Roseland Charter School



2026-2027 Student and Family Handbook

Updated June 23, 2026

Roseland Charter School Handbook

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Hours of Operation

	RAMS	***RUP***
Campus Hours	8:05am-4:30pm Monday-Friday	8:00am-4:30pm Monday-Friday
School Office Hours	8:05am-4:15pm Monday-Friday	7:30am-4:00 Monday-Friday
Student School Hours:	M/T/Th/F 8:50am-3:35pm Wed. 8:50am-2:00pm	M/T/Th/F 8:30am-3:45pm Wed. 8:30am-3:00pm
School Office Number:	707-546-7089	707-566-9990

Students should not be on campus outside of campus hours unless the student is in tutoring, serving detention, or directly working with a teacher or other supervised club or group.

* Once a student is dropped off at school, they must stay. Leaving is considered a cut and will result in disciplinary actions.

Items in this Handbook that satisfy Annual Notification

- ❏ College Admission Requirements and Career Technical Education Notification
- ❏ Cessation Opportunities
- ❏ Cal Grant Notification
- ❏ Graduation Requirements
- ❏ School Accountability Report Card Notification
- ❏ Parent Involvement

Items included in the "Annual Notification Packet"

- ❏ Annual Notifications
- ❏ List of Minimum Days
- ❏ Parking Notification
- ❏ Armed Forces Recruiter Form (HS)
- ❏ Security Camera Notification
- ❏ Earned Income Tax Credit
- ❏ Know Your Rights

Notifications provided at a later time

- ❏ Health Education Notification

Notifications included in Athletic Handbook

- ❏ Charter Academic Eligibility Policy
- ❏ Sports Insurance
- ❏ Sports Health Notice - Communicable Diseases
- ❏ Concussion and Head Injuries in Athletics
- ❏ Sudden Cardiac Arrest
- ❏ CIF Heat Illness Information Notice
- ❏ Prescription Opioids

A

Academic Dishonesty

Cheating, or acts of academic dishonesty, will not be tolerated. Cheating is the act of gaining an unfair advantage or misrepresenting one's knowledge. It includes, but is not limited to:

- Plagiarism, which is defined as the unauthorized use of the language and thoughts of another author and the representation of them as one's own, whether intentional or unintentional. It is expected that students will cite all sources they directly quote, paraphrase, summarize, or "copy and paste." Please note that at college plagiarism is grounds for dismissal.
- Using AI (Artificial Intelligence) tools and resources (ex: Chat GPT, Magic Write, etc.) without specific permission from a teacher is considered academic dishonesty.
- Giving or receiving help from another person on tests and quizzes.
- Using or consulting unauthorized materials on papers, quizzes, or tests.
- Intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, or tests, in order to gain more information.
- Unauthorized collaboration, such as copying another student's work.
- Choosing to be absent on the due date of a paper, project, presentation, quiz, or test.
- Using any form of social media or online resource to do any of the above.
- Lying about any of the above.

Consequences:

- **First Offense:** The student will earn an automatic detention, lose all credit for the assignment/test (makeup may not be permitted), and have a student-teacher-parent conference.
- **Second Offense:** Any second or subsequent offense, regardless of the class in which it occurs can result in loss of assignment credit with no makeup permitted, and the student's referral to the administration for possible progressive discipline.
- **Note**: Students who steal a test or answer key, duplicate and distribute test materials or commit acts destructive to more than themselves may receive "second offense" consequences.

School Detentions

Detentions are given when a student violates school rules. Students in detention are expected to work on school assignments (some of which may be related to their offenses) or may be allowed to work on homework individually. Students should be prepared for either instance. Students are to bring paper, pens, Chromebooks and school books with them.

School Tutoring

Each site may offer a school tutoring program free of cost for all students who wish to participate. Please inquire with the site for more information.

Attendance

Absences

Student success is highly dependent upon a student's attendance in class. Excessive absences can severely affect a student's academic progress and grade. For an absence to be excused, a parent phone call or doctor's note is required. Please note that if you have an unexcused absence or suspension from school, you may be ineligible from participating in extracurricular events (including but not limited to dances, field trips, sporting games, etc) at the discretion of the site administrator or designee. If a student has an unexcused absence on a Friday they may be ineligible from participating in any Saturday Events (field trips, dances, etc). Students who are absent from school, or were excused from P.E. may be ineligible to play a sport on that day.

Truancy

Truancy is defined as " a student who misses, without valid excuse, any combination of three full days of school or is tardy more than a 30 minute period during the school day on three occasions in one school year." Consequences for truancy may include but are not limited to: parent conferences, individual student contracts, referral to outside agencies including the District Attorney of Sonoma County.

Tardy/Cut Definition

A tardy is defined as arriving after the start of the class period at the assigned location. Excessive tardies may result in a detention or Saturday School.

Tardy:

A student arriving more than **30** minutes late to any period without a doctor's note, parent note, or parent phone call will be marked as an unexcused tardy. Unexcused tardies will count toward unexcused absences which will lead to truancy letters.

Cut:

A student arriving more than 30 minutes late to any class period without a doctor's note, parent note, or parent phone call will be marked as cut. A student who leaves class will receive a cut. Cuts will count towards unexcused absences which will lead to truancy letters and disciplinary actions.

