



## **FUTURE ELITE ACADEMY STUDENT/ PARENT HANDBOOK**

### **MISSION STATEMENT**

Future Elite Academy's mission is to develop intellectually and physically trained student athletes who are effectively prepared for high school careers and beyond.

### **SCHOOL PHILOSOPHY**

Future Elite Academy and our virtual instructional partner, Laurel Springs School, are committed to providing a challenging and rigorous curriculum that helps each student progress at a developmentally appropriate level and provides a safe learning and training environment for all our student athletes.

Future Elite Academy is dedicated to providing its students with an academic experience that is rigorous, relevant, and applicable to the real world. Our unique *Game after the Game* entrepreneurial curriculum will effectively tap into student's imaginations and creativity in a manner that will help foster their critical thinking skills and prepare them for life after school and sports.

Future Elite Academy truly value life-long learning and our dedicated staff aims to make the student athlete's learning & training experience incredible. Together as a school community, we will meet the challenges of the future in innovative and exciting ways while we transform the student athlete experience at the junior high level.

## **PROCEDURES FOR CONTACTING SITE COORDINATORS**

In the event of problems in a particular class, this simple process should be followed (in sequence):

- Contact the site coordinator first. A parent may call or text Vanessa Fajardo at 805-208-1624 between the hours of 8:30 a.m. and 2:30 p.m. to leave a message. Alternatively, the site coordinator or administrator may be e-mailed at [vanessa@thefutureelite.com](mailto:vanessa@thefutureelite.com). A full staff directory is on our website, [futureeliteacademy.com](http://futureeliteacademy.com).
- If the site coordinator is unavailable at the time of a parent call, they will return the call as soon as possible, usually within 2 business days
- Unresolved problems will be referred to the Head of Schools.

## **UNIFORM CODE**

Uniform is required on all school days (with the exception of certain days as directed by Future Elite Staff), including field trips, unless otherwise authorized by the Administration. When in doubt, the student should wear the uniform.

- A uniform is for practical purposes. Good dress produces good behavior and morale. Looking good enhances self- respect and adheres to our business minded entrepreneurial-focused academy.
- A uniform provides for justice and equality for students of differing socio-economic status.

## **EXAMINATION POLICY SEMESTER EXAMINATION POLICY**

1. Semester final examinations, or other appropriate summative assessments, are given in all courses each semester.
2. In order to maintain the integrity of examinations the school will not administer examinations before the scheduled dates, unless specifically approved by the Head of Schools.
3. The Head of Schools will arrange make-up examinations that are necessitated by illness or for an exception granted by school administration. Students who miss an examination due to illness may be required to produce a note from their doctor in order to be allowed to make up the missed examination.
4. Students who miss an examination for any reason other than illness or an exception granted by the school administration will receive a zero (0%) grade for the examination.

## **REPORT CARDS**

Student grades in each course are available every day in the Laurel Springs School's & Enlightium learning management software. Report cards are emailed at the conclusion of each quarter and semester.

- The grade each student receives for any course of study is determined by the online teacher of the course and is final. By law, only the teacher of the course may change a grade.
- Semester grades are those that appear on the student transcript
- Parents can access this information by logging in with their student's Laurel Springs credentials.

## **ACADEMIC INTEGRITY POLICY**

Future Elite Academy students have a duty to be truthful and to demonstrate integrity in their academic life by presenting only their own work or assignment for assessment. Copying assignments, cheating on exams, tests or quizzes, plagiarism, dishonesty and falsification of records are examples violations of academic integrity.

Therefore, students must not:

- copy work from another student or assist another student with copying
- cheat on an exam or quiz
- aid other students during an exam without expressed permission from the teacher or site coordinator.
- use any unauthorized aid on exams or assignments
- use, purchase, or plagiarize the work of any other person with or without the expressed permission of the owner of the work

Violations of this policy make a student liable to disciplinary action.

## **EXCESSIVE ABSENCE**

To receive credit in any course of study, a student must pass the class and be in attendance at school for any class within a semester without excessive unexcused absences.

**Loss of Credit:** When a student accumulates 12 or more unexcused absences credit for the course(s) will be withheld. Students should be aware that arriving 20 minutes late to a class constitutes an absence.

- Appeals to reinstate credit: The Head of Schools will evaluate appeals from students and their parents to reinstate credit that has been withheld. Record of submitted doctor's notes for excused absences verifies their legitimacy and strengthens any appeal. The Head of Schools reserves the right to reinstate or deny credit. If credit is denied, the student may be required to withdraw from Future Elite Academy. If the student is allowed to continue enrollment, denied credit must be made up.
- Special Circumstances: The Academy Office is to be notified in regard to serious illness or accidents so that appropriate adjustments can be made. In cases of hospitalization or prolonged serious illness (of five (5) school days or more), a parent must call the Counseling Office to have homework provided for the student. At least 24 hours' notice must be given to allow the online teacher's time to provide an assignment.

### **ACADEMIC PROBATION**

The Head of Schools may place a student on Academic Probation if their performance places them in danger of academic dismissal. Parents are notified and must meet with the Head of Schools to plan a strategy for success.

- Students who receive 2 failures at the end of the quarter are placed on academic probation and must attend tutoring sessions after school.
- Students who receive 2 failures at the semester are placed on academic probation for the remainder of the school year. □

### **ACADEMIC DISMISSAL**

If a student fails 3 or more courses during the school year, including at the conclusion of the first semester, the student may be required to withdraw. The student's academic and disciplinary record will be considered in making this decision.

If the student is allowed to continue at Future Elite Academy, an agreement listing specific conditions for continued matriculation must be signed by the student, parent(s) or guardian(s), and the Head of Schools.

Failure to abide by the terms of the agreement will result in the student being asked to withdraw according to the following process: Students may be academically dismissed in the following circumstances:

- Excessive failures in one semester or one full academic year
- Not adhering to the guidelines of Academic Probation
- Being on Academic Probation for two successive semesters

## **SCHOOL RECORDS**

The parents of a student have the right to inspect and review the student's permanent record file. Third parties may not review student records without permission of the parents of the student. No portion of the record can be released without prior, written consent of the parent.

Transcripts:

Transcripts of middle school grades are obtained from Laurel Springs School Office.

## **EXCURSIONS AND FIELD TRIPS**

The *Game After the Game* curriculum will incorporate excursions and field trips. They must be educational in nature and related to the entrepreneurial curriculum. The Head of Schools is responsible for giving approval.

