDICATION PER FORM\*\***

Name of medication/strength of tablet, capsule or liquid: \_\_\_\_\_

This medication is a controlled substance: **yes or no** (circle one)

Dosage: \_\_\_\_\_ Time to be given at school: \_\_\_\_\_

Route to be given: \_\_\_\_\_ Reason for Medication: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

\_\_\_\_\_ Student has been instructed by physician in self-administration and may carry their inhaler with them.

\_\_\_\_\_ Student has been instructed by physician in self-administration and may carry the Epi- Pen with them.

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
**Print Name of Licensed Health Care Provider**

\_\_\_\_\_  
**Signature of Licensed Health Care Provider**

Address \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

