



WELCOME!

Your Parent-Student Handbook is your resource about the Santa Rosa French-American Charter School (SRFACS). Please take the time to review the information in this booklet and discuss it with your child. It will answer a myriad of questions and explain many of our policies and procedures. You may find the Handbook useful to have on-hand for future reference.

We hope that you and your child will become actively involved in the learning process and in school activities. SRFACS recognizes that students and schools are more successful when parents, guardians, staff, students, and the community work together to support and foster learning for students. As a parent/guardian and member of our school community, we hope that you will also participate in school events, support our Site Advisory Board (SAB) and the Parent Association Foundation (PAF).

Best wishes for a wonderful school year!

Sincerely,

Evelyn

Evelyn Anderson
Principal

SRFACS Mission Statement

At Santa Rosa French-American Charter School (SRFACS), we are committed to providing a strong academic curriculum in French and English, with an emphasis on critical thinking and the sciences. With this solid foundation, our students will be well-positioned to thrive in the global community. By developing important life skills, including organization, discipline and personal responsibility, SRFACS will help foster open-minded citizens of tomorrow.

Curriculum and Instruction

The curriculum at SRFACS blends the grade level standards of California's Common Core State Standards with the same age-appropriate requirements held in French school core standards. The principles of the California Common Core Standards combined with the French Ministry of Education's Common Base of Knowledge and Skills, help guide the development of curriculum and instruction, thus providing a foundation for teaching and learning at SRFACS.

SRFACS provides a basic framework for a challenging standards-based core curriculum that employs the French and English language as a vehicle to deliver a curriculum that engages students at a high cognitive level. Teachers at SRFACS employ three guiding documents in planning their integrated core curriculum – the Common Core Standards; the French Base Standards; and the California additions to the Core Standards. The core content areas of French and English-Language Arts, Mathematics, Science, and Social Science are standards-based, and lessons transcend the standard educational experience and make lasting impressions as students are immersed in a multicultural environment.

The curriculum at the Santa Rosa French-American Charter School will be in accordance with the California Education Code:

- Adherence to Education Code sections 51210 and 51220.
- Use of the French and English language to carry out the academic standards set forth by the

State of California.

- Alignment of standards-based curriculum, assessment, and instruction throughout the grades at the school in order to provide a comprehensive, coherent, sequential structure for teaching and learning.
- Inclusion of multiple assessments of student work, both formative and summative/outcome-based, as essential components within a French-speaking program.
- Inclusion of all learners in the classroom, whether that be Special Education, English Language Learner, French learner, or gifted and talented.
- Recognition of breadth and depth in the inclusion of American and French cultures as an aspect of learning in a global world.
- Expectations that classroom teachers, support staff, administrators, parents, and members of the local Francophone community are included as part of the educational experience for all students. One of the distinguishing characteristics of Santa Rosa French-American Charter School resides in its rich and unique French setting that will provide awareness of cultural diversity, mastery of a second language spoken by 300 million people worldwide, and develop additional pathways for learning. The Charter Founders believe that the value of learning in two languages benefits not only the mind, but the spirit. Facility with language leads to an openness to culture, and that is a skill our future citizens will require in our ever-shrinking world. It is the hope of the founders of SRFACS that students will matriculate from SRFACS with an exceptional education that prepares them for higher learning at home or abroad, and the humanity to be ambassadors for peace in the world.

Students will move toward excellence in the academic arena and in life by learning to:

- Use a minimum of two languages that will bring openness and relevant communication, dialogue and debate in a given socio-cultural context.
- Cultivate curiosity and respect for others and rules of collective life.
- Develop as citizens of the world in relation to culture, language and learning to live together.
- Build and reinforce students' sense of identity and cultural awareness.
- Foster students' recognition and development of universal human values.
- Provide international content while responding to local requirements and interest.
- Show interest in seeking the truth.
- Develop a critical mind.
- Express motivation and determination while carrying out goals.
- Stimulate curiosity and inquiry in order to foster a spirit of discovery and enjoyment of learning.
- Explore opportunities to embrace the francophone culture.

SRFACS teachers offer a dual immersion program in French and English. Teachers use their **CLAD** (Cross-cultural Language Acquisition Development) and **SDAIE** (Specially Designed Academic Instruction in English) skills to meet students at all levels of language proficiency and offer them access to the core curriculum. Teachers also employ such proven techniques such as student-centered, project-based activities that allow students to meet learning outcomes while engaged in in-depth interactions with subject matter and peers, giving them a multi-faceted understanding of over-arching educational themes.