Parents are required to complete a Parent Permission form well in advance of the event. There must be adequate supervision and school rules of conduct will be maintained.

State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. Student emergency information must be immediately available to the supervisor and at least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any areas where there may be venomous snakes.

## **ELECTRONIC COMMUNICATIONS POLICY**

1. Systems, Devices and Materials
  1. Electronic communications systems include, but are not limited to, electronic mail, voice mail, iPads, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
  2. Electronic communications devices include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
  3. Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. Electronic Communications Systems, Devices and Materials and Users Covered
  1. All electronic communications systems, devices and materials taken from Future Elite Academy;
  2. All electronic communications devices and materials taken from Future Elite Academy for use at home or on the road;
  3. All personal devices and materials brought from home and used on Future Elite Academy premises during regular business hours;
  4. All personal devices and materials, regardless of location, that are used in such a manner that Future Elite Academy may be implicated in their use.
  5. All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, and their families.
  
3. Ownership and Control of Communications
  1. All systems, devices and materials located in Future Elite Academy, and all work performed on them, are property of Future Elite Academy. These systems, devices and materials are to be used primarily to conduct official Future Elite Academy affairs, not personal business.
  2. With permission from the Head of Schools or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
  3. Future Elite Academy systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the Future Elite Academy.
  4. Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
  5. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from Future Elite Academy.
  6. All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
  7. Future Elite Academy & Laurel Springs School/ Enlightenment reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Future Elite Academy systems, devices and materials (including

connections made and sites visited) to law enforcement officials or others, without prior notice.

4. Guidelines for E-mail correspondence and other electronic communications

1. All users of Future Elite Academy communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
2. E-mail and other electronic communications are not necessarily secure.
3. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
4. Postings to "All Employees," "All Parents" and the like on intranets or the Internet or the World Wide Web must be approved by the Head of Schools or other person in charge before they are sent out.
5. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. Prohibited Practices:

Users of Academy electronic communication systems, devices or materials and users of personal devices and materials on school premises, during normal business hours or under circumstances when the Academy may become implicated in the use, may not:

1. Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
2. Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
3. Post or distribute communications or pictures which a reasonable person would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
4. Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
5. Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any

- drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
6. Post chain letters or engage in “spamming” (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
  7. Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
  8. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
  9. Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the Head of Schools or other person in charge.
  10. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others’ passwords, trespass on others’ folders, work or files.
  11. Give unauthorized persons access to Future Elite Academy systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
  12. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user’s job duties or assignment by a responsible person.
  13. Introduce a virus, attempt to breach system security or tamper with a system.
  14. Alter, without authorization, a startup screen or the desktop, or install applications that will subvert these functions.
  15. Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
  16. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.

#### 6. Consequences of violations of electronic communications policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of enrollment, removal from school activities, or other appropriate disciplinary action.



## Bring Your Own Device Policy

Future Elite Academy is committed to assisting students in becoming responsible digital citizens. Schools can do so by giving students authentic experiences that build their skills in collaboration, creativity, communication, and critical thinking and that prepare them for their current and future educational experiences and careers. Students may bring personal electronic devices to school for educational purposes with the approval of the Head of Schools. While at school, students are required to connect to the school's filtered network connection. Students are solely responsible for their own personal devices and are to permanently label devices with identifying information.

Future Elite Academy assumes no financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.

Personal devices are subject to investigation.

Students are expected to keep their devices secure at all times and not loan them to others unless required to do so for an educational assignment.

Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.

If a student uses a personal or school device or any of its functions in a manner that intentionally violates the Future Elite Academy policies, the student will be subject to consequences in accordance with the school's disciplinary policies and procedures.



## **SCHOOL DISCIPLINE**

Future Elite Academy students must adhere to a code of conduct designed to encourage behavior that leads to a safe and effective learning and training environment.

### **GUIDING PRINCIPLES FOR SCHOOL DISCIPLINE**

- A student must learn to exercise self-discipline.
- A student must strive to make good choices and take personal responsibility for their behavior.
- The Academy will make discipline decisions based on the common good of the whole Academy community as well as the individual.
- The Academy will be consistent in applying the discipline process, while considering individual circumstances.
- Future Elite Academy reserves the right to implement discipline procedures off campus outside of school hours, where student actions are determined to have harmed the good reputation of the Academy.
- Parents must recognize that the Academy acts in place of the parents when dealing with student conduct.
- Parents must recognize that by enrolling their student at Future Elite Academy, they have agreed to comply with and help enforce all school rules and regulations.

## AGENTS OF SCHOOL DISCIPLINE

### Site Coordinators:

Are responsible for dealing with classroom infractions by implementing the following steps:

1. Correct and admonish the student immediately.
2. If the student misbehaves further: Confer with the student after the class or school and contact the parent by email or phone.
3. If the student misbehaves further: Assign a detention period during the sports performance training supervised by the Site Coordinator.
4. If the student misbehaves further: Refer the student to the Head of Schools and the student will enter the discipline process at the appropriate step of severity.

All major violations of discipline must be reported to the Associate Head of Schools or Head of Schools immediately. If a student's behavior is severely disruptive, uncooperative and/or unruly the Head of Schools must be summoned to the classroom to escort the student to the appropriate office.

### All Faculty and Staff:

All site coordinators and coaches are responsible for reporting violations of school rules to the Associate Head of Schools or Head of Schools.

### Discipline Review Board

The Discipline Review Board acts as an advisory board to the Head of Schools regarding disciplinary matters when the Academy feels that a dismissible offence or violation of the terms of their probation merit the convening of a Board. The Board will make a recommendation to the Head of Schools who has the final decision in all disciplinary matters.

The Board is composed of four voting members, consisting of the Future Elite CEO, Associate Head of Schools, and two site coordinators.

Only the student and the parents/guardian may be present. They may speak to the Board and offer mitigating information. No legal or other representation is allowed.

The Decision of the Board will be communicated to the parents by the Head of Schools.

See Dismissal Procedures.

## PROCEDURES FOR INFRACTIONS OF SCHOOL DISCIPLINE

### Site Coordinator Detention:

- This is a detention assigned by the student's site coordinator for a classroom infraction. It is to be served with the site coordinator for the amount of time and on the day specified by the site coordinator. State law allows a teacher to detain a student for up to 60 minutes after school without notification.

