

Student-Parent Handbook Site-based Programs



2010-2011 School year

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Welcome to FAME!

Our Mission Statement

The mission of FAME is to enable our diverse population of students to become independent thinkers, lifelong learners, and responsible, contributing members of society. FAME recognizes the cultural diversity and individuality of all of its students. Through the delivery of linguistically and culturally appropriate instruction, FAME strives to create an educational community where students from all social, academic and economic backgrounds learn together in a multicultural setting. Using the state standards to guide our educational program, teachers, and parents work together to assure the achievement and progress of each student and that they are building the knowledge, skills, and attributes necessary for them to become self-motivated, competent, lifelong learners.

Code of Conduct

FAME believes that students learn best in an environment that is respectful of individual differences and honors the cultural backgrounds of our diverse student body. In order to promote a healthy school environment FAME has implemented the Character Counts program developed by the Josephson Institute of Ethics. The program focuses ethical values called the “Six Pillars of Character.” These values, which transcend divisions of race, creed, politics, gender and wealth, are:

Trustworthiness: Be honest * Don't deceive, cheat or steal * Be reliable – do what you say you will do * Build a good reputation

Respect: Treat others with respect, treat others how you would want to be treated * Be tolerant of differences * Use good manners and language

Responsibility: Do what you are supposed to do * Always do your best * Use self-control * Be self-disciplined

Fairness: Play by the rules * Take turn and share * Be open-minded; listen to others

Caring: Be kind * Be compassionate and show you care * Express gratitude

Citizenship: Do your share to make the school and community better * Cooperate * Get involved in community affairs

Each month one of these values becomes the theme of the month and your student may be “caught” implementing them. Be sure to ask your child about the Character Counts assemblies throughout the year!

School Contact and Schedule Information

Fremont Kearney St. Office Staff Directory

3300 Kearney St.

Fremont, CA 94538

Phone Number: 510-687-1500

Fax: 510-687-1515

Grade K-1, and 6-12

Last Name	First Name	Position	Phone Extension	Email
Blount	Anita	Testing Manager	121	anitab@famecharter.org
Darghous	Randa	Admin Assistant	100	randad@famecharter.org
Choi	Sunny	Academic Counselor	106	sunnyc@famecharter.org
Tamana	Maher	Office Mgr/Registrar	107	maherangaizt@famecharter.org
Serageldin	Karim	Student Affairs Coordinator	108	kserageldin@famecharter.org
Wazwaz	Iyad	Director Site Programs/Principal	120	Iyadw@famecharter.org
To Report an Absence:	510-687-1500 Ext.: 100			

Fremont Leslie St. Staff Directory

40292 Leslie St.

Fremont, CA 94538

Telephone: 510-668-1710

Grades: 2-5

Last Name	First Name	Position	Email
Liu	Jennifer	Principal	jenniferl@famecharter.or
Siddiqui	Sameera	Office Manager/Registrar	sameeras@famecharter.org
To Report an Absence:	510-668-1710		

FAME San Leandro

16248 Carolyn St.

San Leandro, CA 94578

Telephone: 510-317-7625

Fax: 510-317-8652

Last Name	First Name	Position	Email
Al-Khalidi	Kathy	Office Mgr/Registrar	katheryna@famecharter.org
Mays	Asha	Principal	asham@famecharter.org
To Report an Absence:	510-317-7625		

Daily Schedule

Site	Monday-Thursday	Friday	Minimum Days
Kearney Street	8:30 AM - 3:45 PM	8:30 AM – 12:45 PM	8:30 AM – 12:45 PM
Leslie Street	8:15 AM - 3:30 PM	8:15 AM – 12:30 PM	8:15 AM – 12:30 PM
San Leandro	8:30 AM - 3:45 PM	8:30 AM -12:45 PM	8:30 AM -12:45 PM

Bell Schedule for 6-12th Grade Students

At the beginning of the school year, students will receive a copy of their daily schedule indicating course and classroom assignments. The schedule will also be posted to the school's web site. It is the student's responsibility to maintain a copy of their schedule and to arrive at each class on time.

Before and After School Supervision

FAME supervises students 15 minutes prior to the beginning of the school day and 15 minutes after the end of the school day. The school does not provide before or after-school care programs and it is the responsibility of the parent/guardian to pick up their student(s) on time. We realize that from time to time a parent/guardian may be unable to arrive during scheduled pick-up times due to a car break down, traffic issues, or other unforeseen circumstances; in such instances the parent/guardian should call the school office and let the staff know that they will be late and/or make other arrangements for their child to be picked up. Students should remain in designated pick-up areas at all times. Parent/Guardians must be aware that after 4:00 (1:00 on Friday) their child(ren) will not be supervised and FAME bears no responsibility for the safety of their children after that time. Repeated violations of late pick-up are considered by the school administration as serious incidents of neglect and will result in consultation with the Principal before further action is recommended.

Parents/Guardians wishing their children to walk home from school must indicate permission on the Student Release form in order for a student to be released from campus.

Student Drop-off and Pick-up and Parking Lot Procedures

Parents/Guardians will be given a copy of the drive through map and instructions for their child’s school site before the beginning of the school year. Extra copies of the map may be picked up in the school office.