2023-2024 School Hours

Monday, Tuesday, Thursday, Friday	8:30 – 3:00
Wednesday	8:30 – 2:00

Daily Bell Schedule

8:15	Drop off time Grades 1 – 6
8:15 – 8:45	TK and Kindergarten Drop Off
8:30	Classes begin (1-6)
8:45	Classes begin (TK and K)
9:50 – 10:05	Morning Recess – Kinder Academy, Kindergarten and First
10:05 – 10:20	Morning Recess – Grades 2 and 3
10:20 – 10:35	Morning Recess – Grades 4, 5 and 6
11:15 – 12:10	KA and Kinder Lunch and recess
11:45 – 12:40	Grades 1, 2 and 3 Lunch and Recess
12:20 – 1:15	Grades 4 – 6 Lunch and Recess
1:15 – 1:30	Afternoon Recess – KA and Kinder except Wednesdays
2:45	TK and Kindergarten Dismissal - Every day except Wednesday
3:00	Grades 1 – 6 Dismissal - Every day except Wednesday
1:45	TK and Kindergarten Dismissal - Wednesday
2:00	Grades 1 – 6 Dismissal - Wednesday

Modified Day Schedule

Back-to-School Night, Parent-Teacher Conferences, Open House, Last Day of School

10:10 – 11:00	Brunch and Recess – Grades Kinder Academy and Kindergarten
10:45 – 11:35	Brunch and Recess – Grades 1, 2 and 3
11:20 – 12:10	Brunch and Recess – Grades 4, 5 and 6

12:53 End of School Day

Minimum/Modified Day Schedule – All students will be dismissed at 12:53 P.M.

Minimum days are:

- Back-to-School Night September 7, 2023
- Parent-Teacher Conferences October 2 through October 6
- Open House May 16, 2024
- Last Day of School June 6, 2024

INSERT INSTRUCTIONAL CALENDAR

SRFACS CALENDAR OF EVENTS 2022-2023

August

Sun	13	9-1:00	Campus Clean Up
		11:00	Welcome Incoming Parents and Guardians with Q&A
Tues	15	4:00 p.m.	Class lists posted
Wed	16	8:30 a.m. – 3:00 p.m.	First Day of School
Sat	26	12 noon – 4 p.m.	Ecole en Bleu, Blanc et Rouge (Return to School Picnic)

September

Mon	4	All Day	NO SCHOOL – Labor Day Holiday
Thurs	7	12:53 p.m.	Minimum Day – Early Dismissal
		5:30 p.m. – 8 p.m.	Back to School Night
Sat	9	9:30 – 10:30 a.m.	Bike Safety Workshop

October

Mon	2-6	Various	Parent Conferences begin (Minimum Days)
Mon	31	All day	Halloween
		TBD	Parade on blacktop

November

Fri	10		NO SCHOOL – Veterans Day Holiday
	20-24		NO SCHOOL - Thanksgiving Holiday

December

25-29	NO SCHOOL – Winter Break
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January

	1 – 5		NO SCHOOL – Winter Break
Mon	8	8:30 a.m.	School resumes
Mon	26	All day	NO SCHOOL – Martin Luther King’s Day
Fri	26	All day	NO SCHOOL – Staff training day

February

Mon	12	All day	NO SCHOOL – Lincoln's Day Holiday
Mon	19	All day	NO SCHOOL – President's Day Holiday

March

Sat	2	7:00 p.m.	Carnaval – PAF Fundraiser
	18-22		NO SCHOOL – Spring Break

SRFACS CALENDAR OF EVENTS 2023-2024 continued

April

Mon	1	All Day	Leap Year Holiday
Fri	12	All Day	NO SCHOOL – Emergency Closure Day
Mon	15	All Day	NO SCHOOL – Local Holiday

May

Thu	16	12:53 p.m.	Minimum Day – Early Dismissal
Thu	16	5:30-7:00 p.m.	Open House
Mon	27	All day	NO SCHOOL – Memorial Day Holiday
Fri	31		Kermesse
Wed	31	5:00-7	6th grade promotion

June

Thu	6	12:53 p.m.	Minimum Day – Last Day of School
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ATTENDANCE

School attendance is mandatory. By California State law, all absences from school must be verified. **Please call or email the school office by 10:00 a.m.** or send a note to the office with your child upon return from the absence explaining the reason for the absence. Absences that have not been cleared with the office within 10 days will be unexcused.

It is also important that students arrive at school on time. Arriving late not only deprives a child of valuable instruction, it disrupts the learning of other students. Chronic tardiness or absences may result in a parent conference, Student Study Team referral, disciplinary action, School Attendance Review Board referrals, or, in the case of intra/inter-district transfer students, tardy arrivals and/or absences can jeopardize the enrollment status of the child.

Attendance directly impacts what our school can provide to your student. Our budget is based on daily attendance. Because of the unique immersion instruction at our school, a day missed can never be made up. Please do not send your child to school sick, however, it is important not to unnecessarily miss school.

