



Santa Rosa Accelerated Charter School

4650 Badger Road, Santa Rosa, CA 95409

Office: 707-890-3860 Fax: 707-890-3872 Website: <https://sracs.sracschools.org/>



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IMPORTANT DATES

August	13 17 27	Orientation Day First Day of School EARLY DISMISSAL – Back to School Night
September	2 7 14 15-18 22-25 22	6th Grade Science Camp Parent Meeting – Initial Deposit Due NO SCHOOL – Labor Day Holiday Picture Day EARLY DISMISSAL – Parent-Teacher Conferences EARLY DISMISSAL – Parent-Teacher Conferences Make Up Photo Day
October	7 30	EARLY DISMISSAL - Prospective Parent Night Halloween Trick-or-Trot
November	11 20 23-27	NO SCHOOL – Veterans Day Holiday EARLY DISMISSAL – Early Friday before Thanksgiving Break NO SCHOOL – Thanksgiving Holiday Break
December	9 18 21-1/1	Final Paperwork & Payment Due for 6th Grade Camp EARLY DISMISSAL – Early Friday before Winter Break NO SCHOOL – Winter Break
January	4 13-15 18	School Resumes 6th Grade Camp @ Nature Bridge NO SCHOOL – Martin Luther King's Day Holiday
February	8 12 15	NO SCHOOL – Lincoln's Day Holiday Valentine's Day Party NO SCHOOL – Presidents' Day
March	19 22-26 25 29	EARLY DISMISSAL – Early Friday before Spring Break NO SCHOOL – Spring Break 6th grade Promotion Pictures NO SCHOOL - Farm Worker's Day Holiday
April	14 16 30 TBD	EARLY DISMISSAL – New Incoming Family Night Talent Show NO SCHOOL - Emergency Closure Day Window for CAASPP Testing
May	TBD 19 28 31	Window for CAASPP Testing EARLY DISMISSAL – SRACS Open House NO SCHOOL - Emergency Closure Day NO SCHOOL – Memorial Day Holiday
June	2 3	Picnic Day at Rincon Community Park Last Day of School / EARLY DISMISSAL – 6th Grade Promotion

SCHOOL CONTACT INFORMATION

4650 Badger Road, Santa Rosa, CA 95409

PHONE: 707-890-3860 **FAX:** 707-890-3872 **WEBSITE:** <https://srcs.srcschools.org/>

Principal: Michael Casper mcasper@srcs.k12.ca.us

Vice Principal: Sharon Brown smbrown@srcs.k12.ca.us

Office Manager: Alicia Morley amorley@srcs.k12.ca.us

24-hour Attendance Line: 707-890-3860

5th Grade Teachers

Kerah Hilkey – ELA/Social Studies, room 2
khilkey@srcs.k12.ca.us

Kim Walls – Math/Science, room 78
kwalls@srcs.k12.ca.us

6th Grade Teacher

Nancy Blair – ELA/Social Studies, room 1
nblair@srcs.k12.ca.us

Eric Brockway – Math/Science, room 77
ebrockway@srcs.k12.ca.us

Elective Teachers

Art:
TBD

Band & Orchestra:
Roxanne Boulais, rboulais@srcs.k12.ca.us
Matt Bringedahl, mbringedahl@srcs.k12.ca.us

Physical Education:
Jay Meyer, jmeyer@srcs.k12.ca.us

Support Staff

Counseling Consultant:
Bridget Joy, bjoy@srcs.k12.ca.us

Instructional Assistant:
TBD

Nurse:
Amanda Arend, aarend@srcs.k12.ca.us

Special Education:
Ashley Vestal, avestal@srcs.k12.ca.us



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2026-2027 5th Grade Schedule

Monday		Tuesday-Friday	
Warning Bell	8:25	Warning Bell	8:25
Period 1	8:30-9:30	Period 1	8:30-9:30
Break	9:30-9:45	Break	9:30-9:45
Period 1 (cont'd)	9:45-11:42	Period 1 (cont'd)	9:45-11:48
Switch (No Bell)	11:42	Switch (No Bell)	11:48
Period 2 (No Bell)	11:42-12:15	Period 2 (No Bell)	11:48-12:10
Lunch	12:15-12:45	Lunch	12:10-12:45
Lunch Passing	12:45-12:50	Lunch Passing	12:45-12:50
Period 2 (cont'd)	12:50-1:45	Period 2 (cont'd)	12:50-1:45
Dismissal Bell	1:45	Break	1:45-2:00
		Period 2 (cont'd)	2:00-3:00
		Dismissal Bell	3:00

Minimum Day		Minimum Day Dates	
Warning Bell	8:25	8/27/26	Back to School Night
Period 1	8:30-9:30	9/15/26 - 9/18/26	Parent-Teacher Conferences
Break	9:30-10:00	9/22/26 - 9/25/26	Parent-Teacher Conferences
Switch	10:00	10/07/26	Prospective Parent Night
Period 2	10:00-12:00	11/20/26	Friday before Thanksgiving Break
Dismissal	12:00	12/18/26	Friday before Winter Break
		3/19/27	Friday before Spring Break
		4/14/27	Incoming Family Night
		5/19/27	Open House
		6/3/27	Last Day of School!