Short Term Independent Study

Attendance is vital to students successfully mastering the curriculum. When a student misses an extended period of time, it is very difficult for them to catch up with the

material they missed and their grade will often drop. Independent Study should only be used in an emergency situation, not for vacation purposes and with careful consideration of the possible negative effects. Absences of three days or longer require a meeting to be scheduled by the student and/or parent with the assistant principal, principal or designee for approval of the short term Independent study ***at least two school weeks in advance of the absence***. Absences from school created by vacations or trips are highly discouraged, and could affect graduation at the high school level. During special circumstances and based on a discussion with the site administration, a student may be given work after their return. Pre-arranged absences longer than a total of **15 days** will not be granted. The students' teachers must have sufficient time to prepare assignments that will be missed. ***Assigned work is due on the day the student returns to school***. If work is not complete or turned in on time the student may receive a failing grade. If a student fails to comply with the Independent Study contract, a request for a future contract may not be granted. Missed final or mid-term exams must be taken prior to leaving or upon the student's return based on teacher discretion. Even though make-up work is being assigned, students are missing valuable classroom instruction time. Independent Study will not be granted during State Testing or end of the year final exams.

Awards

Students are nominated by their teachers for exhibiting behaviors and skills aligned with the school's purpose and vision. In addition, awards are given for academic achievement. Students who receive these awards are honored at a school assembly.

B

Behavior Expectations

All staff are committed to providing an orderly, caring, and safe environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. Attitudes and behaviors that promote mutual respect and harmonious relations will be continuously encouraged. Roseland Charter Schools shall promote nonviolent conflict resolution and provide students with opportunities to respectfully voice their concerns about school policies and practices.

C

Cessation Opportunities

The following resources are available to any student or staff interested in quitting smoking. Research shows that 80 percent of all smokers would like to quit and that smoke-free public places provide a more supportive environment. Information about cessation programs (to quit smoking) is available by calling the California Smoker's Helpline at 1-800-NO-BUTTS or visiting www.californiasmokershelpline.org.
For additional resources contact your site or visit: http://www.norcalwellbeing.org/ and click on "Quit Smoking".

Change of Address or Phone Number

It is important that students keep the school office informed of any changes of address or telephone number. Phone the office at any time with any change.

Charter Contract

Students are expected to abide by and respect the Roseland Charter Contract. Students are expected to:

- Arrive at school and class on time
- Attend school on a regular basis
- Bring all required materials to class
- Come to class prepared to learn
- Have a C or better in ALL subject areas
- Respect others
- Abide by all school rules and policies as stated in Roseland Charter Contract and Student Handbook

Clubs and Activities

Participation in student clubs and special interest organizations is encouraged as a way of getting to know students who share similar interests and hobbies. Some clubs are well established and continue from year to year. Others are started by students who are able to enlist the support of a faculty member who acts as an advisor and goes through the steps to register the club as an "official" part of the student body. Please check with the site administration for information on starting a new club.

Roseland Charter School programs, activities, and student clubs are available to all persons without regard to actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parent status, physical or mental disability, sex, disability, age, sexual orientation, gender, gender identity, gender expression, or genetic information, a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics; or any other legally protected category in its programs and activities.

Coordinated Services Referrals

Student personal and academic growth and success is our goal. We strive to support students and families through every means possible. Students who need support or assistance for academic, behavioral, social, emotional, or health issues can self-refer or be referred by a staff member to the Coordinated

Services Team (CST). The CST meets weekly to process referrals and helps provide support and assistance to students and/or families as soon as possible. If you believe your child is in need of support through this process please contact the front office, teacher, or a site counselor.

Chromebooks

It is the vision of the Roseland School District and the Roseland Charter School that the education of students will be enhanced through the use of technology. Equitable access to technology will be available for all students from preschool through twelfth grade. To use school computers, all students must have a signed Acceptable Computer Use Policy form on file.

Printing

Students will have access to print documents at school upon request.

1:1 Chromebooks

The Chromebook policy is available on the school website.

Consequences for Rule Violations

The seriousness of the offense, conditions under which it occurred, and the student's cooperation and discipline record are factors to be considered in each case. The principal or designee reserves the right to decide what course of action will be taken. In some cases, including any violation of Penal Code, law enforcement agencies will be involved.

Habitual Offenses

Students who continue inappropriate behavior after disciplinary measures have been made may be suspended and/or recommended for expulsion. This section covers habitual violations of any school rule.

Saturday School

Roseland University Prep and Roseland Accelerated Middle School will offer an opportunity for students to choose ***Saturday School*** as an alternative to another consequence such as In-School Suspension or Out-of-School Suspension. Parents will be notified of Saturday School via conference and signed contract.

Suspension

Suspensions will be assigned for Ed Code violations When suspended, students are not allowed to be on district campus for any purpose including school sponsored events.

Counseling

We provide a comprehensive, short-term counseling program that can help promote academic achievement and serve the diverse needs of the students. All students are encouraged to schedule a meeting with counseling staff to discuss academic, social, personal or health problems and other issues that may impact student learning. Any information disclosed by a student 12 years of age or older or by parents during counseling meetings, within the regulations of the education code is confidential. If there is any further information needed or questions, please contact the school counselor.

D

Dances

Student conduct at school events and dances is subject to the same rules and policies that apply during the school day. High school students who wish to invite guests are required to complete a dance guest pass. This can be obtained at the school office and must be approved by the site administrator or designee. Illegal activities will be reported to the police and school disciplinary actions will take place. Permission slips for outside dances will not be signed for students who are not in good behavioral standing. Dances are a privilege. Students who have unexcused absences from school the day of the dance may not be eligible to attend. Attending a dance is dependent on appropriate behavior at school, and is at the discretion of the site principal or designee.

Dress Code

Roseland Charter Schools promote a dress code that safely allows students the freedom to express themselves without the fear of unnecessary discipline or body shaming while contributing to a productive learning environment and sustaining equitable educational access for all students.

Roseland Charter Schools encourage students to dress in a manner that reflects their personal style, race(s), ethnicity, gender identity and expression, sexual orientation, cultural or religious identity, and/or body size/type.