Parents are reminded not to send students to school early. **There is no student supervision before 8:15 a.m. except for those children enrolled in Day Care.**

RELEASING CHILDREN FROM SCHOOL

If you plan to have your child released from school during school hours, please send a note for your child to give to the teacher at the beginning of the day. **When you come to pick up your child, please come to the School Office, not the classroom.** A parent's written permission is required to eat lunch at home.

A child may not be released to anyone other than a parent, guardian, or a person listed on the child's emergency card. A child may go home on a particular day with someone other than those listed on the emergency card if the child brings a note to the school and gives it to the teacher, or the parent/guardian calls the office.

PICKING CHILDREN UP AT THE END OF THE SCHOOL DAY

When picking up your children after school, we remind you to please wait outside at the designated location. This is a safety issue.

Be sure to pick up your child promptly at 3:00 p.m. Children who are not signed up for afterschool daycare cannot attend. If you do need childcare afterschool, please make prior arrangements. The office does not provide child care. **Children must not be left at the school after 3:15 p.m.**

CHILD CARE

For the families needing the services of the **Santa Rosa City Schools Child Care Program**, apply at <https://www.myprocare.com/Default/EnterEmail> or call directly (707)890-3800 ext. 80425.

MEDICATION POLICY

No medication, including non-prescription medication, can be administered to a student by the school staff unless the parent or guardian has given written consent and

physician authorization. Any pupil who is required to take medication prescribed for him or her by a physician during the regular school day may be assisted by the school nurse or other designated school personnel (in our case, the principal and/or office manager).

The school must receive a completed form, "Permission for School Personnel to Give Medication," which includes (1) a written statement from the child's physician detailing the method, amount and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the child indicating the desire that the school district assist the child in the matters set forth in the physician's statement. The form must be signed by the parent and by a doctor and brought to the school to be kept on file. **All medication, including non-prescription medication, must be kept in the office.** All medication should be delivered to the office by an adult. Inhalers may be kept with the student with prior authorization from office personnel, parents, and the prescribing physician.

COMMUNICABLE DISEASES

If your child should contract a communicable disease, please notify the school. Public Health Laws of California are adhered to uniformly. If your child has been exposed to certain diseases at school, parents of all students in that class will be notified by the school. Students with the following conditions will be excluded from school until the condition no longer is contagious:

- Head Lice
- Pink Eye (Conjunctivitis)
- Measles
- Chickenpox (Varicella)
- Pertussis (Whooping cough)
- Scarlet Fever
- "Fifth Disease" (Erythema Infectiosum)
- Scabies
- Streptococcal Infections – Strep Throat, Impetigo
- Infectious Mononucleosis
- Pinworms
- Other Illnesses of Concern

Students will be readmitted to school only after the appropriate time interval. If your child has had a high temperature, please keep the child home for 24 hours after their temperature has returned to normal regardless of the illness.

TECHNOLOGY USE:

- Chromebook use is for school-related assignments and projects only.
- Students may not use Chromebooks or other school technology for personal email, instant messaging, or any other type of personal communications.
- Do not remove, damage, or misuse any equipment or accessories. Parents/Guardians are responsible for damage or loss
- Do not download, install, or remove any software.
- Protect your password(s). **Never** share your password or computer access with others.
- Do Not** change, copy, delete, read, or access computer files that are not yours.

- Visit only school approved websites.
- Never** provide personal or other identifying information anywhere on the Internet.
- Do not plagiarize. Always use proper citations when including images or text information from a website or electronic references.
- Bullying in any form, including via technology on the internet, is unacceptable and not permitted.
- School officials have the authority to impose discipline for harm caused by off campus online speech when that speech has, or a reasonable person would anticipate it will:
 1. Cause an impact at school
 2. Interfere with the rights of students to be secure and/or receive an education
 3. And/or is a "true threat"

POSSESSION OF CELLULAR TELEPHONES AND OTHER MOBILE COMMUNICATION DEVICES

SRCS Board Policy BP 5131 **prohibits students in Kindergarten through Grade Eight from possessing electronic devices on campus without prior approval of the school principal.**

Mobile devices are **NOT** to be used during school hours and must be turned off and stored during the **ENTIRE** school day

In accordance with Board Policy and Administrative Regulation, school officials may confiscate and search a student's mobile communication device, including, but not limited to, reviewing messages and reviewing pictures.

EMERGENCY CARDS

Emergency cards must be completed at the start of the school year through the Parent Illuminate Portal. During the school year, it may be necessary to contact you. Therefore, it is important that we have your correct telephone number and that of anyone else who may take care of your child in your absence. Please notify office staff immediately of any changes.

PHOTO AUTHORIZATION

Photo authorization forms are sent home with new students and must be completed and returned immediately. This will be on file until revoked in writing.

