2016-2017

Parent and Student Handbook

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Fresno, CA 93701
Phone: 559 457-3190
Fax: 559 457-6171
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FRESNO UNIFIED SCHOOL DISTRICT
2014-2019
DISTRICT GOALS/
CORE BELIEFS/COMMITMENTS

District Goals 2014-2019
The purpose of the four Fresno Unified School District Goals is to give the District direction to improve student outcomes. To accomplish the four District Goals, it is expected that all students will be in school, on time and ready to learn every day. Here are our goals:

1. All students will excel in reading, writing, and math
2. All students will engage in arts, activities, and athletics
3. All students will demonstrate the character and competencies for workplace success
4. All students will stay in school on target to graduate

Core Beliefs

Student Learning
• Every student can and must learn at grade level and beyond.

High Quality Instruction
• Teachers must demonstrate the ability and desire to educate each child at a high level.

Leadership
• Leaders must perform courageously and ethically to accomplish stated goals.

Safety
• A safe learning and working environment is crucial to student learning.

Culture
• Fresno Unified is a place where:
  o Diversity is valued
  o Educational excellence and equity are expected
  o Individual responsibility and participation by all is required
  o Collaborative adult relationships are essential
  o Parents, students and the community as a whole are vital partners
Commitments

Student Learning

- We will provide all students access to high quality options and a variety of activities.
- We will implement, continue or expand practices proven to raise student achievement; and eliminate practices that do not.

High Quality Instruction

- We expect all students to achieve their personal best; differences in achievement among socio-economic and ethnic groups are not acceptable.
- We expect effective teacher performance toward desired results.

Leadership

- We will require the timely delivery of high quality services to every site.
- We will sustain and monitor a financial plan that ensures the viability of the district.
- We will provide clear expectations and regularly support professional growth.

Safety

- We will provide a safe, clean, and orderly learning and working environment.

Culture

- We will establish collaborative relationships with staff, parents, students, and the community.
- We strongly encourage and welcome the valuable contributions of our families.
- We expect and depend upon individual responsibility.
Vision Statement

Our vision is to provide our students with a place where they can learn to be responsible young adults who can think critically, communicate effectively, and achieve academically.

Mission Statement

To use independent study strategies to provide our students with the academic, career, and personal skills necessary for a full and productive life.

Core Principles

• a safe and supportive learning environment defined by trust, respect, and self-worth

• meaningful and relevant instruction for all students through engagement with Common Core aligned curriculum

• an academically sound program through which students become productive and educated citizens

• inspiration for all students to take ownership of their education so that they become life-long learners
GENERAL OVERVIEW

J.E. Young Academic Center is the only independent study alternative education program in Fresno Unified School District, servicing over 1000 students in grades 9 through 12. We have high expectations for all students. Students’ progress is monitored through internal and district data systems as well as multi-measures and standardized state tests.

J.E. Young Academic Center utilizes various learning strategies and offers several different program options to meet the educational needs of the students to support student achievement.

PROGRAMS

- **Independent Study Instructional Model (ISIM):**
  Students come one day a week to receive small group instruction in the 4 core content area classes and receive their assignments for completion at home the reminder of the week and return the following week. Students must attend tutorial at least once a week.

- **“Traditional” Independent Study Model (TISM):**
  Students with health, familial, social emotional or other special circumstances upon approval may be offered our traditional independent study program option. Students must attend tutorial at least once a week.

- **Apex/Access:**
  J.E. Young teachers will be working with the comprehensive sites to provide interventions for students prior to being referred to J.E. Young.

Apex is an online program in which students can recover credits in addition to taking their regular scheduled classes. Grades 11-12.

Access is a program in which students who are failing Language Arts and or math can take an additional course to gain the necessary skills and credits to put them back on track for graduation. Grades 9-10.
ADMISSION
Students are admitted to J.E. Young through an Educational Research Center (ERC) referral made by the administration at the comprehensive campus based on the alternative education program eligibility criteria.

ENROLLMENT
Once a referral has been submitted and approved, the parent and student must come to the J.E. Young office, fill out enrollment paperwork and attend a new student orientation and parent/student intake meeting prior to being assigned courses.