### Site Coordinator Referral

- A site coordinator may write up a formal referral to the dean when a student's misconduct is serious enough for a Head of Schools intervention.
- Site coordinators will notify parent of the infraction and referral.
- Students must serve detention when scheduled. Workouts, athletics events, etc., are unexcused and looked upon as failing to report to an assigned detention. (Note: A parent may submit a request in writing if there is a family conflict.)
- If a student fails to report to detention the penalty hours will be doubled.
- Students are NOT permitted to use any form of electronics during detention. Student will be required to complete various maintenance tasks on campus during their assigned detention time.
- All school rules apply during detention.
- Failure to comply with any of these rules will constitute a "No Show" and the detention time will be doubled.

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### Suspension

There are two types of suspension:

- In-house, where a student is suspended from classes because of a disciplinary infraction or noncompliance with school rules or while a disciplinary situation is investigated by the Head of Schools. The student remains in the Head of School's office up to a full day or until parents are contacted and come to the school to pick the student up and remove him/her from campus.

The Head of School implements the discipline policies and procedures of the school.

## PROGRESSIVE STEPS OF DISCIPLINE

### **Step One:**

For one or more infractions of school discipline

Detention - A Minimum of one hour of detention where student will be required to complete various maintenance tasks on campus during their assigned detention time.

### **Step Two:**

When infractions continue.

Conference with the Student and Notice to Parents

The Head of Schools advises the student in terms of what the student can do to remedy the situation. The counseling may include a warning, a delineation of possible future consequences, the requirement of specific actions on the part of the student, etc. The Associate Head of Schools or the Head of Schools will attempt to notify parents by phone, email or in a face-to-face conference, and document in writing on discipline record.

### **Step Three – Disciplinary Probation:**

a. When infractions result in assignment of 5 or more demerits, or b. A serious violation of school rules:

Disciplinary Probation is reserved for continued violations or serious violations of Academy rules and is a formal notice and warning to a student and her or his parents.

Probation stipulations are usually as follows:

- The period of probation lasts for no less than five weeks, but may be adjusted at the discretion of Head of Schools.
- Other stipulations may be placed on the student as warranted by the situation and determined by the Head of Schools and specified in an agreement signed by all parties.
- During this period the student is expected to show marked improvement in behavior. Any further violation of school rules or disciplinary policies or the terms of probation makes the student eligible for strict probation or dismissal.

### **Step Four – Strict Probation:**

a. When infractions result in assignment of 10 or more demerits, or  
b. A serious violation of school rules:

Strict probation is reserved for a major violation of school rules and is a formal notice

and warning to a student and his or her parents.  
Strict Probation stipulations are usually as follows:

- The period of strict probation lasts no less than ten weeks, but may be adjusted at the discretion of the Head of Schools or the Discipline Board.
- Head of Schools will inform parents of the incident and discipline. Head of Schools will provide an agreement stipulating the period and terms of the Strict Probation.
  
- During the period of Strict Probation:
  - There is no participation in or attendance of any extracurricular activities such as training or 7on7.
  - The student must arrive at the beginning of the school day and depart immediately at the end of the school day.
  - Any violation of school rules or disciplinary policies or the terms of strict probation during the time of probation may result in immediate dismissal.
  - In certain situations a student will be placed on a Behavior Contract that stipulates specific behavioral expectations and conditions that must be complied with for continued enrollment.
  - Any violation of such stipulations will result in immediate dismissal without Discipline Board review.
  - Other stipulations may be placed on the student as determined by the Head of Schools acting for the good of the Academy as well as the individual, and as warranted by the situation.

**With all due consideration, disciplinary actions are determined by the professional judgment of the Head of Schools or Discipline Board and dealt with on a case-by- case basis. Steps may be skipped depending on the student's infraction and disciplinary record.**

**Step Five:**

- a. Further infractions of violations following Strict Probation, or
- b. A major violation of school rules includes the possibility of Dismissal:

Additional:

- Depending on the severity of an infraction, disciplinary action may skip steps.
- This process is cumulative for the whole school year.
- Assignment to a particular step is at the discretion of the Head of Schools based on the frequency and severity of violations.

Dismissal Procedures for Serious Infractions

1. The incident is reported to the Head of Schools.
2. The student is suspended while the matter is investigated.

3. The Head of Schools will notify the parents of the infraction that is grounds for dismissal or that the students has been recommended for dismissal based on their disciplinary record
4. If the Head of Schools deems it necessary, the student and parent(s) may appear before the Discipline Review Board.

Possible recommendations from Discipline Review Board to the Head of Schools include:

- o Strict Probation
  - o Strict Probation with Student Behavior Contract
  - o Immediate Dismissal/Withdrawal
  
  - o Any other consequences deemed appropriate
5. The Head of Schools renders a decision.
  6. If a student is asked to withdrawal from the Academy and the parents fail to withdrawal the student, the Head of Schools may exercise his or her right to expel/dismiss the student including notification of student's home school district.

### **Disciplinary Review**

Student disciplinary records are reviewed each semester. If a student has a poor record and there has been no improvement in behavior, appropriate action will be taken in the subsequent semester. Such action could be probation, strict probation, denial of re- registration or dismissal, depending upon the particular situation.

### **Dismissal**

A student's attendance at Future Elite Academy may be terminated under these circumstances:

- If, after exhausting the steps of the discipline procedure there is no improvement in a student's behavior, as determined by the Head of Schools, the Discipline Board may recommend that the student be dismissed. Parents will be offered the opportunity to withdraw the student.
  - If a student commits a serious violation of school rules the Head of Schools and or Discipline Board may recommend that the student be dismissed.
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- **Future Elite Academy reserves the right to dismiss a student from the school if they are arrested for any violation of civil or criminal law.**

Classroom Infractions:

These are dealt with by the individual site coordinator:

## INFRACTIONS OF SCHOOL RULES

- Minor classroom disturbance, such as being out of an assigned seat, excessive talking, impertinence (rudeness), grooming, etc.
- Failure to follow classroom procedural rules set by the site coordinator.
- Failure to do homework or class work.
- Failure to have necessary materials in class.
- Inappropriate use of electronics including, but not limited to cell phones and iPads. **Cell phones and iPads should be off and not used during class time, unless permitted by the site coordinator.**
- Failure to remove sunglasses.
- Failure to remove hood or head covering in class
- Sleeping or other non-attentiveness in class.
- Tardy to class. The teacher enters the tardy on the attendance report. The student is automatically assigned one hour detention for each tardy.
- All Dress Code Violations are to be reported to the Head of Schools by the site coordinator. The student will be assigned 1 hour detention for each infraction

### School Infractions and Consequences for Violations:

These must be reported to and dealt with by the Head of Schools or Associate Head of Schools. The Academy authorities acting in the place of the parents or guardians (in loco parentis) reserve the right to question students regarding infractions without the parents or guardians present. If the infraction is serious the parents or guardians will be contacted in a timely manner. . (Repeated offences will result in the Progressive Steps of Discipline).

