



**RALPH J. BUNCHE ACADEMY**  
*"EVERY SCHOLAR, EVERY DAY"*



**Scholar Success Manual**

**2024 - 2025**

**Ana Vasquez-Coleman**  
Principal

# *Table of Contents*

Principal's Welcome/Introduction Letter

Who is Ralph J. Bunche?

Mission, Vision, and Motto

The Wolverine Way!

Ralph J. Bunche Educator Directory

2024 – 2025 Bell Schedule

College & Career Center Corner

Attendance/Chronic Absenteeism

Managing Scholar Conduct

Classroom Progressive Discipline

Scholar Conduct Expectations

Dress Code Expectations

Scholar & Parental Rights

Acknowledgement Signature Page





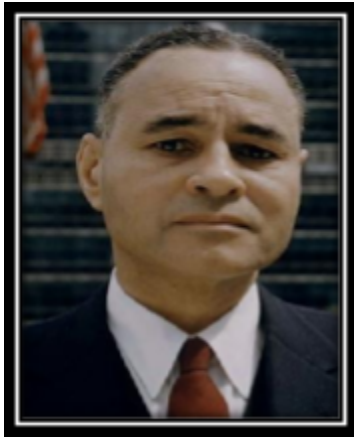
## From the Desk of:

### **Ana Vasquez-Coleman** **Principal**

It is with great pleasure that I serve and support our school community as the School Principal of Ralph J. Bunche Academy. I am Ana Vasquez Coleman and have worked for Oakland Unified for the past 22 years. I began my career as a high school academic counselor and moved into administration. I am a first generation born in the US, high school graduate and college graduate. I am passionate about being an educator and work consistently to interrupt inequities, hold high expectations, advocate and provide a landscape of opportunities and access for student improvement and acceleration.

At Ralph J. Bunche, I am confident that, with a clear vision, we can achieve great things for our community and students. We can work together productively to continue to enhance instruction and improve outcomes for all students. We are dedicated to creating a safe and joyful learning experience for our students.

I am committed to partnering with our community- families, staff and community members- to provide the best educational experience possible for our students. At Bunche, we expect our students to practice our motto, "Every Scholar, Every Day!." I want our students to navigate and gain the academic and social emotional skills necessary to become compassionate, productive and contribute to enhancing their community, their lives and the world they live in.



# Ralph Johnson Bunche

August 7, 1904 – December 9, 1971

Ralph Johnson Bunche was an American political scientist, diplomat, and leading actor in the mid-20th-century decolonization process and US civil rights movement. Among black Nobel laureates, he is the first African American and first person of African descent to be awarded a Nobel Prize. He was involved in the formation and early administration of the United Nations (UN). He was awarded the Presidential Medal of Freedom by President John F. Kennedy.

Bunche was a brilliant scholar, a debater, athlete and the valedictorian of his graduating class at Jefferson High School. He attended the University of California, Los Angeles (UCLA) as a political science scholar, and graduated summa cum laude and Phi Beta Kappa in 1927 as the valedictorian of his class. Using the money his community raised for his studies and a graduate scholarship at Harvard University, he earned a doctorate in political science.

In early 1971, Bunche resigned from his position at the UN due to declining health, but hoped he would be able to return soon. His health did not improve, and Bunche died December 9, 1971, from complications of heart disease, kidney disease, and diabetes. He was 67.

We are honored that our school is named after Ralph Johnson Bunche and we do everything in our power to continue to pay homage to his legacy through our commitment to high-quality, standards-based Tier I instruction.

## Famous Quote

*“You can surmount the obstacles in your path if you are determined, courageous and hard-working. Never be fainthearted. Be resolute, but never bitter... Permit no one to dissuade you from pursuing the goals you set for yourselves. Do not fear to pioneer, to venture down new paths of endeavor.”* – Ralph J. Bunche



# #OneBunche

## Mission, Vision & Motto

Under Revision for 2024/2025

### Mission Statement

The mission of Ralph J. Bunche Academy is to **Cultivate** a culture of brilliance & distinction through **Empowering** Wolverines to be **Leaders**.

*#CultivateEmpowerLead*

### Vision Statement

Ralph J. Bunche Academy serves as an anchor in the West Oakland community to ensure our Wolverines realize their own greatness.

- We are a diverse team of educators who value respect, and **Build** one another.
- Our educators organize to **Grow** and **Graduate** Wolverines to be ready for all of life's possibilities.