TRANSITION
At the end of each reporting period, J.E. Young counselors will review student progress to determine if the program they are placed in is the best fit for that individual student. Counselors, administration and teachers will work together evaluating student attendance, behavior and credits earned. During these times students may be returned to their home school if they are deemed to be on track or transitioned to another program that might benefit their individual needs.

DROPS
A parent may choose to withdraw their student from J.E. Young. Prior to a student being dropped from J.E. Young it is strongly recommended that parents have a meeting with one of our counselors or administrators to make sure parents are informed of the best academic options for their students.
Independent Study

The Master Agreement Contract

Independent Study guidelines require a detailed agreement between the individual student, parent, teacher and school administrator. *This agreement, or contract, will be completed by the counselor.* The counselor will design an agreement that will meet the learning needs of the student and satisfy state and school district requirements for credit and graduation. This agreement is not activated until it is properly signed by the student, parent and teacher. *No attendance or credits can be awarded without all of these signatures.*

The Master Agreement includes:

1. The class course titles with the number of credits contracted, the number of credits completed, as well as the final grade earned for the course.

2. The duration of each Independent Study Agreement is limited to one semester.

3. The date and signature of the student, parent/guardian, and certificated employee of the district who has been designated as having responsibility for providing assistance to the pupils.

Assignment Contracts

1. Assignment contracts will be generated weekly by your advisory teacher for all classroom assignments.

2. All assignment contracts must be signed by teacher and students on a weekly basis.

3. Teacher will submit the assignment contract weekly to attendance clerk.
J.E. YOUNG ACADEMIC CENTER
FACULTY AND STAFF
2016-2017

Administration
Yolanda Jimenez-Ruiz
Administrator/Principal

Rhonda Day
Vice Principal

Carson Wood
Vice Principal

Jessica Silva
School Counselor

Jessica Guerrero
School Counselor

Main Office Staff
Tabita Licon
Office Manager
Clara Luna-Alvarado
Registrar
Dolores Gutierrez
Attendance Clerk
Trina Ocegueda
Office Assistant
Katherine Ayala

Support Staff
Spellman Quijano
Child Welfare Attendance
Ying Vang
Child Welfare Attendance
Christina Galvez
Campus Safety Assistant
Mary Miles
Food Services
Teri Reichert
Nurse
Dee Her
Custodian

Teachers
Barr, James
Hamilton, Diane
Reckard, William
Bryan, Barbara
Hennings, Wanda
Rubalcaba, Michael
Calkins, Catherine
Her, KongMia
Stannard, Richard
Christensen, Kevin
Hosler, Elizabeth
Stover, Denise
Cosma, Mario
Kisner-Carter, Stefanie
Trevino, Joe
Davis, Kathleen
Larkin, Bill
Vaughn, Melanie
DeVore, Bard
Leyva, Clarissa
Vertson, Gina
Dong-Urabe, Beth
Macris, John
Williams, Debbi
Espinosa, Ernest
Morrow, Margaret
VACANT – Math
Fargano, Jacqelyn
Neufeld, Gail
VACANT – Math
Garabedian, Jodie
Opoku-Ababio, Fay
Gross, Jennifer
Ortega, Esther
Hales, Ronald
Powell, Jeff
<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period 1</strong></td>
<td>8:30-10:01</td>
</tr>
<tr>
<td>Passing</td>
<td>10:01-10:06</td>
</tr>
<tr>
<td><strong>Period 2</strong></td>
<td>10:06-11:37</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:37-12:17</td>
</tr>
<tr>
<td>Passing</td>
<td>12:17-12:22</td>
</tr>
<tr>
<td><strong>Period 3</strong></td>
<td>12:22-1:53</td>
</tr>
<tr>
<td>Common Prep</td>
<td>1:53-2:48</td>
</tr>
</tbody>
</table>
## Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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</thead>
<tbody>
<tr>
<td><strong>School Begins</strong></td>
<td>August 15, 2016</td>
</tr>
<tr>
<td><strong>Graduation</strong></td>
<td>TBD</td>
</tr>
<tr>
<td><strong>School Ends</strong></td>
<td>June 8, 2017</td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td></td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 5, 2016</td>
</tr>
<tr>
<td>Veterans’ Day</td>
<td>November 11, 2016</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 21-25, 2016</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 19, 2016 – January 6, 2017</td>
</tr>
<tr>
<td>M.L. King, Jr. Day</td>
<td>January 16, 2017</td>
</tr>
<tr>
<td>Lincoln’s Birthday</td>
<td>February 13, 2017</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>February 20, 2017</td>
</tr>
<tr>
<td>Spring Break</td>
<td>April 10-17, 2017</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 29, 2017</td>
</tr>
<tr>
<td><strong>Back to School</strong></td>
<td>October 24, 2016 5-7 p.m.</td>
</tr>
<tr>
<td></td>
<td>Title 1 Meeting, SSC Nominations</td>
</tr>
<tr>
<td></td>
<td>Report Card Distribution/Awards</td>
</tr>
<tr>
<td><strong>Open House</strong></td>
<td>April 3, 2017 5-7 p.m.</td>
</tr>
<tr>
<td></td>
<td>Report Card Distribution/Awards</td>
</tr>
<tr>
<td><strong>Buy Back Days</strong></td>
<td>November 7, 2016</td>
</tr>
<tr>
<td></td>
<td>February 6, 2017</td>
</tr>
<tr>
<td><strong>End of Quarter</strong></td>
<td>October 7, 2016</td>
</tr>
<tr>
<td></td>
<td>December 16, 2016</td>
</tr>
<tr>
<td></td>
<td>March 17, 2017</td>
</tr>
<tr>
<td></td>
<td>June 8, 2017</td>
</tr>
</tbody>
</table>
Jaguars Will:

P. **ERSEVERE**

A. **CHIEVE ACADEMICALLY**

W. **ORK HARD**

S. **UCCEED**
GRADING SYSTEMS

First and third quarter grades will be distributed to the students. 2nd and 4th quarter grades will be mailed to parents. Progress reports will be sent home every 4 ½ weeks.

All grading requirements for J.E. Young programs are the same as the typical classroom offerings. These classes offer the student a more flexible schedule so they may meet other obligations that would have otherwise prevented them from attending school.

Students earn a letter grade for the quality of their assigned work completed.

Courses
All students will be enrolled in four courses. They will be give the four content area courses and an elective option as needed to make progress towards credit recovery and meeting graduation requirements.

Credits
Credits are gained upon successful completion of all contracted course work for each class. It is extremely important for each student to earn 5 credits in each course. If the student returns to a comprehensive high school with less than 5 credits, he/she may be required to repeat the entire course. Additional credits may also be earned through approved courses offered through Fresno Adult School, ROP, Work Experience, ATC, Community Service, as well as on-line classes.

Student Recognition
Every quarter we will honor those students who are making outstanding academic progress with certificates.
The following criteria is used for determining award status for each grading period:

<table>
<thead>
<tr>
<th>Awards</th>
<th>Independent Study Criteria Based Mostly on Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s</td>
<td>21+</td>
</tr>
<tr>
<td></td>
<td>Principal’s award goes to our top student for the quarter selected by the Administration for his/her outstanding GPA, attendance, credit earnings, good behavior and excellent character.</td>
</tr>
<tr>
<td>Honor/ Gold</td>
<td>18+</td>
</tr>
<tr>
<td>Merit/Silver</td>
<td>15-17.5</td>
</tr>
<tr>
<td>Bronze (2)</td>
<td>Most Improved Student</td>
</tr>
<tr>
<td></td>
<td>Largest percentage of growth from previous quarter to current quarter</td>
</tr>
<tr>
<td>Attendance</td>
<td>No missed appointments</td>
</tr>
<tr>
<td></td>
<td>Has something to turn in at every appointment</td>
</tr>
<tr>
<td></td>
<td>Names submitted by the teachers</td>
</tr>
</tbody>
</table>
TRANSPORTATION

Bus Tokens

Bus tokens will be passed out to students who show their ID. Students will be given two tokens: one to go home at dismissal, and one to come to school the next day.

INTERNET USAGE

Use of district technology, networks and Internet services is a privilege, which may be restricted or revoked at any time. Anyone who uses a district technology or district access to networks or the Internet agrees to comply with district policies and regulations, school rules, and rules of any network accessed. Students using district technology and equipment are expected to follow the directions of teachers and school staff. District technology may not be used for commercial purposes, including auctioning, selling, offering, providing or purchasing goods or services for personal use. Student who violate usage rules may lose their privileges, and/or be subjected to discipline. Fresno Unified School District Technology, Networks & Internet Services Student Acceptable Use Policy must be signed by parent/guardian and on file at the school site.
GUIDANCE SERVICES

Guidance Services are available to all students at J.E. Young Academic Center.