1. Riding a skateboard, roller blades or bicycle, hover boards, etc. on school grounds.
2. Repeated or inappropriate use of electronic devices on or off campus (Defiance).
  - Cell phones and other devices may not be disruptive during school hours (cell phones should not be seen or heard during class time).
  - The item may be confiscated and may only be picked up by a parent or guardian.
  - All confiscated cell phones, iPads and digital cameras are subject to search by site coordinators & Head of Schools.
  - Any use of blocked sites or apps during school hours is prohibited.
  - Any derogative, inappropriate or unauthorized use or posting pictures of students or faculty/staff is strictly prohibited.
  - Anything posted that is determined to do detrimental to Future Elite Academy.
  - Any pictures or texts of drug use, drugs or drug paraphernalia or any other pictures or texts of inappropriate or immoral actions found on phones, laptops or any other electronic device is against school policy. Any violation-parents of parties involved will be called and possible referral to a Head of Schools.
  - Detention, Probation (regular or strict) and/or Suspension, & Dismissal are possible actions to the above infractions. Action will be taken according to the circumstances.

3. Posting or distributing unauthorized flyers or suchlike materials.
4. Possessing or using matches or lighters on school grounds.

• Action will be taken according to the circumstances. This will include confiscation of the items and possible detention, probation, parent conference and/or dismissal.

5. Using faculty restrooms – 1 hour detention.

6. Tardy to School

- 1-hour detention beginning with the fourth tardy each semester.
- 1-hour each subsequent tardy throughout each semester.
- All tardies are counted, including those due to traffic.

7. Tardy to Class.

- 1-hour each subsequent tardy throughout each semester.
- Excessive tardies (refer to Progressive Steps of Discipline).

8. Out of Dress Code.

- Students out of Dress Code are assigned a minimum of 1 hour of detention for each infraction. The student must be in dress code or be subject to suspension until the requirements of dress code are met.
- Clothing/items confiscated by the school must be picked up by a parent or guardian.

• Repeated offenses (refer to Progressive Steps of Discipline).

10. Failure to report to an assigned detention.

- 1st violation – Time in detention doubled
- 2nd violation – Step Three Probation (detention will be made up as part of probation.)
- Suspension from all activities if excessive detention hours are owed

11. Defacing school property.

• 1st violation – Step Three Probation or Step 4 Strict Probation and a minimum fine of \$100. Depending on severity of the violation, the students may be required to make complete restitution of all costs incurred by the school and/or be subject to dismissal.

12. Gambling on campus.

• 1st violation – Step Three Probation or Step 4 Strict Probation (Action will be taken according to the circumstances).

13. Possession or use of a laser pointer

• 1st violation – Step Three Probation or Step 4 Strict Probation (Action will be taken according to the circumstances).



#### 14. Violation of Academic Integrity Policy

Plagiarize: 1. to steal and pass off as one's own the ideas or words of another. 2. to commit literary theft. 3. to present as new and original an idea or product derived from an existing source. Source: Webster's Third New International Dictionary

If a student copies work from another student or assists another student with copying:

- The site coordinator will confiscate the material from both parties involved.
- Both students will receive a zero for the assignment.
- The site coordinator will write up an academic integrity report and turn in materials and report to the appropriate disciplinary dean.

1st offense: one hour detention

2nd offense: two hours of detention

3rd offense: Step Three Probation

If a student cheats on an exam or quiz, or aids another student during an exam without expressed permission from the site coordinator, or uses any unauthorized aid:

- The site coordinator will confiscate any material
- Student will receive a zero on the exam or quiz.
- The site coordinator will contact the parent.
- The site coordinator will write up an academic integrity report and turn in materials and report to the Head of Schools.

1st offense: Step Three Probation (Quiz); Possible Step Four Strict Probation (Test/Final Exam)

2nd offense: Step Four Strict Probation (Quiz); Possible Dismissal (Test/Final Exam)

3rd offense: Subject to dismissal regardless of the number of semesters between the 1st and 3rd incident

If a student uses, purchases, or blatantly plagiarizes the work of any other person with or without the expressed permission of the owner of the work (using another person's words, images, or ideas without giving that person credit):

- The site coordinator will confiscate any necessary material
- Student will receive a zero on the assignment.
- The site coordinator will contact the parent.
- The site coordinator will write up an academic integrity report and turn it in with the materials to the appropriate disciplinary dean.

1st offense: Step Three Probation - Step Four: Strict Probation (action taken depends on the severity of the offence and is at the discretion of the dean or administrator).

2nd offense: The student will be subject to dismissal regardless of the number of semesters from the 1st to the 2nd incident; the Studies office will denote plagiarism on the official school transcript of the student

Note: Future Elite Academy will view violations on a case-by-case review, with disciplinary consequences up to and including expulsion with a permanent note on the student's transcript

If a student has a combination of violations of academic integrity for an academic year, the student may appear before the Discipline Board and face dismissal from Future Elite Academy.

15. Unauthorized absence from class or Leaving campus without permission (Partial Truancy)

- 1st violation – Step Three: Probation
- 2nd violation – Strict probation
- 3rd violation – recommendation for dismissal

16. Truancy

Truancy is defined as absence from school with neither school nor parent consent.

- 1st violation – Step Four: strict probation
- 2nd violation – Recommendation for dismissal

17. Possessing or using tobacco products, including electronic cigarettes, on campus.

- 1st violation – Step Four: strict probation
- 2nd violation – Recommendation for dismissal

18. Possession, under the influence, or use of drugs or alcohol

- Where students seek help for a drug or alcohol related problem from staff, Future Elite Academy may work with families and support the student as they deal with the problem.
- Any violation – subject to dismissal (Discipline Board)
- Reasonable suspicion: Future Elite Academy has right to drug test student at school prior to parent notification.