*#BuildGrowGraduate*

### Our Motto

“Every Scholar, Every Day!”



# The Wolverine Way!

Under Revision for 2024/2025

## Wolverine Way to Dress!

- *Shorts, skirts, and rips must be below the fingertips.*
- *With shirts and pants in place, they must meet at the waist.*
- *ID's must be worn around your neck.*
- *Shoulders must be covered at all times (Straps must be 3 inches).*

## Wolverine Way to be Present!

- *Be in the classroom when the bell rings.*
- *Remain on campus throughout the instructional day.*
- *Be in class, or have a hall pass.*

## Wolverine Way to Communicate!

- *If it can't be said in a "G-Rated" movie, don't say it at Bunche.*
- *When speaking, always be respectful and kind.*

## Wolverine Way to Engage!-

- *Telephones and other personal electronic devices can be used before school, after school, and during meal time. Safety first so always remember, with headphones... "One in, One Out."*
- *Be sure to have your Chromebook charged and ready to go daily.*

## Wolverine Way to be Successful!

- *Attend school and class on time, every day.*
- *Complete all assignments before or no later than the due date.*
- *If you don't know... ASK!*
- *Be Safe, Be Respectful, and Be Responsible!*

#OneBunche



# Ralph J. Bunche Academy Educator Directory

2024 - 2025

School Year

Ana Vasquez Coleman	Principal	Office #108	510-309-8008	ana.vasquez@ousd.org
Karina Castillo	Community School Manager	Office # 106	510-879-1106	karina.castillo@ousd.org
Jessie McGee	Academic Counselor(sub)	Office #107	510-309-1107	jessie.mcgee@ousd.org
Evelyn Delgado	Administrative Assistant	Office #109	510-879-2309	evelyn.delgado@ousd.org
Venus Magwili	Attendance Specialist	Main Office	510-879-2309 510-879-8005	venus.magwili@ousd.org
Claudia Barquero	Case Manager	H # 203		claudia.barquero@ousd.org
TBD	Counselor- Therapist	TBD		
Leah Chaterji	Restorative Justice Facilitator	Room 115(CCC)	510-309-1115	leah.chaterji@ousd.org
Jason Peters	BACR Coordinator	Room 126	510-309-1126	jason.peters@ousd.org
Cindy Hukill	Literacy Teacher Special Assign.	Main Office	510-879-2309	cindy.hukill@ousd.org
Joshua Stroup	Science	A # 125	510-879-1125	joshua.stroup@ousd.org
Tessie Su	Math	H # 202		liju.su@ousd.org
Jonathan Zuehlke	Social Studies	H # 204		jonathan.zuehlke@ousd.org
Lisa Sisario	English	A # 111	510-309-1111	lisa.sisario@ousd.org
Jesse Garcia	Arts	A # 120	510-309-1120	jesse.garcia@ousd.org
Miriam Hennig	English	H # 203		miriam.hennig@ousd.org
Andrew Benz	Resource Specialist	A #115 (CCC)	510-309-1115	andrew.benz@ousd.org
Aaron Sudduth	Social Studies	H # 205		aaron.sudduth@ousd.org

# Bell Schedule

2024 – 2025

Monday	Tuesday	Wednesday	Thursday	Friday
1 <sup>st</sup> Period 9:00- 10:00	1 <sup>st</sup> Period 9:00- 10:00	6 <sup>th</sup> / 7 <sup>th</sup> Period 9:00- 10:20	1 <sup>st</sup> Period 9:00- 10:00	1 <sup>st</sup> Period 9:00- 10:00
2 <sup>nd</sup> Period 10:05 – 11:05	2 <sup>nd</sup> Period 10:05 – 11:05	Nutrition Break 10:20-10:30	2 <sup>nd</sup> Period 10:05 – 11:05	2 <sup>nd</sup> Period 10:05 – 11:05
3 <sup>rd</sup> Period 11:40 - 12:40	3 <sup>rd</sup> Period 11:40 - 12:40	8 <sup>th</sup> /9 <sup>th</sup> Period 10:35 - 11:55	3 <sup>rd</sup> Period 11:40 - 12:40	3 <sup>rd</sup> Period 11:40 - 12:40
Lunch 11:05 -11:35	Lunch 11:05 -11:35	Advisory 12:00-12:30	Lunch 11:05 -11:35	Lunch 11:05 -11:35
4 <sup>th</sup> Period 12:45 -1:45	4 <sup>th</sup> Period 12:45 -1:45	Lunch 12:30- 1:00	4 <sup>th</sup> Period 12:45 -1:45	4 <sup>th</sup> Period 12:45 -1:45
5 <sup>th</sup> Period 1:50- 2:50	5 <sup>th</sup> Period 1:50- 2:50	EARLY RELEASE 1:00 pm	5 <sup>th</sup> Period 1:50- 2:50	5 <sup>th</sup> Period 1:50- 2:50





