



FORWARD THINKING

LEADERSHIP ACADEMY

STUDENT HANDBOOK
2015-2016

(Last Revised: 4/27/15)

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Forward Thinking Leadership Academy
Academic Year: 2015-2016

Dear FTLA Member,

As the President, I would like to welcome you to the beginning of a new school year. FTLA has the highest expectation in student academic and social success. Our goal at FTLA is to build a community that fosters student abilities to act as people of character, responsibility, and academic integrity. FTLA believes by developing policies centered around our mission and core values, we may help our students to grow into individuals capable of living up to the highest standard as members of the global community.

The contents of this handbook are published each academic year to ensure that every student and parent is aware of the policies FTLA uses and adheres to in order to achieve intended academic goals. It also sets the framework in which the organization works in order to provide the best education for our students.

As a team, FTLA has a strong belief in unlimited student potential and ability to be successful. In order to achieve success, it will take student commitment and effort. The FTLA team is here to guide our students and to provide them with the knowledge, resources, and support to advance themselves to college and beyond. We are looking forward to a great year.

Sincerely,

Dr. Carlos Salazar

About Forward Thinking Leadership Academy

Mission...

FTLA is an organization that serves students by preparing them for college, the workforce, and lifelong learning, while providing the character formation necessary for responsible citizenship.

Vision...

FTLA core values guide the growth and development of our students to become responsible leaders committed to education. In partnership with schools and parents, FTLA forms educational opportunities for students in a community committed to excellence. It is FTLA intent that students carry a spirit of intellectual curiosity and a love for learning on their continuing journey of personal growth.

Philosophy...

FTLA students must recognize that each student is made in the image and likeness of education, and shaped by differences in interest, ability, family background, economic status, and ethnic heritage. FTLA's goal is to develop a community of learners dedicated to generative, lifelong learning that teaches students to assume responsibility for their own educational growth.

FTLA Admission Eligibility Requirements

Thank you for your interest in becoming a member of FTLA. FTLA follows a selective admission policy. Please review the following requirements to see if you are a good fit for the program:

- Minimum of 2.5 GPA (Citizenship grade included)
- On-track to graduate high school (A-G requirements)
- Currently meeting all school and district requirements (i.e. passing the CAHSEE)
- No suspensions (including in-school suspensions)
- Involved in at least 1 extra-curricular activity (i.e. sports, ASB, band, after-school club)
- Show proof of transcripts and additional state testing if taken (i.e. SAT)
- Student must demonstrate leadership, integrity, and accountability.

Next Steps: Once you meet all requirements, apply through FTLA website. From there, staff will review your application and set up an interview and written questionnaire for you to complete.

It is the policy of FTLA not to discriminate in violation of the law on the basis of race, sex, color, religion, national origin, ancestry, or disability which is unrelated to the ability to enjoy the benefits of the programs, facilities, or services. All students are encouraged to apply.

Top 10 Tiers

1. **Writing/Verbal Communication Skills:** Students will utilize and improve their writing and verbal skills to exhibit proper grammar, sentence structure, and vocabulary in order to remain competitive with their competitor and within the work field.
2. **Mathematics/Problem Solving Skills:** Students will demonstrate their mathematics and problem solving skills to enhance their critical thinking for tasks that occur daily within a work or academic setting, which can lead into management positions.
3. **Self-Motivation/Drive:** Students will be driven to compete all assignments, whether academic or assigned by their employer, so that they remain balanced in a competitive environment.
4. **Independence:** Students will maintain their independence through the course of their employment by taking the initiative to complete tasks, with minimum supervision, in order to receive competitive employment, with a chance to advance in the workplace.
5. **Good Attendance Records:** Students will maintain good attendance (95% or greater) by being punctual daily in order to complete all daily tasks, which will reflect on their overall evaluation.
6. **Positive Referrals** (employees, military, and academics): Students will provide references from individuals who are dependable, creditable, and respectable within their community and chosen field in order to enhance their resume and vouch for good character and abilities.
7. **Willingness to Learn:** Students will be open-minded to the practices and teachings from their mentors, teachers, counselors, and supervisors so that they can better enhance their overall job skills, with the end result of learning new and advanced trades.
8. **Computer Skills:** Students will enrich their skills in computers by learning various software presented by their employer, as well as improving their basic knowledge with Microsoft Word, Excel, Outlook, and Publisher.
9. **Self-Awareness/Cleanliness:** Students will uphold a professional and clean appearance at all times by dressing in proper attire and/or a well-dressed uniform that is appealing and presentable to the public.
10. **Time Management:** Students will learn to manage their time by recording and logging daily activities and applying their time effectively while at work, as well as in an academic setting, in order to become a productive associate and asset to their company.