Parents are requested to adhere to the following drop-off and pick-up rules:

- Drive slowly through the school zone.
- Pay close attention to the directions of traffic monitors as they are trying to help get students to school safely.
- When approaching the designated student pick-up and drop-off area or loop, remain patient and wait your turn.
- All drivers entering into the drop-off and pick-up area should follow the lead and direction of the traffic and safety controller at each site
- The first car should pull as far up as possible. NOTE: There shall be no passing around other vehicles unless being directed by the traffic and safety controller(s).
- Drivers are to make sure that the children exit and enter the car safely and on the correct side of the car.
- When not using the pick-up and drop-off loop, drivers should carefully park in each sites designated parking area. (This may include the school’s parking lot; however it may also include parking legally on the side streets around the school perimeter).
- Children MUST be walked to the school entrance.
- When leaving the drop-off or pick-up loop, proceed slowly and look carefully for students and other cars. Drivers who have parked their car should be extra careful when backing out; looking carefully to make sure no one is behind them.
- For afternoon pick-ups, if drivers arrive early they should park in the order of arrival and wait patiently. After the children are dismissed, the first car should pull forward as far as possible.
- Do not obstruct traffic by parking in the drop-off and pick-up loop. If you want to walk your child into the school building or classroom, you must park in the school’s designated area and walk your child into the building.

Site	Designated Parking Area
Kearney Street	Front Parking Lot Only
Leslie Street	Parents are highly encouraged to legally park at the neighborhood side streets
San Leandro	Parking is limited in the parking lot, parents are encouraged to legally park at the neighborhood side streets

Closed Campus and Visitors

All FAME school sites to be closed campuses. This means that students are required to remain on school grounds until the end of the school day. Students leaving campus without permission will be subject to appropriate school discipline (see Student Discipline Section).

Guest-students, siblings, friends and other relatives may not attend class if they are not enrolled at FAME. Parents/Guardians and all visitors must check in at the front office and receive a

visitor's pass prior to entering the school. Visitors who do not comply with school policies will be asked to leave.

Attendance

Regular school attendance is important for teaching, learning, building positive habits and school funding.

When students have extended or repeated absences they increase their risk for poor academic performance. Vacation days other than those on the school's calendar are considered unexcused absences and reflect poorly on your student's record. Please plan vacations during school scheduled vacation time only. It is essential that families make sure their child is in school every day school is in session unless they are ill.

Your child's attendance is important to FAME Public Charter School in many different ways. It is worth noting that FAME receives funding for each child based on their attendance. If your child is not in school, FAME does not receive any state funds for the day(s) he/she is absent. The next time you are planning to have your child miss school, for any reason other than illness, please stop and think about this; everyone doing their part adds up to a lot!

To Report an Absence

If your student is not able to come to school, please call your child's school site at one of the numbers listed below:

School site	Telephone Number
Kearney Street Campus	510-687-1500
Leslie Street Campus	510-668-1710
San Leandro Campus	510-317-7625

Call by 8:00 a.m. of the day of the absence and leave a message with the following information:

Spell student's full name SLOWLY

Indicate the reason for absence (illness, medical, dental, funeral, personal, etc).

Call in each day the student is absent if duration of absence is unknown

Provide your name and relationship to student

A doctor's note must be turned in for absences of more than three consecutive days. Parents/Guardians must clear absences within 24 hours immediately following an absence. After this or 11 days of illness per semester, the absence will remain unexcused.

Excused Absences	Unexcused Absences
Illness	Unverified Absences
Medical/Dental Appointments	Late arrival over 15 minutes
Funeral Services	Leaving campus without permission
Immunization	Personal reasons
Religious Holidays	Vacation
Court Appearances	Cutting class

Parents will be contacted in the event there is an excused or unexcused absence. All absences will be indicated on the semester report cards.

Medical or Dental Appointments or Early Release

Every effort should be made to schedule appointments for students outside of the school day. If a student needs to leave during the day, the parent must notify the school by bringing a signed note to the school office before the start of the school day. The parent also must come to the school site and sign the student out at the front office before departure. Upon returning back to school the parent must sign the student in (except in instances where the student will not be returning on the same school day). The office will notify elementary student's teacher when they should send students to the front based on the estimated time of early pick-up. Middle School and High School students are responsible for being on time when meeting a parent for a scheduled appointment during the school day.

Illness

Students should not come to school when ill. Conditions usually requiring a student to remain home from school include:

- undiagnosed rash/skin infection/red or draining eye(s)
- vomiting
- stomach ache
- persistent cough
- fever
- sore throat
- severe headache
- head lice

Students who are ill with a fever should be fever free for 24 hours before returning to school.

If a student becomes ill or is injured at school, (s) he is to ask the teacher for a pass and report to the Front Office. A parent or emergency contact will be contacted to pick up the student. Please note that it is important that sick or injured children should be picked up immediately. Also, any student found to have any of the following contagious conditions will be sent home from school: Strep Throat/Scarlet Fever, Chicken Pox, Scabies, Pink Eye, Impetigo, Head Lice.

If your child has any long-term health conditions (such as asthma, allergies, diabetes, seizures, etc.) please make sure it is noted on the Emergency Card and check with the Office Manager to pick-up other required forms. (See Section on Medications)

A parent/guardian note should be provided if the parent/guardian believes their child should not participate in activities such as physical education or recess because of a recent illness. If a child is unable to participate in activity for more than 3 days, a doctor's note is needed.

Late Arrivals

Please note that we strongly recommend that parents support their children in arriving to school on time and establish promptness in their daily schedules.

- FAME Students are required to be in their class and ready for roll promptly at:

Site	Monday-Friday
Kearney Street	8:30 AM
Leslie Street	8:15 AM
San Leandro	8:30 AM

- Illness, medical, dental, or appointments result in excused tardies. Tardiness for all other reasons is unexcused. Tardies will be reflected on the semester report cards.

Students arriving to school 15 minutes after school starts must report to the school office and obtain a late pass prior to going to class. Students will not be allowed in the classroom without this pass. Parents of students of grades Kindergarten – Third Grade should accompany their students to the front office to obtain a late pass.

Students who are late to any class other than first period do not report to the office. Teachers will handle tardies for their individual classes and students with chronic tardies will be referred to the Principal. Parents will be called in for a conference and appropriate disciplinary action will be taken.

