

**Santa Rosa Academy  
Student Handbook  
2011-2012**

Dear Santa Rosa Academy Families,

Welcome to Santa Rosa Academy! We are happy you are with us and hope that your stay will be rewarding and academically challenging. We are a school of over 975 students on three different programs that we refer to as “Tracks”: Red (full time Independent Study), White (K-8, two day on site) and Blue (K-12 five days on site).

This handbook will provide you with important information about our school. Most importantly, we want to partner with you to “Develop a Habit of Mind for Success through the timeless principles of excellence, integrity and respect.” As part of our philosophy, students are required to dress appropriately in the uniform, adhere to high behavioral and academic expectations and strive for success in all that they do. Please read the handbook carefully, sign the attached signature page and return it to school within one week of receipt.

All students are required to wear uniforms any time they are on campus or participating in school activities. Uniforms may be purchased at the Dennis Uniform store, online or by fax and sent directly to your home. Please refer to the Dress Code to review the additional requirements for general information on shoes and grooming as there are changes in the requirements.

We will be offering field trips and other school events for students and families. A charter school is built by the whole community and we hope you will volunteer to assist us in any way that you can. We look forward to working with you!

Mrs. Laura Badillo  
Principal  
Santa Rosa Academy  
951-672-2400

## Santa Rosa Academy School Board Members

Dr. William Loftus, President  
Former Assistant Superintendent of Vista Unified School District, former Principal,  
Assistant Principal, and math teacher.

Darryl Dugan, Parent Representative  
Technology Administrator, University of California

Dan Temple, Vice President  
Highway Patrolman. Parent of two Santa Rosa Academy students; one high school and  
elementary age student.

Charlotte Lucey, Community Representative  
Former Registrar, University of Redlands.

Midge James, CFO, Community Representative  
Principal of Ridgemoor Elementary School, Menifee.

Niki McMullen, Clerk, Teacher Representative  
Teacher/Founder, Santa Rosa Academy. Former Biology teacher, Lake Elsinore  
Unified School District, former Swim Coach of the Year

## Santa Rosa Academy Staff

### Office Staff:

#### Administration

Executive Director/Principal	Laura Badillo	207	<a href="mailto:lbadillo@santarosaacademy.org">lbadillo@santarosaacademy.org</a>
Assistant Principal 6-12	Joseph Clevenger	204	<a href="mailto:jclevenger@santarosaacademy.org">jclevenger@santarosaacademy.org</a>
Assistant Principal K-5	Kim Ciabattini	400	<a href="mailto:kciabattini@santarosaacademy.org">kciabattini@santarosaacademy.org</a>
Special Ed Advisor	Tina Shannon	240	<a href="mailto:tshannon@santarosaacademy.org">tshannon@santarosaacademy.org</a>
High School Coordinator	Niki McMullen	234	<a href="mailto:nmcmullen@santarosaacademy.org">nmcmullen@santarosaacademy.org</a>
Master Teacher	Teri Heron	206	<a href="mailto:theron@santarosaacademy.org">theron@santarosaacademy.org</a>
Curriculum, instruction and Assessment	Nerni Miller	230	<a href="mailto:nmiller@santarosaacademy.org">nmiller@santarosaacademy.org</a>
Athletic Director	Justin Shives	256	<a href="mailto:jshives@santarosaacademy.org">jshives@santarosaacademy.org</a>

**Back Office:**

Chief Business Officer	David Graves	201	<a href="mailto:dgraves@santarosaacademy.org">dgraves@santarosaacademy.org</a>
Human Resources Clerk	Joanne Revard	210	<a href="mailto:jrevard@santarosaacademy.org">jrevard@santarosaacademy.org</a>
Payroll Clerk/AP	Tanya Hill	271	<a href="mailto:thill@santarosaacademy.org">thill@santarosaacademy.org</a>
Assistant Account Clerk	Marquetta MacLean	254	<a href="mailto:mmaclean@santarosaacademy.org">mmaclean@santarosaacademy.org</a>
Admin Assistant/ Office Manager	Kathleen Shaw	202	<a href="mailto:kshaw@santarosaacademy.org">kshaw@santarosaacademy.org</a>
Technology Director	Terry Loftus	350	<a href="mailto:tloftus@santarosaacademy.org">tloftus@santarosaacademy.org</a>

**Front Office:**

Information Services Coord.	Janette Chun	221	<a href="mailto:jchun@santarosaacademy.org">jchun@santarosaacademy.org</a>
Enrollment Coord.	Kris Allen	273	<a href="mailto:kallen@santarosaacademy.org">kallen@santarosaacademy.org</a>
Front Office SRA West	Tracie Fearing	280	<a href="mailto:tfearing@santarosaacademy.org">tfearing@santarosaacademy.org</a>
Front Office Secretary	Lisa Feely	200	<a href="mailto:lfeely@santarosaacademy.org">lfeely@santarosaacademy.org</a>
Attendance/Records/Health Registrar	Suzie Munstock	261	<a href="mailto:mgomez@santarosaacademy.org">mgomez@santarosaacademy.org</a>
Facilities /Custodial	Julie Romo	203	<a href="mailto:jromo@santarosaacademy.org">jromo@santarosaacademy.org</a>
Custodial SRA West	Glenda Morales	N/A	<a href="mailto:gmorales@santarosaacademy.org">gmorales@santarosaacademy.org</a>
	Irma Dominguez	N/A	<a href="mailto:idinguez@santarosaacademy.org">idinguez@santarosaacademy.org</a>
	Erik Pantoja	N/A	<a href="mailto:epantoja@santarosaacademy.org">epantoja@santarosaacademy.org</a>