Jessica Guerrero and Jessica Silva are J.E. Young’s Counselors

Services provided by the Counselors include:

1. Graduation information
2. Selection of high school courses
4. Grade point averages
5. Vocational and career guidance
6. Personal counseling
7. Transcript interpretations

The Counselors maintain an open door policy for those students in need of personal counseling. Students are encouraged to seek counseling and guidance anytime there is a need.

Graduation

Graduation for the 2016-2017 school year will be (TBD) at the Saroyan Theater.

Graduation Requirements

<table>
<thead>
<tr>
<th>Classification</th>
<th>Fall Semester Should start with</th>
<th>Spring Semester Should start with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>50 credits</td>
<td>80 credits</td>
</tr>
<tr>
<td>Junior</td>
<td>110 credits</td>
<td>140 credits</td>
</tr>
<tr>
<td>Senior</td>
<td>170 credits</td>
<td>200 credits</td>
</tr>
</tbody>
</table>

Courses and Credits Required for Graduation

- English Language Arts 40
- American Government 5
- U.S. History 10
- Modern World History 10
- Biological Science 10
- Physical Science 10
- Biological/Physical Sci. 10
- Algebra I 10
- Geometry 10
- Mathematics 10
- Physical Education 20
- Foreign Language/Arts 10
- Economics 5
- Electives 70

230
TUTORING

REMINDER: Tutoring is mandatory.

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Earning Credits:

JEY is on a quarter system. You have the opportunity to earn credits at the end of each quarter. JEY expectation is that you earn a minimum of 1 credit per class for every 12 school days.


California High School Exit Exam (CAHSEE)

Starting 2015-2016 school year there has been a 4 year hold placed on the CAHSEE.

SAFETY

J.E. Young Academic Center is a safe school zone. Our vice principal is the safety coordinator and he/she works with the campus safety assistant, other administration and staff to ensure your student is learning in an environment where they feel safe physically and emotionally.

There is a Comprehensive Safe School Plan and a Safe School Leadership Team (SSLT).

The Fresno Unified School District (FUSD) Comprehensive Safe School Plan (CSSP) provides guidance and direction to principals, faculty and staff who have Emergency Management Responsibilities. The School Comprehensive Safe School Plan shall be used during an emergency incident involving a FUSD School facility.

Safe School Leadership Team (SSLT)

Each FUSD facility and administrative site will have a Safe School Leadership Team (SSLT) to take charge of the emergency, respond effectively, protect the occupants of the facility and reduce the risk of physical injury, property damage and business interruption. The team consists of the Principal, Vice Principals and/or designee, office manager, school nurse, certificated and classified employee. Each person has an alternate should they not be on campus.
J.E. YOUNG ACADEMIC CENTER ATTENDANCE POLICY

Education Code requires that students between the ages of 6-18 attend school. J.E. Young has a variety of educational choices to accommodate the needs of our students. Regular attendance in the designated program is crucial to your student’s academic success and mandatory for continued enrollment.

We understand that there may be an occasion in which your student is absent. A student shall be excused from school for the following reasons: (Refer to FUSD Policy on attendance)

1. Personal Injury or illness
2. Medical, Dental, Vision or Chiropractic appointments
3. Funeral attendance of an immediate family member
4. Court

Parent must contact our attendance clerk and inform her of the reason for absence and student must return to school with the appropriate paperwork verifying the absence. Please call (559) 457-6133 for attendance matters.

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Independent Study Attendance Policy

<table>
<thead>
<tr>
<th>Absence Period</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week of Absence=</td>
<td>Call to parent/school messenger</td>
</tr>
<tr>
<td>2 week of Absence=</td>
<td>Call/attendance notification letter #1 Teacher makes contact with parent Parent conference with VP required School messenger ongoing</td>
</tr>
<tr>
<td>3 week of Absence=</td>
<td>Letter #2 Call/school messenger Home visit Admin approves recommendation referral to DPI.</td>
</tr>
</tbody>
</table>

*Note: One absence is equal to one week of absences*
Missed Work and Make Ups

Students are expected to be in all their assigned classes weekly. No student will be allowed to drop off or pick up work unless there is a medical order stating illness. The length of time allowed between the assignment and the date the assignment is due is four weeks unless an exception is made in accordance with district policy. After two missed assignments for this agreement, an evaluation will be made to determine whether independent study is an appropriate strategy for the student.