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2026-2027 6th Grade Schedule

Monday		Tuesday-Friday	
Warning Bell	8:25	Warning Bell	8:25
Period 1	8:30-9:30	Period 1	8:30-9:30
Break	9:30-9:45	Break	9:30-9:45
Period 1 (cont'd)	9:45-11:32	Period 1 (cont'd)	9:45-11:32
Switch (No Bell)	11:32	Switch (No Bell)	11:32
Period 2 (No Bell)	11:32-12:15	Period 2 (No Bell)	11:32-12:10
Lunch	12:15-12:45	Lunch	12:10-12:45
Lunch Passing	12:45-12:50	Lunch Passing	12:45-12:50
Period 2 (cont'd)	12:50-1:45	Period 2 (cont'd)	12:50-1:45
Dismissal Bell	1:45	Break	1:45-2:00
		Period 2 (cont'd)	2:00-3:00
		Dismissal Bell	3:00

Minimum Day	Minimum Day Dates
Warning Bell	8:25
Period 1	8:30-9:30
Break	9:30-10:00
Switch	10:00
Period 2	10:00-12:00
Dismissal	12:00
	8/27/26
	9/15/26 - 9/18/26
	9/22/26 - 9/25/26
	10/07/26
	11/20/26
	12/18/26
	3/19/27
	4/14/27
	5/19/27
	6/3/27
	Back to School Night
	Parent-Teacher Conferences
	Parent-Teacher Conferences
	Prospective Parent Night
	Friday before Thanksgiving Break
	Friday before Winter Break
	Friday before Spring Break
	Incoming Family Night
	Open House
	Last Day of School!

SRACS MISSION STATEMENT

The Santa Rosa Accelerated Charter School is formed to serve students in grades 5 and 6 who show the interest, ability, and promise of succeeding in an academically challenging and specialized setting. Students will be provided high interest, standards-based, real world experiences for learning at the level in which growth proceeds most effectively. Integration of technology and making connections across the disciplines will be the key elements of the educational experience. These experiences will provide students opportunities to become self-motivated, competent, and life-long learners.

STUDENT GOALS

The charter believes that to be an educated person in the 21st Century, one must possess certain skills and abilities, which are listed below as goals. Through the curriculum and instruction, the charter will support students in becoming self-motivated, competent and lifelong learners. Specifically, these student goals include:

- 1. Students will possess and apply essential knowledge in the core curriculum.**
- 2. Students will be critical, creative, and complex thinkers.**
- 3. Students will be effective communicators.**
- 4. Students will function effectively in a technological environment.**
- 5. Students will demonstrate and accept responsibility for learning both individually and collaboratively.**
- 6. Students will demonstrate respect for self and the diversity of others.**
- 7. Students will conduct themselves with academic and personal integrity.**

PARENT / COMMUNITY ROLES

This charter recognizes that students and schools are more successful when parents, staff, students, and the community work together to support and foster learning for students. Therefore, at Santa Rosa Accelerated Charter, the education of each child is a joint venture between the parent, student, community and school.

To support this goal:

1. Parents/guardians, staff, and community partners will be elected to serve on the school's advisory committee.
2. Parents and guardians who enroll their children in the school will accept their responsibility for their children's education. Therefore, they agree to:
 - Regularly discuss with their child the importance of education and school.
 - Keep in regular contact with their child's teacher(s) regarding student progress.
 - Attend school sponsored parent meetings regarding the school's programs.
 - Consistently support their child in completion of school work and preparation for assessments.

3. Parents and guardians will agree to participate in the life of the school by regularly attending SFPO meetings and fundraising activities. **Parents are requested to volunteer their time at a minimum of 10 hours per year.** Parents are also encouraged to volunteer their area of expertise in after school activities (coaching, basketball, art, Lego Robotics). Such service hours must be flexible and varied so as not to create barriers for a diverse student population. In addition, for parents who work several jobs to support their family, options of mentoring or community support must be available. Varied service opportunities could include such things as classroom assistance, field trip transportation, fundraising support, and advisory committee work, tutoring, and reading with students.
4. Staff will provide outreach to students and their parents to create two-way communication and participation. Ways to meet this goal could include:
 - Parent Education Nights
 - Family-School Nights
 - Regular communication at home to share student performance
 - Explanation of rubrics and other feedback tools.
 - Holding parent-teacher conferences

DEPTH & COMPLEXITY

The fundamental belief of this charter is that all students can learn with depth and complexity if provided with meaningful learning experiences that tap into those areas in which students have significant interest, passion, or talents. Therefore, this charter provides a basic framework for a challenging standards-based core curriculum that infuses technology into its daily work. The core content area of English-language arts, mathematics, science, and social science will be standards-based, thus students transitioning from the charter to the feeder middle school, RVMS (Rincon Valley Middle School), will receive similar content as their peers. The uniqueness of the charter is not only in the embedded use of technology in students daily learning, but in the following ways in which the charter believes learning best occurs:

1. The teaching and learning of the core content standards will focus on breadth and depth of understanding of the overarching standards. Standards-based instruction will not simply be a covering of those standards on the part of the teacher, but of students working together to apply their conceptual understanding of those standards in various and meaningful ways.
2. The lens through which students make meaning of that curriculum will be an area of focus that is determined by student needs and interest. At SRACS, each child is provided a rigorous challenging curriculum in a safe and affirming environment allowing children to form complex understandings of the subjects and gives a system to understand new content with depth and complexity. These increased options provide students with enriched educational opportunities far beyond the traditional elementary school setting while simultaneously providing the unique prospect of becoming true stewards of their own learning.