**Teachers:****Red Track:**

HS/Science	Shari Alexander	262	<a href="mailto:salexander@santarosaacademy.org">salexander@santarosaacademy.org</a>
K-8	Sheryl Austin	219	<a href="mailto:saustin@santarosaacademy.org">saustin@santarosaacademy.org</a>
K-8	Ted Badillo	401	<a href="mailto:tbadillo@santarosaacademy.org">tbadillo@santarosaacademy.org</a>
K-8	Carmen Carreno	406	<a href="mailto:ccarreno@santarosaacademy.org">ccarreno@santarosaacademy.org</a>
K-8	Maria Mayr	232	<a href="mailto:mmayr@santarosaacademy.org">mmayr@santarosaacademy.org</a>
HS Coordinator	Niki McMullen	234	<a href="mailto:nmullen@santarosaacademy.org">nmullen@santarosaacademy.org</a>
HS Math	Ken Walery	268	<a href="mailto:kwalery@santarosaacademy.org">kwalery@santarosaacademy.org</a>
K-12	Larry Miller	235	<a href="mailto:lmiller@santarosaacademy.org">lmiller@santarosaacademy.org</a>
K-8/Assesment	Nerni Miller	230	<a href="mailto:nmiller@santarosaacademy.org">nmiller@santarosaacademy.org</a>
HS/Social Science	Weston Rogers	239	<a href="mailto:wrogers@santarosaacademy.org">wrogers@santarosaacademy.org</a>
K-8	Kelsey Sanchez	265	<a href="mailto:ksanchez@santarosaacademy.org">ksanchez@santarosaacademy.org</a>
K-8/Special Education	Tina Shannon	240	<a href="mailto:tshannon@santarosaacademy.org">tshannon@santarosaacademy.org</a>
Red Engineering	Nancy Sidhu	241	<a href="mailto:nsidhu@santarosaacademy.org">nsidhu@santarosaacademy.org</a>
HS	Lynda Vo	244	<a href="mailto:lvo@santarosaacademy.org">lvo@santarosaacademy.org</a>
K-8	Maria Mayr	232	<a href="mailto:mmayr@santarosaacademy.org">mmayr@santarosaacademy.org</a>
K-12	Nerni Miller	230	<a href="mailto:nmiller@santarosaacademy.org">nmiller@santarosaacademy.org</a>
K-8	Kelsey Sanchez	265	<a href="mailto:ksanchez@santarosaacademy.org">ksanchez@santarosaacademy.org</a>
K-8/Engineering	Nancy Sidhu	241	<a href="mailto:nsidhu@santarosaacademy.org">nsidhu@santarosaacademy.org</a>

**White Track:**

Kindergarten	Emily Goodwyn	227	<a href="mailto:egoodwyn@santarosaacademy.org">egoodwyn@santarosaacademy.org</a>
First Grade	Marisa Prayoonvech	238	<a href="mailto:mprayoonvech@santarosaacademy.org">mprayoonvech@santarosaacademy.org</a>
Second Grade	Christine Fuori	231	<a href="mailto:cfuori@santarosaacademy.org">cfuori@santarosaacademy.org</a>
Third Grade	Michele Aguilar	218	<a href="mailto:maguilar@santarosaacademy.org">maguilar@santarosaacademy.org</a>
Fourth Grade	Sarah Collins	260	<a href="mailto:scollins@santarosaacademy.org">scollins@santarosaacademy.org</a>
Fifth Grade	Trisha Alvarado	217	<a href="mailto:talvarado@santarosaacademy.org">talvarado@santarosaacademy.org</a>
Six Grade	Carisa Froelich	245	<a href="mailto:cfroelich@santarosaacademy.org">cfroelich@santarosaacademy.org</a>
Seventh Grade	Trisha Aspengren	266	<a href="mailto:taspengren@santarosaacademy.org">taspengren@santarosaacademy.org</a>
Eighth Grade	Whitney Carpenter	402	<a href="mailto:wcarpenter@santarosaacademy.org">wcarpenter@santarosaacademy.org</a>

**Blue Track:**

Kindergarten	Kristie Kelleher	250	<a href="mailto:kkelleher@santarosaacademy.org">kkelleher@santarosaacademy.org</a>
Kindergarten	Kelly Wheeler	242	<a href="mailto:kwheeler@santarosaacademy.org">kwheeler@santarosaacademy.org</a>
First Grade	Tayna Ingarida	253	<a href="mailto:tinigarida@santarosaacademy.org">tinigarida@santarosaacademy.org</a>
Second Grade	Meagan Woods	257	<a href="mailto:mwoods@santarosaacademy.org">mwoods@santarosaacademy.org</a>
Third Grade	Dena Brown	258	<a href="mailto:dbrown@santarosaacademy.org">dbrown@santarosaacademy.org</a>
Fourth Grade	Clint Cieslik	403	<a href="mailto:ccieslik@santarosaacademy.org">ccieslik@santarosaacademy.org</a>