19. Fighting on or off campus at any time or encouraging a fight.

- Any violation –subject to immediate dismissal (Discipline Board)

20. Unauthorized Internet Web Sites & Use of Social Media.

- It is unacceptable to use the Future Elite Academy name, initials, logos or pictures of staff, students, the Academy or Academy activities with anything that is degrading, lewd, threatening

or violent. Deliberate publication or harassment on the Internet or anywhere else, may result in serious disciplinary action including expulsion. Any violation – subject to dismissal.

## 21. Sexting

- Sexting is defined as the act of sending or receiving sexually explicit messages or photographs, primarily between cell phones.
- Any violation – Parents will be called and Head of Schools notified;
- Action will be taken according to the circumstances; students may be subject to dismissal and law enforcement may be notified.

Students who are truant are to receive an “F” in their classes for that day and are not allowed to make up any assignments.

Students who have committed a serious violation of rules will be suspended from the Academy and placed on strict probation. In each case, the Administration reserves the right to invoke a more severe penalty up to and including requiring counseling or expulsion if it judges that the nature of the action or the circumstances warrant it.

While all on-campus rules and regulations are to be observed on and off campus, a student is a Future Elite Academy Student at all times. Any student who engages in conduct, whether inside or outside of the Academy, that is detrimental to the reputation of the Academy, may be disciplined by Academy officials.

### **INFRACTIONS THAT ARE GROUNDS FOR DISMISSAL (DISCIPLINE BOARD AND/OR TERMINATION OF ENROLLMENT)**

- 1. A pattern of disruptive behavior in the classroom**
- 2. A pattern of defiance or non-compliance with school rules.**
- 3. Violation of terms of probation or strict probation.**
- 4. A major violation of school rules that may result in immediate dismissal, including but not limited to:**
  - a. Destroying or defacing school property; vandalism on school grounds, including tampering with locked doors, computer hacking and pranks of any kind.**
  - b. Disrespect or extreme impertinence towards any faculty or staff member or anything that manifests contempt for school authority.**
  - c. Serious misconduct in speech, writing or action including cheating or dishonesty and forging school or legal documents.**

**d. Being in possession of, under the influence of or using drugs or alcohol on campus, in the immediate vicinity of the campus, at Academy activities or at Academy functions. Being in possession of drug paraphernalia. The appropriate authorities will be contacted.**

**e. Selling or giving drugs, drug paraphernalia or alcohol to an other member of the Future Elite student body. The appropriate authorities will be contacted.**

**f. Theft of any school or personal property.**

**g. Setting a fire. Tampering with fire alarms or fire extinguishing equipment.**

**h. Scandalous, illegal or immoral conduct on or off campus at any time while the student is enrolled in the school.**

**i. Fighting, encouraging a fight on or off campus at any time.**

**j. Assault, extortion, threatening behavior or endangering the well-being of any person (for example, setting of a firecracker, throwing objects in class or on campus, possession of flammable or explosive materials.)**

**k. Bring any kind of weapon onto campus or to a school function. The appropriate authorities will be contacted.**

**l. Harassment, including verbal, physical or written intimidation; including, but not limited to, using electronic communications to victimize, degrade or libel other persons; using ethnic slurs; name calling; prejudicial behavior; employing actions that victimize and make life miserable for other persons.**

**m. Gang or crew involvement, including any behavior, dress, mannerism or action interpreted by the staff at Future Elite Academy to signify gang or crew affiliation, for example, the wearing of gang colors, the writing of gang graffiti; association with known gang members, dance crews, party crews, etc.**

**n. Association with any person or group that poses any kind of threat to Future Elite Academy or its students.**

**o. Graffiti: possession of any object (for example books, notebooks, clothing, etc.)that is marked with tags or graffiti or possession of items used to produce graffiti (for example, spray paint can, markers, etc.)**

**p. Hazing or any act that injures, degrades or disgraces a fellow student or person attending the school.**

**q. Establishing, maintaining, participating in or posting on unauthorized Internet web sites.**

### **SCHOOL SEARCHES**

Students' legitimate expectations of privacy in person and in the personal effects they bring to school must be balanced against the obligation of the Academy to maintain discipline and to provide a safe environment for the Future Elite community. Accordingly, Academy officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or an Academy rule.

Academy officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or Academy rule is being or has been violated. Whenever an Academy official conducts a search of a student's person or personal effects, an adult witness should be present.

A student has a greater expectation of privacy concerning his/her backpack, clothing and other personal effects. An Academy official who finds it necessary to conduct a search of a student's backpack, clothing or personal effects, must have a reasonable suspicion that a law or Academy rule is being or has been violated. Every student is subject to Future Elite Academy school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral. Further refusal may result in dismissal. In the event that any items belonging to a student are confiscated, the Academy official should document that fact.

## **INTERVIEW AND REMOVAL FROM SCHOOL OF STUDENTS BY POLICE OFFICERS**

Police officers have the right during the Academy day to interview students who are suspects or witnesses. Academy personnel should not unnecessarily hinder the release of a student to police officers. Academy personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with “proper standard of care” which is defined below.

When a student is taken into police custody and removed from the Academy during school hours, the Academy will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from Academy during school hours by law enforcement only under the following conditions:

- o By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
  
  - o By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
  
  - o By properly identified representatives of a Child Protective Agency when taking a child into custody
- Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

### **1. Interview of a Student During Academy Hours by a Police Officer**

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement.

Before releasing the student for the interview, the Head of Schools must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts.
- In the case of the release of the student to the officer, the reason for such an action

Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from Future Elite Academy.

Before a student is taken into police custody and removed from the Academy during Academy hours, the Academy will attempt to inform the student's parent or guardian. The Academy will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

## 2. Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the Head of Schools shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. The Head of Schools shall provide the police officer with the address and telephone number of the student's parent or guardian.

Even in the case of child abuse it is the Child Protective Agency's duty to notify the parent or guardian, but the Head of Schools should obtain the following information:

- o The name of the police officer or Child Protective Agency representative
- o The telephone number of the police station
- o The officer's badge or ID number
- o Instructions from the officer regarding parental inquiries concerning the whereabouts of the student
- o Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the archdiocese that an adult, school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the "proper standard of care" which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from Academy.