Student Item Drop-Off

Forgotten items (lunches, homework, etc) may be dropped off in the school office for students to pick up. The items will not be delivered to the classrooms (except for Kindergarten and First Grade); it is the responsibility of the student to pick up the item between classes or during lunch.

Student Health and Welfare

Student Lunches

Hot lunch will be offered at the San Leandro and Fremont Campuses. Parents need to complete all necessary forms and pre-order and pre-pay for hot lunches. Packed lunches should be “cold” lunches. Students who bring a packed lunch should not expect to use a microwave or anticipate that an adult will use a microwave for them.

Parents should make every attempt to send packed lunches with students. It is an inconvenience for the office staff to accommodate for late lunch arrivals.

FAME recognizes that some families may not be in a position to pay for their student’s lunches. We offer free or reduced priced lunches to eligible families. If you wish to apply for a free or reduce priced meal for your child, please go to the front office to pick up the Family Income Survey form and return it as instructed.

Emergency Forms

Each student must have an Emergency Card completed by his/her parent/guardian. The form will be kept on file in the school office. The Emergency Form includes the following information:

- 1) Parents' complete names, address, and home telephone number.
- 2) Parents' work telephone numbers and cell numbers
- 3) The name, address, telephone numbers of another adult who can be called in an emergency when parent cannot reached.
- 4) Medical alert information.

Please keep this information updated throughout the year to assist us in helping your children!

Immunization Policy

California law requires all students enrolled in California schools to have up-to-date records. The immunization policy requires the following:

Kindergarten	Gr. 1	Gr. 2-6	Gr. 7	Gr. 8
5 DPT	5 DPT	4 DPT *	4 DPT *	4 DPT*
4 Polio	4 Polio	3 Polio*	3 Polio*	3 Polio*
2 MMR	2 MMR	2 MMR	2 MMR	2 MMR
3 Hepatitis B	3 Hepatitis B	3 Hepatitis B	3 Hepatitis B	3 Hepatitis B
1 Varicella	1 Varicella	1 Varicella (Out of state entrants)	2 Varicella (Out of state entrants)	

*If one dose given after 2nd birthday. Otherwise need one more dose.

All MMR's must be given on or after the 1st birthday. There is a 4-day grace period.

Special Exemptions: There are some special exemptions (waivers) allowed by the State (medical and/or personal beliefs. These exemptions will be approved when the appropriate forms are completed).

Health Screenings

Health screenings may be conducted at scheduled times during the year by professional organizations contracted by the school. A notice will be sent home from the school prior to any scheduled health screening. A parent/guardian may choose to have their child not participate in the screening by filing a notice with the school office.

Individual Health Care Plans for Student with Chronic Illness

Individual Health Plans are written in consultation with the student's parents/guardians, student, physician, and school administration. This individual Health Plan will provide direction to teachers, administrative staff and others when caring for students with chronic health problems such as diabetes, asthmatic reactions, juvenile arthritis, and migraine headaches, or others that require ongoing treatment.

Food Allergies

If a child has a known food allergy, the parents/guardians should notify the School, in writing, and provide written medical documentation, signed by a physician, that describes the nature of the student's condition, instructions, and necessary medications. If the food allergy requires food substitutions or modifications in school meals or snacks, the written statement shall also describe the specific foods to be restricted and the foods that should be substituted. A Food Allergy Action Plan Form will be filled out and maintained on file for every student with known food allergies.

Medications at School

Whenever possible, medication should be given at home. However, if your child needs to take medication during school hours, the school requires the following:

- 1) The parents must complete the form Administration of Prescribed Medication. This form must be filled out each year.
- 2) The Parent (guardian) must bring all medication in its original container to the school for dispensing. (The medication cannot be brought to school in old or odd bottles, plastic bags, foil or envelopes.) Please remember to pick up your child's medication at the end of the school year.
- 3) Except with written permission, students may not keep medication in their backpacks, desks or clothing.
- 4) Students needing Epi-pen for allergic reactions, inhalers for the treatment for asthma or insulin for students with diabetes *may* be allowed to keep medication in their backpacks, desks or clothing if the parent and the physician have filled out and signed a Self Administration Consent Form.

5) It is also advised that the parents and physician fill out the School Asthma Action Plan and/or the Food Allergy Action Plan for students with either of these conditions.

All forms are available in the school office. For a complete description of FAME's medication policy, please see the Health and Safety Policy/Procedure posted to the school web site or request a copy from the school office.

Accidents

Accidents should be reported immediately to a teacher, site assistant, or to the office staff. The school has first-aid supplies for injuries. More serious injuries may result in the paramedics being called. Serious injuries should be documented and parents receive a copy.

Emergency Procedures

FAME has established an Emergency and Disaster Response Plan in place. School personnel and students are trained to respond properly to foreseeable emergencies such as fire, earthquake and intruders. The school conducts regular earthquake, fire, and intruder safety drills. Students are notified in advance of the drills.

Important: Please DO NOT phone or drive to the school immediately after an emergency. For the first 30 minutes after such an event, roads and phone lines must be kept clear for emergency use. Student will be supervised by trained personnel until it is safe to release them. Phone trees will be established so that parent/guardians can be promptly notified in such an event. For more information please see the FAME Emergency and Disaster Plan posted to our web site.

General Information

Office Appointments

Students wishing to talk to the Administrator/Principal, Student Affairs Coordinator or Academic Counselor should complete an appointment form at the Front Office before school, during break, or at lunchtime. Students will be notified when to report for the appointment. Walk-in visits will not be entertained, unless there is a serious concern that requires immediate attention.

Parents must also schedule meetings with administrators and teachers. Parents are encouraged to leave a message with the front office or email the teacher directly and have the teacher contact them back and mutually agree on an appropriate time to meet.