# College & Career Center

Dulce Hsu **Academic Counselor**

## Bunche Graduation Requirements

- Complete a total of 190 credits (Credit breakdown below)
- Earns a minimum Grade Point Average (GPA) of 2.00 in courses that satisfy graduation requirements
- Complete a Graduation Portfolio in Senior Seminar Course on your postsecondary goals

English Req: 40 credits	Gov't/Econ Req: 10 credits
Math Req: 20 credits	Visual/Perf Arts/Language Req: 10 credits
Bio Science Req: 10 credits	P.E./ROTC Req: 20 credits
Physical Science Req: 10 credits	Electives Req: 50 credits
History Req: 20 credits	

## College & Career Center

The College and Career Center provides a safe space for students to develop their plans for life after high school. Students will be able to inquire about their graduation status, access college and career information, have one-on-one advising sessions with the counselor and/or Pathway Coach, and receive support with college applications and scholarships. Students are able to explore their interests and passion while also exploring job, internship, and career opportunities.

Students can receive support with:

- Exploring various postsecondary pathways
- Resume, cover letter, and job applications
- Strengthening job interview skills
- Learn about the financial aid applications (FAFSA, DREAM), grants, scholarships, etc.
- Oakland Promise Partnership for Scholarship Opportunities
- Have access to additional academic supports and resources



## **Attendance/Chronic Absenteeism Attendance Policy**

All scholars are required to attend class daily. The Oakland Unified School District Board of Education expects all scholars to attend class each day that school is in session. While we acknowledge that unforeseen events can challenge a scholars' ability to attend class, however, due to the rigorous and concentrated nature of our instruction, missing class does not benefit scholars. Ralph J. Bunche Academy will maintain accurate records of scholar attendance and will notify parents of excessive absences. In order to clear a scholar's absent, parents are expected to send a note with their scholar upon their return to campus. Additionally, parents are encouraged to check their scholars' attendance often using Aeries.

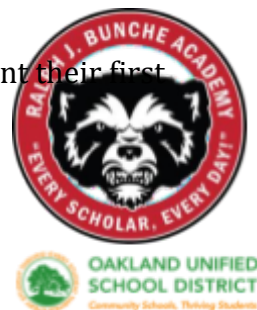
### **Tardy Policy**

A scholar arriving after the tardy bell at 9:00 A.M. is expected to get a late pass, sign in at the front entry then straight to class. Education Code 48260 – any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three (3) full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the Superintendent of the school district.

1. Education Code 48261- any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one (1) or more days, shall again be reported as a truant to the attendance supervisor or the Superintendent of the district.
2. Education Code 48252- any pupil is deemed a habitual truant who has been reported as a truant three (3) or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriated district officer or employee has made a conscientious effort to hold at least one conference with a parent/guardian of the pupil and the pupil himself, after the filing of the reports required by Section 48260 or Section 48261.
3. Education Code 48263- If a minor pupil in any district of a county is a habitual truant, or is irregular in attendance, as defined in this article, or is referred to a school attendance review board, the supervisor of attendance, or such other persons as the governing board of the school district or county may designate, making such referral shall notify the minor and parents/guardians of the minor, in writing, of the name and address of the board to which the matter has been referred and of the reason for such referral. The notice shall indicate that the pupil and parents/guardians of the pupil will be required, along with the referring person, to meet with the school attendance review board to consider a proper disposition of the referral.

### **Scholar Daily Expectations**

Scholars are to sign in at the front desk upon entry to school. Scholars must print their first name, last name and the time they arrived.



## Absence Documentation

Parents are required to contact staff to verify their scholar's absences. Scholars can be excused by parent if absent due to illness if absent only 1-2 days. Scholars with 3 or more consecutive days of absence due to illness or chronic or medical appointments in a trimester (a twelve-week period) require a doctor's note to verify absences. Scholars should turn in their verifiable documentation to excused absences to the main office at (510) 879-2309 or, a parent must call to document excused absence.