Advisory period is not to be used in place of class time
Students are required to attend all classes, advisory and at least one hour of tutorial per week.
Time spent in tutorial will help you earn elective credits.

J.E. YOUNG ACADEMIC CENTER TARDY POLICY

Any student arriving to school late will be directed to check in with the attendance clerk in the front office. Students will sign in. The attendance clerk will enter the student’s attendance, inform the student of their consequence and then give them a pass to go to class. Students will not be permitted to enter class without a pass that shows they have gone through the appropriate procedure.

Our steps are as follows:

1st Tardy                      Warning
2nd Tardy                      Parent Phone Call
3rd Tardy                      Student conference with VP/contact parent

Excessive tardies may result in change of placement.
J.E. YOUNG ACADEMIC CENTER DRESS CODE

Any apparel, hair style, cosmetic or jewelry which relates a health or safety concern, draws undue attention to the wearer, tends to detract from the education process, or otherwise substantially disrupts the orderly operation of the school, is considered inappropriate attire and is prohibited at J.E. Young. Students should dress for classes at J.E. Young Academic Center as if his/her primary purpose for attending is to get the best possible education with the least amount of distraction, both for him/herself and for others.

Inappropriate attire includes, but is not limited to the following:

1. College or professional sport team insignias, logos or names.

2. Excessively baggy pants. Pants must be worn as their design was traditionally intended (the pants must fit around the wearers waist).

3. **Bare feet. Shoes must be wore at all times.** Shoes must have a heel strap *(thongs, flip flops, slippers, backless shoes or sandals are not acceptable).*

4. Any see-through apparel or clothing that exposes the body in a sexually suggestive manner or shows/exposes undergarments.

5. Tank tops, tube tops, halter tops, tops with straps less than two inches wide, sleepwear clothing (shirts or pants), underwear type sleeveless shirts, or any top that exposes the midriff.

6. Attire with lettering or drawing which depicts: a) sexual actions, behaviors or words b) profanity c) drugs, alcohol or tobacco d) **gang related symbols, insignias or name, no solid red or blue shirts, no excessive red or blue clothing or items.** e) items that degrade individuals or groups.

7. Any clothing that is torn, ripped, cuts or holes.

8. Headwear other than hats or caps will not be allowed at school. Hats must be solid black or white with NO logos; hats may be worn outdoors, indoors only with teacher’s approval. No wave-caps or bandanas.

9. Sunglasses are not to be worn in the classrooms, office, or other school facilities (unless prescribed by a physician).

10. Facial and body piercing *(eyebrows, nose, lips, tongue, navel and mouth grills)* are not acceptable.

11. Hairstyles which draw undue attention to the wearer detracts from the educational environment are not acceptable; i.e. unusual designs, colors, Mohawks, tails, or unusual razor cuts. Fashion that draw undue attention to the wearer detract from the educational environment are not acceptable. This includes exotic clothing, extreme clothing, extreme make-up, body piercing, military or camouflage attire except as required for specific class assignments.

12. Dresses, skirts and shorts are acceptable as long as they are extended no more than four (4”) above the knee. Bike shorts, leggings (spandex), frayed shorts or pants are unacceptable.
13. Leggings may only be worn under a tunic or a long shirt that meets dress code requirements and is no shorter than four (4”) inches above the knee.

**Consequences of Dress and Grooming Code Violations**

**First Violation:** Home contact and the violator will be requested to change clothing, hairstyle or cosmetic.

**Second Violation:** Home contact and alternative to suspension

**Third Violation:** Home contact and suspension.

Additional disciplinary measures are authorized as allowed by law. If a parent/guardian or student disagrees with the site administrator’s decision on a dress or grooming code issues, the parent/guardian or student shall attempt to resolve the problem by requesting a personal conference with the site administrator. If the problem cannot be resolved informally to the parent/guardian or student’s satisfaction the site administrator’s decision may be appealed to the Superintendent of designees, whose decision shall be final.

The Administration shall review this regulation periodically as needed.

