

STUDENT-PARENT HANDBOOK



**Fremont
San Leandro
2007--2008**

The following information is intended to create a common understanding regarding student conduct and the consequences of inappropriate behavior at Fame Public Charter School at Fremont/San Leandro. In order to provide the safest possible learning environment, we need the understanding and support of all students, parents and staff.



Verification/ Agreement Form

Upon Receipt: *Remove, Sign, and Return to the Designated Contact at Your School within 3 days*

Dear Parents,

Please read and review this **FAME Public Charter School (Site Based) 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 review and discussed the handbook together and that you join FAME in our efforts to keep your school safe and orderly. If there is a conflict between the rules expressed in **this** handbook and your child's planner or classroom rules, the rules expressed in **this** handbook shall take precedence.

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

Student Name: _____ **Grade:** ____ **Signature:** _____

Student Name: _____ **Grade:** ____ **Signature:** _____

Student Name: _____ **Grade:** ____ **Signature:** _____

Student Name: _____ **Grade:** ____ **Signature:** _____

Student Name: _____ **Grade:** ____ **Signature:** _____

Student Name: _____ **Grade:** ____ **Signature:** _____

Student Name: _____ **Grade:** ____ **Signature:** _____

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Mission Statement

The mission of FAME is to enable our diverse population of student to become independent thinkers, life-long learners, and responsible, contributing members of society.

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 nonoral, towards peers, adults, and the community at large.
- Demonstrate social learning by engaging in cooperative activities such as team-work, 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.

SCHOOL INFORMATION

FAME Public Charter School is a chartered public school serving students in Kindergarten through 12th grade. Our high school program is accredited by the Western Association of Schools and Colleges. Enrollment in our school is open to all students in Alameda County and the six contiguous counties (Contra Costa, San Joaquin, Stanislaus, Santa Clara, San Mateo and San Francisco) surrounding it. No tuition is charged for enrollment. Families can choose to enroll in one of three programs.

FAME @ Fremont
3300 Kearney St.
Fremont, CA 94538
Tel: 510-687-1500
Fax: 510-687-1550

FAME @ San Leandro
16248 Carolyn St.
San Leandro, CA 94578
Tel: 510-317-7625
Fax: 510-317-8652

Contact our Administrative Office in Newark to reach the school director and the following departments: Employment, Student Records, Purchasing, Finance and Accounts Payable or for general questions about our program:

FAME Public Charter School
39899 Balentine Dr. Suite 335
Newark, CA 94560
Tel: 510-687-9111
Fax: 510-687-9145

Director
Maram Alaiwat

Site Program Manager
Iyad Wazwaz

Site Assistant Program Manager
Krista Kastriotis

GENERAL INFORMATION

Introduction

It is our pleasure to welcome you to FAME Public Charter School (FAME). The staff at FAME is dedicated to providing the best possible education to meet every student's individual needs. At FAME we believe every student should establish a sound educational plan that incorporates both school and parental involvement. We hope that we can embark upon building a successful school community that supports cooperative learning and academic success.

Daily Schedule

Regular Day: Monday – Thursday 8:30 a.m. – 3:45 p.m.

Regular Day: Friday 8:30 a.m. – 12:45 p.m.

Minimum Day: 8:30 a.m. - 12:45 p.m.

Drop-off and Pick-up Procedures

Each site base will provide an amendment to this handbook with clear instructions for drop-off and pick-up procedures.

Attendance Procedure

When a student is absent from school, we request that the parent/guardian call site office, on or before the day of absence (See page 5 for contact information- Please do not call the Newark office). **Students absent for illness for 3 or more days must bring documentation from a doctor.**

- FAME Students are required to be in their class and ready for roll promptly at 8:30 A.M.
- FAME Students who are not present at roll call will be marked tardy. Please note that student with more than 3 unexcused tardy infractions are considered truant.

Later Arrivals

Students arriving to school after 8:35 A.M. 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. Please note that we strongly recommend that parents support their children in arriving to school on time and establish promptness in their daily schedules.

Early Sign-out Procedure

Students will be allowed to leave school only if they are being picked up by a parent and/or legal guardian and must be signed out at the front office. The school will not accept written notes or phone calls to request for early dismissal. High School students, who need to be dismissed early, must have their parent and/or legal guardian visit the school office and notify the school secretary of days in which their child needs to be dismissed early. A disclaimer should be signed and filed in the front office.

Illness and Injury

Students should not come to school when ill. 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 will be contacted to pick up the student. Please note that it is important that parents come and pick up their sick or injured child immediately.

The following types of symptoms are valid reasons to keep students at home:

High fever

Nausea or Vomiting

Evidence of a communicable disease

Severe headache and/or stomach ache

Spasms or convulsions

Any severe accident including deeps cuts or bleeding

Persistent coughs

Rash

Medication

Any medication brought to school must be in original container and accompanied by a note from the student's physician, complete with instructions for administering the medication. The note should include the name of the medication, method, amount, and time schedules by which the medication should be taken. There must also be a note from a parent consenting to the administering of the medication and providing a release for school personnel to consult with the student's physician if questions arise. All notes must be updated at least annually, and more frequently if the medication dosage, frequency of administration, or reason for administration changes. The student must come to the Student Office to take the medication at the appropriate time.

Medical Appointment

Parents should make every attempt to make their medical appointments for their children after 3:45 PM Mondays- Thursdays or after 12:45 PM on Fridays. whenever possible. If appointments are made during the school day, parents must come to the front office and sign-out their child.