## Support for Families/Scholars with Chronic Absences or Tardies

Our educators collectively monitor scholar attendance. Scholars are considered chronically absent if they miss 10% or more days of school for any reason. Parents of chronically absent/truant scholars are notified. Chronically absent/truant scholars are referred to the Student Attendance Review Team and may be placed on attendance contact (SART). Parents will receive Notice of Truancy Letters from the school site when scholars miss 5 or more days. Parents will receive a 2nd NOT Letter from the site with a SART scheduled date if the scholar's attendance does not improve or the scholar misses 8 or more days. Scholars will be referred to the Student Attendance Review Board (SARB) if chronic truancy continues. Scholars are considered truant if they miss 3 days of school without a OUSD/state valid excuse and/or are late 3 times by 30 minutes or more.

## Progressive Discipline Plan

At Ralph J. Bunche Academy, we have Classroom and Campus Progressive Discipline. We honor and respect OUSD guidelines with discipline.

## Managing Scholar Conduct OUSD Discipline & Intervention

### Category A:

**Behaviors that should not result in suspension but will be addressed by in class interventions and/or a referral to the office**

- Dress code violation\*
- Picking on, bothering, or distracting other students
- Technology violation (i.e., using cell phone in class without permission)\*
- Use of profanity or vulgarity (not directed toward adults)
- Failure to follow directions (all grades)\*
- Cutting class or repeatedly truant\*
- Possessed or used tobacco including vape pens with tobacco

### Category B: Behaviors that may result in suspension.

- Suspension is discouraged and not permitted unless tiered interventions have been provided and failed. If so, suspension permitted 1-2 days, one day suspension optional
- Intentional destruction of school property including graffiti or tagging
- Possession of firecrackers (non-projectile)
- False activation of fire alarm
- Parent consultation expected; Suspension discouraged unless tiered interventions have been provided and failed. If so, suspension permitted 1-2 days
- Repeated behavior from Category B



**Failure to follow directions when it causes an unsafe situation (no mental or physical harm to others)  
Parent consultation and optional 1-2 day suspension; Expulsion discouraged unless secondary findings are present**

- Bullying/Harassment Level 2 (bullying based on race, disability, sexuality, and other protected classes, or pushing, poking, tripping, shoving, or making threats)
- Sexual Harassment Level 2 (touching that is inappropriate, embarrassing, and/or offensive but does not rise to the level of sexual battery - including electronic sexual harassment) (Note: Contact legal for Title IX guidance prior to any discipline; K-4 students may not be suspended for harassment or sexual harassment)
- Stole or attempted to steal school or private property (not directly from a person but from an unattended location such as a backpack or without force or intimidation)
- Possessed or sold drug paraphernalia Including vape pens
- Engaging in consensual sexual behavior on campus
- Attempted to cause, or threatened to cause physical injury to staff or students (not involving threats re weapons)
- Fighting Level 1 (mutual combat resulting in minor injuries such as cuts, scrapes; or instigating a physical altercation)
- Intoxication (may be referred for substance abuse assessment and supports - Expulsion not permitted)

**Category C: Behaviors likely to result in suspension; Expulsion permitted depending on safety threat and mitigating or secondary factors<sup>1</sup>**

- Assault - resulting in minor injuries such as cuts, scrapes
- Bullying / Harassment Level 3 [severe or pervasive conduct, including online conduct, that has a substantially detrimental effect on physical or mental health or as described in 48900(r)]
- Sexual Harassment Level 3 (severe or pervasive conduct of a sexual nature as described in 48900.2) - electronically sending/forwarding explicit pictures of another student (Note: Contact legal for Title IX guidance prior to any discipline; K-4 students may not be suspended for harassment or sexual harassment)
- Possessing and/or using marijuana (with no intent to sell<sup>2</sup>) Including vape pens with cartridge
- Possessing and/or using a controlled substance other than marijuana
- Possession of an imitation firearm such as a BB gun(that does not project a metallic object), igniting or selling firecrackers/fireworks.
- BB gun that projects metallic object
- Committed harassment, threats, or intimidation against a student witness (including gang-related behavior)
- Threatening to cause physical injury with a weapon (This includes social media)
- Possession of a knife, taser, stun gun, or other dangerous object (brandishing a knife and possessing firearm/explosive listed separately)
- Caused serious physical injury to another student except in self-defense
- Committed an assault or battery on a school employee
- Committed robbery (taking property by force or intimidation directly from someone)
- Furnishing a controlled substance other than marijuana