Integrating Technology

Internet/Work Computer Use

FTLA Students will be using FTLA tablets in most classrooms, computer labs, and in the library as part of the established FTLA curriculum. Students must take precautions to ensure these devices are used responsibly, and students must agree to:

Follow instructions for use and storage of data	Not spam or hack
Abide by copyright laws	Profanity, vulgarity, and obscenities are prohibited
Follow the established Internet policy desktop settings	Not change default or desktop settings
Avoid spreading viruses	Not access other students' work files

Students not abiding by these regulations will be banned from using FTLA technology. Students who hack or commit any actions that may damage/alter the tablet, hardware, or software will lose all privileges.

Community Resources

❖ ALCOHOL/SUBSTANCE ABUSE

Alanon Family Groups of San Diego:
619-296-2666
800-690-2666 (North County)

Alcoholics Anonymous
619-265-8762

Imperial County Alcohol and Drug Program:
760-353-0763

Narcotics Anonymous:
619-584-1007

San Diego Access and Crisis Line
1-888-724-7240

❖ CHILD CARE AND PARENTING

Exceptional Family Resource Center:
San Diego: 800-281-8252 / 619-594-7416
South Bay: 619-409-3127
North County: 760-761-5553
Imperial County: 760-355-0147

YMCA Child Care Resource Service
San Diego: 619-521-3055
East County: 619-474-4707
North County: 760-726-9100

CAPP Council–Parenting Classes, Children and Parents Council
Imperial County: 760-353-8300

Parenting Link
619-297-9600

❖ **CRISIS HOTLINES**

For Life Threatening Emergency call: 9-1-1

For Non-Life Threatening Assistance call: 2-1-1

Domestic violence information & referral hotline: 1-800-799-7233

Center for Family Solutions – Agency providing 24 hour crisis line, counseling and shelter: 760-353-8530

Center for Family Solutions Business Phone: 760-353-6922

❖ **FINANCIAL**

Social Security Administration

800-772-1213

Department of Social Services:

866-262-9881 or 760-337-7700

❖ **FOOD**

Catholic Charities

San Diego County: 619-231-2828

Imperial County: 760-353-6823

Emergency food outlets

619-230-0997

SHARE- Golden Share Foods

619-590-1692

WIC

888-477-6333

❖ **HEALTH/MEDICAL/THERAPIES**

To locate a medical practitioner (including those who accept Medi-Cal):

<http://www.211sandiego.org>

For information about Denti-Cal:

800-322-6384

To locate an OB/Gyn if you are pregnant and on Medi-Cal:

800-675-2229

AIDS/HIV Testing Hotline
800-342-2437 or 760-367-2437

California Children's Services:
858-560-3400 or 760-339-4432

Child Health and Disability Prevention Program (CHDP):

Call nearest public health department listed below for free health checkup,
immunizations, and sometimes treatment, including dental for low income:
760-339-4446

County Medical Services (CMS) clinic services for low income residents:
858-492-4444

Immunizations

Central Region: 619-229-7402
North Central: 858-581-4333
East Region: 858-579-4443
North Coastal: 760-966-3806
North Inland: 760-740-4020
South Region: 619-409-3130
Imperial County: 760-482-4438

❖ **LEGAL**

Attorney Referral Line
619-231-8585

Legal Aid Society
619-262-0896

National Immigration Law Center: including Attorney of the Day
1-213-639-3900

San Diego Volunteer Lawyer Program
619-235-5656

USD Legal Clinic
619-260-7470

❖ **MENTAL HEALTH/COUNSELING**

San Diego Access and Crisis Line
1-888-724-7240
(TDD 619-641-6992)

❖ **RECREATIONAL/SOCIAL**

Therapeutic Recreation Services: 619-525-8247
TDD 619-692-3866

Chula Vista Parks and Recreation
619-409-5800

YMCA
619-298-3576

YWCA
619-239-0355

Blind Recreation Center
619-298-5021

Boys and Girls Clubs
619-298-3520

❖ **SHELTER**

Emergency and/or Section 8 Housing
619-231-8833

HUD Housing
619-557-5305

❖ **TRANSITION INTO ADULTHOOD**

Project College
858-278-5420 x 131

❖ **TRANSPORTATION**

MTS Access Service
888-517-9627

High School Graduation Requirements

In order to receive a high school diploma within the San Diego Unified School District, each student must fulfill the following requirements:

- 44 semester credits (32 credits required, grades 10-12)
- Have a cumulative GPA of 2.00
- Pass both sections of the California High School Exit Exam (Math and English)
- Demonstrate computer literacy proficiency

English	8 Credits	
Mathematics	6 Credits	Includes: Algebra, Geometry, 2 additional Math credits
Social Science	6 Credits	Includes: Modern World History, US History, Economics, and Government
Science	6 Credits	Includes: a Physical Science, a Life Science, and 2 additional Science credits
Physical Education	4 Credits	Must pass the Fitness Gram
World Languages	3 Credits	
Visual of Performing Arts Electives	11 Credits	

Honor Roll

The criteria for being recognized as an FTLA Honor Roll recipient are listed below:

President's Honor Roll: 3.5 GPA and above

FTLA Honor Roll: 3.0-3.4 GPA

Graduation Credit Requirements

(For Class of 2016 and Beyond)

FTLA Students must complete a minimum of 44 semester credits, as specified below. FTLA students are expected to meet California standards in English, mathematics, science, history/social science, fine and practical arts, and physical education. In addition, FTLA students must complete A-G course requirements.

Minimum needed to graduate: **44 high school credits**

- a. 6 credits (3 years) History/Social Science
- b. 8 credits (4 years) English
- c. 6 credits (3 years) Mathematics
- d. 6 credits (3 years) Science
- e. 4 credits (2 years) Language (other than English)
- f. 2 credits (1 year) UC "F"-approved Visual and Performing Arts
- g. 0 credits College Preparatory Elective

Total: 32 credits

Additional Requirements

- 4 credits (2 years) Physical Education (Fitnessgram required). FTLA students who do not pass five out of six Healthy Fitness Zones on the Fitnessgram must enroll in Physical Education courses until overall passing score is obtained.
- 8 credits (4 years) career-technical education course or other electives.

Total: 12 credits

A-G Requirements

A-G courses are those that the California State University system has agreed to accept as courses certified to meet their subject area requirements for college admission. FTLA students who complete the A-G requirements (with the grade of C or higher) will be eligible for admission into a California State University. Additionally, the purpose of the A-G course area requirements is to ensure that graduating high school students...

- Can participate fully in the first year program at the University in a broad variety of fields of study.
- Have attained the necessary preparation for courses, majors, and programs offered at the University.
- Have attained a body of knowledge that will provide breadth and perspective to new, more advanced studies.
- Have attained essential critical thinking and study skills.

The A-G requirements can be summarized as follows:

- A. History/Social Science-**Two years, including one year of world history, cultures, and historical geography and one year of U.S. history or one-half year of U.S. history and one-half year of civics of American government.
- B. English-** Four years of college preparatory English.
- C. Mathematics-** Three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra, and two-and three-dimensional geometry.
- D. Laboratory Science-** Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology, chemistry, and physics.
- E. Foreign Language-** Two years of the same language other than English.
- F. Visual & Performing Arts-** One year, including dance, drama/theater, music, or visual art.
- G. College Preparatory Elective-** One year (two semesters) chosen from additional A-G courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use of G electives. The AVID elective may also qualify as G elective.

CSU and UC Requirements

The California State University and University of California systems provide students with four-year degree programs. The two university systems offer different curriculum opportunities and modes of instruction. Both systems have schools in the San Diego area and throughout California. The A-G admissions requirements of CSU and UC are described below:

College Admission Requirements A-G

	SDUSD H.S. Diploma	CSU	UC
a) Social Studies	3 years: World History, US History, and one semester of each Government and Economics	2 years: World History, U.S. History	2 years: World History, U.S. History
b) English	4 years	4 years	4 years
c) Math	3 years: algebra, geometry, and one additional year	3 years: algebra, geometry, and intermediate algebra; <u>a 4th year is recommended</u>	3 years: algebra, geometry, and intermediate algebra; <u>a 4th year is recommended</u>
d) Science	3 years: one year of life science, one year of physical science (with lab), and one additional year	2 years: one year of a laboratory biological science, and one year of a laboratory physical science	2 years: Laboratory science in 2 of the following 3 subjects: biology, chemistry, or physics; <u>a 3 year is recommended</u>
e) World Language, and	Option A: 2 semesters of a World Language, 1 semester of Visual, Performing, or Practical Arts	2 consecutive years: of the same language	2 consecutive years: of the same language; <u>3rd year is recommended</u>
f) Fine or Practical Arts	Option B: 2 semesters of a Visual&/or Performing Arts, 1 semester of Practical Arts	1 year: visual or performing art	1 year: visual or performing art
g) Electives	Additional credits needed to complete the 44 required	1 year college prep	1 year college prep

FTLA Dress Code Policy

As a member of FTLA, proper grooming is important at all times. How FTLA students dress not only represents you, but your school, community, and organizations as well. The way FTLA students dress influences perceptions and determines actions towards you, both in and out of school. Responsible attire will play a part in governing your success.