Fifth Grade	Brittany Shives	224	<a href="mailto:bshives@santarosaacademy.org">bshives@santarosaacademy.org</a>
Fifth Grade	Carmen Carreno	404	<a href="mailto:ccarreno@santarosaacademy.org">ccarreno@santarosaacademy.org</a>
Sixth Grade	Misty Pawlowski	237	<a href="mailto:mpawlowski@santarosaacademy.org">mpawlowski@santarosaacademy.org</a>
Sixth Grade	Kristen McNeal	222	<a href="mailto:kmeneal@santarosaacademy.org">kmeneal@santarosaacademy.org</a>
Sixth Grade	Taejin Chun	259	<a href="mailto:tchun@santarosaacademy.org">tchun@santarosaacademy.org</a>
M.S Science	Cynthia Phillinganes	249	<a href="mailto:cphillinganes@santarosaacademy.org">cphillinganes@santarosaacademy.org</a>
M.S. Math/ Engineering	Miguel Sanchez	251	<a href="mailto:msanchez@santarosaacademy.org">msanchez@santarosaacademy.org</a>
M.S. English	Sofia Ramirez	252	<a href="mailto:sramirez@santarosaacademy.org">sramirez@santarosaacademy.org</a>
M.S. Math/ Technology	Tracy Kemner	264	<a href="mailto:tkemner@santarosaacademy.org">tkemner@santarosaacademy.org</a>
M.S. Social Studies	Lee Eddy	225	<a href="mailto:leddy@santarosaacademy.org">leddy@santarosaacademy.org</a>
M.S P.E.	Jesus Granados	269	<a href="mailto:jgranados@santarosaacademy.org">jgranados@santarosaacademy.org</a>
HS English	Sarah Hartman	228	<a href="mailto:shartman@santarosaacademy.org">shartman@santarosaacademy.org</a>
HS Math	Ken Walery	247	<a href="mailto:kwalery@santarosaacademy.org">kwalery@santarosaacademy.org</a>
HS Math	Justin Shives	256	<a href="mailto:jshives@santarosaacademy.org">jshives@santarosaacademy.org</a>
HS History	Jason Gaylord	267	<a href="mailto:jgaylord@santarosaacademy.org">jgaylord@santarosaacademy.org</a>
HS Chemistry/Physics	John Dang	223	<a href="mailto:jdang@santarosaacademy.org">jdang@santarosaacademy.org</a>
HS Biology	Sherry Alexander	262	<a href="mailto:salexander@santarosaacademy.org">salexander@santarosaacademy.org</a>
HS Engineering/Biomedical	Vanessa Stratton	243	<a href="mailto:vstratton@santarosaacademy.org">vstratton@santarosaacademy.org</a>
HS Spanish	Lania Padilla	220	<a href="mailto:lpadilla@santarosaacademy.org">lpadilla@santarosaacademy.org</a>
HS P.E./ Health	James LeMasters	270	<a href="mailto:jlemasters@santarosaacademy.org">jlemasters@santarosaacademy.org</a>
HS Health/P.E.	Max McNeal	272	<a href="mailto:mmcneal@santarosaacademy.org">mmcneal@santarosaacademy.org</a>

**Menifee Union School District Employees working with Special Education at SRA**

RSP Teacher	Celeste Taylor	205	<a href="mailto:ctaylor@menifeeusd.org">ctaylor@menifeeusd.org</a>
RSP Aide			

**School Locations:**

Main Campus: Blue Track 6-12, /Red Track High School, 28237 La Piedra Road, Menifee, Ca. 92584  
Office Hours: 7:00-3:30 School Phone: 672-2400 School Fax: 672-6060

Santa Rosa West: Blue Track K-5, Red/White Track K-8: 26301 Garbani Rd. Menifee, CA. 92584  
Office Hours: 7:30-3:00 School Phone: 672-2400 ext. 280

# Santa Rosa Academy

## VISION

To develop, sustain and enhance the educational potential of children.

## MISSION

To create a school that is highly regarded for academic excellence within a flexible and innovative learning environment that will effectively develop, sustain and enhance the skills necessary to be life-long learners and productive citizens.

## MOTTO

Developing a habit of mind for success through the timeless principles of

excellence, integrity, and respect.

## CORE VALUES

We believe in challenging students to become productive citizens of our society. The following are a list of the Core Values of the school that will guide students to that goal.

- **Individualized Achievement.** Students will have a home room teacher who will track their progress and serve as a counselor so that each student will have a personalized educational program.
- **Technologically Advanced and Trained.** A state of the art technology center will be available to all students enabling them to become literate in numerous aspects of technology that will be integrated throughout the curriculum.
- **Character Development.** Students will be exposed to a program called Character Counts which instills a commitment to being trustworthy, responsible, respectful, fair and caring individuals.
- **Mental and Physical Alertness.** Students will participate in the Presidential Physical Fitness Program, Sports, Nutrition, Cooking and Health Programs.
- **Artistically Aware.** Visual and Performing Arts programs will be made available to all students. Theatrical productions put on by the students will include advancements in technology to enhance the productions.
- **Volunteerism.** Community service hours will be required by each High School student as well as a community service project prior to graduation from High School.

## Developing a Habit of Mind for Success

Our most important ESLR (Expected School-wide Learning Result), came out of the philosophy our Founders had for describing what we wanted students to achieve before they graduated from Santa Rosa Academy. A Habit of Mind for Success currently comes more from a corporate philosophy than an educational one and can be summed up in the idea that ALL students can be successful; the idea that “excellence is a habit” rather than a characteristic that only certain persons possess.

Santa Rosa Academy, in every respect, strives to assist all students in developing their habit of mind for success. Use of the program Character First provides a foundation from which students, teachers and staff can learn and develop the various character traits that make a person successful. Traits such as honesty, integrity and respect are to be taught and demonstrated by all who work for Santa Rosa Academy.