**Category D: Behaviors for which a referral for expulsion is required by state law**

- Brandishing a knife (Waving or pointing in a threatening manner)
- Committed or attempted sexual assault or battery (Title IX) (Note: Contact legal for Title IX guidance prior to any discipline)
- Selling a controlled substance (this includes marijuana)
- Possessing, selling, or furnishing a firearm
- Possession of an explosive (i.e. bomb, grenade, missile, poison gas). This does not include fireworks/firecrackers

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<sup>1</sup>Any behavior that is not listed under Category D must have "secondary findings" to allow for expulsion. Secondary findings are defined as 1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct or 2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

<sup>2</sup> Administrators who find an ounce or less of marijuana on a student should presume that the student had the marijuana for their own consumption and not for the purpose of selling.

## **Classroom Progressive Discipline**

1<sup>st</sup> Violation – Redirection and warning

2<sup>nd</sup> Violation – Check in, reflection, guardian contact and restorative conference

3<sup>rd</sup> Violation – Office referral, reflection and conference with scholar and guardian

## **Dress Code Policy**

1<sup>st</sup> Violation – Check in with scholar and warning

2<sup>nd</sup> Violation – Conference with scholar and guardian notification

## **ID Badge Policy**

1<sup>st</sup> Violation – Check in with scholar and warning

## Scholar Conduct Expectation

Scholars attending Ralph J. Bunche Academy have both rights and responsibilities. It is the obligation of all school staff members to protect scholar rights and to insist upon the fulfillment of all responsibilities.

The educators of Ralph J. Bunche Academy must clarify what is expected of scholars, help scholars develop their own sense of responsibility, assist them in understanding their own rights and clearly establish the consequences for misbehavior.

Each scholar is expected to cooperate with the educators and his/her peers to maintain a healthy learning environment. Scholars are required to adhere to "The Wolverine Way of Success!" at all times while on campus or at school-sponsored events. Ralph J. Bunche Academy is a closed campus. Scholars are required to have a pass to leave campus. There is NO SMOKING/DRUG USE ON CAMPUS. The California Legislature banned smoking, possession of tobacco products, and/or incendiary devices, i.e., lighters or matches on school campuses.

For the safety of the entire community all educators, scholars, and visitors may have their bags, purses, and backpacks searched for non-compliant devices, weapons, explosive, paraphernalia, etc. We also hold the right to wand/swipe educators or scholars upon entry of the school campus.

Our educators will make every reasonable effort to ensure each scholar's success at Ralph J. Bunche Academy. A cooperative effort, between our educators and parent/guardian, will attempt to bring about a scholar's satisfactory adjustment to the academic program and social life on our campus.

## Scholar Dress Expectation

We want to prepare you for the world of business, and higher education. With this in mind we expect you to come to school dressed appropriately. We expect you to utilize regular hygienic routines before, during, and after school if need be. If anything is hindering your ability to meet this expectation let us know so we can support you to the best of our ability. We realize that many factors outside of your control can influence the choice of clothing you wear; we kindly request that you adhere to the following expectations. We are committed to maintaining a safe environment at our school in order to help you meet your ultimate goal of graduation.

- Pants must be worn no lower than on the scholar's waist, at all times. If you need the assistance of a belt or suspenders, please let staff know and we will support you.
- For the benefit of the Bunche Community if your underwear/undergarments are visible you will be asked to address it by staff
- If your short pants, skirts, and dresses are more than 2 inches above the knee you may be given apparel to address this situation.



- See-through clothing such as: leggings, fishnet fabrics, halter tops, off the shoulder, low cut tops, bare midriffs, lingerie, and pajama bottoms/tops are highly discouraged. Staff may provide you with Bunche attire to wear while you are in school that day.
- Bedroom/house slippers are not allowed to be worn on campus. In the event of a disaster, you could be seriously hurt during evacuation if you don't have adequate footwear. Notify a staff member if you need support with this.
- Headgear such as hats, caps, scarves, nets, hoods, beanies, masks, combs, etc is not encouraged for safety reasons as some symbols are triggering to others. In addition, as situations arise, we want to ensure we can clearly see your face to ensure your safety. Remember safety is always a priority. You may be requested to take off the headgear inside the building at staff discretion. This is stated with the exception for religious and medical necessities.
- Inappropriate symbols or language (indecent, obscene or lewd) on clothing, backpacks and accessories is PROHIBITED. Anything that displays and/or promotes drug use, alcohol use, cigarettes or sexualizes anyone is prohibited.