Parties and Celebrations

The FAME administration and teaching staff will not be able facilitate or entertain individual student birthday parties. If a teacher plans a thematic celebration, please note that a detailed notice with administration approval will be sent home.

Student Office Use

During class time, students must have a pass to visit the office. **Please note that the office telephone is for emergency use only.** School personnel can't entertain non-emergency phone calls. In the event a parent calls the school to relay a message to his/her child, they should expect to leave a message with the front office personnel and it will be delivered to the child as soon as possible. Messages should only be left in the case of an emergency.

Change of Name, Address, Phone Number

The parent/guardian must notify the school office if a student has a change in any of the following: name, resident address, mailing address, or phone number, or guardianship, as soon as possible so school records can be updated.

Teacher Conferences

There will be two school-wide scheduled Parent-Teacher Conferences per year. However, if parents/guardians wish to speak with their child's teacher about academic issues during other times of the school year, they should schedule an appointment directly with the teacher. The appointment must be requested in advance and the teacher should reply promptly indicating appointment availability. The teacher will make every effort to schedule an appointment within 48 hours of the request. Conferences are to be scheduled after the school day has ended to the extent possible.

Classroom Visits

With prior approval from the teacher, parents or guardians may visit the classroom(s) of their student(s) for the purpose of observing the instructional environment and to gain a basis for assessing the pupil's progress.

The student, teacher and/or Principal and parent/guardians will work together to arrange a time that is mutually agreeable for classroom visits. The parent/guardian must request to the teacher at least two business days in advance. Every effort will be made to schedule visits within 48 hours after the parent/guardian's request.

During visits, the classroom teacher should not be interrupted or hindered from completing normal teaching activities. Parents/guardians may not be accompanied by other children when visiting classrooms.

Visits by media representatives are at the discretion of the Principal or School Director and their visits will be scheduled within a reasonable period of time after the request that enables the school to provide all parents and guardians with a courtesy notification that media will be visiting the campus.

No classroom visits may be scheduled during testing. Classroom observations by approved visitors of a student are limited to thirty minutes per visit, per week, up to two visits per quarter.

Field Trips

Teachers schedule several field trips each year to supplement and enrich classroom learning. For each field trip every student must turn in the Field Trip Permission form signed by the parent/guardian. We encourage you to allow your child to attend the field trips as they promote new interests among students, making them more aware of community resources and help students relate their educational experience to the outside world. Parent/guardians are also welcome to sign-up as volunteer chaperones when teachers request them.

Students are expected to follow school rules at designated field trip locations.

- Students are expected to listen and follow direction of parent volunteers, drivers and field trip coordinators during the duration of the field trip.
- Students whose parent/guardian does not want them to attend a field trip are expected to attend school and will be given alternative activities for the day.

Inappropriate behavior may lead to suspension from further field trips.

Online /Internet Use: Student Responsibilities and Obligations

FAME intends that the technological resources provided by the school be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. Students are authorized to use school equipment to access the Internet or other online services in accordance with procedure and the user obligations and responsibilities specified on the Internet Use Agreement Policy and Agreement. The policy and agreement

forms are distributed at the beginning of each school year and each student must have a form on file in the school office.

Penalty for Inappropriate Use:

The Principal may cancel a student's user privileges whenever the student is found to have violated Board policy, administrative procedures, or the Internet Use Agreement. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy. A copy of the Internet Use Agreement form can be picked up in the school office.

Lockers

Lockers *may* be available to 6-12th grade students at some FAME locations. All lockers, which are provided by FAME to its students, will at all times remain the property of and under the control of FAME. These lockers are loaned to the students for their convenience; students shall assume full responsibility for the security of their lockers. Students do not possess any privacy interest in any FAME locker and as such students should not have any expectation of privacy in the lockers or items placed in the lockers.

Students may not place illegal, unauthorized, or contraband materials in lockers. The Principal, Executive Director or designee will retain lock combinations. **Any locker is subject to inspection by the Principal, School Director or designee at any time.** These searches shall not be arbitrary or discriminatory.

At school sites where lockers are available, locker space is provided to students on a voluntary basis within the following guidelines:

- 1. Only school-approved combination padlocks will be permitted.**
- 2. FAME assumes NO responsibility for loss or damage to any item in a locker, locked or unlocked.**
- 3. No Drink or Food items are to be kept in lockers at any time.**
- 4. Each student will be assigned a locker at the beginning of the school year or a new semester.**
- 5. Students must keep their lockers locked at all times.**
- 6. Students may not share lockers or use other students' lockers unless the assignment is made by the administration.**
- 7. Students may not write in or on lockers. Decals and similar materials are not to be placed inside or outside the lockers.**
- 8. Students are encouraged to keep their lockers clean and orderly.**

Uniform Code

Please refer to the following when purchasing your child's school uniform.

Above the waist colors: White, burgundy, or grey – NO BLACK

- Polo shirts: short and/or long sleeves. (**no T-shirts allowed**)
- Oxford dress shirts- short or long sleeves Sweaters, sweater vests

Below the waist colors: Grey or Black ONLY

Boys:

- School Uniform quality and style trousers- pleated or flat front
- School Uniform quality and style Shorts- must be at least knee-level

Girls:

- School uniform quality trousers- pleated or flat front
- School uniform quality capris/shorts- must be at least knee-level School uniform quality skirts, jumpers, skorts- must be at least knee-level
- Black stockings or leggings may be worn under skirts or jumpers, clothing still must be knee level or below

Important Notes:

- All clothing must be uniform brand/quality, for example Lee School, Izod, French Toast, Dockers, etc.
- Trousers must not be longer than ½ inch from the sole of the shoe for safety reasons
- No jeans, cargos or baggy styles allowed
- No oversized shirts allowed
- Girls may wear a black abaya/jilbab, but if the jilbab is removed during the day, the clothing underneath must conform to the school uniform dress code
- Head scarves (hijabs) must be plain (no jewels or sequins) and must be in uniform colors
- Belts are to be black or brown plain leather style- no studs or jewels
- All footwear is recommended to be black oxford/ loafer styles for boys, or plain black tennis shoes. Black oxford/ mary-jane styles for girls, or plain black tennis shoes.
- **IMPORTANT NOTE: *SHOE LACES MUST BE WHITE OR BLACK. NO OTHER COLOR WILL BE PERMITTED.***

PE 6-12 (Boys and Girls): ***Student who change into PE uniform code must change back into regular uniform after class is over.***

- A dress code shirt, or white FAME T-shirt
- Grey sweat bottoms or dress code pants or shorts
- FAME sweat shirt or plain grey sweatshirt
- Plain black or white tennis shoes and socks must be worn

If you have any questions about the uniform dress code, please contact the school office personnel before making purchases. Likewise, if you are in doubt whether a garment you have purchased conforms to the uniform dress code, please do not remove the tags. You may bring the article of clothing to the school site office so we can determine if it complies with the uniform policy.

Dress Code

1. Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted. Holes garments are also NOT permitted.
2. Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection (Cal. Ed. Code § 35183.5). All hats are to be removed upon entering school buildings. For exceptions to this policy, prior approval must be granted by the school's Executive Director.
3. Slacks and shorts (no shorter than knee length) are to be worn ON THE WAIST with no portion of an undergarment showing. Skirts and dresses must be AT LEAST knee length with no slits in the sides or backs that expose the leg over knee level.
4. Shirts and blouses must completely cover the midriff and chest area. No deep V-necks are permitted. Shirts and blouses shall show NO cleavage or drop off of the shoulder.
5. For Male students, earrings are NOT permitted. Eyebrow piercing, lip piercing, or excessive nose piercing (i.e. more than one stud) is NOT PERMITTED for MALES OR FEMALES. Body piercing is NOT permitted.
6. For safety purposes, earrings must not dangle more than one inch below the ear and necklaces or chains should not dangle below the chest area. No more than THREE chains or necklaces may be worn at once.
7. Clothing or jewelry with logos that depict and/or promote gangs (as defined in Cal. Ed. Code § 35183), drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are NOT permitted.
8. Appropriate shoes must be worn at all times. No Flip Flops. No high heels over 1 inch.
9. All students should groom their hair prior to arriving at school. No hair accessories, neck accessories, bracelets, etc. should protrude away from the body (i.e. have sharp points or be fashioned in a manner that could cause injury). DOG collars or spiked accessories are NOT permitted. Administration reserves the right to determine whether an accessory is appropriate for wear in the learning environment or not.
10. The Executive Administration reserves the right to modify this dress code at any time in consideration of student safety and promoting a healthy learning environment.

Lost and Found

Students must assume sole responsibility for the loss or damage of any personal property left in classroom, P.E., or on school grounds. Students are urged not to bring items of value to school or to carry any more than necessary in their backpacks. Found items are turned in to the office. Unclaimed items will be donated to a local charity every semester.

Student and Instructional Related Topics

Homework

FAME has the following general guidelines for the average time per grade level per day to be spent on homework:

K	1 st	2 nd	3 rd	4 th	5 th	6 th	7-8th	9-12th
10-15 minutes per evening OR 50-75 minutes per week	10-20 minutes per evening OR 50-100 minutes per week	20-30 minutes per evening OR 100-150 minutes per week	25-35 minutes per evening OR 125-175 minutes per week	45-60 minutes per evening OR 225-300 minutes per week	50-75 minutes per evening OR 250-375 minutes per week	60-90 minutes per evening OR 300-450 minutes per week	90 minutes per evening OR 450 minutes per week	Homework is based on the rigor of the class. Average time is 90-120 minutes per evening OR 450-600 minutes per week

These minutes are based on time needed for an average student to complete homework at an average pace. If your child consistently takes a lot more time to complete his/her homework, consult with his/her teacher. The minutes above do not include independent reading time.

Make-up Work

For short-term absences, students will be given the number of days they were absent to complete the homework without any grade penalty. Homework will be assigned upon the student's return to school. For extended absences, due to illness, parents/guardians may need to contact the school office on the third day of the absence to request assignments from each teacher. The assigned homework can be picked up in the school office between 3:30-4:00 p.m.

Textbooks

Throughout the year, FAME provides each student with books and workbooks; the student assumes the responsibility for the books. If at any time a book is lost or damaged, the student should immediately report this to the teacher who issued the book. Lost textbooks must be paid for before new books are issued or final grades are given.

Grading

The Board of Directors of FAME has established a Uniform Grading Policy. For a complete copy of the policy you may contact the school office.

The following marks will be used:

IS K-8	4	3	2	1	NC
Site K-5*	4	3	2	1	NC
Description	Above Grade Level Std	At Grade Level Std	Approaching Grade Level Std	Below Grade Level Std	Not Covered
Site 6-12	A+A, A-	B, B+, B-	C, C+, C-	D, D+, D-	F/Incomplete
%	90-100%	80-89%	70-79%	60-69%	Below 60%
Description	Exceptional Work	Above Average Work	Average Work	Below Average Work	Unacceptable Work/Incomplete Work

*Site-based 5th grade students will receive an elementary level report card which also reflects the corresponding A-D letter grades.