As part of our program, all teachers will:

- Spend time teaching the character traits
- Assign work related to character development
- Demonstrate positive character traits at all times.
- Look students in the eye when speaking with them and teach students from other cultures that this is a sign of respect in America.
- Expect girls/women to exit a room before boys/men.
- Expect students to respond with Yes, Sir; No, Ma’am, Please, Thank You, etc... (this is a learning curve for all of us and one in which we will develop over time).

- Meet students at the door of the classroom before class begins with a handshake and/or greeting each day. Meet families for IS meetings in the same manner.
- Expect the students to respond with a handshake and/or greeting each day.
- Expect the students to stand and greet important guests that enter the classroom such as board members, guest speakers, etc...
- Expect students to greet them and other adults by their title such as Mr., Mrs., Ms., Dr., etc...No first names are to be used by students when addressing adults.
- Continually learn more about character development and ask when uncertain. Check out [www.characterfirst.com](http://www.characterfirst.com) for more information and additional online worksheets to use with students.

Our “Habit of Mind for Success” philosophy will be developed over time so that all students will embrace it and be able to achieve as much as they are capable. You can help us by demonstrating it DAILY.

## **Santa Rosa Academy Expected School-Wide Learning Results**

Santa Rosa Academy will prepare its graduates to pursue excellence through:

### **Intellectual Responsibility:**

- All students will demonstrate habit of mind for success.
- All students will demonstrate mastery of basic skills
- All students will demonstrate appreciation of visual, applied and performing arts.
- All students will use technology to synthesize, evaluate, and present information.
- All students will be complex thinkers, who identify, analyze, integrate and apply information to develop solutions to problems.
- All students will communicate effectively in written and verbal form.

### **Personal and Social Responsibility:**

- All students will demonstrate personal integrity and assume responsibility for decisions and actions.
- All students will demonstrate a strong work ethic.
- All students will communicate needs in a responsible, respectful manner.
- All students will exhibit self-discipline.
- All students will use knowledge to make choices that promote good physical and mental health.

### **Civic Responsibility:**

- All students will demonstrate positive and productive citizenship.

All students will apply the principles of philanthropy by contributing time, energy, or talents to improve the quality of life in their community.

All students will actively participate in the democratic process.

### 2011-2012 CHARACTER TRAITS

While every trait is important, we will specifically teach the following traits within the curriculum for the 2011-12 school year.

August: Honor	January: Respect
September: Thoroughness	February: Deference
October: Punctuality	March: Virtue
November: Compassion	April: Determination
December: Compassion	May: Determination

## Santa Rosa Academy Yearly Calendar 2011-2012

Date	Day	School Days
August 8, 2011– May 24, 2012	M-F	2011-2012 School Year

Date	Day	Holidays
September 5, 2011	M	Labor Day
October 10, 2011	M	Columbus Day
November 11, 2011	F	Veterans' Day
November 23-25, 2011	W-F	Thanksgiving Recess
December 19 2011– January 2, 2012	M-F	Student Winter Recess
January 16, 2012	M	Martin Luther King, Jr. Day
February 13-17, 2012	M-F	Interim Break
February 20, 2012	M	President's Day
April 2-April 6, 2012	M-F	Spring Break
<b>MINIMUM DAYS</b>		<b>Main Campus 7:45-12:00 West Campus 8:10 12:30</b>
September 21-23, 2011	W-F	Grades K-8 Blue Track Only Parent/Teacher Conferences
October 14, 2011	F	Grades K-12 All Tracks ANNUAL GALA
December 14-16	W-F	Grades K-12 All Tracks FINALS
February 9-10, 2011	Th-F	Grades K-8 Blue Track Only Parent/Teacher Conferences

March 23, 2011	F	Grades K-12 All Tracks Annual Golf Tournament
May 22-24, 2011	T-Th	Grades K-12 All Tracks FINALS

\*180 Student School Days for the 2011 – 2012 School Year

**Santa Rosa Academy**  
General School Information

**School Web Site:** [www.santarosaacademy.org](http://www.santarosaacademy.org)

**Office Hours:** 7:00-3:30 (Menifee MSJC Campus)

**School Location, Menifee MSJC Campus:** 28237 La Piedra Road, Menifee, Ca. 92584

**School Hours:**

**Grades 6-8:** 7:45 - 2:25

**Grades 9-12:** 7:30 - 2:45

**Office Hours:** 7:30-3:00(SRA West Campus)

**School Location, SRA West:** 26301 Garbani Road, Menifee, CA 92584

**School Hours:** 8:00-2:10

**AM Kinder:** 8:00 - 11:30 **PM Kinder:** 11:15 - 2:45

**Academic Integrity:** Academic honesty and personal integrity are fundamental components of a student's education and character development. The staff at Santa Rosa Academy expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to school discipline rules.

Any student who gives or receives information during a test shall receive no credit. Depending on the seriousness of the violation, the student may be counseled with the parent or guardian present or may be given no credit for the assignment, grade period or for the semester. Where term papers are concerned, teachers should ask students for an outline and rough draft to help avoid plagiarism.

Definitions of Academic Dishonesty Behaviors: Specific types of academic dishonesty that will not be tolerated but are not limited to those as defined below.

- Cheating on Tests - Any intentional giving of or use of external assistance relating to an examination, test, or quiz without express permission of the teacher. This includes looking on another student's paper, sharing answers, or copying another student's paper.

