



24/25
STUDENT
& FAMILY
HANDBOOK

BE SAFE
BE RESPECTFUL
BE RESONSIBLE
BIELLA!

Keep In Touch

(707) 890-3906 

abes.srcschools.org 

2140 Jennings Ave 

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GENERAL INFORMATION

Main Office Hours: Monday-Friday 7:45 AM - 3:30 PM

Michael Jablonski, Principal	(707) 890-3906 x76105	mjablonski@srcs.k12.ca.us
Alejandra Rivas, Office Manager	(707) 890-3906 x76101	arivas@srcs.k12.ca.us
Karen Guillory, Office Tech	(707) 890-3906 x76102	kguillory@srcs.k12.ca.us

[School Website](#)

[Instructional Calendar 2024-2025](#)

School Hours

- All grades (TK-6) begin school at **8:00 am**
- Arrival anytime after 8:00 am is considered tardy
- TK/K ends at **1:10 pm**. *KinderCare is offered daily from 1:10 - 2:20 pm for siblings.*
- All grades 1st-6th end school at **2:20 pm** except Wednesdays.
- Every Wednesday is a minimum day with school ending at **1:15 pm**.

Modified Days *(These are days when school gets out at 11:50 am)*

Back to School Night	Sept 5th	Open House	May 15th
Parent Teacher Conference Week	Oct 7th - 11th	Last Day of School	June 5th

PICK UP/DROP OFF

- **Morning Arrival** Our school campus has staff supervision in the mornings *starting at 7:45AM*. Please do not drop your student off unsupervised before 7:45 AM. When students arrive on campus in the mornings, they should wait at the lunch tables or blacktop.
- **Afternoon Dismissal** TK/Kinder: KinderCare is available from Monday to Friday, from 1:10 PM to 2:20 PM, except on Wednesdays.
- **Boys & Girls Club - After School Program** Free after school activities and tutoring for students enrolled in the program. *Availability depends on the current enrollment and staffing levels.* Boys & Girls Club is open to all students from TK to 6th grade. [Register Here](#) or contact our front office for information.

Please arrive on time for pick up. Remember to obey all traffic rules and drive slowly when you're on our campus. We appreciate your efforts to ensure the safety of all students during afternoon pick-up. Thank you!

SIGNING IN/OUT - When picking up your child early, always sign out in the office. Anyone picking up your child must be on the Emergency Release List. To ensure the safety of your child, we will not release any child for pick up without identification and verification.

VISITORS For the safety of your children all school visitors are to check in through the office BEFORE visiting a classroom. A visitor badge will be issued to you.

ATTENDANCE

Student attendance is a key factor in a child's overall school success. If you need help with setting up a daily schedule, accessing healthcare resources, or anything else related to making sure your child attends school, please reach out to us.

Tardies Any student arriving at school after the 8:00 AM bell is considered tardy.

Absences If your student is absent, please call us immediately. If your student is sick, we are able to excuse absences. If your student is sick and goes to the doctor, has a dentist appointment, or you have any other medical documentation - please bring it to our Main Office. Absences that have medical documentation are able to be medically excused without penalty.

Truancy If attendance becomes a concern, you may be recommended to Santa Rosa City Schools truancy office. This will happen after Truancy Meetings (SART Meetings) have been held with the Principal. You may be asked to come to a Truancy Meeting after 3-6 UNEXCUSED absences.

Make Up Work Absence work is ideal for students missing 2+ days due to a medically excused absence (*medical documentation from a Doctor*). Picking up missed class work is not required but is an option for our students when they will be sick for an extended amount of time.

COMMUNICATION

Parent Square All communication from our school district, Santa Rosa City Schools, and our school will be posted and sent through PARENT SQUARE. Please make sure that you have downloaded the application on your phone or tablet. You can also access Parent Square on the internet from a desktop computer, laptop, or Chromebook.

Biella Express Every Wednesday, we make it convenient for you by sending home all the important paper documents, permission slips, and announcements in one go. This way, you can easily spot them and ensure that you receive all the necessary information.

School Website Our school [website](#) has many different resources, information, and updates. The website has the capability of being translated into your home language. Look for the word "TRANSLATE" near the top of the page and choose your home language.

Facebook & Instagram Please find us on [Facebook](#) and [Instagram](#).

Contact Information Our Biella Staff can be reached through voicemail and email whenever you need assistance. Typically, you can expect a response from teachers or staff members within 24-48 hours. To find their contact details, visit our website or open a chat on PARENT SQUARE.

HEALTH & WELLNESS

All students receive a free breakfast, snack, and lunch. Children may enjoy a school lunch or bring a sack lunch from home. We **do not** allow candy, oversized/family sized chip bags, soda, caffeinated drinks/energy drinks, or other similar items.

- **No Food Sharing**
- **No Outside Food Drop Offs**

To make the school day smoother for everyone, please remember to pack your child's lunch in advance. We do not allow food to be dropped off.

Birthdays and Celebrations If you wish to commemorate your child's birthday at school or contribute to a classroom celebration, please reach out to the classroom teacher and be sure to arrange this ahead of time.

First Aid A District Registered Nurse supports Biella for emergencies only. Basic first aid is available in our Main Office when a student experiences a situation that requires a bandaid, ice pack, or other minor injuries. Communication with families will not happen for minor cuts, scrapes, etc. **We will notify families when a significant injury and/or situation takes place.**

AUTHORIZATION FOR ADMINISTERING MEDICATION - The California Education Code provides for any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician provided the school district receives:

1. An authorization form for all prescribed or over the counter medications must be completed by the physician, signed by the parent and filed in the school office.
2. Medication must be in the original Rx container and clearly labeled by the physician or pharmacy with the following information: Student's name, Physician's name, Name of medication, Directions for use
3. Over the counter medications must be in a new sealed container.