While meeting the needs of students and adhering to the California Ed Code, we ask that all students:

Must wear:

- Bottoms that cover genitals and buttocks
- Tops that cover areola/nipples with opaque material
- Footwear appropriate for school activities (ex., students shouldn't wear flip flops when participating in PE)

May not wear:

- Clothing or accessories with
    - violent language or images
    - images or language depicting drugs or alcohol (or any illegal item or activity). This includes name-brand drug and alcohol-associated logos, including but not limited to Backwoods, Cookies, etc.
    - hate speech, profanity, pornography
    - images, and/or language that create a hostile or intimidating environment based on any protected class
    - Clothing that, in the opinion of the police department, juvenile agencies, and/or school officials, represents a gang-related item or gang paraphernalia is strictly forbidden. No more than two solid items of red or blue are permitted.
- Only underwear or bathing suits of similar design
- Visible waistbands or straps on undergarments worn under other clothing are not a violation

Drugs, Tobacco and Alcohol

Drugs, tobacco, and alcohol are prohibited on school premises. Possession or use of drugs, tobacco (including electronic cigarettes or hemp products), or alcohol will result in serious disciplinary action and may result in police or sheriff involvement.

E

Electronic Devices

(include but are not limited to:cell phones; game consoles; Laptop computers; earbuds, and headphones)

In an attempt to ensure that these devices do not disrupt the educational program or school activities, it may be required that students place their electronic device in a location off their body (i.e. backpack, purse) during instructional time unless it is being used for an instructional activity as allowed by a teacher.

Bringing a personal electronic device is at the student's discretion. The school is in no way responsible for any electronic devices that are lost, stolen, or damaged on school grounds.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee may confiscate it.

Using good judgment and common sense is necessary to maintain a professional and appropriate school environment. Irresponsibility when using technology at school could involve law enforcement and other severe consequences.

F

Food and Drink

No gum, food or drink, other than water, is allowed during class time unless specifically allowed by the teacher. Exceptions to this policy are when food or drink is part of the lesson, a student's health plan, or if students earn a special day. Chewing gum is prohibited. No food delivery service (ex: Doordash, Uber Eats, etc.) can occur during school hours. Parents/Guardians may bring food to the school office and students can pick it up during their scheduled break.

G

Gang Affiliation and Activity

Gangs that initiate or advocate an activity that threatens the safety and well being of persons or property on school campuses are dangerous and will not be tolerated.

For the purpose of this policy, a gang is two or more people who form an allegiance for a common purpose to engage in acts that are threatening or criminal, and that includes such behavior as intimidation, threats, or violence.

Gang-related conduct/activity at campuses within the Roseland School District at any time is a threat to the safety of others and is strictly prohibited.

Gang-related conduct/activity includes, but is not limited to: symbols, graffiti, apparel colors, hazing/initiations, gang fighting, and hand signals. Clothing which, in the opinion of the Police Department, juvenile agencies, and/or school officials, represents a gang-related item or gang paraphernalia is strictly forbidden.

Roseland Charter principals or designees will work with local law enforcement agencies to share information and prevent gang activity.

Grading Symbols

The purpose of grading is to communicate the level of achievement in the educational program to the students, the parents, and institutions of higher learning, prospective employers, counselors, and other schools the student might attend.

Symbols used and the meanings of such symbols are as follows:

Acceptable college grades

A - Excellent achievement
B - Good achievement
C - Satisfactory achievement
D - Poor, but passing achievement (*should be retaken to remain UC/CSU eligible)
F - Failing to meet minimum standard of achievement (*classes required for graduation must be retaken)

Other symbols used and the meanings of such symbols are as followed:

NM/NG - No Mark/No Grade

- To be used for a student who, for reasons beyond his/her control, could not fulfill the requirements of a course.

I - Incomplete

- A grade of incomplete may be given when a student's work is not finished because of illness or other excused absence.
- If not made up within six weeks, the incomplete will become an F.
- For purposes of athletic eligibility, an incomplete registers as a grade of "F".

H

Harassment

All forms of discrimination, harassment, intimidation, bullying, and cyberbullying are prohibited. Verbal, physical, sexual or electronic harassment will not be tolerated. Physical, verbal, non-verbal, electronic, or written harassment, physical abuse, profanity, slurs and any other actions or words, actual or perceived, are not permitted and could result in a school suspension. Harassment based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, immigration status, gender, gender identity or expression, or genetic information or other basis protected by federal, state, or local law, ordinance or regulation to the extent protected by law is prohibited. All forms of bullying and cyberbullying are prohibited. Please go online or to the school office to view Student Policy #16 for detailed information on the school's harassment policy.

Electronic Harassment (Cyber-bullying)

Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations.

Sex-Based Harassment

Sex-based harassment of or by any faculty, staff or student is illegal and will not be tolerated. Sexual harassment may occur as a pattern of degrading sexual speech or actions and may include, but is not limited to the following examples: Verbal Harassment, such as epithets, derogatory comments or slurs; physical harassment; visual harassment; unwelcome sexual advances; vulgar remarks; Sexually derogatory comments regarding a person's appearance; Physical touching, pinching, patting, or blocking free movement; Unwelcome leering, sexual flirtations, or sexual propositions or advances (with or without threats to a person's job or promotion if that person does not submit); Sexually suggestive or degrading posters, cartoons, pictures or drawings; Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexual degrading descriptions; Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature; Spreading sexual rumors; Teasing or sexual remarks about students enrolled in a predominantly single-sex class; Massaging, grabbing, fondling, stroking, or brushing the body; Touching an individual's body or clothes in a sexual way; Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex; Displaying sexually suggestive objects; Sexual assault, sexual battery, or sexual coercion; Offensive sexual jokes, slurs, insults, innuendos or comments; or Physical assault. Please go online or to the school office to view the Student Policy #12 for detailed information on the school's sexual harassment policy.