Student Office Use

During class time, students must have a hall pass to be admitted to 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 parents call 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.

Behavior in Office

1. Students are expected to always speak softly in the front office.
2. Student should wait patiently until office personnel address them.

Office Appointments

Students wishing to talk to the Principal/ Vice principal/ Site Manager/ School Counselor should complete an appointment form at the Front Office before school, during break, or at lunchtime. Students will be notified when to report to the office.

Students should obtain a permission pass from their teacher prior to visiting the office during class time.

Parents should schedule appointments to meet with the Principal/ Vice principal/ Site Manager/ School Counselor in advance (at least one business day). Please contact the School Secretary either by phone or in person. Walk-in visits can't be entertained.

Visitors

Currently, our school only allows for enrolled students to be on campus. Therefore, guest-students, siblings, friends and other relatives may not attend class, if they are not enrolled at FAME. All visitors, including parents, must sign in and register at the front office and receive a visitor's badge. Visitors who do not comply with campus policies may be ousted

Field Trip

Students who plan to attend class/school field trips will need to submit permission slips provided by the classroom teacher.

- FAME Students will follow school rules at designated field trip locations.
- FAME Students will listen and follow direction of parent volunteers, drivers and field trip coordinators during the duration of the field trip.

Authorized Area/Closed Campus

FAME students must remain on the school grounds during the day. This includes the lunch period. FAME students should not enter unsupervised areas.

Dress Code

FAME encourages and promotes a positive and safe dress code for students, which adheres to a constructive educational environment. Accordingly all students should follow the standards of dress listed below:

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 in jeans or other 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.

Physical Education Dress Requirements

1. Students should wear appropriate physical education attire that is loose, safe and conducive to performing physical activity.
2. Athletic shoes are required. Laced athletic shoes must be tied. Socks are required.
3. Jewelry, watches and hats shall not be worn during P.E.
4. Student out of required uniform will not be able to participate in P.E. class and be assigned written work.
5. Continual dress infractions will be considered defiance.

Prohibited Materials

Please see School wide rules under discipline section of handbook regarding possession-offense violations. (pg. 10-11)

- | | | |
|--|---|---|
| 1. Cellular Phones
<i>(Permissible After School Hours)</i> | 11. Music Cassette Tapes | 19. Drugs |
| 2. Playing Cards | 12. Music CD's | 20. Drug Paraphernalia |
| 3. Water Guns | 13. Hockey Sticks/Baseball Bats | 21. Tobacco Products |
| 4. Water Balloons | 14. Heelies/Wheelies | 22. Tobacco Paraphernalia |
| 5. Video/ Computer Games | 15. Roller Blades | 23. Alcohol |
| 6. Pagers | 16. Scooters | 24. Alcohol Paraphernalia |
| 7. Tape recorder | 17. Skateboards | 25. Guns/Knives/ illegal weapons |
| 8. CD Players | 18. Obscene/ pornographic material | |
| 9. MP3/IPOD | | |
| 10. Laptops | | |

Discipline

Discipline Philosophy

Positive and supportive interaction between students and teachers is essential to ensuring the success of all students. At the elementary school level, teachers will use the Tribes Program to build a sense of community within each classroom and in the school as a whole.

FAME believes that rather than fixing kids, fix the environments of the systems contributing to and sustaining their problems.

FAME understands that parents play an essential role in the education and development of every child.

Disciplinary Records

FAME shall maintain records of all student discipline records including suspensions and expulsions. Such records will be made available to the Newark Administrative Team, Board of Directors, School Auditors and County Office of Education and remain in the students 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 meeting times will be scheduled to discuss discipline occurrences. Parents should remind their children that FAME takes all discipline occurrences very serious 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.

Definition of Consequences

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 dismiss student from school for duration of time no more than 3 consecutive days. 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.

Expulsion – The student is denied attendance at any school within FAME

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.

Type of Discipline Occurrence	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	Suspension
Misuse of eating, play and restroom areas	Detention	Detention	Detention
Misuse of school property (furniture, textbooks, equipment, facility)	Detention	Suspension	Suspension
Dress code violation	Detention	Suspension	Suspension
Possession of items 1-8 (Prohibited items pg. 9)	Detention/Confiscation	Detention/Confiscation	Detention/Confiscation
Possession of items 9-20 (Prohibited items pg. 9)	Detention/Confiscation	Suspension/Confiscation	Suspension/Confiscation
Possession of items 21-28 (Prohibited items pg. 9)	Suspension/Expulsion	Expulsion	
Stealing or lying	Detention	Suspension	Expulsion
Misuse of Internet	Detention/ Suspension (Depending on Severity)	Suspension	Expulsion
Cheating/ Plagiarisms or Forgery	Detention/ grade penalty	Suspension	Suspension
Exhibiting disrespect to any school employee, volunteer, or school guest	Suspension	Suspension	Expulsion
Insubordination, non- compliance with directives from school employee	Suspension	Suspension	Expulsion

Type of Discipline Occurrence	Possible First Offense Consequence	Possible Second Offense Consequence	Possible Third Offense Consequence
Directing profanity, vulgar language or obscene gestures towards other students	Suspension	Suspension	Expulsion
Fighting and or physical contact with another students with implied intent to abuse	Suspension	Suspension	Expulsion
Starting a fire	Expulsion		
Possession of exploding fireworks	Expulsion		

Penal Code violations may result in a referral to the SLPD and may result in a disciplinary action at the school level.

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.