- Before a student is taken into police custody and removed from the Academy during school hours, the school will attempt to inform the student's parent or guardian. The Academy will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

## **ATTENDANCE POLICIES**

Students attending Future Elite Academy are subject to the State Laws on Compulsory Full Time Education. The Academy is obliged to enforce these laws. Parents are likewise obliged by California State Laws to ensure that their student is in attendance at the Academy when it is in session.

### **ABSENCE**

Absence is defined as non-attendance at classes when school is in session. Parents do not have the right to excuse their student from attending except for a legitimate reason. Arriving 20 minutes or more late to class may constitute an absence.

### **EXCUSED ABSENCES:**

(The following reasons constitute a legitimate or excused absence from the Academy – official documentation required):

1. Valid Illness with Medical verification/documentation. Medical verification may also be required for an absence of more than three (3) consecutive days or if a student has accumulated excessive absences throughout the academic term.
2. Attendance at funeral services or bereavement in the immediate family.
3. Court Summons.
4. Quarantine directed by a County or City Health Official.
5. An emergency or special set of circumstances judged as sufficient cause by school authorities. The Head of Schools should be notified of the circumstances immediately.

### **UNEXCUSED ABSENCES:**

All other absences taken with permission of the parents, but not that of the Academy. This includes family vacations, trips, personal reasons etc. Such absence counts towards excessive absence. (Absences that fall under the "excused list" will be deemed unexcused until proper documentation and a parent note are submitted to the Head of Schools).

### **TRUANCY:**

Absence from the Academy with neither Academy nor parental knowledge and/or consent. Students who fail to turn in a parent note may be deemed truant. (See truancy policy).

### **EXCESSIVE ABSENCE:**

A student who misses 12 or more school days in a semester may lose academic credit for the



course(s) in which excessive unexcused absences occurred. (This includes illness without medical documentation).

#### SPECIAL CIRCUMSTANCES:

The Academy office is to be notified in regard to serious illness or accidents so that appropriate arrangements can be made.

#### Absence Procedures:

- Parents must notify the School before 8:00 am if a student will be absent. Parents may call (805) 953-9989 (Associate Head of Schools), and leave a message, or email: cheldon@thefutureelite.com. Please include Student's name, reason for absence, and Parent name and contact phone number in case verification or more info is needed.
- Students whose absences are not reported by a parent phone call, parent email or parent written excuse will be referred to the Head of Schools.
- If a note has been forged or falsified the student will be reported to the Head of Schools who will assess the proper consequence up to and including dismissal if it is a case of truancy.

#### Tardiness Policies:

- Tardiness is defined as arriving in any class after the bell for the start of class has rung.
- Students will be issued a 1-hour detention for each Tardy to class.

#### Classroom:

- Tardiness to any class is a school infraction. It may be excused only when it is the result of an appointment with a school official and the student presents the site coordinator with a note from that person.
- A student who is tardy to any class must attend detention. There are no exceptions allowed, including but not limited to activities, training, or medical appointments.

#### Illness During The School Day

- Students who become ill during the day outside of class must report to the Future Elite Office immediately.
- During class time, students must obtain written site coordinator permission to report to the Head of Schools Office.
- A student may never independently call the parents and tell them to come and pick her or him up during the Academy day.
- If the student should leave the Academy without the necessary written permission, the student is liable to school discipline.
- Student must follow the procedures to obtain a readmit slip upon return to Academy.

A student who receives permission from a site coordinator to leave class during the class period must obtain a Hall Pass from that site coordinator. Students out of class without a written pass will be considered truant.

#### Release of Students

Students may not leave the campus for any reason at any time during the school day unless they have parent and Academy permission. All release of students must be done through either the Associate Head of Schools or the Head of Schools. It is the policy of the Academy to refrain from interrupting a class in order to call out a student for dismissal unless it is an emergency or unavoidable. All students who to be dismissed during a class session need should have obtained an off campus permit from either the Associate Head of Schools or the Head of Schools prior to the beginning of the Academy day. All students are required to sign out from the Academy Office. All legal regulations and insurance requirements must be met. Students will not have off- campus privileges. Please note that due to student safety and accountability, students will not be dismissed from the Academy school day or training period unless prior arrangements have been made.

### **ADMISSIONS**

Future Elite Academy's instructional partners Laurel Springs School and Enlightium Academy's strong comprehensive curriculum enables the Academy to welcome students whose academic abilities differ greatly by providing courses on all levels. Thus, it effectively prepares every student for their high school careers. Future Elite Academy also emphasizes competence in using computer systems and technology.

#### Academy as a Community

Whenever people associate with other people in a public setting, such as school, they assume responsibility for conducting themselves in a manner that respects the dignity of others. They are expected to eliminate from their behavior those elements that display hostility or reveal a lack of concern for promoting what is desirable in human life.

#### Academy as a Facility

Since the Academy is also a training facility that young people use to pursue their athletic objectives each member of the Academy community is responsible for the use and care of the facilities. The situation demands that everyone respect the buildings and the property so that the Academy will be attractive in appearance and useful for the good of all who attend.

#### Academy as an Institution

The administration of the Academy is charged with the responsibility of assuring conduct in accordance with its stated policies. By the act of registering to attend Future Elite Academy,

students and their parents indicate their agreement to abide by and support the policies and rules of the Academy.

## NON-DISCRIMINATION POLICIES

Future Elite Academy admits students of all race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this Academy. Future Elite Academy does not discriminate on the basis of race, color, disability, sex or national and/or ethnic origin in the administration of educational policies, athletic and other Academy administered programs although certain athletic leagues and other programs may limit participation.

**While Future Elite Academy does not discriminate against student with special needs, a full range of services may not always be available to them.** Decisions concerning the admission and continued enrollment of a student in a school are based upon the student's emotional, academic and physical abilities and the resources available to the Academy in meeting the student's needs.

## ADMISSIONS

Admission to Future Elite Academy and its instructional partners Laurel Springs School & Enlightium Academy are based on the results of a Placement Test, a satisfactory transcript of grades and conduct from the prior school, teacher recommendations, and a discerned ability to benefit from the total education program offered at Future Elite Academy. Final decisions on acceptance rest with the Head of Schools.

- Students are not permitted to repeat a grade level unless approved by the Head of Schools.
- Incoming students who miss the regularly scheduled Placement Test in January may be charged a late Application Fee, which includes a make-up exam scheduled in the spring.
- Admission to Future Elite Academy must demonstrate proficiency in the English language through a written/oral exam.
- Admission to the school will normally only be considered at semester breaks.