Complaint Procedures

Students who feel they are victims of harassment (including sexual or electronic harassment), intimidation, bullying, or cyber bullying of any type must immediately report orally or in writing to a staff member. The staff member will either gather information or seek assistance and then notify the principal or designee. The principal will then take the appropriate action to ensure conduct ceases. Procedures and processes for 1) student complaints can be found in Roseland Charter School Student Policy #3, 2) non-discrimination/ harassment/ cyberbullying can be found in Student Policy #16 and 3) sexual harassment can be found in Student Policy #12 document. This information is also found in the first day packets and on the district website. It is

against the law to retaliate against any employee or student who in good faith reports or provides information related to harassment (including sexual harassment). Intentionally providing false information, however, is grounds for discipline.

The individual(s) shall receive and coordinate the investigation of complaints and shall ensure Charter School compliance with law.

Title IX Officer:
Dr. Jason Lea
Superintendent
1691 Burbank Avenue
Santa Rosa, CA 95407
(707) 545-0102 tel.
(707) 545-5096 fax
jlea@roselandsd.org

Homework

Homework is an integral part of the school program and students should expect to have nightly homework assignments. Homework is a vital component of the educational experience and not turning in homework on time and with regularity may result in a lower grade, or possibly retaking of the course. Homework is designed to supplement class work and to give the student the opportunity to practice the skills learned in class.

I

Internet Policy

Purpose & Core Responsibility

- **Educational Use:** The school and district network and internet resources are provided for students to conduct research and communicate with others for educational purposes.
- **Student Accountability:** Students are fully responsible for their behavior while using school computer networks and the internet.

Expected Conduct (Digital Etiquette)

- **Responsibility & Respect:** Users are expected to abide by generally accepted rules of digital etiquette and conduct themselves in a responsible, ethical, and polite manner.
- **Academic Integrity:** Users must respect all copyright laws protecting software owners, artists, and writers. Plagiarism in any form will not be tolerated.

Prohibited Activities

- **Inappropriate Content:** Users are not permitted to transmit, receive, submit, or publish any material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal.
- **Vandalism & Tampering:** Physical or electronic tampering with computers, hardware, or network resources is strictly prohibited.

⚠ **Enforcement:** Inappropriate use of the network or internet resources will result in disciplinary action.

Immunizations

"California schools are required to check immunization records for all new student admissions at transitional kindergarten (TK)/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's immunization record as proof of immunization. All students will be required to comply with the immunization requirements of Health and Safety Code section 120335, unless the student provides the district with a medical exemption through the CAIR-ME system. This requirement affects all students – current, new, and transfers – in public and private schools. Beginning January 1, 2021 all new medical exemptions for school and child care entry must be issued through CAIR-ME. Medical exemptions can only be issued by MDs or DOs licensed in California and must meet applicable Centers for Disease Control and Prevention (CDC), Advisory Committee on Immunization Practices (ACIP), and American Academy of Pediatrics (AAP) criteria.

Students Admitted at TK/K-12 Need:

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**
  (4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)
  For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**
  (3 doses OK if one was given on or after 4th birthday)
- **Hepatitis B — 3 doses**
  (not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**
  (Both given on or after 1st birthday)

Students Starting 7th Grade Need:

- **Tetanus, Diphtheria, Pertussis (Tdap) —1 dose** (Whooping cough booster usually given at 11 years and up)

J / K / L

Late Work

Students are expected to turn in all assignments on time. Please see class syllabi for late work policies.

M

Make-up work

Classroom teachers will provide make-up work for excused absences; see policies and expectations in individual class syllabus.

Medication Policy

Students who need to take prescription drugs or other medication during the school day must bring it to the office in the prescription bottle or original container. A consent form must be completed by the parent and be on file in the office for the medication to be given. Parents are requested to make the school aware of any student illness or medical problem that could affect their student's well being at school. All medication must be picked up from the school office at the end of the year.

Misconduct Report

Roseland Charter students are expected to be safe, respectful and responsible. Students who are not safe, not respectful or not responsible will receive a Misconduct Report to document inappropriate student behavior. When a Misconduct Report is issued, it will be signed by the student, parent and staff member who gave the Misconduct Report. Students are responsible for taking the Misconduct Report home, having it signed by a parent or guardian and returning it to the school office or staff member who issued the report the next day. The Misconduct Report will state the inappropriate behavior that occurred and the consequence (i.e. detention, written response, etc.). Students who receive a Misconduct Report may be unable to play in any sporting event or attend any dance or non-academic field trip the day the Misconduct Report was given. It is the responsibility of the student to inform their coach if one was received.

N

Non-Discrimination Statement

Roseland Charter School does not discriminate on the basis of race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parent status, physical or mental disability, sex, disability, age, sexual orientation, gender, gender identity, gender expression, or genetic information, a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics; or any other legally protected category in its programs and activities.

The individual(s) shall receive and coordinate the investigation of complaints and shall ensure Charter School compliance with law.

Title IX Officer:
Dr. Jason Lea
Superintendent
1691 Burbank Avenue
Santa Rosa, CA 95407
(707) 545-0102 tel.
(707) 545-5096 fax
jlea@roselandsd.org

O / P

Parent Involvement

All parents are encouraged to be involved in the Roseland School District and Roseland Charter School (see Student Policy #15). Parents can be involved by:
1) Reading Parent Square messages that are sent out by the school site and district
2) Checking your child's grades and attendance on Aries (all parents have access to student grades)
3) Attending school activities, such as sports, community days, family and informational night events, etc.
4) Attending Parent Club/Coffee
5) Participating in surveys
6) Attending formal meetings (Parent Advisory Committee, District English Learner Advisory Committee, English Learner Advisory Committee, Parent conferences, Board Meetings, etc.)