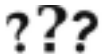
3. Furthermore, this charter believes that learning in isolation is not a reflection of the society in which our students are contributing members. Therefore, program development will be based upon collaboration, metacognition, and connectivity. Collaboration will occur between and among teachers, students, parents, and community stakeholders. Students will be provided myriad opportunities for self-reflection and assessment, through a curriculum that values the learning process equally to that of finished products. As a result, students will develop the critical thinking and metacognitive skills necessary to guide their own learning. Whenever feasible, the curriculum will be interdisciplinary and provide students with real-world application of their learning.
4. In addition to the rich curriculum, real world application, community involvement, development of technological skills, metacognitive learning, and greater choice in educational programs, students will also benefit from the setting, which is at RVMS. As a result, students may:
 - Participate in greater course offerings, clubs, and activities during their elementary years.
 - Comfortably and slowly acculturate to the middle school throughout their tenure at the charter so that their eventual transition to 7th grade is seamless.
 - Choose to enter, and be prepared for, the accelerated core classes while in 7th & 8th grades.
5. Not all students learn in the same way, nor equally well from the same sources so there will be a use of differentiated curriculum in content, process, and product.
6. The school educational program recognizes that children are variously gifted, and subscribes that there are many learning modalities, such as linguistic, mathematical/logical, intrapersonal (self), interpersonal (others), bodily kinesthetic, spatial, and musical.
7. Instruction will be provided by highly qualified staff who will employ a wide range of instructional strategies that support attainment of high academic standards, and who embrace collaboration and ongoing professional development.

DEPTH & COMPLEXITY ICONS

Dr. Sandra Kaplan from USC created icons to represent elements that generate a deeper, more complex thought process. Students involved in the learning process, whether it is reading text, watching a video, analyzing art, or listening to a presentation, can apply elements of depth and complexity as they begin to assimilate new information, make connections, and dig deeper into content.

The Depth and Complexity icons are tools that will take students of any age deeper into a study of any content area. Each of the eleven prompts acts as a different lens, prompting students to

look at a topic in a new way. They will help you to take your advanced students deeper into grade-level material rather than moving them onto a new topic. **The overarching goal of Depth and Complexity is to move students towards expert knowledge of content.**

	Language of the Discipline: Vocabulary related to content or discipline being studied. May include phrases, signs/symbols, figures of speech, or abbreviations.
	Details: Information that enhances understanding. May include parts, factors, attributes, traits, or variables.
	Patterns: Recurring elements or factors in ideas, objects, stories, & events. Items may be predictable, repetitive or ordered.
	Unanswered Questions: Information or ideas that are unclear, unresolved, or not fully developed. May include the unknown, unexplored or unproven.
	Rules: Organization elements that create structure, order or sequence. May include hierarchy, guidelines, or classification.
	Ethics: Moral principles or conflicts surrounding different points of view on events, ideas, or issues. May include bias, values, or judgments.
	Trends: General direction of change. Direction may be influenced by varied forces. May include current styles or tendencies.
	Big Idea: General statement about a principle, theory, concept or idea. May include a main idea, universal concept or generalization.
	Over Time: How people, ideas, events and elements change over time. May include comparing past, present and future, predicting, or connecting points in time.
	Multiple Perspectives: Different points of view on ideas, events, people and issues. May include roles, careers, fields, or opposing viewpoints.
	Across Disciplines: Connections within, between and across subject areas. May include connections, linked ideas, or integrations.
<i>Adapted from Sandra Kaplan, USC</i>	

ATTENDANCE INFORMATION

Under the Education Code for the State of California it is our responsibility to enforce compulsory and regular school attendance. **If students are not in school, the absence must be excused by a parent or guardian.** Parents/guardians have a 24-hour period to contact the school to verify an absence. Failure to verify an absence will result in a truancy (cut) on the student attendance record and disciplinary action may follow. Truancy proceedings will be initiated for students with 20% or more absences which are not cleared or valid.

ABSENT FOR THE ENTIRE SCHOOL DAY(S): Please call the attendance phone line at 707-890-3860 BEFORE NOON and leave a message. You will need to include your students' name, the date of the absence, and if there is a medical or non-medical reason for the absence. You must call every day that your child is absent to resolve the absence. If your student will be absent for a known number of days please indicate that when you call. An automated phone call will be made to the students' home when a student has been marked tardy or absent and not resolved by the attendance office.

EXCUSED ABSENCES: The following are designated as lawful absences: illness, medical, dental or legal appointments, death in the immediate family, school business, religious observances and quarantine directed by a health officer. The school requires a time & date stamped note from the Medical, Dental, or Orthodontic office in order to change the absence from an unexcused to an excused absence. A complete listing of excused absences and their descriptions can be found in the Santa Rosa City Schools Information Handbook. This handbook is posted on the Santa Rosa City Schools website (www.srcs.k12.ca.us) under 'Attendance and Enrollment'.