Authorization forms are available in the school office.

Communicable Disease If your student contracts the following conditions they may be excluded from school until the condition has been treated and they are symptom-free:

Measles	Chickenpox	Pediculosis (active head lice)
Conjunctivitis (pinkeye)	Impetigo	Ringworm
Scabies	Strep throat	Hand, foot, mouth disease
COVID-19		

If your child has vomiting, diarrhea, or a fever, please keep them home until 24 hours have passed since the last symptom has occurred.

TECHNOLOGY

Cell Phones

We ask that cell phones **stay in backpacks at all times and are powered OFF**. If families need to communicate with any of our students during the school day, they can do so through our Main Office. Cell phones that are used during school hours and without permission may be confiscated and returned to the student after school OR returned to a parent.

FAMILY INVOLVEMENT

Parent Teacher Association (PTA) Biella's PTA is a non-profit organization that is made up of parents and staff members. This group is dedicated to supporting the school, our students, and our community. PTA also organizes and participates in many of our fun events and activities throughout the year.

English Language Learner Committee (ELAC) ELAC meets to discuss ways in which we can support our English Learners as a school community. Parents on this committee are also able to share insight and make recommendations related to our English Learners and how they excel on our campus.

School Site Council (SSC) Bella's School Site Council consists of **elected** teachers, staff members, and parents. They develop, make recommendations, review, and evaluate all aspects of our school. The goal of the SSC is to give voice to all stakeholders in the school community.

Volunteering If you are interested in volunteering in your student's classroom or participating in a field trip, please complete the district volunteer form. Our Family Engagement Facilitator, Jessica Alcazar, can assist you and can be contacted at jalcazargarcilazo@srcs.k12.ca.us and (707) 890-3906 ext. 76129.

SCHOOL EXPECTATIONS AND COMMUNITY

Be Safe, Be Respectful, Be Responsible We have high expectations for students at Biella both academically and behaviorally. All of our expectations for students are taught under our school-wide rules. We encourage you to use these same expectations at home.

- Bicycles should be securely parked and locked at the designated bike rack. For the safety and compliance with the law, **students are required to wear a helmet at all times when riding a bike, scooter, or rollerblades.**
- Toys or other playthings (*e.g. Pokemon cards, tech-deck cars, etc.*) may only be brought to the classroom with the explicit permission of the teacher. They must not be taken outside the classroom before school, during recess, or lunch.
- Personal equipment such as footballs, basketballs, bats, etc., are not allowed to be brought from home for use during recess.

Student Dress Code

A student's clothing and property must not present a health or safety hazard, or present a distraction that would interfere with the educational process.

1. All underwear must be concealed
2. No belly buttons can be shown (no bare midriffs, no mesh shirts)
3. Shoes should cover the feet, have backs, and be suitable for Physical Education/play
4. No clothing with drugs, alcohol, or tobacco products, logos, and/or messages
5. No short skirts or short shorts, no low-cut tops, or spaghetti straps
6. No logos, pictures, or symbols associated with sex, violence, or profanity
7. No hats or hoods inside buildings / *teacher discretion*
8. No clothing that could be considered to have gang affiliation is permitted

Restricted Property:

- Lighters
- Knives or Weapons (even pretend ones)
- Laser pointers
- Gum
- Permanent markers or paint pens
- Personal toys / stuffed animals

SCHOOL DISCIPLINE PLAN

Restorative Practices

We recognize that students will make mistakes, and we are determined to assist them in understanding the impact of their negative choices on others. We aim to guide them towards making amends and moving forward in a positive manner. There are different consequences that may come out of a restorative approach. Students may experience **natural consequences** which happen naturally due to their own actions. They may be required to participate in **logical consequences** that are directly aligned with their bad choice and help them take responsibility and accountability. Lastly, students may be asked to participate in a **restorative consequence** which would include repairing the harm or relationship they caused harm to.

California Education Code

In order to make sure our schools are safe, we have to follow some important rules set by the government and the Santa Rosa City School Board. Your child may be suspended from school for up to five days for the following behaviors:

- Verbal or physical threats or action against another person
- Fighting
- Smoking/ Possessing, using, or providing illegal substances or alcohol
- Stealing personal or school property
- Vandalism of personal or school property
- Harassing or intimidating students or staff
- Using racial slurs or vulgar language

While on a suspension a student would be required to stay home and would not be able to participate in any school activities during this time.

Non-Discriminatory Compliance

1. No person shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subject to discrimination under any education program or activity in the Santa Rosa City Schools District as it conforms with Title IX, State Law, and CIF regulations.
2. The District recognizes that sexual harassment is a form of sexual discrimination. Sexual harassment is prohibited by Board Policy 5114.17 and complaints with respect to sexual harassment may be filed pursuant to Board Policy 5114.17
3. The District does not discriminate on the basis of race, ancestry, ethnic group, identification, religion, creed, age, sex, color or physical or mental disability, marital or parental status, in its educational programs or activities in which it operates or in its employment practices.

CONTACT US

Parent Concerns

If you ever have any problems with the rules or how things are done at school, or if you think your child is being treated badly by another student, don't wait! Talk to the principal or their teacher right away.

We're here to help and we want to make sure that your child has the best experience at school as possible.