Upon request parents can obtain our annual statement identifying specific objectives of our parent involvement

program and our annual review and assessment of the programs progress in meeting those objectives.

Passes

All students must have a campus pass from a staff member to be out of class. Any student outside a classroom without authorization is considered to be cutting and will be subject to disciplinary action.

Physical Education

Equipment/Uniforms

Equipment must be treated with respect at all times. This includes equipment used before school, brunch, lunch, after school, and during all class meetings. The equipment that is used outside of class time must be checked out. It is the responsibility of the person checking out the equipment to return the equipment in the same condition checked out in.

***PE Uniform*:** Wearing appropriate PE clothing during physical education classes is expected for each class. Athletic shoes with laces are needed for physical education classes to ensure the safety of all students. Students are allowed to wear sun protective clothing, including hats. Please see PE class syllabus for further details.

Students that play sports must return the uniforms used for that particular sport within two weeks after the end of the season. The uniforms must be washed and cleaned prior to returning to the Athletic Director. Any tears, rips, or lost uniforms must be paid for by the person who checked the uniform out for the season.

Students are responsible for dressing appropriately for P.E. This includes:

- School purchased uniform or comparable athletic clothing
- Tennis –shoes or sneakers

P.E. Excuse: If for any reason students cannot take part in full physical education activities, medical notes MUST be brought from parents or guardians.

Prohibition Against Tobacco Use

The Board of Directors prohibits the use of products containing tobacco and/or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic nicotine delivery systems, such as electronic cigarettes, any time, in charter school or school district-owned or leased buildings, on school or district property, and in school or district vehicles. However, this section does not prohibit the use or possession of prescription products, or other cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property. Other vapor emitting electronic devices, such as electronic hookah, with or without nicotine content, that mimic the use of tobacco products, are also prohibited.

Students shall not smoke or use tobacco, or any product containing tobacco or nicotine or other vapor emitting electronic devices as described above, while on campus, while attending school sponsored activities, or while under the supervision of Charter School employees.

Public Displays of Affection

Students must conduct themselves around school and in their classrooms in a respectful way. Displays of public affection are not appropriate. The following are guidelines to what is acceptable or not:

- Acceptable: holding hands and /or quick hugs in the hallways
- Not acceptable: long embraces, kissing, inappropriate touching, standing or sitting in between another student's legs, sitting in each other's laps, and/or hanging out in hidden corners or areas.

Students showing inappropriate affection on campus may receive a conference with the site administration, a detention, and possibly a call home or parent conference. Students should remember to be respectful at all times.

Q / R

Report Cards

Student report cards will be mailed home at the end of each grading period. Progress reports will be sent home to all students periodically. Semester Grades will reflect all grades completed during the entire semester. Administration or counselors will meet with any parents and students with academic concerns.

S

School Accountability Report Card

All public schools in California are required annually to prepare SARCs and disseminate them to the public. SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. These can be found on our

website at: SARC • Page - ROSELAND PUBLIC SCHOOLS
A hard copy will be provided upon request.

School Sponsored Field Trips

We recognize that it is desirable and valuable, on occasion, to supplement and extend classroom activities with academic and extracurricular field trips to broaden perspectives and educational experiences of students. We encourage activities that augment classroom instruction and promote healthy social development. Students who have an unexcused absence during the school day will not be allowed to attend any field trips after school. If a student has an unexcused absence on a Friday they will not be allowed to attend any Saturday Field Trips.

Academic Field Trips

Academic Field Trips include all off-campus trips that are organized as part of the class curriculum. Participation for all members of the class is expected. Provisions for comparable instructional experiences during the school day must be made for students not on the academic field trip.

Non-Academic Field Trips

Non-academic field trips are those off-campus trips that are organized by a school sponsored club, group, or athletic team. Participation is optional and voluntary. Student participation will be determined by the site administrator in collaboration with the teacher(s).

Searches

School officials may search any individual student, the student's property, or district property under the student's control when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board Policy, Administrative Regulation, or other school rules. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation.

The types of student property that may be searched include, but are not limited to, lockers, desks, purses, backpacks, and student vehicles parked on district property.

Electronic communication devices may be searched only when school officials have reasonable suspicion that the device contains evidence related to the suspected violation. Any search of an electronic communication device shall be limited in scope to the content reasonably believed to contain such evidence and shall not be excessively intrusive in light of the student's age and the nature of the alleged violation.

Security Cameras

In an effort to enhance campus security we have installed security cameras (please see annual notification for more details). Images and recordings from the camera may be used in disciplinary proceedings or may be referred to local law enforcement, as appropriate. Cameras are not placed in areas where students, staff, or community members have a reasonable expectation of privacy (such as bathrooms or private offices). Motion detected video will be recorded 24 hours a day, 7 days a week and 365 days in the year. The images and video will not necessarily be actively monitored at all times (so someone may not be watching the video feed at all times); however, there are times where the video feed will be actively monitored. In addition, the video will be recorded and later, potentially, used as evidence on an as-needed basis.

Sports

All students participating in interscholastic sports must first obtain a medical clearance and complete their sports registration. Any injured students must receive medical clearance prior to again participating in any interscholastic sports.

To be eligible to participate in extracurricular or cocurricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

- All students must maintain a minimum of 2.0 grade point average (GPA) on a 4.0 scale in all enrolled classes
- High school students must maintain a minimum progress toward meeting graduation requirements

The Superintendent or designee may grant academically ineligible students with a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of a homeless student, foster youth, or child of an active duty military family for athletic activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

The Superintendent, designee, and/or designated athletic association overseeing the school's athletic programs may revoke a student's eligibility for participation in athletic activities when the student's poor citizenship is serious enough to warrant loss of this privilege. Educational based athletics are an extension of the classroom and behavior shall resemble behavior expected inside the classroom.