UNEXCUSED ABSENCES: The following are considered unlawful absences: willful absence from school without parental knowledge and absence from school without acceptable cause with parental knowledge. Leaving early from school (30 minutes or more) is unexcused unless students are leaving for a lawful reason as described above. These absences are considered TRUANCY (cut) and absences of three or more days will result in truancy notification letters.

EXTENDED MEDICAL ABSENCE: If your student is away from school for an extended period (minimum 5 days), you can request a Short- or Long-Term Independent Study. This may be requested and obtained through the school office at 707-890-3860.

SHORT-TERM INDEPENDENT STUDY PROTOCOL: Short-Term Independent Study Agreements will only be approved (by principal or designee) **for absences of at least 5 days, but no more than 15 days.** The Board very strongly discourages family activities that necessitate a student's absence from school. [The Master Agreement for Short-Term Independent Study](#) paperwork must be agreed upon and signed by all parties involved (parent, student, teacher(s), and administration) **at least one week prior to the planned absence.** **All student work is due on the day that the student returns to school.**

TARDIES (LATE TO SCHOOL)

Arriving at school and classes on time is necessary for your success in the world of work and school! Being on time lessens disruptions to the classroom and the education of other students. Parents and students are responsible for students' arrival to school on time. Oversleeping and chronic transportation difficulties are not valid excuses for arriving late to school. If students are late to school less than 10 minutes, they should report immediately to class. If students are more than 10 minutes late to school, they should report immediately to the Attendance Office, accompanied by a parent to obtain an Admittance Slip before going to class. Please get to school prepared and on time!

EXCUSED TARDY: Arriving late to school or leaving early from school will be excused for the following reasons; medical, dental and/or orthodontic appointments. Parents must sign their student in at the office and provide proof of the appointment. Failure to provide proof of an excusable appointment will result in the absence being coded as truancy (if missing more than 30 minutes of school).

UNEXCUSED TARDY: Arriving late to school or leaving early from school for any reason other than medical, dental, or orthodontic appointments are not considered excused Tardis.

LEAVING DURING THE SCHOOL DAY

The following procedures help to cut down on classroom interruptions during instructional time and will promote campus safety.

- Parents – Please send a note to school on the morning of the planned appointment. The note should include the student's name, reason for leaving, and the time you will need to pick up your child.
- Students – BEFORE school begins, give the note to the charter school office. At the charter school office, a pass will be sent to the appropriate teacher advising him/her about your assigned leaving time. Students must report to the charter school office at the appropriate time.
- Parents – meet your child at the charter school office and sign your child out. If your child is returning that same day, then return to the charter school office upon return and sign your child back in. Your child then proceeds back to class.
- An absence of more than 30 minutes during the school day is unexcused unless for a medical appointment. Please bring in a doctor/dentist note to excuse the absence.

HOMEWORK POLICY

At SRACS, our goal is to support students to be successful learners and to develop responsible time management. Students will be assigned homework on a regular basis from Monday through Thursday. Students should spend 60 minutes per day on homework and a minimum of

20 minutes per day on reading. On occasion, students will be given a project that may need to be worked on over some weekends.

Where to Find Homework Assignments:

- **Posted in Classroom:** Teachers will post assignments every day in class and students are expected to transcribe the assignment in their planner.
- **Google Classroom:** Teachers use Google Classroom for specific assignments.

Absent students are required to make-up for missed work. Students are allowed one day of make-up time for each day absent. It is the responsibility of the student to obtain the make-up work and complete it within the specified time. Please note that not all assignments lend themselves to make-up work at home. Students are encouraged to contact their “study buddy” or find the homework posted online to keep up with the assignments while they are out of school.

“MISSING” HOMEWORK NOTICE: Parents will be alerted if their student is missing an assignment (failed to return an assignment). This “Homework Notice” must be signed and returned the following day to the assigning teacher. As part of our homework policy, those students who fall below a “2” in one or more of the four core areas (Math, Science, Language Arts, and Social Studies) will be encouraged to attend Homework Help.

HOMEWORK & VACATIONS: It is important that students are in school every day for the best learning to occur. Valuable class time, which includes deep and complex discussion, cannot be replaced and students can quickly fall behind in the curriculum, having a negative impact on their grades. In summary, vacations seriously interfere with a students’ education.

Teachers are not obligated to give assignments ahead of time for students who will miss school unless a formal Independent Study Contract has been processed and signed.

However, it is encouraged for families and teachers to communicate about planned absences, and any requests for assignments in advance can be fulfilled, if possible.

SRACS GRADING SCALE

Standards-based Grade— 4 “Exceeding”

Exceeds Trimester Expectations. The student is doing all assigned work, the quality of a student’s work is consistently outstanding, and the student is mastering state and district standards for the grade level. Higher order thinking is evident, and students demonstrate in-depth knowledge and application that go beyond what was taught.

Standards-based Grade—3 “Meeting”

Meets Trimester Expectations. The student completes all assigned work. The quality of a student’s work is frequently above average, and the student is mastering state and district standards for the grade level. Students are able to complete tasks independently, without teacher support.

Standards-based Grade—2 “Approaching”

Partially Meets Trimester Expectations. The student completes most assigned work. The quality of a student’s work is generally satisfactory, and the student is mastering and/or making significant progress towards mastering state and district standards for the grade level. Students needed guidance or support in order to complete the task.