- Fabrication - Any intentional falsification or invention of data citation, or other authority in an academic exercise.
- Unauthorized Collaboration - While collaboration is often encouraged, unauthorized collaboration is not permitted.
- Plagiarism - Any intentional representation of another's ideas, words, or works as one's own. Plagiarism includes the misuse of published materials, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper to copy, without permission of the teacher is also engaged in plagiarism.
- Alteration of Materials - Any intentional and unauthorized alteration of student, teacher, or library materials.
- Forgery - Any unauthorized signing of another person's name to a school related document.
- Theft - Any theft of materials
- Transfer of Unauthorized Materials- Any giving or selling of unauthorized materials.

Consequences for Academic Dishonesty: Consequences per incident, not class specific:

- First offense - Student, parent and teacher meeting. No credit for affected test or assignment. The plagiarized assignment is to be re-assigned. Academic Dishonesty form documenting
- Second offense - Student, parent and school administrator or designee meeting. No credit given for affected test or assignment. Student is dropped from class (Home Study or Learning Center) with a failing grade and no credit and removed from any extracurricular activities, including fieldtrips, camps, etc. The Academic Dishonesty form is filled out documenting the incident, faxed to the main office. The original, signed by all parties, is sent to the main office.

Continued demonstration of academic dishonesty will result in further disciplinary action including suspension and/or possible expulsion.

**Attendance:** It is crucial that you arrive at school on time and attend school on the days your program runs. Attendance in every class is vital to your academic success. It is important that all assignments be completed. If your student is on Red, White, or Blue Track, they may still receive attendance credit for work completed even if they are absent a day from school. Please see your Educational Advisor and/or classroom teacher if you have any questions about assignments. Each time a student is on campus they must be in full and proper uniform.

School Hours

**SRA Main Hours:** High School: 7:30 - 2:45 Middle School (6-8): 7:45 - 2:25

**SRA West Hours:** 8:00 - 2:10 M-F

**Behavior Code:** The primary goal of Santa Rosa Academy is education. Appropriate student conduct is of utmost importance in order for the school to achieve that goal. Students will be expected to follow all school rules and Develop a Habit of Mind for Success through the timeless principles of excellence, integrity and respect.

**Establishing a path: College/Careers**

We do not believe all students are college bound, although it would be ideal, it is not very

practical; therefore, our high school program includes coursework for College Preparatory and Regular Education students. We believe in helping all students reach their academic potential and assisting them in determining their educational and career goals in partnership with the parent/guardian. Blue track currently offers a college preparatory program. Red track serves students of all academic levels.

### **School Rules:**

#### **Be respectful:**

Address adults appropriately  
Use courteous and polite language and behavior  
Preserve school property and the property of others  
Honor our country

#### **Be responsible:**

Demonstrate excellence at all times  
Demonstrate integrity in all things  
Be on time and prepared to learn  
Be accountable for completion of work  
Acknowledge your actions  
Follow all rules  
Follow the dress code

In order to develop a “Habit of Mind for Success,” all students must participate in the development of the 49 character qualities. They are as follows:

Alertness	Attentiveness	Availability	Benevolence	Boldness	Cautiousness	
Compassion	Contentment	Creativity	Decisiveness	Deference	Dependability	
Determination	Diligence	Discernment	Discretion	Endurance	Enthusiasm	
Faith	Flexibility	Forgiveness	Generosity	Gentleness	Gratefulness	
Honor	Hospitality	Humility	Initiative	Joyfulness	Justice	
Loyalty	Meekness	Obedience	Orderliness	Patience	Persuasiveness	
Punctuality	Wisdom	Responsibility	Security	Self Control	Sensitivity	Sincerity

**Closed Campus:** Santa Rosa Academy is a closed campus. Students must remain on campus for their entire school day. Students are not allowed off campus unless they have been checked out of the office by a parent/guardian and, for students who drive themselves, if the parent/guardian provides a written request. Requests will be verified by the office. Students will be considered truant if they leave campus without checking out at the office. Students may not walk to other businesses unless accompanied by the parent/guardian.

#### **Community College Coursework**

Students may take Community College courses upon approval of the administration. Coursework taken at the college can be applied towards graduation credits. Each credit from the college will count as 3.33 credits on a student’s transcript. A student may then earn up to a maximum of 10 credits for a 3 unit community college course. With approval, students may take up to two classes at the Community College each semester of high school beginning with the second semester of 9th grade.

### **Computer Use:**

Prior to a student using a computer at Santa Rosa Academy they must first sign a technology use agreement. While using computers all students are required to follow the guidelines and expectations laid out by the instructor. Misuse of computers or inappropriate use will result in immediate loss of computer use privileges and additional disciplinary action will be taken.

### **Community Service Project Requirement**

All students are required to plan and complete a community service project during their junior and senior years with completion by the winter of the senior year. Project guidelines will be distributed through the High School Coordinator and/or Counselor.

### **Final Exams for High School Students**

Each semester ends with a final exam or culminating activity in each subject area. The last week of the semester is considered final exam week. Final exam grades are added to the semester grades to determine a final course grade. All students must be present for finals. Assessments will be given in each class.

### **Grading/Credits**

Most high school courses are worth 5 credits for one semester. Students will be expected to be in good standing academically and working towards graduation requirements. Students having academic difficulty will require parent conferences to determine a plan of action for assistance. This plan of action may include a change in the student's course of study and/or track placement. Students may also be referred to the Student Study Team for further evaluation. Students are required to attend mandatory tutoring if they are receiving lower than a C in a course and must continue to attend tutoring until the grade improves.