In addition, students will be given marks for “Organizational Skills and Work Habits” and for “Citizenship and Conduct”. The following scale will apply:

O - Outstanding

S - Satisfactory

N – Needs improvement

Grade Point Average for Middle and High School will be calculated on the following scale:

A+ 4.00	100- 97	A 4.00	96 - 93	A- 3.67	92 – 90
B+ 3.33	89 – 87	B 3.00	86 – 83	B- 2.67	82 – 80
C+ 2.33	79 – 77	C 2.00	76 – 73	C- 1.67	72 – 70
D+ 1.33	69 – 67	D 1.00	66 – 63	D- 0.67	62 – 60
		F 0.00	59 and below		

Academic Honesty

FAME upholds high standards in regards to the academic climate in which students learn. We believe that the school should maintain an environment in which mutual respect, collaboration, integrity and personal responsibility for ones actions is valued. Cheating in any form compromises a student’s ability to achieve these goals and undermines the value of our educational program and a student’s scholarly accomplishment.

Cheating is taking (or giving) information or another person’s work without properly identifying the originator. This includes using unauthorized materials when completing assignments or taking exams.

The teacher’s professional judgment will determine whether cheating has occurred. Teachers are encouraged to be objective when considering a cheating charge and to use due diligence in

gathering evidence on suspected cheating. Teachers may use but are not limited to; observation, consultation, or online tools to determine whether cheating has occurred.

The following identifies methods of cheating though may not be construed to be all possible forms:

- Copying from someone else's paper during an exam, test, quiz or homework assignment
- Allowing someone else see one's paper during an exam, test, quiz or homework assignment
- Providing information on test/exam topics to student's in other classes of the same teacher/course
- Copying from answer keys to complete homework assignments, exams, tests, or quizzes
- Using any kind of cheat sheets or notes to complete assigned work when they have been prohibited by the teacher (including writing on one's hand or body)
- Plagiarizing; the unauthorized copying or close paraphrasing of another's work without citation while preparing research or other papers
- Submitting individual work that is not wholly one's own or handwritten by another person without prior authorization
- Creating false laboratory data
- Using cell phone calculators to complete exams, tests, or quizzes

Consequences

FAME takes occurrences of cheating very seriously and as such the consequences are severe. They are school-wide and cumulative for the years that a student attends FAME.

First Offense:

- Student will receive an F for the assignment or in the case of State mandated exams such as STAR, CAHSEE, etc; the exam will be invalidated
- Teacher will generate an incident report for submission to the site administrator
- The parent will be notified in writing of the cheating occurrence
- Teacher will counsel student regarding cheating and possible consequences to student academic accomplishment and enrollment in FAME
- Student will be given the opportunity to redo the assignment; maximum achievable grade on redone work will be a C grade or in the case of a mandated exam will be given an opportunity to retake the exam during the next regularly scheduled administration

Second Offense:

- If second offense is for the same subject, the student will receive an automatic F for that course
- If the second offense is for a different subject area the student will receive an F for the assignment or in the case of an exam such as STAR, CAHSEE, etc; the exam will be invalidated
- Teacher will generate an incident report for submission to the site administrator
- The parent will be contacted and a parent/student/teacher/administrative conference will be scheduled

- The student will not be given the opportunity to redo any work, however, in the case of a State mandated exam the student will be given the opportunity to retake the exam during the next regularly scheduled administration
- Student will be suspended for three days

Third Offense:

Any student caught cheating for a third time regardless of subject area will be automatically referred for expulsion.

Students expelled from FAME are not allowed to re-enroll during subsequent school years without Board approval.

Progress Reports

FAME strives to keep parents/guardians abreast of their student's academic progress and has established regular reporting periods. Mid-semester parent teacher conferences are scheduled during which time teachers review student progress with the parent/guardian and the student (if deemed appropriate). During the conference, copies of mid-term grade reports are distributed. Only semester grades will be recorded on 6-12th grade student transcripts.

Report Cards

Report cards are issued at the end of each semester. The report card includes an academic grade or progress mark, citizenship mark, report of attendance, and teacher comments.

Withholding Grades, Transcripts and Diploma

When any school property has been willfully damaged or not returned by a student, the principal will inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due. The school may withhold grades, diploma or transcripts from the student and parent/guardian until payment is made or the items are returned.

Academic Counseling for High School Students

FAME has a full-time Academic Counselor who assists students with high school academic choices and post-high school planning. Students and/or parent/guardians may request an appointment to discuss graduation status, college entrance and placement tests, college and financial aid applications, and career planning. Information on FAME's high school program is also available on our web site and in the High School Catalogue.

Work Permits

A student under the age of 18 must have a valid Work Permit in order to work at any time. The work permit expires when a student leaves, quits, or is fired from a job. A new permit must be requested with each new job, at the beginning of each school year, or when school of attendance

changes. A work permit is no longer required once a student turns 18. Required documents may be downloaded from the school web site or picked up from the Academic Counselor.

Retaining an Elementary/Middle School Student

From time to time there may be some students who the teacher or the parent feels they may benefit from grade retention. This is a decision that will be made with much consideration. A teacher recommending grade retention will follow a specific procedure. This process is relevant for students in grades K-8. If the student has an IEP, the Special Services department should be contacted with the request for retention and an IEP meeting will be convened.

High School Advancement or Retention

High students must meet the following minimum credit requirements in order to promote from one grade to the next.

Promotion from:	Minimum Required Credits
9 th to 10 th grade	60
10 th to 11 th grade	120
11 th to 12 th grade	180
12 th grade to graduation	230

Credits are earned by receiving at least a D- grade for work completed over a semester. Courses that are repeated to bring up a grade are not included in the total number of credits. Minimum credits may not be made up of more than 20 elective credits until such time that all core requirements are complete.

Student Discipline

Discipline Philosophy

FAME desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. We believe that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

Disciplinary Records

FAME shall maintain records of all student discipline records including suspensions and expulsions. Such records will be made available to the School Director, Board of Directors, school auditors and County Office of Education in accordance with student records privacy laws and remain in the student's cumulative file. Discipline notifications will be sent home with students and a parent signature will be required the following school day. In some cases, parents will be contacted and a meeting will be scheduled to discuss discipline occurrences. Parents should remind their children that FAME takes all discipline occurrences very seriously and places records in student files.