Standards-based Grade—1 “Emerging”

Does Not Meet Trimester Expectations. The quality of student’s work is frequently below average, and the student is having difficulty mastering state and district standards for the grade level. The student is not completing most assigned work. Students made minimal effort or little learning evident. Students were unable to complete tasks independently.

N/A—Not Assessed at the time

*Note some work is graded using various point rubrics that do not necessarily align with these grade scales. In these cases, grades will be assigned separately.

SRACS GRADING POLICY

We will accept late work; however, there will be a grade penalty, unless you have an excused absence. With excused absences, students will receive as many days as they were gone to complete the work. All late assignments will be marked at 2 or below.

- It is the student’s responsibility to remember what assignments remain outstanding
- If students are missing more than 3 assignments they will be asked to complete missing work during the independent work time in the school day.
- All class work & homework is assigned to help students learn and practice the lessons taught. When homework isn’t completed, the students are then behind for the next day’s lesson.

SCHOOLWIDE RULES & EXPECTATIONS: THE “BEST” PROGRAM

The Santa Rosa Accelerated Charter School implements many of the school policies related to expected student behaviors that are used at RVMS. Failure to follow any of these defined rules will result in disciplinary action. There are 3 general principles to the BEST program: **be safe, be responsible, and be respectful**. The BEST Program applies: 1) while on school grounds, 2) while going to or coming from school, 3) during the lunch period, whether on or off campus, 4) during or while going to or coming from a school-sponsored activity.

1. **BE SAFE:** *You are expected to behave in a manner that promotes safety for yourself and others.*
 - Use equipment appropriately
 - No fighting, pushing, shoving, or kicking
 - Keep hands and feet to self
 - Threatening behavior, either physical or verbal is prohibited
 - No throwing food or inappropriate objects

2. **BE RESPONSIBLE:** *You must take responsibility for completing all your assignments, for taking care of your personal property as well as school property, and for behaving appropriately. You are answerable for your choices, decisions and actions, both positive and negative.*
 - Be on time for school/class
 - Always bring materials to class
 - Always complete homework/assignments
 - Follow directions
 - Tell the truth
 - Cheating (including copying) is not allowed
 - No stealing
 - Eating in class is not allowed
 - Gum is prohibited
 - Dispose of trash properly
 - Cutting class/school is prohibited
 - If you see something out of place, pick it up and put it away; indoors and outside

3. **BE RESPECTFUL:** *You need to respect yourself, your fellow students, all of the adults on campus, and the school rules.*
 - Respect staff/adults and/or other students
 - Your school is your community, please respect it
 - Respect other people's property
 - Display a positive attitude
 - Use appropriate and respectful language
 - Disruptive behavior is not allowed
 - Harassment of any kind is not allowed

STUDENT DRESS CODE

At Santa Rosa Accelerated Charter School we want all students to focus on academic success. State law prohibits any form of attire that is obscene, offensive, dangerous or disruptive to the instructional program. Proper attire is the responsibility of the student and his/her parent/guardian. The General Student Dress guidelines help assure a safe, healthy and respectful learning environment for students, staff and parents.

The SRACS General Student Dress is as follows:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides (under the arms).
- Clothing must cover undergarments (waistbands and straps included).
- Opaque fabric covering breasts, genitals and buttocks is required.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, electives, and other activities where unique hazards exist. ● Sun-protective clothing, including but not limited to hats, for outdoor use during the school day (Education Code 35183.5)
- All headwear, if students choose to wear it, must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Religious headwear is allowed anywhere on campus at any time.
- All other headwear may be worn outside, but may not be worn inside the office, the library, the gymnasium, cafe, or any classroom.
- Helmets are required when riding scooters, bicycles, skateboards, long-boards, or hoverboards.

Students CANNOT WEAR:

- Violent language or images. Gang related clothing, jewelry, hairstyles, makeup, graffiti, tattoos, or other related items. For a more comprehensive list of gang related items, colors and contraband, contact the Principal.
- Clothing, binders, backpacks, or other personal items that have pictures or symbols that include, but are not limited to: Drugs, drug-related paraphernalia, gangs, alcohol, violence, obscene acts, weapons, suggestive words or activities, illegal activities, vulgar, sexual pictures, or other offensive visuals.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile environment based on any protected class.
- Midriff Tops
- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are a violation for the RVMS dress code.
- Sleep attire (except on school pj days) - this includes bringing blankets and pillows to school.

Other guidelines may be added as school officials deem necessary after obtaining information from community agencies and/or other resources. Violating the dress code will result in calling parents for appropriate clothing.

HARASSMENT & SEXUAL HARASSMENT

Every Student at SRACS is entitled to an academic environment free of sexual harassment. Harassment is basically unwelcome or unwanted attention. The following are a few examples of harassment, but do not constitute all possible cases:

- Name calling, threats, hostile notes, inappropriate drawings, hand gestures, spreading rumors, jokes and stories.
- Unwanted electronic communication including: texting, instant messaging, posts on Instagram, Snapchat, YouTube, Twitter, Facebook, or posts on any website, and voicemail.
- Purposefully cornering or blocking normal movements.
- Displaying suggestive objects.
- Unwanted touching of any kind.
- Unwelcome flirtations or propositions.