Transfer students and late applicants will be conditionally accepted pending receipt of final official transcripts from the school(s) last attended. If the student's transcript indicates one or more failing or incomplete grades, that student will be required to immediately withdraw from Future Elite Academy.

The Admissions Committee reserves the right to grant exceptions in extraordinary circumstances.

Late Applicants for all grade levels:

- Late applicants will be accepted on the basis of space availability and according to the stated criteria for admissions.

### **CELL PHONES / WEARABLE TECHNOLOGY**

Cell phones may not be seen or heard during class time unless permitted by the site coordinator. This means that a cell phone may not be used for communication or any other purpose, including but not limited to: as a camera, a calculator, a timepiece, or to send messages in class.

Wearables (smartwatches and other wearable technology) are permitted, but cannot be used for distractive or non-academic purposes during class. All rules regarding cell phones also apply to wearable devices.

If a student violates this rule, the device(s) may be confiscated by the site coordinator or Head of Schools to be picked up by a parent or guardian. Additionally, the student may be assigned a classroom detention. All confiscated devices are subject to search by Future Elite Academy staff. Repeated violations will be treated as defiance and turned over to the Head of Schools and may result in detention, probation, or strict probation.

### **EMERGENCY INFORMATION CARDS**

The Emergency Card for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year as well as mid-year, the Emergency Card for each student should be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, numbers for cell or work phones, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Card should be shown to the paramedics or emergency room staff in order to authorize treatment and advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the Emergency Card information be accurate, complete, and current. Parents/guardians are required to update information about any medication the student takes on a regular basis.

When a student becomes ill or injured, the parents/guardians must be contacted immediately. If the parents/guardians cannot be reached, the school shall contact another person listed on the Emergency Card.

Verbal/Written Confidences

Confidential information may be provided by students or parents/guardians to Academy employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All Academy employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, Head of Schools or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Future Elite Academy policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

## **DRUG AND ALCOHOL POLICY**

Students who seek help for a drug or alcohol related problem from the Head of Schools or staff will be given support and guidance to defeat the problem. Future Elite Academy will work with families to free a student from substance abuse. This would include required counseling. However, students who do not seek prior help and are guilty of the use, possession or distribution of drugs or alcohol will be liable to immediate expulsion.

Future Elite Academy considers substance abuse an extremely serious moral and personal problem. This rule will be strictly enforced. The Future Elite Academy Administration may require a test for illegal substance any time it suspects a student may be involved in drugs or other illegal substances. These tests will be performed at the parent's expense.

### Use

Use implies that a student is reasonably known to have taken or to be under the influence of illegal substances while under the jurisdiction of Academy authorities. This includes such actions as: smoking marijuana, using steroids, taking drugs, drinking alcohol, etc. Future Elite Academy does not recognize Medical Marijuana licenses.

### Possession

Possession of drugs or alcohol implies that a student has on their person, or within his/her personal property, in the or has under his/her control, any drugs or alcohol (including marijuana) on campus, in the immediate vicinity of the campus, at Academy activities, or Academy functions. Future Elite Academy does not recognize Medical Marijuana licenses

### Distribution

Distribution of drugs or alcohol implies the transfer of such substance to another person, with or without the exchange of money or other valuables. Students in possession of drug paraphernalia including a Medical Marijuana license will be suspended and subject to dismissal.

### Penalties

Students determined to be distributors of drugs or alcohol, as defined above, shall be subject to dismissal from Future Elite Academy In cases of drug possession and/or distribution, the police

will be consulted. Students in possession of drug paraphernalia will be suspended and subject to dismissal.

## Student Searches

Future Elite Academy must be able to provide a safe and healthy school environment for all students. Therefore, a student who refuses to submit to a reasonable search by the Head of Schools or the Future Elite Staff, book bags, and any other belongings will be presumed to be in possession of contraband and will be subject to dismissal from Future Elite Academy. The Head of Schools will notify the student's parent after any search.

### 1. HARASSMENT, BULLYING, AND HAZING POLICY

Future Elite Academy is committed to provide a safe and comfortable learning environment that is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, or school volunteer is prohibited. The Academy will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment - Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment - Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment - Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect,

the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

## RESPONSIBILITIES OF THE SCHOOL

It is the responsibility of Future Elite Academy to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

## RESPONSIBILITIES OF THE STUDENT

It is the student's responsibility to:

- Conduct themselves in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

## STUDENT THREATS

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the Head of Schools, or site coordinator. The Head of Schools should notify the police immediately.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat should be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat, shall be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat should be made by the principal on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

### **INTERNET USAGE POLICY**

It is unacceptable to use the Future Elite Academy name, initials, logos or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberately establishing, maintaining, participating in or posting on unauthorized Internet web sites or anywhere else, may result in serious disciplinary action from forfeiture of usage privileges up to and including expulsion.

Unacceptable uses of school or home computers include, but are not limited to:

- Sending, displaying or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or threatening others;
- Violating copyright laws;
- Using another person's log-on and/or password;
- Trespassing in other's folder, work or files;
- Revealing another's personal phone number, name or address.

### **WIRELESS LAPTOP PORTAL AGREEMENT**

This network is provided as a service to the students of Future Elite Academy to aid in their studies. Students are reminded to use campus computer resources responsibly and to respect the terms of the Computer Network Use Agreement. All Future Elite Academy policies regarding responsible behavior and the use of technology will be upheld while connected to this network.

Students are reminded that data on this network is not encrypted and publicly viewable. All activity on the Future Elite Academy Wireless Network is logged including uniquely identifiable computer information. Abuse of this system will result in the revocation of access privileges in addition to possible disciplinary action.

Neither Future Elite Academy nor any agent of Future Elite Academy assumes responsibility for student laptops or other wireless devices attached to this network. Any damages, physical or virtual in nature which may occur to wireless devices connected to the network will not be the responsibility of Future Elite Academy or of its agents. Future Elite Academy promises to maintain the Future Elite Academy Wireless Network to the best of its ability, though no guarantees are made on consideration to availability of quality of service.

These terms are subject to change without notice.