DISTRICT HANDBOOK

We are a dependent charter school of the Santa Rosa City School District. The Santa Rosa City School District handbook has important additional information. An online version is available at <https://www.srcschools.org/domain/39>.

SRFACS LUNCH PROGRAM

A lunch application **must be completed each year** to help our schools qualify for federal funding that benefits all students. The School Lunch Program will start the first day of school. All parents and guardians are encouraged to apply for free or reduced-price meal benefits. **For the 2023-24 school year, all students will receive breakfast/snack and lunch for free**

regardless of qualifying conditions. The meal application can be done by answering two questions in your Aeries parent portal during the registration process or during the annual student information update also completed in the Aeries parent portal. Alternately, you may complete the application online using [this link](#) which requires an additional login. You only need to complete this process once for your family, regardless of whether your children are enrolled in different schools. We are also happy to help our families complete the application over the phone or in person. Please call our Main Office or come by for support.

Students going home for lunch must have a note from a parent/guardian.

STUDENT BIRTHDAY CELEBRATIONS AT SCHOOL

At SRFACS we encourage building lasting memories for our children through activities and experiences they enjoy with their classmates, including birthday celebrations. To reduce disruption of classroom instruction, class parties will be kept to a minimum by holding **one communal class birthday celebration per month** for all students with a birthday in that month. **Parents must make prior arrangements with the classroom teacher if they would like to help with a class party.** Parties occur usually at the end of the school day as to minimize disruption with classroom instruction. We encourage healthy snacks and treats. All food that is given to students must either be store-bought/premade or prepared on the school site. There are no exceptions. Gifts such as flowers and balloons should be brought to the office.

LOST AND FOUND:

Please label your child's outer clothing and possessions with their name. In this way any lost item can be located and returned. Please check periodically and often the lost and found area for missing articles. **All unclaimed items will be donated to a charity organization.**

LIBRARY

The library provides an important support to the school's instructional program. Books are checked out for one week. Books must be returned on time and in good condition. Please clean the outside of the books before they are returned to the library. If a book is lost or damaged, your child must provide money for a replacement book. Students will not be allowed to check out more books until the lost books are returned or paid for. (California law E.C. 48904B allows a school to withhold grades until lost property has been paid for.) Your help in making your child responsible for the book they check out is vital to make sure books are available in the library for all students.

If you would like to volunteer in the library, please contact our librarian Melinda McCullough at mmccullough@srcs.k12.ca.us.

SCHOOL-TO-HOME COMMUNICATION

Messages from the principal, special notices and recognitions, a calendar of events, classroom communications, and other pertinent information and documents, will be posted on the school website: <https://srfacs.srcschools.org/>, the ParentSquare app, Peachjar, and/or emailed to those who signed up to receive emails from the school. The district system allows for only one email contact per family. An option would be to create a school-only email address for your family that you all use.

REPORT CARDS

Students in Santa Rosa City Schools are graded on a trimester system. Report cards are issued three times per year. Report cards will be distributed to students at the teachers' discretion. End-of-year report cards will be mailed in June.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are held at the school in October. Teachers and parents discuss various aspects of the child's education - student progress, positive points and notes of concern, special circumstances, at-risk issues, etc. Parents are strongly encouraged to attend the scheduled conference. If the time scheduled is not convenient, parents need to call to reschedule at a time that will be convenient to all parties. Parents may also request a conference at other times during the school year.

USE OF SCHOOL PHONES

Students are not allowed to use the school phones except for emergency situations. Students will be discouraged from using the phones for forgetting their homework, lunches or permission slips. This encourages students to be responsible, minimizes disruptions in the classroom and the office, and insures that your important calls can get through to the office. Teachers have email, which is available on the school web site. Optimum times for calling the office are between 9:00 a.m. and 2:00 p.m.

SRFACS SITE ADVISORY BOARD (SAB)

The role of SAB is to focus the charter community toward common goals. Responsible for oversight of the Local Control Accountability Plan (LCAP) which determines spending decisions utilizing funds allocated by the School District to the SRFACS. SAB meets monthly during the school year. Dates and times are determined at the first fall meeting. A special meeting may be called by the chairperson or by majority of the SAB.

SRFACS PARENT ASSOCIATION FOUNDATION (PAF)

The SRFACS Parent Association Foundation is the parent and community-based nonprofit organization that supports the mission and vision of SRFACS as defined in the charter through a coordinated and collaborative fundraising and volunteer effort. It is the go-to parent organization for the entire school, with a volunteer board and committee structure aimed at involving interested parents and supporters to continuously fulfill the ambitious goals for providing a unique and rich public school education with a global perspective. Meetings are held monthly and open to everyone, and all parents are encouraged to contribute and participate in activities and events. For more information about the Parent Association Foundation, please visit www.srfacs.org. To receive SRFACS Parent Association Foundation newsletter, *La Plume*, please visit www.srfacs.org/newsletter.