Offense and Consequence Guidelines

Violations of school rules and/or policies will result in penalties, up to and including expulsion. It should be noted that there may be degrees of severity and/or previous patterns of behavior which will influence the consequences. The Principal and/or designee will use his/her discretion in determining the consequences.

Consequences include, but are not limited to:

Oral Warning- School employee gives oral reprimand.

Written Warning- School employee issues a written discipline record.

Detention- School Employee issues a written discipline record and a set violation penalty (Recess/lunch Detention, After-School Detention, Activity Restriction and Campus Clean-up).

Parent-Meeting- School Employee schedules a parent-meeting to address specific concerns.

Suspension- Principal and/or designee dismisses student from school for duration of time no more than 5 consecutive days, unless accompanied by a recommendation for expulsion. The student is excluded from school and school activities. The student may not return to regular attendance until the total number of suspension days has been completed. During the term of the suspension, the student may not be present on the school campus. Suspended students will not be able to make up homework assignments.

Expulsion – The student is denied attendance at any program within FAME, pursuant to the Suspension and Expulsion policy.

School-wide Discipline Plan

All of the following behaviors are considered grounds for disciplinary action. Any student found in violation may face a consequence ranging from a warning up to and including expulsion. This table is only to be used as a guide, and does not commit FAME to using only those consequences. Each situation will be considered individually, as well as the past behavior issues for the student.

Type of Conduct	Possible First Offense Consequence	Possible Second Offense Consequence	Possible Third Offense Consequence
Tardy Violation (3)	Oral Warning	Written Notice	Detention
Excessive Talking	Oral Warning	Written Notice	Detention
Missing Homework	Written Notice	Detention	Parent-Meeting
Unprepared for Class	Written Notice	Detention	Parent-Meeting
Failing to Follow Class/ School Rules	Oral Warning	Written Notice	Parent-Meeting
Eating or drinking in undesignated area	Oral Warning	Written Notice	Detention
Chewing Gum	Oral Warning	Written Notice	Detention
Name calling and put-downs	Detention	Suspension – possible harassment of disruption of school activities	Suspension– possible harassment of disruption of school activities
Misuse of eating, play and restroom areas	Detention	Detention	Detention
Misuse of school property (furniture, textbooks, equipment, facility)	Detention	Suspension – destruction of school property	Suspension – destruction of school property
Dress code violation	Detention	Suspension – defying the valid authority of school personnel	Suspension– defying the valid authority of school personnel
Possession of items 1-17 (Prohibited items)	Detention/Confiscation	Suspension/Confiscation – defying the valid authority of school personnel	Suspension/Confiscation – defying the valid authority of school personnel
Cyber Bullying	Detention/ Suspension	Suspension	Expulsion
Cheating/ Plagiarisms or Forgery	Detention/ grade penalty	Suspension	Suspension
Exhibiting disrespect to any school employee, volunteer, or school guest	Detention/Suspension	Suspension	Expulsion
Insubordination, non-compliance with directives from school employee	Detention/Suspension	Suspension	Expulsion

1. **Cellular Phones** (*may be carried but must be in the off position during school hours*)
2. **Playing Cards**
3. **Water Guns**
4. **Water Balloons**
5. **Video/ Computer Games**

6. **Pagers**
7. **Tape recorder**
8. **CD Players**
9. **MP3/IPOD**
10. **Laptops** (*except for approved/required instructional activities*)
11. **Music Cassette Tapes**
12. **Music CD's**
13. **Hockey Sticks/Baseball Bats**
14. **Heelies/Wheelies**
15. **Roller Blades**
16. **Scooters**
17. **Skateboard**

The following is conduct that will warrant a First Offense Suspension or Expulsion. See Suspension and Expulsion Policy for more details.

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force of violence upon the person of another, except self-defense.
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.

- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an

intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code , directed specifically toward a pupil or school personnel.
- A pupil who aids or abets, as defined in [Section 31 of the Penal Code](#), the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

The school exercises its rights to use discretion within reasonable limits allowed by the law in regards to the severity level of discipline and based on circumstances related to each offense.

Sexual Harassment

Unlawful sexual harassment of any student by an employee, student or other person at school or any school-related activity is prohibited. Students need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional well-being. Students should report harassment of any kind immediately to the principal or teacher.

Student Records

The Family Educational Rights and Privacy Act¹ ("FERPA") provides that a parent has the right to inspect and confirm the accuracy of education records relating to his or her child. FERPA also restricts the access of outside parties to educational records.

FERPA applies to all public schools and any state or local education agency that receives Federal education funds. Compliance with FERPA is necessary if schools are to continue to be eligible to receive Federal education funds.

Educational Record Defined: An educational record is any written or computerized document, file, entry, or record regarding a student that is compiled by FAME Public Charter School. Such information includes but is not limited to:

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

Directory Information Defined

Part of the education record, known as directory information, includes personal information about a student that can be made public, provided that a school has stated its policy regarding directory information in its FERPA policy. Directory information may include a student's name, address, and telephone number, and other information typically found in school yearbooks or athletic programs. Other examples are names and pictures of participants in various extracurricular activities or recipients of awards, pictures of students, and height and weight of athletes. Release of directory information is allowed as outlined below.

Parental and Legal Guardian Rights

¹ FERPA is contained in the United States Code: 20 U.S.C. §1232g. The Department of Education's FERPA regulations are contained in 34 C.F.R. Part 99.

A parent and/or a legal guardian has the right to inspect and review his or her child's education records. If upon review, a parent or legal guardian discovers any information or notation that is factually inaccurate, he or she may request the school to amend the record. FAME Public Charter School shall respond to this request in a reasonably prompt time period – generally within five (5) working days. This parental right does not include grades or educational decisions made by school personnel.