NO electronic devices except cell phones. This includes but is not limited to video games (PSP and Nintendo DS, etc.), CD players, walkie-talkies, camcorders and MP3 players (IPODs). These devices are classroom disruptions and are regularly stolen on campus. If stolen on campus, the school is not responsible for the replacement of the item.

**OFF LIMITS (Students are not allowed to bring the following items from home.)**

Roller Blades

Scooters

Laser Pointers

Permanent Markers

Sports Equipment

Pointed Scissors

J.E. Young does not assume financial responsibility for any of these items which are lost, stolen or removed by staff. Confiscated items must be picked up by the end of each quarter. Any items not picked up will be donated or disposed of.
# J.E. Young Academic Center
## Dress Code Examples

<table>
<thead>
<tr>
<th>Acceptable Items</th>
<th>Unacceptable Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pants</strong></td>
<td></td>
</tr>
<tr>
<td><img src="image1" alt="Acceptable Pants" /></td>
<td><img src="image2" alt="Unacceptable Pants" /></td>
</tr>
<tr>
<td><strong>Shorts</strong></td>
<td></td>
</tr>
<tr>
<td><img src="image3" alt="Acceptable Shorts" /></td>
<td><img src="image4" alt="Unacceptable Shorts" /></td>
</tr>
<tr>
<td><strong>Sweaters/Sweatshirts/Jackets</strong></td>
<td></td>
</tr>
<tr>
<td><img src="image5" alt="Acceptable Sweaters" /></td>
<td><img src="image6" alt="Unacceptable Sweaters" /></td>
</tr>
<tr>
<td><strong>Shirts</strong></td>
<td></td>
</tr>
<tr>
<td><img src="image7" alt="Acceptable Shirts" /></td>
<td><img src="image8" alt="Unacceptable Shirts" /></td>
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<tr>
<td><strong>Skirts</strong></td>
<td></td>
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<tr>
<td><img src="image9" alt="Acceptable Skirts" /></td>
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<tr>
<td><strong>Hats</strong></td>
<td></td>
</tr>
<tr>
<td><img src="image11" alt="Acceptable Hats" /></td>
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<tr>
<td><strong>Shoes</strong></td>
<td></td>
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<tr>
<td><img src="image13" alt="Acceptable Shoes" /></td>
<td><img src="image14" alt="Unacceptable Shoes" /></td>
</tr>
<tr>
<td><strong>Hair Style</strong></td>
<td></td>
</tr>
<tr>
<td><img src="image15" alt="Acceptable Hair" /></td>
<td><img src="image16" alt="Unacceptable Hair" /></td>
</tr>
</tbody>
</table>

- **No Electronics out or on during class**

  Cell phones/texting are not allowed during class time. No Electronics should be out or on during class.
NOTIFICATION REGARDING EXPULSION

The Fresno Unified School District Board of Education has established policies and standards of behavior which promote learning and protect the safety and well-being of students. When these policies are violated, it may be necessary to suspend or expel a student. Board Policy 5144.1 aligns with California Education Code in the approach to serious offenses. The following offenses will warrant a mandatory referral for expulsion:
1. Possessing loaded or unloaded firearms
2. Brandishing a knife at another person
3. Unlawfully selling a controlled substance
4. Sexual assault (including attempt) or sexual battery
5. Possessing an explosive

The offenses listed above will not be tolerated in the school buildings, school grounds, and buses, going to or coming from lunch or school or at any school-sponsored activity. For all other violations, the principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following:
1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

Students who violate the applicable Penal Codes referenced by this policy will be referred to the appropriate law enforcement authorities. This policy is publicized and each student and parent/guardian will be asked to sign a copy of the Notification Regarding Expulsion. Parents/Guardians are also requested to acknowledge the receipt of the Notification Regarding Expulsion (formerly referred to as the Zero Tolerance Letter of Notification) by their signature on the Illness and Accident Procedure Card. If the letter and/or card are not returned to the school, the policy still applies to all students.
I have read the Notification Regarding Expulsion and I have discussed it with my school-age child(ren). We understand the intent of the policy, and the possible consequences associated with violation of the policy.

___________________________________  ___________________________________
Parent/Guardian Name                  Parent/Guardian Signature

___________________________________  ___________________________________
Student Name                          Student Signature
DISCIPLINE POLICY

Student discipline is a cornerstone upon which a suitable learning environment is created.