Students will have opportunities to demonstrate competency in a variety of ways, depending on the teacher and/or assignment.

### **Health Information:**

Emergency Cards and immunization records must be kept up to date. Immunization records must also be kept up to date. Please contact the office if you have any changes. If medication must be distributed to a student, a special form must be filled out and signed by the parent and the doctor and kept in the office. Any health problems must be noted so that school may properly work with students to ensure each student's safety. Students may never carry their own medication; it must be stored in the office.

**Homework Policy-** Students on Blue Track are required to complete all homework assignments in a timely manner. Students who do not do so will be required to complete the assignments in detention daily as needed. Students who continually fail to complete assignments will be assigned Thursday Night School and/or risk suspension and/or removal from the program.

**Late Start/Early Release:** Some high school students may have altered class schedules that may include a late start or early release. Students may not be on campus after their last class. Students may not leave campus and return later in the day without parent permission. A student must report to the office if they are to remain on campus outside of their scheduled day and must be for specific purposes.

**Library/Textbooks:** All library and textbooks are the property of Santa Rosa Academy. Books should be handled with respect and care. Damaged or lost books will be assessed for fines and students will be required to pay for replacements.

Library books will be checked out for a 4 week time period. Books must be returned as soon as they are due. No further books will be checked out until outstanding books are returned. No late fines will be charged; however, books must be returned or paid for by the end of the school year.

Textbooks will be assigned to a student and must also be returned at the end of the semester or the end of the school year depending on the course. Students will be responsible for their return or will be expected to pay for them.

Entrance into the library is reserved for students who are able to respect and follow the rules. The library environment is reserved for monthly meetings with parents and students, quiet study and checkout/return of books. Any student not following the rules will not be allowed to use the library.

**Mandatory Tutoring:** Students are required to attend mandatory if they receive lower than a 70% in a course and must continue to attend tutoring until the grade improves. Teachers will contact parents and ensure that student knows dates and times for tutoring.

**Missing Assignments:** Blue Track students who are missing assignments must attend mandatory tutoring if assignments are not completed on time. Students who continually don't complete assignments risk loss of enrollment. Please speak with your student's teacher or administrator if there are serious concerns about missing assignments.

**Lunch/Break Time:** Students must bring a snack and lunch to school on the days in which they attend classes. Lunch will last approximately 40 minutes and snack time 10 minutes. Please provide healthy, nutritious food and bottled water as there are no drinking fountains available. No soda, candy, gum, glass containers or glass bottles allowed. There is no cafeteria on school campus.

**Physical Contact:** No inappropriate hugging, kissing, or signs of affection are to take place at school or on school sanctioned events.

**Parent Access to student information:**

Parents can continuously follow the progress and track completion and quality of their students work by using our student portal feature on School Pathways. For additional information, visit our website at [www.santarosaacademy.org](http://www.santarosaacademy.org).

**Parking:** Parents who drive to school may park in the visitor section. Students and Staff must have parking permits properly displayed or will be subject to violations and possible citation. There will be no loitering in the parking lot. Please follow all traffic rules in the parking lot and on school property. For parents who wish to carpool, please see the office to be added to the carpooling interest list. See also: Traffic Flow for pick up and drop off. Students who drive to school must submit parking form to the office as well as proof of insurance and a valid driver license is required.

**Physical Education:** Students in grades K-5 participate in 100 minutes of physical activity per week, students in grades 6-12 complete 200 minutes per week. High School students typically take the required two years of PE in grades 9 and 10. All students must abide by the rules and are expected to behave in an appropriate manner when participating in school sponsored physical fitness activity. Successful completion of the Physical Education 9 course is a graduation requirement. Students in grades 10 and above must take at least one more year of physical education from the courses listed in the Course Catalog.

Blue Track High School Students are required to have the school PE uniforms for this school year. Students in grades K-8 are not required to have the PE uniform; however, any student participating in any PE Day/Testing must wear modest physical fitness attire such as shorts, T-shirts and tennis shoes. Rolled waistbands, too short or excessively tight fitting shorts or shirts will not be permitted.

**Problems/Concerns:** Students may report problems or concerns to their teacher or counselor for consultation.

### **Progress Reports/Report Cards**

Grading is as follows:

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

59% and below = F

Red and White Track

- Progress updates at monthly meetings with Educational Advisor
- Report card at the end of each semester.

Blue Track K-5

- Parent conference at 6 weeks
- Report cards at the end of the semester
- School Pathways also provides parents and students access to missing assignments and current grades.

Blue Track 6-12

- Parent conference at 6 weeks

- Progress reports every 6 weeks
- Report card at the end of each semester.
- School Pathways also provides parents and students access to missing assignments and current grades.

**School Events and Activities:** The school has activities and events for students provided by the staff, Booster Club, and Student Government and may include events such as dances, field trips, and guest speakers. Clubs may be added for students to attend. All events and clubs must follow all school rules. Administrators and faculty have the full authority to admit, refuse admission to, or dismiss any student/guest from any event. Guests to school sponsored events must have a guest pass and must follow all rules. Students are responsible for their guest's behavior. Any student who does not display appropriate behavior at a school event will be required to leave.

### **Schedule**

Students will be enrolled in a minimum of 6 periods daily with the exception of some Juniors or Seniors in good standing who may have altered schedules due to attendance at Community College classes, or Internships outside of the school campus and be on track for completion of credits towards graduation requirements.