If you are a victim of harassment, tell the offending person to stop. If they refuse to stop, or you are uncomfortable telling them to stop, please notify a staff member immediately. The school will investigate your concern promptly. You will be informed of the results of the investigation and if disciplinary action was taken. Remember it is everyone's responsibility to help create a harassment free educational environment, and advocating for yourself, or telling a staff member, is an important part of the process. Together we can ensure that SRACS remains a fun and safe place to get an outstanding education. *For more information about harassment and sexual harassment please refer to Board Policy 5145.7 and Administrative Regulation 5145.7.*

CONDUCT GUIDELINES

The goal of the SRACS conduct policy is to guarantee a safe and secure environment and to direct student behavior in a positive and productive direction. It is also an expectation that students will learn to be accountable and responsible for their behavior. **If students make poor choices, they can expect the following discipline procedure:**

1. General Reminder
2. Warning – Speak with Teacher
3. Time Out – Sent to Partner Classroom
4. “Problem Report” – Conference during Elective Time
5. “BEST” Form – Must be signed by parent and returned the next day
6. Detention (during lunch or after school)
7. Conference with Principal or Administrator
8. Suspension

DETENTION

Students may be assigned detention from their teachers, an administrator, or the attendance office. Assigned detentions may be served in the SRACS classrooms, around the campus with campus clean-up, or after school in an RVMS classroom or in an Administrator's office. For attendance issues, namely tardies, students may have a lunch or after-school detention assigned with or without campus service.

After-school detention will not be rescheduled except for valid medical reasons such as illness or doctor appointments, death in the immediate family, court appointments. Dismissal from detention or failure to serve detention results in Monday School. Three or more detentions in one trimester will also result in a two-hour (Monday School) detention.

PLAYGROUND GUIDELINES/SUPERVISION

- There is no physical contact such as wrestling, rough-housing, pushing, shoving, grabbing, kicking, pinching.
- There is no running around the perimeter of classrooms or in the hallways.
- Bouncy balls, 4 square balls, moon balls, and soft, squishy balls are the only balls to be played against the tennis court ball wall for safety reasons.
- Do not lean or hang on the tennis court nets.
- Do not hang or play on the fences, gates, or backstops in the softball field area. ● No food in or around the tennis courts or softball fields.
- Do not play around any school doors.
- No playing in the bathrooms.
- Do not stand on the picnic tables or benches.
- Do not sit on the eating surface of the picnic tables.
- Please do not play games during the first ten (10) minutes of lunch.
- If a ball goes into the parking lot, only ONE person will retrieve it with permission of an adult and after carefully looking for moving cars in the parking lot.
- Stay back 12 feet from the neighbors' fences and Badger Road.
- All balls and equipment must be returned to the recess ball cart immediately after the bell rings.
- Playground items brought in from home are strongly discouraged and must be made available to all students. It is strongly recommended that your last name be on the item.

Our campus is supervised by our teachers and/or campus supervisors from 8:10-8:25am, during the mid-morning, lunch, mid-afternoon breaks and from 3:00pm to 3:15pm. There is no supervision provided either before 8:10am or after 3:15pm. We welcome parent volunteers to help supervise the campus in the morning before school begins, and in the afternoon after school ends. Interested parents are asked to sign up as a volunteer, and contact the school office at 707-890-3860.

TOOLBOX BY DOVETAIL LEARNING



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.

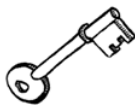


Garbage Can Tool

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.



SAFE AND SECURE ENVIRONMENT

Schools must be safe and secure places for learning. Dangerous and criminal conduct will not be tolerated. The Santa Rosa City School District takes a zero-tolerance position with regard to violence, drugs and weapons at school. If a student is involved in a crime at school that involves violence, drugs, or weapons, s/he can expect the following to happen:

- The case will be prosecuted to the limit of the law and the evidence.
- The police will be called and will take appropriate action.
- Appropriate disciplinary action will occur. **This may include suspension from school and/or expulsion from the school district.**

Parents/guardians and students, we need your help, cooperation and support in this serious matter. In order for our schools to be safe, we must work together to prevent and report crimes. If students, parents, teachers and other staff work cooperatively, our schools and the larger community will be a better place to learn and live. Nothing is more important than the safety of our students at school and while going to and coming from school. If you observe anything, have questions or suggestions for improving the safety of our young people, please contact the school immediately. Safety drills will be held once/month to familiarize students with the procedures in the event of a true emergency.

CLOSED CAMPUS

To ensure the safety of our students, Santa Rosa Accelerated Charter School is a closed campus. **This means that ANY visitor to the school MUST sign in at the Charter School office and wear an identifying badge.** This also includes VOLUNTEERS.

VISITORS TO SRACS

Parents/guardians of enrolled students are welcome to visit the school. Appointments must be made so that parents/guardians may confer with a specific teacher or teachers at a mutually convenient time. A visitor's pass, issued in the main office, is required for all visitors after signing the visitor's log. Students are not to bring unauthorized guests, small children, or animals to school during school hours as the school will not accept the responsibility or liability.

AFTER-SCHOOL PICK-UP POLICY

Students should be picked up promptly from school at the scheduled dismissal time. If students are not picked up after 15 minutes of dismissal time, they must proceed to the shade structure and wait for their pick-up. Supervision is NOT provided after school.