VOLUNTEERS AND VISITORS

All parents, visitors and volunteers to the school campus are required by California State law to sign in at the school office and to wear a tag identifying them as a visitor. We ask

that all visitors please sign in at the office upon entering. **Please do not go directly to the classrooms or playground for any reason during the school day.**

Volunteers

Parents and community members are a vital and valuable part of our school. SRFACS parents, guardians and staff members are proud of our volunteer program. Parents/guardians are asked to volunteer at least 20 hours per school year.

All volunteers at Santa Rosa City Schools are processed through Be A Mentor. Click on: [**SRCS Volunteer**](#) for the link to begin the process of becoming a volunteer.

Adults who wish to volunteer on a school campus, drive and/or chaperone a day and/or overnight field trip, provide consulting services or any other (non-Coach) volunteer activity need to apply through the Volunteer Management System (VMS). The VMS is a web-based software application that allows the District and all schools to better track and provide the appropriate level of clearance for school volunteers. Santa Rosa City Schools has collaborated with Be A Mentor, Inc., to support the online registration and screening process of school volunteers.

Santa Rosa City Schools have four (4) levels of volunteer clearance and tracking. During the online application process, you will be asked to choose the level or levels of clearance you will need based on your anticipated involvement. You may choose to select one, two, three, four, or all three levels of clearance:

Level 1.

Classroom, School Site, Field Trip Chaperones and After School Volunteers (This includes non-SRCS student volunteers from outside agencies or other

Districts): These volunteers help in classrooms, with school-based events/activities and after school programs, sporting events or enrichment programs. (This does not include Volunteer Coaches). Level 1 Volunteers require the following Fingerprinting, Copy of Photo ID, Sex Offender Search (Meghan's Law), TB Screening Assessment, and Mandated Reporter Training.

Level 2.

Field Trip Drivers: All drivers must maintain liability insurance of at least \$100,000/\$300,000 bodily injury and \$50,000 property damage per occurrence. *This level of clearance will allow you to transport students as a driver for field trips, extra-curricular activities and athletic events. In addition, Field Trip Drivers will need Fingerprinting, a Copy of their Photo ID, a Sex Offender Search (Meghan's Law), a TB Screening Assessment, and Mandated Reporter Training.

Level 3.

Consultants, Contractors, and Agency Personnel: After the Consultant, Contractor or Agency Personnel receive Board approval, they will need: Fingerprinting, Copy of Photo ID,

Sex Offender Search (Meghan's Law), TB Screening Assessment, and Mandated Reporter Training. This includes all persons in this category who are working virtually with students.

Level 4.

Short-Term School Project (Non-Instructional Day). These volunteers serve in short-term projects on non-school days. Projects are outside and include things like Beautification Projects. These Volunteers will need to submit a copy of their Driver's License (or Photo ID) and have a Sex Offender Website Search performed.

Volunteer opportunities can be found on HelpCounter, please take the time to create an account. When volunteering, you must stop in the office to sign in and receive a badge. You will also need to sign out upon completing your volunteering.

Classroom Visits

Parents and guardians can make arrangements with their child's teacher to visit the classroom for observation. Arrangements should be made in advance and scheduled for a time that is convenient to both parent and teacher. Observational visits are for observing only. There should be no interference with the normal classroom atmosphere, engagement with students or interruption of instruction.

TOYS AND GAMES

Students may **not** bring toys or games to school. Games with educational value may be authorized by the classroom teachers (i.e. chess, checkers). Because of problems that result at school, **the students are NOT allowed to bring their own balls, bats or athletic equipment from home.**

SAFETY

The safety of our students is always a primary consideration. Parents are asked to assist in ensuring the safety of all of our students at all times and to cooperate with staff in correcting any unsafe conditions. Please report any unsafe conditions or activities to the classroom teacher or office staff.

TRAFFIC

SRFACS has a small loading and drop-off zone on Sonoma Avenue for the convenience of parents. **Please do not park in the loading zone. Please do not park in the Tuttle's parking lot.** Please be respectful of neighborhood driveways. Parents are asked to cooperate with regards to traffic issues to ensure the safety of all children. Please do not double park on Doyle Park Drive or Sonoma Avenue. Do not make u-turns on Sonoma Avenue. Parents and guardians are advised to give their children the self-confidence and sense of responsibility to walk to their classroom independently. Please do not walk your children between cars while crossing the street. We all need to do everything possible to keep our students safe and set a good example for them.