FTLA students are NOT allowed to wear or be in the possession of the following items:

- Hats/beanies worn in classrooms
- Bandanas or do-rags
- Spaghetti straps, tube tops, and halter tops, tank- tops with straps less than one inch in width
- Sagging and/or exposed under garments
- Shorts, daisy dukes, a skirts should be mid-thigh and not be shorter than 2 inches above the knee
- Revealing, overexposing, low cut, see through or provocative clothing exposing the midriff or underwear
- Clothing that displays or refers to drugs, alcohol, weapons, gangs or that is sexually explicit in any nature.
- Pajamas
- Torn jeans that expose skin
- House Shoes/Slippers
- All students must wear covered toe shoes (such as sneakers) at all times; Flip-flops are a dress code violation

Examples of appropriate clothing for weekend conferences include the following:

- ✓ Khakis
- ✓ Blazers
- ✓ Corduroy
- ✓ Slacks
- ✓ Skirts and skorts
- ✓ Nice blouses
- ✓ Dress shoes, closed-toe flats
- ✓ Cardigans and sweaters
- ✓ Collared shirts

***Students who continue to break the dress code will be referred for disciplinary action.**

Academic Honesty

Academic honesty and personal integrity are fundamental components of a student's educational experience. FTLA students are those of character who differentiate between moral choices that contain positive and negative consequences for themselves, their families, and the community. FTLA students are expected to pursue their education with commitment to honesty and integrity in all they do. FTLA student achievements are expected to reflect their own work and not that of another. It is the expectation that FTLA students will demonstrate acts of academic honesty at all times and will not engage in the following:

- Copying any part of someone else's homework, quiz, test, or any assignment designated as individual work.
- Using any sources, materials, or equipment not authorized by the teacher.
- Allowing another student to submit your work in their name.
- Stealing tests, quizzes, answer keys, or any other assignments belonging to a students and/or teacher.
- Continuing to work after being instructed to stop.
- Attempted cheating (e.g. intent to use unauthorized notes on a test or quiz).
- Violating a teacher's stated policy, instruction, or expectation on an assignment, quiz, or exam.
- Falsifying grades and/or altering a graded assignment with the intention of resubmitting for an improved grade.
- Allowing yourself and/or another person to achieve an academic advantage by, but not limited to, the following means of talking, gestures, signs, texting, notes, photos, etc.
- Collaborating on an assignment without prior permission from your teacher.
- Plagiarism-using someone else's idea or words as if they are not your own. A passage, an interpretation, or a finding in research that is not your own must be properly documented. All students must learn the proper use of documentation in their English class. Students are encouraged to discuss proper documentation with the teacher and/or consult the MLA website before submitting assignments, papers, and projects.

Teachers and staff members will support and enforce all rules of academic honesty and provide a learning environment for students that prohibit acts of dishonesty. Disciplinary actions for violations of the rules of the Academic Honesty Policy may range in severity and will be appropriate to the situation. Disciplinary actions include, but not limited to the following:

- Suspension
- May fail course
- Exclusion from extracurricular activities, including FTLA
- No credit on assignment
- Lowering of overall grade

FTLA Attendance Policy

FTLA recognize the relationship between regular student attendance, academic achievement, and success in school. In accordance with FTLA mission, vision, and philosophy, regular attendance is encouraged to support the learning process. Both excused and unexcused absences will be counted in FTLA tracking of excessive absences. Please consider the academic consequence when planning college trips and family vacations as this may affect student academic standing. Truancy and tardiness to school, class, and FTLA events will result in a loss of educational opportunity, a decrease level of learning, and disruption of other's learning process. Any work missed by students, as a result of an absence whether excused or unexcused, must be made up. If a student misses more than ½ of the class time for that day, they will not be allowed to participate in or attend extra/co-curricular events for that day. Students who are absent due to an appointment are required to bring a note from the attending physician upon their return. All students must inform parent of their absences.

FTLA Absence Definition

Excused Absence: Excused by parents and administrators such as illness, doctors/dentist appointments, and death in the family. Documentation of doctor appointments will be required. Documentation must be printed on institution letterhead and include the student's name and date(s) of absence. Students will be allowed to make up work in accordance with the individual teacher's policies outlined in their syllabus. All missed work is the responsibility of the student.