MEDICATION POLICY

Students cannot carry ANY medication on their person or in their backpack INCLUDING prescribed and over-the-counter medication unless arrangements have been made with the students' physician and the school. **All medications given at school or on an overnight field trip MUST have a doctor signed Medication Letter on file at school (prescribed and over-the-counter medications).** Here you can print a [Medication Letter](#). If a situation arises where a student needs medication but doesn't have a letter on file, a parent or guardian can come to the school and administer the medication. They must check in at the school office and the student will be called to receive the medicine at the office.

IMMUNIZATION REQUIREMENTS FOR 7TH GRADE

At middle school registration (February every year), students must show proof of the Tdap shot given on or after their 7th birthday. The Tdap immunization safely protects against 3 dangerous diseases: tetanus, diphtheria, and pertussis (also called whooping cough). We strongly recommend that students receive this booster shot early in 6th grade, alleviating any delays with middle school registration.

LOST & FOUND

Please be advised that our campus is well used by outside agencies such as the soccer and softball leagues, and it is recommended that students take all items home on a daily basis. Clothing and lunch boxes that are left on the school grounds may be placed in our Lost & Found area providing our staff has time to do this. It is not their responsibility. Lost & Found is located behind classrooms 1 & 2. Unclaimed clothing will be regularly donated to charity. **The school is not responsible for lost, stolen, or damaged clothing, lunch boxes and/or bags, cell phones, cameras or any other electronic equipment and music instruments.**

TEXTBOOK & LIBRARY BOOK POLICY

Textbooks are assigned to students at the beginning of the school year and students are responsible for their safekeeping. At the end of the school year report cards will be held if a student has not returned their textbook or has caused damage to any book beyond what is considered normal wear and tear. Replacement textbook costs will be provided to parents; checks are payable to Santa Rosa City Schools and must be returned to the charter school office.

Unreturned library books are also the parents' responsibility; replacement costs will be provided and checks are made payable to RVMS. Payment must be returned to the charter school office.

INSTRUMENT POLICY

Band students are responsible for the security and operating condition of their rented or owned instrument. Band students are asked to store their rented or owned instruments and music in the designated area at the beginning of the day until the end of the day. All rented instruments are to be returned to the band teacher during the last week of school. The school is not responsible for lost, stolen, or broken instruments that are rented or owned. Furthermore, it is not the responsibility of the school to secure musical instruments found on the school grounds at the end of the school day.

STUDENT LEADERSHIP

Students sometimes wonder about student councils or other forms of leadership at SRACS. We welcome ideas from students about our school, from peer interactions, to recess ideas, to things we can study or do in the classroom. Students are urged to speak with a teacher or administrator about ideas that they would like to share. These ideas may also be handwritten and placed in any of the plastic 'OFFICE' boxes located in the classrooms. They may be addressed to a teacher as confidential or can go to the main office if it is of a more general idea. SRACS student representatives can serve on the SRACS Advisory Council. 5th and 6th grade representatives bring a student voice to this committee and report back to their peers on charter related matters.

CLASS ASSIGNMENT POLICY

5th grade class lists are developed using the information provided in the enrollment packet. Developing class lists is a very involved process, taking many hours and much consideration to create a balanced class. Class lists may change from 5th grade to 6th grade based on information gathered throughout the school year. Once the classes are formed, please understand that we cannot accommodate changes to these lists.

PLANNER USE

Planners are purchased by the parent group and provided free of charge to every student at orientation. Using the planner is a great way to teach time management, responsibility, and consistency. We encourage and allow ample time for students to get into a daily habit of writing down homework assignments, project deadlines, and other pertinent information. Replacement planners are available at the charter school office at the cost of \$6.00 payable to SFPO.

CELL PHONE / COMPUTER / OTHER ELECTRONICS USAGE

The SRCS Board of Education allows limited use of cell phones on campus. They can only be used before and after school. Personal cell phones and all other electronic devices should be turned off and kept in backpacks. They cannot be used in the Homework Club. Violations may result in confiscation and/or further disciplinary actions if these items are found outside the backpack during the school day. Other electronic usage such as personal cameras, video-cameras, electronic games and other personal electronic equipment should not be brought to school. The school is not responsible for lost, stolen, or broken cell phones, cameras or any other electronic equipment. Any electronic equipment and/or cell phones found on school grounds will be brought to the school office until claimed.

Santa Rosa City Schools provides access to the Internet through the District's computer network. All uses of District computers and networks are regulated by the SRCS Acceptable Use Policy (AUP). The purpose of providing access to the Internet and District network resources is for regular instructional or business activity.

No user of the Santa Rosa City School's network should have an expectation of privacy. The Internet is a public network, and email or other communications on it are not private. SRCS system operators have access to all user account directories, data and any other files stored on system servers. It is the user's responsibility not to initiate access to material that is inconsistent with the goals, objectives, policies, and educational mission of the District (obscene or other objectionable material) as well as adherence to any city, state and federal laws. It is expected that users will not use network access to threaten, demean, defame, or denigrate others on the basis of race, religion, creed, color, national origin, ancestry, physical handicap, gender, sex and sexual orientation, or other reason. **Violation of the Santa Rosa City School's AUP can lead to loss of Internet/network privileges, and further disciplinary/legal action may also be taken.**

TECH HELP

Santa Rosa City Schools will provide Chromebooks for students to use at school.