### **Tardies/Truancy**

**Regular attendance is essential to any school.**

1st Tardy: Verbal warning by the teacher

2nd Tardy: Verbal warning by teacher

3rd Tardy: After school detention and parent telephoned by the teacher

4th Tardy: Referral to the office resulting in further consequences

**Volunteers/ Guests:** Must check in with the office before entering any facilities or interacting with students or staff. Upon checking in the guest will obtain a visitors pass that must be displayed at all times.

**School/Facility Property:** Students are to respect all school property including textbooks, materials and furniture. Please make sure students use the crosswalks, sidewalks and steps when coming and going to the school. Please take care not to trample the plants nor throw the wood chips outside of the flower beds. Littering is prohibited.

**Telephone/Cell Phones:** The office phone is available for student use in case of emergencies. Cell phones and pagers may not be used on campus during the school day. State law allows students to have cell phones on campus but schools may regulate their use.

If a student needs to carry a cell phone, it **MUST** be kept quiet, out of sight and may not be used during school hours. Students found in violation to this rule will have the phone taken immediately and disciplinary action taken including:

1st offense: phone taken away, parent notified, detention assigned and phone picked up in the office by parent.

2nd offense: phone taken away, parent notified, detention for student, phone picked up in the office by parent.

3rd offense: phone taken away, Thursday Night School assigned, phone picked up in the office by parent.

4th offense: phone taken away, student suspension for repeated defiance.

Further offenses may result in student expulsion for blatant defiance.

At any step, should the student refuse to give the phone to the teacher or staff member, the student will be suspended for blatant defiance.

Students who engage in inappropriate use of a cell phone and/or involved in “sexting” during school activities and/or on school grounds either in picture or word form, will be suspended and violations may be reported to legal authorities. Please refer to the “Sexual Harassment” section in this handbook for further information related to this topic.

Items may be confiscated and returned at the discretion of the school administration. The school will not be responsible for theft or damage to cell phones.

**Sexual Harassment:** The School Board of Santa Rosa Academy recognizes that harassment on the basis of sex or gender is a violation of both Federal and State employment discrimination laws as well as Charter school policy and Administrative Procedures. The Charter school is committed to providing students with an academic environment free from sexual harassment, and will not tolerate such conduct on the part of any charter school employee, student, or other person at school or at a charter school-sponsored activity.

Any person with a complaint of sexual harassment suffered by a student should implement the complaint process contained in the Administrative Procedures. Retaliation or reprisals for reporting any incidents of sexual harassment, making any complaints, or being involved in the investigation process, are not permitted and will not be tolerated.

The Charter School will promptly and thoroughly investigate any complaints of sexual harassment, and will take immediate action to resolve such complaints.

### **Track Transfers**

Students only change between tracks during the semester if they have a Track Transfer lottery number or they have chosen a Red Option placement. Administration must approve any mid semester track transfer.

**Traffic Flow for Pick Up and Drop Off:** Please follow current school procedures. If, at any time you are uncertain of the procedures, please check with the office. Blue Track students must be dropped off NO EARLIER than 15 minutes before school starts and picked up NO LATER than 15 minutes after school starts. All parents are required to pick up students in the designated area and not on the street. Thank you for your cooperation. If you have an emergency, please contact the main office at 672-2400.

## **UNIFORM:**

All students, regardless of their track, are required to wear school uniforms while on campus and participating in off campus activities unless otherwise permitted by administration.

Uniforms are purchased from Dennis Uniform. One type of Dickie's may be worn, however, the only style that may be worn is the *Original 874 Work Pant*. No other style or cut may be worn. Parents have requested this option. We are focused on education and if other style and cuts become a distraction, this option will be eliminated. Please refer to the Uniform Code section of this Handbook for details about uniform requirements.

- No Dickies Shorts may be worn
- No Dickies other than the Original 874 Work Pant may be worn
- All shorts must be Dennis Uniform brand

**Dress Day Uniforms:** Students will be required to wear a dress uniform for special occasions such as assemblies. We will have a dress day once a month at a minimum. The dress uniform for girls: plaid skirt, white button up blouse (short or long sleeve), black shoes. The dress uniform for boys: navy pants, white oxford shirt (short or long sleeve), navy or SRA plaid tie, black shoes.

**Shoes:** Only black shoes are allowed. Dress shoes, tennis shoes, loafers, boots, Mary Jane's, are all acceptable. White walls on the shoes, as found on many vans on converse styles, are acceptable. No logos or decorations are allowed. Boots must be no higher than the calf and may not be the lace-up style. No Ugg boots or similar styles.

**Blue plaid:** available to match our school colors, navy, tan and white. The old plaid will no longer be available for purchase, however, you can still wear the old plaid while we phase in the new for at least another year.

All students, regardless of track, are required to wear the official school uniform. Uniforms are purchased from:

Dennis Uniform Company in San Diego at 4217 Ponderosa Avenue, Suite D. 1-858-573-1804. You may also purchase them online at [www.dennisuniform.com](http://www.dennisuniform.com) and have them delivered to your door.

***Students not adhering to the Uniform Code will serve detention, or will not be allowed to participate in class, meeting or activity. For multiple violations of the Uniform Code, students will receive a suspension and/or expulsion for habitual defiance. Please review the updated code before making uniform or outerwear purchases.***

## **BOYS UNIFORM**

**Pants, shorts:** Dennis Uniform to be worn appropriately at the waist and be of the correct size for the student. This year Dickie's may be worn, however, the only style that may be worn is the *Original 874 Work Pant*. No other style or cut may be worn. No Dickies shorts are allowed. Parents have requested this option. We are focused on education and if other style and cuts become a distraction, this option will be eliminated. No sagging, baggy or tight fitting clothing is permitted. Belts must be worn with all pants and shorts.