Unexcused Absence: Parents have approved an absence, but it is not excused by the administration. Unexcused absences include truant from class/school and leaving school without a blue slip issued by the office. Students will not be allowed to make up missed work for credit. Teachers will not be required to re-teach the material.

Truancy: Truancy is defined as absence from class or school at any time without permission of school and/or without prior parental knowledge. Teachers will not give make-up work, quizzes, or tests that were missed.

FTLA Absence Procedures

- Only a parent or guardian may phone the Attendance Office in the event of an absence. The call must be placed within 48 hours of each day's absence. If absence is not cleared within 48 hours, it will be considered a truancy.
- During any absence, students are responsible for obtaining missed assignments.

Withdrawal, Ineligibility, & Probation

❖ Withdrawal Policy

Students withdrawing from FTLA must have their parent/guardian meet with an FTLA educator to begin the withdrawal process. During the meeting, the parent/guardian will complete the withdrawal form, which will be routed for the appropriate signature (FTLA President, FTLA Vice President, FTLA Educator).

❖ Academic Ineligibility

Participation in FTLA activities is a privilege. Academically ineligible students may not attend or participate in any FTLA extracurricular activities. Academic ineligibility will result from any of the following:

- GPA of less than 2.5 for a grade period. The FTLA student is ineligible until grades are posted for the next six-week period.
- Two “F” grades. The FTLA student is ineligible until grades are posted for the next six-week period.

Students may change their ineligibility status by improving their grades through summer school attendance.

❖ Academic Probation

FTLA academic probation is based on GPA and citizenship:

- One semester lower than 2.5 (GPA and/or citizenship)- a warning letter
- Two semesters lower than 2.5 (GPA and/or citizenship)-Academic review with probability of academic probation
- Three semesters lower than 2.5 (GPA and/or citizenship) –Academic review with probability of dismissal

These semesters need not be consecutive.

FTLA Zero Tolerance Contract

All FTLA Students will be required to sign a Zero-Tolerance Contract at the start of each school year. FTLA, SDUSD, and the Board of Education policy include the following incidents: Use, possession or brainstorming of a weapon is defined as, but not limited to a firearm, BB gun, pellet gun, pistol, replica, starter pistol, stun gun, or knife of any size/type, dagger, dirk, razor, slingshot, explosive and all fireworks. Any object used in a dangerous manner will also be considered a weapon under the Zero-Tolerance Policy although it may not usually be considered a weapon.

The policy applies to repeat incidents of play fighting, fighting, participating in violent acts, causing serious injury. Attempting to commit or committing a sexual assault and committing sexual battery.

If FTLA students are found to be selling, furnishing or possessing alcohol, tobacco, or other drugs, recommendation for expulsion in FTLA program will proceed if the offense occurs on school campus or at a school/FTLA activity, whether on or off campus. Continued expulsion may be recommended for an offense that occurs, during lunch (on or off campus), during school, or while going to and from school or school-sponsored activities, including FTLA.

FTLA Students who violate the Zero-Tolerance Policy are subject to suspension and are recommended for expulsion from FTLA. In addition, FTLA students who violate the panel code (law) will be charged, arrested, and taken to a juvenile detention facility. An expulsion hearing may result in the student being placed in an alternative school or losing the right to attend any school in the state of California. The Zero-Tolerance Policy is designed to make schools a safe place and to provide an appropriate learning environment for all students.



Dear FTLA Parents, Guardian, and Students:

In order to secure a safe and orderly program, Forward Thinking Leadership Academy (FTLA) has adopted disciplinary codes and consequences for violation of school, classroom, and FTLA rules. FTLA staff asks that you review and discuss the Student Handbook regarding policies on dress code, attendance, discipline, and Zero Tolerance with your child. Students who follow these rules will find their education with FTLA to be challenging and rewarding. Those who choose otherwise must be aware of the action that will be taken for violating the rules.

At FTLA, we hope an understanding of the expectations outlined in the Student Handbook will help students practice the self-discipline they need to create a positive environment. All rules will be enforced at the following times:

- While on school grounds;
- While coming to or going from school;
- During school hours, whether on or off campus; and
- During or while coming to or going from a school-sponsored activity.

By signing the bottom portion of this letter, parents/guardians and students show their support by reading the Student Handbook in its entirety.

I have read the 2015-2016 Student Handbook in its entirety. I understand the policies and consequences.

Student's Name (Print)

Student's Signature

Parent/Guardian Signature

Date

****Please sign both copies of the contract and return one copy to an FTLA staff member.***



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Student's Signature

Parent/Guardian Signature

Date

****Student Copy. Please keep for your reference.***