*Disputed items will be decided by an administrator.*

## **Scholars and Parents Rights & Responsibilities**

### *SCHOLARS Have the right to:*

**An Education:** Ralph J. Bunche Academy will maintain an atmosphere in school and at school activities which enhance the potential for the success of every scholar.

**Receive Instruction:** Scholars are the primary clients served by the school. The purpose of the school is to identify the individual needs of the scholar and then develop an educational program, which meets these needs.

**Be Heard:** Scholars are encouraged to voice constructive criticism through available channels of communication (scholar leadership, conversations with teachers, counselors, and administrators) as long as this process does not disrupt the orderly operation of the school.

**Fair Treatment:** The right to fair, consistent and respectful treatment by staff members and other scholars.

**Due Process:** The right to a hearing before a penalty is imposed.

### **Scholars Responsibilities (A-A-A)**

- **Attendance** – An important factor in academic success is being at school every day, on time, ready to participate and learn.
- **Attitude** – Each scholar is expected to exhibit positive behavior toward staff, other scholars, and the public
- **Academics** – Each scholar is required to accurately complete assignments that meet the district's graduation requirements.



## PARENTS Have the right to:

- o Have access to scholar records, ask questions and request evaluations.
- o Schedule a visit to observe a classroom and with educators/administrators.
- o Join parent advisory committees and advocate for your scholars!

## Parents Responsibilities

Parents/Guardians are encouraged to visit their scholar's classroom and meet with the teacher. Parents must first register with the office. Office personnel will notify the teacher and administrator of the parent's desire to enter the classroom. Parents must also:

- o Ensure scholars are at school and in class daily and on time.
- o Support educators in addressing inappropriate behavior.
- o Ensure the attendance office is notified when your scholar is absent.
- o Ensure the school is notified of all address and phone numbers changes.
- o Communicate with our educators and participate in your scholar's success.

## Cell Phones & Electronic Device Policy

Ralph J. Bunche Academy acknowledges the importance of the use of cell phone communication between scholars and parents, particularly in emergency situations. We also recognize that instructional time is precious, and school time must be protected from unnecessary disruptions from cell phones, iPods, MP3 players, or other electronic devices. Scholars must have their electronic devices off and away during instructional time. If there is an emergency, you can call the school office and we will get the information to your scholar. Scholars are free to use their devices before school, during lunch, and after school.

*Please keep in mind that use of cell phones as a camera at any time in the classroom and on campus, without prior written permission from the school administration, is not allowed! Moreover; the recording of an educator, staff member, or scholar, without their consent, is a violation of the California Education Code. Any scholar participating in such action will be subject to an appropriate consequence.*

## Ralph J. Bunche Academy Opportunities

Internship on and off site	Customer Service Skills
Community Engagement	New Door Ventures
After Hours Credit Recovery	



**RALPH J. BUNCHE ACADEMY**  
**"EVERY SCHOLAR, EVERY DAY"**



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RALPH J. BUNCHE ACADEMY  
2024 - 2025  
SCHOLAR SUCCESS MANUAL  
ACKNOWLEDGEMENT  
FORM



PLEASE PRINT CLEARLY

Scholar Name: \_\_\_\_\_

Grade: \_\_\_\_\_

I, (parent/guardian name) \_\_\_\_\_ have received, read and reviewed the **2024 - 2025 Ralph J. Bunche Academy Scholar Success Manual.**

I have reviewed and discussed "The Wolverine Way!" The Progressive Discipline Plan, and the policies addressing dress code, attendance, cell phones, ID Badges and conduct with my scholar.

Please return this document signed and dated to the RJB Academy Main Office by **Friday, August 9, 2024** Please note, failure to sign and/or return this form does not excuse you or your scholar from complying with the expectations, protocols and policies outlined in the Scholar Success Manual.



**RALPH J. BUNCHE ACADEMY**  
**"EVERY SCHOLAR, EVERY DAY"**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Scholar Signature \_\_\_\_\_ Date \_\_\_\_\_