Students with an unexcused absence from school are ineligible to participate in sports the day(s) they are not present. Students who are excused from physical education are ineligible to

participate in sports unless otherwise stated with a medical doctor note. Students and their parents/tutor must inform their coaches of ineligibility. Failure to communicate ineligibility can result in removal from the team and/or additional sanctions.

Student Electronic Device during State Testing

Students shall not have a cell phone, smartwatch, or other personal electronic device on their person during any state testing session. All such devices must be powered off and stored in a location designated by school staff before testing begins. Refusal to comply may result in removal from the testing environment, invalidation of test results, confiscation of the device until the end of the school day, and/or disciplinary consequences consistent with school policy.

T

Telephone

Office phones are to be used for emergency cases only. Please make personal arrangements before school. If parents need to leave a message for their student, our office staff will take messages.

Textbooks

Students are responsible for books and textbooks issued to them by the school. Books/textbooks must be returned in a condition which reflects reasonable use. Willfully damaged or abused books will be evaluated and an appropriate charge will be levied against the student. Students will be charged for the full amount of the books/textbooks not returned.

Textbooks are issued to students at the beginning of the school year. Students are responsible for the books issued to them. Students are expected to cover the books and treat them with care. If one is willfully damaged, lost, or stolen, students are responsible for meeting with administration to determine next steps, which may include paying for it per Ed Code Section 48904(a)(1). One week prior to the ending of school, textbooks will be collected. Students who fail to return textbooks are liable for the cost of the book (prices vary from $50.00 – $150.00) Paperback materials cost approximately $40 if lost or damaged.

U / V

Valuables

Students are not expected to bring money or valuables (including electronics and cell phones) into school. If money is brought in for a particular reason it is the student's responsibility to secure the money. Roseland Charter Schools cannot accept responsibility for money or valuables that are lost or stolen. Students who bring valuables to school do so at their own risk and the school **is not responsible** for any item that is damaged, lost or stolen. Make sure that you are always with your backpack, purse, or any other valuable item while at school. Do not leave your backpack unattended.

Vandalism

Vandalism is the willful destruction of public or private property and includes but is not limited to the following: graffiti (tagging), tampering with school books and other materials, defacing student work, littering, tampering with computers, writing on desks, and any other act of destruction and disrespect towards school or student property. Vandalism will not be tolerated and punishment may include replacement of or compensation for the damaged property, detention, parent/student/principal meeting, suspension, referral to law enforcement, and finally expulsion.

Visitors

To help maintain a safe and orderly school environment, all visitors, including parents/guardians, alumni, volunteers, and prospective students, must check in at the school office immediately upon arrival and obtain authorization before entering classrooms or other areas of campus.

Visitors shall comply with all District policies, school rules, visitor procedures, and directions from school staff and administrators. The principal or designee may limit, deny, or terminate a visit that disrupts school operations, interferes with the educational program, threatens the safety of students or staff, or otherwise violates District policy or law.

Parents/guardians have the right, upon reasonable notice and in accordance with school procedures, to observe the classroom in which their child is enrolled as provided by California law.

Prospective students participating in a shadow day or campus visit must complete all required permission forms and receive prior approval from school administration. Shadowing students are expected to follow all school rules and directions from staff during their visit. Shadowing permission forms are available in the school office and should be submitted at least two school days before the requested visit date.

Volunteers

Roseland Charter values our community and welcomes volunteers in many capacities. Volunteers are required by the District to complete minimal requirements through our Be a Mentor Volunteer portal. Contact your child's school office for further information. Volunteers are required to wear a badge and sign in and out at the front desk whenever they come to school.

W/ X / Y / Z

Middle School

Community Service

Students may be required to complete at least 5-10 hours of community service per year.

Promotion

8th grade promotion and end of year promotion events are privileges, not rights. Promotion is a celebration that recognizes student accomplishments and effort. In order to participate in the promotion ceremony and eighth grade events, students must meet certain academic and behavioral standards. Please contact your child's school to receive a copy of the promotion requirements.

High School

Advanced Placement (AP)

Advanced Placement courses are offered to all students in the eleventh and twelfth grades (some tenth graders may be recommended by teachers). These high school courses are conducted at the collegiate level. **Students in these courses are expected to achieve the quality of work ordinarily required of college freshmen.** On completion of an Advanced Placement course, students take an examination administered and evaluated by the College Entrance Examination Board. If a student scores a 3 or higher on the AP Exam, they may be granted both high school and college credit. All students are encouraged to take at least one AP course.

Students can request AP courses for the following year through the course request process at their site. Placement in these classes is at the discretion of school administration and students should be in good standing for the subject area they are requesting.

AVID Program

AVID stands for Advancement Via Individual Determination. AVID is a fourth- through twelfth-grade system to prepare students in the academic middle for four-year college eligibility. We offer this program in grades 9-12. It has a proven track record in bringing out the best in students, and in closing the achievement gap. The mission of AVID is to ensure that all students (especially those in the middle) capable of completing a college path will:

- Take and succeed in difficult high school courses, such as honors and AP
- Enter mainstream school activities, such as clubs and student government
- Increase in enrollment of four-year colleges
- Become educated and responsible participants and leaders in a democratic society

Cal Grant Notification

(11th grade students) Students enrolled in 11th grade will be deemed Cal Grant applicants unless the students opt out of being automatically deemed a Cal Grant applicant. If 11th grade students do not opt out, their grade point average will be submitted electronically. In order to opt out a written notice must be provided to the School Office by **September 15th** of a student's senior year. We will send grade point averages to the commission by October 1st.