- Students will access all resources through Classlink <http://srcschools.org/classlink>
- If a student needs help with access to school resources, they will contact the appropriate teacher for assistance.
- Students are responsible for their Chromebook and technology usage behavior and will sign a Technology Use Contract during the first week of school.
- Families may be charged for repair costs if appropriate.

TECHNOLOGY AND CLASSROOM AGREEMENT

At SRACS, all students are trusted citizens of the school. This means that they have certain privileges. These privileges come with certain responsibilities.

❖ **I agree to use computers responsibly.**

- I will only use a computer on a desk, not the floor or my lap.
- I will close the lid and use two hands when I move or carry a Chromebook.
- I will open and close the computer gently.
- I will only use computers for school purposes.
- I will not change or remove any other student's work.
- I will not change any settings on the computer or on other students' computers.
- I will not email or play games during class.
- I will use common sense.
- While collaborating on a shared assignment (Google Docs, slides, etc.) I will not edit or delete another student's work.
- I will show my Google Classroom to my parents upon their request.

❖ **I agree to treat classroom materials as if they were my own.**

- I will not take things that do not belong to me.
- I will use supplies like tape, pencils, scissors, and staples for their intended purpose. For example, one staple is usually all you need.
- I will borrow books and return them in the same condition.
- I will be respectful of other student's stuff.

❖ **I understand that if I break these rules, I will lose privileges. For example, I will have paper and a pencil instead of a computer.**

❖ **I will notify my teacher if I see other students breaking these rules.**

PHOTOGRAPHY / VIDEOGRAPHY / MEDIA

Representatives from the news media often visit the school campus to take photographs or videotapes of students involved in various educational activities. Additionally, the school and/or district will take photographs of school activities to include in print and website publications, including digital or electronic promotional media forms. A media release form will be distributed at orientation for your signature. Please notify the school office if you have any concerns.

ADVISORY COMMITTEE

The SRACS Advisory Committee is formed to develop and recommend school improvements to the Board of Education. The committee periodically reviews the schools' charter and assesses the effectiveness of the program. The school budget is reviewed and spending decisions are made while keeping to the vision and school mission. The committee consists of the school principal, at least one teacher from each of the grade levels, one parent from each of the grade levels, student representatives, and one community member. Meetings are held monthly at a mutually agreed upon time & date. These meetings are open to the public.

Would you like to volunteer to represent SRACS parents?

Please contact the office or sign up at orientation.

FALL PARENT-TEACHER CONFERENCES

In early Fall, before the first grading period ends, parents will have the opportunity to meet with both of their students' teachers to discuss their child's progress. Teachers will review assessments and goals for the school year. The allotted conference time is 15 minutes/teacher. Our conference schedule requires 8 school days to complete; allowing teachers ample time to meet with all 64 families. During conference time, the school day operates on the Minimum Day schedule. An electronic scheduling tool will be posted on Parent Square for parents to schedule their conference prior to conference days.

REQUESTING AN ADDITIONAL CONFERENCE: Parents must contact their child's teacher (email is preferred) to set-up a conference time to discuss any concerns they may have after the Fall conference period. Our teachers attend many meetings after school, so it is advisable to book a specific time with the teacher rather than simply showing up without an appointment.

6TH GRADE SCIENCE CAMP

This camp, also known as "Outdoor Education" takes place at Nature Bridge in Sausalito. Students receive high quality lessons on the environment/earth sciences. Mr. Brockway is the main trip coordinator. This field trip is 3 days/2 nights and our school has participated in Outdoor Education at this site since we opened in 2004.

An informational meeting will be held in September to discuss all of the details of camp such as the location, sleeping arrangements, transportation, chaperone interest, costs, and packing requirements. The requested student donation covers the Nature Bridge fees including food, activities, docent costs, and accommodation. Transportation, and the chaperone costs are also included in the student donation request. Nature Bridge requests a deposit from our school by October therefore, we ask parents to donate a portion of the camp costs at the September meeting.

We want full participation from all students and do not want the cost of camp to impede your decision to attend. As a result, scholarships in any amount are available on request and provided by the SFPO. These requests are handled in the utmost confidence. Please contact Mr. Brockway if you have any concerns or wish to request a scholarship.

Several parent chaperones are needed for the 6th Grade Science Camp. Four female and three male parents are selected from an interest sheet gathered at the initial field trip meeting in September. All overnight chaperones must be 'cleared' to participate by having a background check. This involves having a LIVESCAN digital fingerprint.

Once chaperones are selected, they will create an account on the volunteer website Be A Mentor, <https://beamentor.org/linkpages/mentorasp/specialprojects/SRCS/>, and sign up to be the overnight chaperones. The website will guide them with what requirements they need to meet to be cleared for that role, including fingerprinting. (See below for more information on Be a Mentor).

VOLUNTEERING REQUIREMENTS (BE A MENTOR)

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 partnered with Be A Mentor, Inc., to support the online registration and screening process of school volunteers:

(<https://beamentor.org/linkpages/mentorasp/specialprojects/SRCS/>)

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 or all four levels of clearance explained [here](#).

SANTA ROSA CITY SCHOOLS HANDBOOK

Santa Rosa Accelerated Charter School (SRACS) follows the Santa Rosa City Schools District policies. Please review the [Santa Rosa City Schools Handbook](#) for a more detailed description of district policy.