Students are required to follow all school and classroom rules, policies and procedures. In the event a student refuses to adhere to these rules and policies, progressive discipline in regards to their levels of misbehavior will take effect.

Students need to come to school daily prepared to gain knowledge and learn in a safe, clean environment with high expectations for student behavior and academic progress. J.E. Young provides such an environment and will not tolerate any disruptions to our learning community. Every student has a right to learn and every teacher has a right to teach without interruption.

STUDENT CONDUCT

Closed Campus
J.E. Young Academic Center is a Closed Campus. Students may not leave campus during the school day once they have arrived. Students who need to leave must obtain a permission slip from the main office with parent consent.

Gang Related Activities
A safe school environment is free of gang related conduct or activities. Gang related conduct or activities include, but are not limited to: symbols, noises or sounds, graffiti, apparel, colors, hazing, initiation, hand signals commonly associated with gangs, and inciting other students to act with physical violence upon any other person. Students who engage in gang related activities will be subject to suspension and/or expulsion.

Hall Passes
A student must be in his/her assigned classroom during any given class hour. Teachers are required to exercise good judgment and issue passes for students having to leave their classroom. All students out of the classroom must have a hall pass issued by a teacher or staff member. Hall passes are not issued during the first and last ten minutes of each period.

Lighters, Matches, Etc.
Lighters, matches, etc. are not permitted on campus and if brought on campus they will be confiscated. Excessive violations will result in disciplinary action.

Littering
Littering is defined as the throwing of paper, food, or other trash on school grounds.

Nurse
The Nurse is available on a part time basis weekly, and is on call in the event of an emergency or if any student becomes ill during the school day.

Cellular Phones/Radios/Electronic Listening Devices
Electronic items are expected to be turned off during instructional time. Students may not use a cell phone during class time except during break and lunch periods.

Personal Property
Safeguard and protect your personal belongings. Skateboards and rollerblades and are not allowed on campus. Riding a skateboard, rollerblades or bicycle on the school campus is forbidden. If a student
chooses to bring a bike or skateboard it will be locked up at the risk of that student. The school is not responsible for the loss of personal property. Confiscated items must be picked up by the end of each quarter. Any items not picked up will be donated or disposed of.

**Profanity**
The use of profanity is considered unaccepteable and will not be tolerated. Extreme use of profanity or repeated use will result in appropriate discipline.

**Restroom**
Restroom time is reserved for the passing periods. In the case of an emergency in which a student needs to use instructional time to go to the restroom, that student must have a pass so that campus security is aware that they have permission and knows where they are going.

**School Property**
The teacher in each class checks out all books and workbooks to the student. It is the student’s responsibility to care for these materials and return them to the teacher in satisfactory condition. A fine will be assessed if the condition of the returned materials shows more than average wear. Lost books must be paid for, or arrangements made to pay for them before another book will be issued. Transcripts and records may be withheld as long as outstanding obligations remain unpaid. Use of school equipment without teacher permission is prohibited.

**Smoking**
Students may not be in possession of tobacco. Smoking is not allowed on campus, around campus, or on any FUSD campus during school hours or during activities of a particular school. In addition, lighters and matches are not permitted on campus. Consequences of use or possession of tobacco, lighters or matches will be at the discretion of the school of administrator.

**Student Relationships**
During the time the students are in school they should use good judgment in relationships. Holding hands may be permitted but the following behavior will not be permitted:

1. Excessive or passionate kissing
2. Any other act which calls undue attention to the couple

**Work Permits/Work Experience**
Work permits can be obtained through the campus Career Center representative.
CONTRABAND DETECTION SERVICES

Non-aggressive trained canines may be used to sniff the air around lockers, desks, bags, vehicles and other personal property of the student. Sniffing by trained canines does not require probable cause or reasonable suspicion and is deemed non-obtrusive and reasonable.

The notification of a school official by the handlers of a trained non aggressive canine that has alerted on identified personal property constitutes reasonable suspicion which is sufficient to support a search of the student’s personal property.

A. Upon the arrival of a trained canine, the handler and the principle and/or his administrator designee will ask students to leave all their belongings in the classroom and then wait in a designated area with the supervising teacher.

B. Students are not allowed to go to the restroom, throw away trash, go to the office or any other area of the school during this time.

C. Any students whose belongings have given an alert will be escorted to the main office for a complete search. All other students return to their classes and resume their studies.