## **LOST OR STOLEN PROPERTY**

The school is not responsible for lost or stolen property. It is suggested that students do not bring property of value to school including, but not limited to, cell phones, iPods, laptops, tablets, and musical instruments. The school is not responsible for these items even though tablets and laptops may sometimes be used in the classroom for instructional purposes with the teacher's consent.

## **MEDICAL IMMUNIZATIONS**

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented. All immunization records must be current in order for a student to maintain enrollment at Future Elite Academy

Up-to-date information on immunization requirements can be found at Shots for School, the Ventura County Department of Public Health, and the California Code of Regulations section on immunization.

## **STUDENTS ON CAMPUS**

No student will be allowed on campus after 5:00 p.m. unless involved in a faculty-moderated activity as a participant or spectator. Coaches and trainers are not to allow an activity to extend beyond 6:30 p.m. without direct approval from the Head of Schools. Students who trespass on campus will be subject to dismissal.

## **VISITORS**

Students are not allowed to bring visitors, e.g. Non-Future Elite students, on campus during the school day, unless written permission has been obtained from the Head of Schools one day in advance. The appropriate paperwork showing parent consent must be submitted. Permission will rarely be granted and only for reasons deemed worthy by the Administration.

- All visitors will be greeted, signed in, and given Visitor's Passes at the front desk.

The Main Office receptionist will contact appropriate staff members for any appointments

## **BEREAVEMENT**

In the unfortunate loss of a loved one, we at Future Elite Academy want to help families through a difficult time. Our staff will be committed to the student to allow them the necessary time, and support, to complete work missed during the bereavement.

## **STUDENT HEALTH**

A student who becomes ill during the school day must go to the Administration Office and a member of the staff will contact parents or guardians. The Academy does not provide treatment of any kind.

At no time should the student contact their parent or guardian for pickup during the school day.

In the event of any accident on campus or during a school-sponsored event a written report, including date and time, will be made and filed.

### **Student Medication Policy**

State law does not permit students to carry ANY medication with them on school campus without first notifying the Academy. Students bringing ANY TYPE of medication to school must obtain a Request for Medication form from the Head of Schools. This form must be signed and submitted to the office by the parent indicating the frequency that the medication should be taken. It is important to understand that several over-the-counter and prescription medications are detectable by the school's contraband canines. To minimize the possibility of an unnecessary "alert" parents and students are urged to comply with this medication policy.

### **Non-Prescription Medication**

Students bringing any type of non-prescription medication, including any pain relievers or cold medicine to campus, must obtain a Request for Medication form from the Head of Schools. This form must be signed and submitted to the office by the parent indicating the frequency that the medication should be taken. Once the form has been submitted, the student will be allowed to carry the non-prescription medication on their person while on campus and be responsible for taking the proper dosages at the proper times.

### **Prescription Medication**

All prescription medication must be provided in the original package and kept in the Administration Office where a school employee designated by the Head of Schools will allow the student to take the medication. Students must be ultimately responsible for knowing when and how much medication to take. Future Elite Academy is NOT responsible for administering proper dosages at proper times to students.

## Asthma Inhalers

The policy regarding asthma inhalers and Epi Pens is the same as non-prescription medication. Students who have a prescription to use an asthma inhaler or Epi Pen will be permitted to carry it on their person after submitting the proper parent permission form to the Head of Schools. The student will be personally responsible for taking the proper dosages at the proper times.

## **ADMISSIONS & DUTIES OF PARENTS**

Future Elite Academy admits students of any race, color, social or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students. Future Elite Academy does not discriminate on the basis of race, color, social and/or ethnic origin, in the administration of its educational policies, athletic programs and other school-administered activities.

I, the parent or guardian, request admission into Future Elite Academy for my student beginning September 2020. I agree to the following conditions governing admission and attendance as stated below.

1. I/we agree to pay the tuition and fees established by the school administration for the school year.
2. I/we agree to make tuition and fee payments to the school on the dates mutually agreed upon by Future Elite Academy
3. In the event that I fail to make tuition and fee payments as contracted, I agree that the Academy may enforce all or any of the following penalties:

a. Suspend the right of the student named above to return to the Academy after quarter and/or semester examinations pending payment of delinquent tuition and fees. The academy may give prior notice to the student and parent or guardian but is not bound to do so. If payment is delinquent the following policies will apply:

i. Return to school after examinations may not be allowed for any student whose tuition is not paid in full. Only cash or money orders will be accepted if tuition or fees are in arrears. Checks will not be accepted.

ii. Students may only receive a grade of 'Incomplete.'

b. The Academy may terminate the attendance of any student when payment of tuition and/or fees is in arrears and payment of the delinquent amount is not received within five (5) school days after notification by the school.

4. I/we agree to give my support and comply with academy-wide fundraising activities in an awareness that tuition and fees cover only a portion of the total cost of a child's education at Future Elite Academy. Our Cost of Education Partnership is a personal invitation to each of our parents to consider making a charitable gift above and beyond the stated

tuition toward the actual cost of education. This partnership affords our Academy the opportunity to sustain the many programs and activities that we currently have. While it is not a mandatory contribution, I/we will support the Cost of Education Partnership to the best of our abilities.

5. I/we agree to pay the full semester tuition once either semester begins. A withdrawal that occurs once a semester has begun leaves an empty seat with no opportunity for the school to fill it. This does not apply if the student is asked to withdraw for academic or disciplinary reasons.
6. The Parent-Student Handbook (available on our school website) constitutes a contract between the school and the parents/ guardians. Acceptance of the policies, rules, and regulations set out in the handbook is required to maintain enrollment at Future Elite Academy for this Academic Year. Therefore I agree to fully comply with all aspects of the Parent-Student Handbook.
7. I also agree to become familiar with the regulations of the school as contained in the Parent-Student Handbook and in bulletins issued by the school. I further promise to ensure that my student reads, understands and complies with the rules and regulations contained in the Handbook and assist them in following its provisions.
9. I understand that breaches of Academy regulations make my student subject to disciplinary action and that serious violations of rules can result in expulsion from school. I agree to reimburse the school promptly for any damage to school property for which my student may be responsible.
10. I agree to read all school correspondence directed to parent or guardian attention, whether delivered by mail, phone message or by the student.
11. I agree to inform the Academy of any change of name, address or phone number and to keep emergency information up to date.

Parent/Guardian Signature Full Name:

\_\_\_\_\_ (Date) \_\_\_\_\_

I have read and agree to the Conditions of Admission Signed