1. Request for Amendment of Education Record: Any request for an amendment to an education record must be made in writing and submitted within thirty (30) days of the discovery of the error. A request to amend any education record does not confer upon a parent or legal guardian a right to have any amendment made. FAME Public Charter School will respond within ten (10) days of the receipt of the request to amend. FAME's response will be in writing and if the request for amendment is denied, FAME shall set forth the reason for the denial. FAME will also note any objection to an adverse decision upon the record if so requested by the parent or legal guardian.
2. Copies: FAME Public Charter School is not obligated to provide copies of any information unless providing copies is the only means of access. FAME may charge reasonable fees for copies it provides to parents.
3. Disclosure of Education Records and Directory Information

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. With the exceptions listed below, FAME will not release educational records to any person or entity outside the school without the written consent of a parent or eligible student. However, FERPA authorizes FAME to disclose records, without consent, to the following parties:

- A. School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- B. Other schools to which a student is transferring;
- C. Certain government officials listed in 34 C.F.R. Part 99 in order to carry out lawful functions;
- D. Appropriate parties in connection with financial aid to a student;
- E. Organizations conducting certain studies for the school;
- F. Accrediting organizations;
- G. Individuals who have obtained lawful court orders or subpoenas;
- H. Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Although FAME 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, it is FAME's policy that it will not release any directory information unless authorized by written consent of the parent or guardian.

Complaints

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605

Uniform Complaint Policy and Procedure

The FAME Board recognizes that FAME is responsible for complying with applicable state and federal laws and regulations governing educational programs.

FAME shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The FAME Board encourages the early, informal resolution of complaints at the school level whenever possible.

The FAME Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Director or designee on a case-by-case FAME.

The FAME Board prohibits retaliation in any form for the participation in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Director or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Compliance Officers

The FAME Board designates the following compliance officer(s) to receive and investigate complaints and to ensure FAME' compliance with the law:

Maram Alaiwat, Director
39899 Balentine Drive, Suite 335
Newark, CA 94560
510-687-9111 ext. 107

The Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Director or designee.

Notifications

The Director or designee shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of FAME complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Director or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

Procedures

The following procedures shall be used to address all complaints which allege that FAME has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by FAME.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, FAME staff shall help him/her file the complaint. (5 CCR 4600)

Step 2: Mediation

Within five days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the legal timeline for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within ten days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and FAME's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

Step 4: Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the FAME investigation and decision, as described in Step #5 below. (5 CCR 4631)

Step 5: Final Written Decision

The report of the FAME decision shall be in writing and sent to the complainant. (5 CCR 4631)

The report of the FAME decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, FAME shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any. (5 CCR 4631)
2. The rationale for the above disposition. (5 CCR 4631)
3. Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631, 4652)
4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies (5 CCR 4631; Education Code 262.3)
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

Appeals to the California Department of Education

If dissatisfied with the FAME decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the FAME decision. For good cause, the Superintendent of Public Instruction may grant an extension of filing appeals. (5 CCR 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the FAME decision and must include a copy of the locally filed complaint and the FAME decision. (5 CCR 4652)

The California Department of Education may directly intervene in the complaint without waiting for action by FAME when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where FAME has not taken action within 60 calendar days of the date the complaint was filed with FAME.

Notice of Non-discriminatory Policy as to Students

FAME Public Charter School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics or other school-administered.

Expected School-wide Learning Results

FAME Charter School, in collaboration with school stakeholders, will prepare its high school students to become:

Self-directed learners who:

- Create and use an educational plan to set personal and academic goals based on individual strengths, interests, and learning styles.
- Use self-evaluation, adult, and peer feedback to assess and improve progress towards goals.
- Exhibit effective study and work habits that include, but are not limited to, regular attendance, time management skills, and on-time assignments.
- Demonstrate self respect by developing a strong work ethic towards personal and academic goals and an understanding of the value of learning for self-improvement.
- Discover, develop, and pursue individual passions.

Community members who:

- Understand the democratic process and role of citizenship.
- Demonstrate knowledge of human diversity and an understanding for the breadth of individual difference.
- Exhibit respect and tolerance in daily interactions, both oral and non-oral, towards peers, adults, and the community at large.
- Demonstrate social learning by engaging in cooperative activities such as teamwork, task sharing, and collaborative projects.
- Exhibit social, moral, and behavioral maturity by taking responsibility for their decisions and actions.

Complex thinkers and problem solvers who:

- Analyze and apply new information to everyday situations.
- Develop critical and meaningful questions and search for answers.
- Use technology to conduct research, develop reports, and presentations.
- Connect ideas across the curriculum to accomplish meaningful tasks

Academic achievers who:

- Demonstrate high expectations for their scholarly and personal accomplishment.
- Meet or exceed the learning objectives of the California State subject area content standards.

Effective Communicators who:

- Write and speak with confidence and clarity to a diverse audience.
- Communicate needs in a responsible and respectful manner.
- Listen and read attentively and actively to understand the messages of others.



Parent- Students Verification / Agreement Form

Please read and review this **FAME Public Charter School (Site Based) Parent- Student Handbook** with your student(s). It is important that parents and students understand the expectations and rules for the school. Your signatures will indicate that you have reviewed and discussed the handbook together and that you join FAME in our efforts to keep your school safe and orderly.

Parent/Legal Guardian Signature: _____ **Date:** ___/___/___

Student Section for Handbook

I have read the FAME Parent- Student Handbook and agree to abide by all its rules and regulations.

Student

Name: _____ **Grade:** ___ **Signature:** _____

Student

Name: _____ **Grade:** ___ **Signature:** _____

Student

Name: _____ **Grade:** ___ **Signature:** _____

Student

Name: _____ **Grade:** ___ **Signature:** _____

Student

Name: _____ **Grade:** ___ **Signature:** _____