D. Parents/guardians will be notified by the Principal/administrator designee immediately if their child’s belongings have been alerted on, as well as the results of the search.

E. Appropriate action will be taken with parents, pupil conference, if deemed necessary

PARENT INVOLVEMENT AND INFORMATION

J.E. Young faculty and staff understand the importance of parent participation to the educational success of each student. It is our desire to partner with every parent to create the best learning plan for every student in preparing them to be college and or career ready.

Parents are always welcome to contact the teachers, administration and support staff to answer questions and receive feedback and comments as to how we can best service your student.

We need your involvement! We have multiple opportunities for parents to have a voice in the governance of the school. If you are interested in being on our School site council, ELAC or volunteering on site, please contact an administrator for more information.

CATEGORICAL PROGRAMS

J.E. Young Academic Center receives categorical funding to supplement the base/core curriculum. The specific uses of these categorical funds are described in the Single Plan for Student Achievement. The Single Plan for Student Achievement, which includes the categorical funds budget is developed and implemented by the School Site Council (SSC). The SSC is comprised of parents, students, and staff members.

Categorical funds support additional assistance to help students. The classroom teacher uses supplemental services and materials to reinforce instruction.
**Dance Guest Passes**
Guest passes will be signed and approved by administration based on the student’s behavior and academic standing.

**Lost and Found**
All lost and found items will be turned into the main office. Any remaining items that have not been claimed will be discarded or donated at the end of each quarter.

**Formal Complaint**
Forms for filing a formal complaint can be obtained from the principal or through fresnounified.org. You may also refer to your Fresno Unified parent student handbook for additional information.

**FAQ QUICK GUIDE**
(Answers to frequently asked questions)

1. J.E. Young is a closed campus. Leaving campus during school hours without permission is prohibited. Students must leave campus at the end of their school day.

2. Bus transportation through FAX will be provided for all students who live more than two miles or are part of a specialized program such as ATC/FCC.

3. All students have read, understand and must follow the dress code regardless of the program they are in.

4. The school telephone is to be used for emergencies only.

5. Students will report to the office and see the attendance clerk before reporting to class after every absence.

6. Parents are expected to contact the attendance clerk any time a student will be absent or tardy. Please call (559) 457-6133 for attendance matters.

7. Excessive tardies and absences are not acceptable and will result in disciplinary action.

8. Profanity is unacceptable and will result in disciplinary action.

9. Graffiti will not be tolerated on campus.

10. Fighting or threatening to fight can be cause for suspension and removal from J.E. Young

11. There will be a quarterly evaluation of individual student progress based on multiple data sources. At the quarter, a student may be transitioned to another program based on their progress towards meeting graduation requirements.

Staff Section:
I understand the importance of the school experience to every student and my role as an educator. Therefore, I will voluntarily:

- Foster/encourage parent/teacher partnerships
- Receive training in strategies to effectively communicate with parents
- Teach California adopted grade level standards, skills, and concepts that provide high quality curriculum instruction in a supportive and effective learning environment
- Strive to address the individual needs of your child
- Communicate with you regarding your child’s progress
- Provide a safe, positive and healthy learning environment for your child
- Communicate homework and classroom expectations
- Correct and return appropriate work in a timely manner
- Support your child’s primary language and culture
- Show respect to self and others at all times
- Provide opportunities for parents to volunteer, participate and observe in child’s classroom

Student Section:
I know that my education is important and that I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Attend school every day on time and ready to learn
- Review my class work with my parent(s) weekly
- Return completed homework on time
- Follow school rules and be responsible for my own behavior at all times
- Ask for help when needed
- Show respect to self and others at all times

Parent Section:
I understand that my participation in my child’s education will help his/her achievement and attitude. Therefore, I will voluntarily:

- Foster/encourage parent/teacher partnerships
- Attend Back to School event, Parent/Teacher conferences, Open House, and other events
- Encourage my child to engage in reading activities for at least 20 minutes every day
- Provide a quiet place/time for my child to complete his/her homework
- Make sure my child gets adequate sleep and has a healthy diet
- Adhere to the school’s homework, discipline, dress code and attendance policies
- Participate in district opportunities for parenting training
- Support all elements of the Parent Involvement Policy adopted by the FUSD School Board
- Show respect to self and others at all times

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