College & Career Center

This is often the focal point of college planning and the hub for career exploration. With the help of our counselors and AVID teachers, students can avail themselves of college resources, meet college representatives, and explore information about scholarships and financial aid.
Job training can involve interest inventories, job shadowing, and listening to community speakers. Employment opportunities are posted.

College Admission Requirements and Career Technical Education Notification

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. In order to be admitted to a UC you must meet requirements for coursework, GPA, and other factors. You may also transfer to a CSU or UC after attending a community college.
For more information on college admission requirements, please refer to the following webpages:
www.cccapply.org – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.
www.assist.org – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.
https://www.calstate.edu/apply – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: https://ce.santarosa.edu/

Roseland Charter School does not offer any Career Technical Education courses; however, students may have access to these types of courses through the Santa Rosa Junior College. Students may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both.

	Grad Requir-ement	CSU/UC (A-G) Require ment	CSU/UC Recomm ended	Roseland Charter School Courses that satisfy the requirement
English*	40	40	40	English 9, English 10, Advanced English 10, English 11, English 12, AP English Language, AP English Literature
Social Science *	30	20	20	World History, US History, Govt/Econ, AP US History, AP Government, Econ
Science *	20	20	30	Physical Science, Biology, Chemistry
Mathem atics*	30	30	40	Integrated Mathematics 1, 2, 3; Calculus, Statistics, Financial Algebra
World Languag e/Langu age other than English (LOTE) Languag e*	20	20	30	Spanish 1, 2; Spanish 1L, 2L, AP Spanish Language
Physical Educatio n	20			P.E., Weights
Visual and Performi ng Arts*	10	10	10	Art 1, Art 2, Band, Strings, Vocals
Elective	70	10*(C ollege Prep)	10*(C ollege Prep)	Additional Items listed above or other courses such as AVID, AVID 12*, Chicanx, Environmental Science, Leadership*, etc.

For more information on the A-G requirements for UC/CSU entry please see:
UC/CSU A-G requirements

* The subjects in the above chart with "*" meet the University of California A-G requirements. These courses transfer to other public high schools as A-G courses.

Community Service Requirement

Each student is required to complete a total of **70 hours of community service** during their high school years. While students are encouraged to stay on pace by meeting the suggested annual benchmarks below, they may complete their hours at any time during grades 9–12. The distribution of hours from year to year is flexible, provided that the student completes at least 70 total hours before graduation.

Suggested Annual Benchmarks

- 9th Grade – 15 hours
- 10th Grade – 15 hours
- 11th Grade – 20 hours
- 12th Grade – 20 hours

Examples of service work that do NOT qualify for community service credit:

- Babysitting for a family member
- Volunteering at a for-profit organization

Students are responsible for tracking and documenting their service hours. Students who fall significantly behind the recommended benchmarks may be required to develop a plan to ensure completion of the 70-hour graduation requirement and to remain in good standing.

Free Period

High School Students may be eligible for free periods as deemed appropriate by school administration/school counselor in consultation with the student. Students in the 11th grade

will only be eligible for 1 free period. Students in the 12th grade may only be eligible for a maximum of 2 free periods.

JC Classes

Credits from the Santa Rosa Junior College courses listed below may be transferred to meet charter core graduation requirements in the indicated subject areas. Students must seek advice from their College and Career Counselor before initiating enrollment in any junior college class to be sure that their desired class meets their needs for high school. Since fall junior college classes begin before school staff has returned to duty, students wishing to enroll in these classes must plan their schedules early and see the counselor before the end of school in June.

English Courses
Math Courses
World History
U.S. History
Government Political Science
Economics
Lab Science
World Language American Sign Language
Conversational world language courses
Any world language course
PE
Art

(Each college credit earned equals 3.33 high school credits, upon acceptance.) Honors credit will be awarded for classes 3 units or larger and numbered 1-49.

**The $46-per-unit registration fee is waived for high school students enrolled in 11 units or fewer. High School students choosing to enroll in over 11 units are responsible for all fees for the total number of units enrolled in the semester or term. Some courses may require payment of a materials fee. Students are required to pay the student health fee and to purchase their own textbooks as recommended or required for their college courses. Other fees also apply. https://dualenrollment.santarosa.edu/*

GPA Requirements for College

The UC minimum high school grade point average (GPA) required for UC freshman eligibility is 3.0. UC will calculate a student's GPA based on all UC-required "A-G" courses taken in the 10th and 11th grades, including additional grade points for Advanced Placement and Honors courses approved by the university. CSU bases admission decisions on high school grade point average, calculated using grades in all college prep "A-G" classes completed in 10th through 12th grades. The CSU minimum high school grade point average (GPA) required admission is 2.5. For CSU's, California residents and graduates of a California high school earning a GPA between 2.0 and 2.49 may be evaluated for admission based on supplemental factors.

Grading Policies and Procedures

If a high school student fails a course and in a subsequent semester repeats the same course, the student earns both the credit and the grade achieved during that subsequent semester. If the student repeats the course in order to earn a higher grade, the student cannot be given double credit for that course. The student's grade point average will reflect all courses attempted and all grades received. Since the student's transcript is a legal document reflecting all student work, all courses and grades should be recorded, including repeated courses.

Grade reports are designed to communicate with parents regarding student progress, and are issued four times each year. Semester grade reports are final grades that are assigned twice a year. These semester grades are recorded on the official transcript/permanent record. Teachers describe their grade reporting procedures at the beginning of the semester.

Parents should regularly monitor grades on Schoolwise.

Grade Point Average (GPA) is based on all courses completed and is computed as follows:
A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points

Classes taken outside the high school: Credit toward graduation may be awarded for completion of a college, community, or university course, but prior approval to take such a course is mandatory. An appropriate program must be approved by the counselor and recorded on the student's current schedule of classes. For credit, the student must submit a transcript of the completed work to the Director of College and Career Counseling. Arrangement for transfer of this credit is the responsibility of the student.