A crossing guards are provided before and after school at the crosswalk on Sonoma Avenue and at Doyle Park Drive. Students and parents/guardians are required to follow the directions of the crossing guard at all times.

Please help us keep our students and your children safe by demonstrating patience and using safe practices.

BICYCLES

All students are encouraged to ride their bicycles to school. Children in grades K-2 may only ride when accompanied by a parent or other adult. Grade 3 students riding without an adult, must provide written parental permission which will be kept on file in the school office. Bicycle helmets are required to be worn by all students using bicycles. Anyone using a bicycle in an unsafe manner will not be allowed to bring a bicycle to school. **Bicycles must be walked on school sidewalks and school grounds at all times.** Bicycles must be brought in through the side gates and be left in the bicycle racks. Bicycle locks are highly recommended.

Bicycle Rules

- Be careful and alert at all times
- Obey all traffic laws and signs
- Never ride two abreast.
- Never weave in and out of traffic.
- Use arm signals when turning.
- Keep to the right side of the road - do not ride facing traffic.
- Never hang on to moving vehicles.
- Never ride double, one person to a bike.
- Always walk your bike on the sidewalk or through crowded areas.
- Bring your bike in through a side gate.
- Lock your bike at all times.

Skateboards, scooters, skates, in-line skates, and skate shoes (“Heely” shoes) are not allowed on school grounds. For safety and security purposes, students may not use these for transportation to and from school.

Motorized vehicles of any kind are prohibited by law from operation on school grounds, unless authorized by the school authorities.

DRESS CODE:

On Wednesday, July 24, 2013 Santa Rosa City School’s Board approved the uniforms for our school.

SRFACS Uniform guide lines:

It is expected that students will come to school appropriately attired including a neat, clean, and complete uniform. We ask that the uniform be sized appropriately.

SRFACS students are expected to maintain good grooming habits and a personal appearance, which is conducive to learning. Since fads come and go, final determination of appropriateness is up to the discretion of the faculty and Principal. Please consult the school before making changes in personal appearance that could be considered extreme. The following applies to all students:

1. The suggested school attire, including styles and colors, applies to all students.

2. Tops should be solid white. For parents concerned with white tops, there is an option of solid navy blue top. They must have a collar (Oxford style, polo or girls' blouses). Shirts can be long or short sleeved. Shirts should cover the midriff but not be longer than hip level. Shirts must be tucked in at all times. Shirts must be worn at all times. **Sweaters of all types (V-neck, crew neck, and cardigan) should be solid navy blue or solid white.**

3. Bottoms should be solid navy blue, and can include pants, shorts, jumpers, collared dresses, skirts, shorts or Bermuda shorts. Skirts, dresses, jumpers and shorts must be at arm's length with relaxed shoulders. No cargo style pants/shorts, sweat pants and denim please.

4. Attire should not have initials, markings, logos, designer labels or writings other than the school logo or school-approved.

5. Socks, tights or leggings must be worn with a dress or skirt. They should be solid white or solid navy blue.

6. For safety reasons, clogs, flip-flops, high heels, or slick-soled shoes should not be worn. Shoes with lights or wheels are not allowed. Shoes must be close-toed.

7. Outerwear such as jackets and raincoats are up to each family's discretion and can be any color.

SRFACS has uniform "swaps" throughout each academic year. A swap takes donations of clothes that students have outgrown and distributes gently-used clothing for free.

If you desire to have the school logo on your uniforms, you may purchase the uniforms through **French Toast at www.frenchtoast.com, our school code is QS5UWGP**

Not Permitted on any School Day – All Grades

- ❖ Sandals, sling backs, or heels
- ❖ Clothing that appears to be excessively worn and has holes
- ❖ Tight fitting and/or inappropriately short shorts and skirts
- ❖ Clothing with writing or designs (other than school logo/school events)
- ❖ Halter tops, tank tops, sundresses, crop tops, low cut tops, tight fitting tops and spaghetti straps
- ❖ Dangling earrings (longer than 1/2 inches)

THE FOLLOWING ARE GUIDELINES TO SRFACS'S AND DISTRICT DRESS CODE:

Hats may not be worn indoors or backwards at any time.

NO mini-skirts, short shorts, fish net tops, halter tops, bare midriff shirts/blouses, or spaghetti straps.

Note: Shorts, skirts and dresses must be long enough so that the fingertips touch the bottoms when the arms are fully extended at the side.

NO items that depict, display or refer to drugs, alcohol, weapons, violence, inciteful symbols or lewd pictures or messages.

ALL pants and shorts must be hemmed, must fit without a belt (although a belt may be worn) and must not sag, bag, or drag on the ground. Nothing may hang from belts or pants.

NO flip flops, slippers or bare feet. Students at all times on campus must wear shoes that can be fastened which are appropriate for athletic activity at P.E. and recess. Shoes with wheels are not allowed on campus due to safety concerns.

We appreciate your cooperation in making sure that your child is dressed appropriately for a learning environment. **If a student is not dressed appropriately, the parent/guardian will be contacted to bring a change of clothes.**

In accordance with SRCS Board Policy 5136 and Administrative Regulation 5136, certain clothing has been identified by staff and parents as a concern regarding the safety of SRFACS students, especially while in transit to and from school in their neighborhoods. For purposes of this policy, a gang is defined as two or more people who form an allegiance for a common purpose and engage, individually or collectively, in acts which may be threatening or criminal, and which may include such behaviors as intimidation, threats, and violence. As a result and in the interest of the safety of all of our students, these items are not allowed at school:

- red or blue belts
- red or blue shoe laces
- bandanas

The dress and appearance of a student at school is the responsibility of the student and his or her parents. In accordance with California State law, the school may insist that a student remove or change articles of clothing which may be a danger to the student's health or safety, or disrupt or interfere with the normal operation of the school or classroom.

LIFESKILLS

Students at SRFACS learn and practice Lifeskills, which guide them, individually and in groups, to an understanding of the personal and social behaviors that will enable them to do their personal best and thus enhance the likelihood that they will succeed in attaining their goals as children and as adults.

Lifeskills are:

- CARING - to feel and show concern for others
- COMMON SENSE - to use good judgment
- COOPERATION - to work together toward a common goal
- CURIOSITY - a desire to learn and know about all things
- EFFORT - to try your hardest and do your best
- EMPATHY – the ability to understand the feelings and ideas of others
- FLEXIBILITY - willing to change plans or course of action when necessary
- FRIENDSHIP - knowing how to make and keep a friend
- INITIATIVE - to do something because it needs to be done
- INTEGRITY - to be honest, sincere, and of sound moral principle
- ORGANIZATION - to plan, arrange, and implement in an orderly way
- PATIENCE - to wait calmly for someone or something
- PERSEVERANCE - to keep working until the job is done
- PROBLEM SOLVING - to seek solutions in difficult situations and everyday problems
- RESPONSIBILITY - the willingness to respond appropriately and be accountable for your actions
- SELF-CONTROL – to exercise restraint over your impulses and emotions
- SENSE OF HUMOR - to laugh and be playful without hurting others
- TOLERANCE – to be sensitive to others who might think or act differently than you

BEHAVIOR STANDARDS AND EXPECTATIONS

BEST BEHAVIOR PRACTICES – A POSITIVE APPROACH TO DISCIPLINE

School Rules

There are four major rules at SRFACS that all students and adults are expected to follow at all times:

Be Safe

Be Respectful

Be Responsible

Be Kind

These rules apply in every location and environment on campus. Students are taught how these rules look in each environment and what behaviors are expected of them. Students receive positive recognition for practicing these behaviors.

Students learn what these behaviors look like in every common area at school and consistently practice the behaviors. This program supports *all* students in our school, fostering cooperative, safe, kind, respectful, and responsible behavior between students.

Behavior expectations of students at SRFACS require that students will be safe, kind, respectful, and responsible. These expectations serve as the basis of our school behavior and discipline program. Everyone on campus is expected to conduct oneself in such a way that no one is hurt, emotionally or physically. Behavior that threatens the emotional or physical well-being of students and staff or visitors will not be tolerated.

The following guidelines and rules are meant to insure a safe learning environment for all children and staff. Students and adults are expected to use the Lifeskills that are taught in the classroom. Additionally, these expectations will help students to conduct themselves in a manner that shows respect for the feelings, belongings, and physical security of each individual. Each teacher will review the guidelines for appropriate behavior in class and on the playground. Parents and guardians should also discuss these with their children.

1. Respect other people's property, bodies, and feelings.
2. Follow directions and cooperate with others.
3. Use language which is respectful and courteous.
4. Play safely and only in areas with adult supervision.
5. Honestly accept responsibility for one's actions.

Students are taught to utilize their "TOOLBOX." **TOOLBOX** is a program that fosters and strengthens a student's capacity to manage their own emotional, social and academic success by giving them tools that empower them.

Students are required to be in designated areas where there is adult supervision.

The following are NOT allowed and will result in appropriate disciplinary action:

- Disruptive and excessive talking or noise
- Refusal to follow directions of any school personnel including yard duty supervisors
- Play which is unsafe and not in a supervised area
- Littering and not picking up after oneself
- Inappropriate language which offends or hurts others
- Gum chewing
- Stealing or damaging school or personal property
- Arson or possession of matches or lighters
- Threats or harassment as perceived by the person being threatened or harassed
- Fighting or other unsafe and inappropriate physical contact
- Possession or use of tobacco, alcohol or illegal drugs or paraphernalia
- Possession of knives, firearms, firecrackers or other dangerous objects

TOOLBOX KEY PRINCIPLES

Innate Capacity

Belief in a child's innate capacity to find solutions is imperative to their success (e.g., "I believe in you"). TOOLBOX supports children in understanding and managing their emotional, social, and academic success by uncovering 12 human capacities (Tools) that reside within all of us.