Graduation Ceremony

Participation in the graduation ceremony is voluntary and considered a privilege. In order for a senior to participate in the graduation ceremony, they have completed all graduation requirements, including passing Portfolio and completion of community service hours. The Roseland District and Charter School Boards recognize the need for Roseland Charter Schools to maintain high standards of student conduct and behavior, and therefore supports the practice of providing the traditional graduation ceremony only for students in good standing. Under this policy, a student may qualify to earn a high school diploma, yet still be restricted from participation in the ceremony. Any student participating in a graduation ceremony shall comply with Roseland Charter School policies and regulations pertaining to student conduct.
Eligibility to participate in the graduation ceremony will be determined by the principal or designee and includes:

a. Meeting charter graduation requirements including portfolio and community service.
b. Behaving appropriately - incidences such as fighting, being under the influence of a controlled substance at a school-sponsored activity, and possession of a weapon are examples of incidences that are likely to exclude a senior's participation in the ceremony.

Valedictorian and Salutatorian

The following will be considered in determining Valedictorian and Salutatorian: Cumulative weighted AGPA at the end of the 1st semester of the senior year. (Transfer credits for dual enrollment from post secondary institutions do not apply.)

Graduation Course Requirements:

English	40 credits
Social Science	30 credits
Lab Science	20 credits
Mathematics	30 credits
World Language	20 credits
Physical Education	20 credits
Visual and Performing Arts	10 credits
Electives	70 credits
Total	240 credits

Recommended Course Requirements for UC/CSU eligibility

English	40 credits
Social Science	30 credits
Lab Science	30 credits
Mathematics	40 credits
World Language	30 credits
Physical Education	20 credits
Fine Arts	10 credits
Electives	40 credits
Total	240 credits

Honor Roll Recognition

*Students who have a cumulative semester GPA of 3.0 to 3.49 receive Honor Roll.
*Students who have a cumulative semester GPA of 3.5 to 3.99 receive High Honor Roll.
*Students who have a cumulative semester GPA of 4.0 and above receive Advanced Honor Roll.

Parking and Driving Eligibility and Rules

- Eligibility

Students must show proof of insurance and driver's license to park on-campus.

- Parking Rules

1) When demand for parking spaces exceeds space availability, priority will be given to first arrivals.
2) Unsafe driving (speeding, driving recklessly, tire squealing, leaving lanes, driving over the embankment, etc.) will result in the revoking of student's privilege to park in school parking lots. The speed limit within the school's parking lot is 5 mph.
3) Automobiles located on school property may be searched by principals and/or law enforcement units at any time if there is a suspicion that controlled substances or weapons are contained inside.
4) Mechanical problems with vehicles that result in tardiness or absence are not excused absences.

- Consequences for Violating the Driving Rules

Any violation of the driving rules and regulations or behavior rules will result in revoking of student's privilege to park on campus.

Please note: THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN OR DAMAGED VEHICLES.

Pre-College Programs

For more information on the following programs, please see the College and Career Coordinator or school site counselor:

Upward Bound-Sonoma County (UBSC)
9th-12th Grades
Academic Talent Search Program (ATS)
6th-12th Grades

Portfolios

All students must assemble and present a portfolio each school year. Each student presents their portfolio to a group of community members at the end of the school year. All students are required to complete and present the portfolio. Passing or not passing the portfolio requirement will be placed on the student's transcript.

Schedule Changes

Changes to a high school student's schedule must occur within two weeks of a new grading period and the student must fill out a schedule request form. A schedule change for a new student to the school should occur within two weeks of their arrival. The schedule change request will only be considered for necessary reasons (ex: missing a core class or extenuating circumstances).

Work Permits

All working students are required by the State of California to have a work permit up to the age of 18. You may obtain information and application cards from the School Office. During summer hours, work permits may be obtained at the Roseland School District Office. The school information form will be completed and signed by the school administrator or designee. Students working without permits place their employers in jeopardy of legal action. Students must have a "C" or higher in all classes to obtain a work permit and a work permit can be revoked if you obtain lower than a "C" in any class.

Testing

Test Name	Grade Level	What	Notes	Scores
CAASPP	7th, 8th, 11th., April or May	Measures skills in English, Math and Science, and 11th grade includes the EAP (Early Assessment Program)		1- Not Met 2 -Nearly Met 3- Met 4 - Exceeded Standard
ELPAC ***"English Language Proficiency Assessments for California"***	7th, 8th, 9th, 10th, 11th, 12th			4 - Well Developed 3 - Moderately Developed 2 - Somewhat Developed 1 - Minimally Developed
PSAT ***"Pre-Scholastic Aptitude Test"***	11th Grade, October each year			Reported as a scale score from 320-1520
SRJC ***Placement Tests***	12th grade year		*College Placement Math/English/Chemistry*	Scores will place into appropriate level of English or Math (college level or remedial) *Note: Remedial Classes at SRJC: Most JC classes recommend English 100 or English 1A in order to take additional classes
AP TESTS ***"Advanced Placement"***	Each May. 10th, 11th and 12th grade			"A, B, C" grade = increased GPA (B = A) "Pass Test" = 3, 4, or 5 = college credit "No Pass Test" = 1, 2 Passing AP English or AP Calculus test automatically places you in college level courses!

Resources

ELPAC

https://www.cde.ca.gov/ta/tg/ep/

EAP

- *Preparation*: Math: www.csumathsuccess.org/exam_prep
- English: www.csuenglishsuccess.org
- *Information*: www.calstate.edu/eap/

PSAT

- Information: www.collegeboard.com/student/testing/psat/about.html
- Practice: sat.collegeboard.com/practice/sat-question-of-the-day