Safe and Caring Learning Environment

Optimal learning and academic achievement happen within a safe and caring learning environment – one built on appreciation, kindness, collaboration, and trust.

Inquiry-Based Approach

An Inquiry-based approach (e.g., "What three Tools can you use?") promotes a growth mindset and authentic connection and relationship – teaching children to trust their innate knowing.

Resiliency

To learn resiliency, a child needs a caring relationship with an adult (resilience factor #!), high expectation messages (e.g., "I believe in you."), and opportunities to participate and contribute in meaningful ways.

Going First (Modeling)

Adults model for children how to be in the world. Our effectiveness at teaching TOOLBOX is dependent on our willingness to use the 12 Tools personally (what we call, "going first").

Common Language

The common language of TOOLBOX is a simple set of words, symbols, and metaphors that are universally understood and easily shared between children and adults. Having a common language assists children's growth and development, communication, and understanding.

Practice, Practice, Practice

Through practice, we build skills that help us become resourceful, resilient, and more confident. Regularly inviting use of the Tools allows children to acquire and maintain proficiency and self-mastery.

Imagination

Use of imagination is fundamental for academic achievement and success in life. To see ourselves and others in new ways creates new possibilities.

Emotional Intelligence

Feelings and emotions give us crucial information, Emotional Intelligence (EQ) is the intelligence of our emotions. When we pay attention to our emotions, we learn from our body wisdom.

Integrated Approach

Children and educators integrate the use of each Tool across multiple contexts (e.g., classroom, playground, family, friends, academics, behavior management, and relationship with self).



TOOLBOX
BY DOVETAIL LEARNING

The 12 Tools

Tools for Learning • Tools for Life



Breathing Tool

I calm myself and check-in.

Quiet/Safe Place Tool

I remember my quiet/safe place.



Listening Tool

I listen with my ears, eyes, and heart.

Empathy Tool

I care for others. I care for myself.



Personal Space Tool

I have a right to my space and so do you.

Using Our Words Tool

I use the "right" words in the "right" way.



Garbage Can Tool

I let the little things go.

Taking Time Tool

I take time-in and time-away.



Please & Thank You Tool

I treat others with kindness and appreciation.

Apology & Forgiveness Tool

I admit my mistakes and work to forgive yours.



Patience Tool

I am strong enough to wait.

Courage Tool

I have the courage to do the "right" thing.



SRFACS SCHOOL-WIDE EXPECTATIONS

School-wide Discipline and Consequences

Every attempt is made to handle disciplinary action in the classroom and at the least formal level. Students may be verbally warned, counseled, experience loss of privileges, assigned a time-out or recess restriction, be issued a Disciplinary Referral or detention, or in serious cases, suspended from school.

The school uses a Disciplinary Referral for advising teachers and parents if a student has been exhibiting unsafe or disrespectful behavior during school hours.

Teachers may also use Disciplinary Referral forms when students are sent to the office for any offense. The Disciplinary Referral includes a section that indicates the action taken in regards to student conduct.

Parents are urged to support the school by providing follow-up discussion and action at home, and to insist on appropriate behavior by their children while at school.

Zero Tolerance Policy

The Santa Rosa City Schools District has a Zero Tolerance policy with regards to weapons possession, bullying and violence, and drug use and possession. Students proven to be involved in any of these activities may be suspended from school and possibly recommended for expulsion. Police and legal action may be pursued.

Grounds for Suspension or Expulsion

EC §48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

Bullying

- Any student who engages in bullying, including cyberbullying, may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to an adult on campus.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

Sexual Harassment

Board Policy 5145.7 details state and federal prohibitions against sexual harassment in the work and educational environment. Language, written material, or physical contact which is of a sexual, or sexually suggestive nature is not acceptable. Students will be informed about acceptable behaviors and ways to handle situations which may arise.

If an incident is of a serious nature which requires the attention of the school or is behavior repeated after the person has been told to desist, it should be reported to a school staff member or the principal. All allegations will be investigated in confidence by the principal. The families of those involved will be contacted by phone and, in some cases, in writing. Disciplinary action will be taken as needed, and may range from counseling or a warning to suspension. The district's Title IX Officer may also assist in resolving complaints.

Information regarding the Santa Rosa City School District Board Policies on Sexual Harassment and Title IX are also contained in the annual Parent Notification Handbook and posted at the school for public viewing.