**Shirts:** Dennis Uniform must fit appropriately and be tucked in at all times. No excessively tight fitting items are allowed. No layering of clothing is allowed and all undergarments must be white, short sleeved or sleeveless and visible only at the neck. Shirts must be long enough to

remain tucked in when arms are raised above the head.

**Hair:** Neat, clean hair off the collar and out of the eyes. Traditional haircuts only; no large spikes, Mohawks, fauxhawks, died hair or shaved designs are allowed.

**Skin:**

Clean with no visible body piercing or tattoos. Boys may not wear earrings. No lip or nose piercings allowed on campus.

**Belts:** If your pants or shorts have belt loops, a belt must be worn every day. Belt loops may not be removed.

**Shoes:** Only black shoes are allowed. Dress shoes, tennis shoes, loafers are all acceptable. White walls on the shoes, as found on many vans on converse styles, are acceptable. No excessive logos or decorations are allowed.

**Formal Dress Days:** The dress uniform for boys: navy pants, white oxford shirt (short or long sleeve), navy or SRA plaid tie.

**GIRLS UNIFORM**

**Pants, shorts, skorts, skirts, and jumpers:** Dennis Uniform must be worn appropriately at the waist and be of the correct size for the student. This year Dickie's may be worn, however, the only style that may be worn is the *Original 874 Work Pant*. No other style or cut may be worn. No Dickies shorts are allowed. Parents have requested this option. We are focused on education and if other style and cuts become a distraction, this option will be eliminated. No sagging, baggy or tight fitting clothing is permitted. Clothing may not be rolled, tied or folded at the waist. No shorts, skorts, skirts or jumpers may be altered to a shorter length. No leggings may be worn. Navy bike shorts may be worn under skirts and jumpers.

**Shirts and blouses:** Dennis Uniform must fit appropriately and be tucked in at all times. No excessively tight fitting items are allowed. No layering of clothing is allowed and all undergarments must be white, short sleeved or sleeveless and visible only at the neck. Shirts must be long enough to remain tucked in when arms are raised above the head.

**Hair:** Must be neat, clean and out of the eyes. Girls in grades 6-12 only may have tastefully colored hair in natural shades; no extreme differentiation in colors. Hair adornments are limited to those offered by Dennis Uniform or are black, blue, green brown or tan in color. Hair adornments must be simple and appropriate for school.

**Skin and nails:** Clean with no visible body piercing or tattoos. Girls are allowed to wear simple earrings; only in the ears and only up to two earrings per ear. No large hoops or dangling earrings for safety reasons. Girls in grades 6-12 may wear makeup in soft, modestly applied colors. Light, natural colored polish in natural nail lengths is acceptable for girls in grades 6-12. No blue, green, red, neon or black nail polish is allowed. Jewelry must be simple and appropriate for school.

**Shoes:** Only black shoes are allowed. Dress shoes, tennis shoes, loafers, boots, Mary Jane's, are all acceptable. White walls on the shoes, as found on many vans on converse styles, are

acceptable. No excessive logos or decorations are allowed, this includes gems, sequense, or reflective objects .

**Formal Dress Days:** The dress uniform for girls: plaid skirt, white button up blouse (short or long sleeve)

**Jean Day:** On occasion students will be permitted to wear jeans. Jeans may not have any holes in them. Jeans may not be tight fitting, revealing, or “skinny”. If the jeans are not appropriate, students will not be allowed to class and will require a change of clothes into appropriate attire prior to returning to class.

### **ALL STUDENTS**

**Shoes and Socks: All Shoes are required to be black.** Only black shoes are allowed. Dress shoes, tennis shoes, loafers, boots, Mary Jane’s, are all acceptable. White walls on the shoes, as found on many vans on converse styles, are acceptable. No excessive logos or decorations are allowed... No heels higher than 1 inch, no flip flops or sandals may be worn on campus. No Ugg’s are allowed. No skater or wheeled shoes allowed. Shoes may not have any offensive adornments such as skulls, spikes, et. Socks must be white, blue or black and must be free of pattern. Dennis Uniform socks that match the uniform are acceptable. Tights may be worn by girls in black, blue, white or green. Leggings may not be worn and are not a part of the uniform.

**Outerwear:** Dennis sweater, sweatshirts and jackets with or without logo. **Plain** navy sweatshirts, jackets or sweaters allowed. No name brands, words, other logos or decorations allowed. Heavier outerwear must be removed during class. Hoods may not be worn during class. Sweatshirts may not be worn inside out.

**Backpacks/ Book bags:** Students may use backpacks. No decorations such as skulls, Skin, profanity or offensive designs or language allowed.

### **Other:**

Hats, beanies and sunglasses may be worn at break or lunch as weather permits such use. They must be plain and simple and match the school colors with no additional adornments.

**Excessive jewelry and other adornments are not part of the uniform and are not allowed on campus during the school day.**

Please see the Discipline Section for violations of the Dress Code. Please make sure you are aware of the expectations. Outlined below is the Dress Code: simple earrings; only in the ears and only up to two earrings per ear. No large hoops or dangling earrings for safety reasons. Girls in grades 6-12 may wear makeup in soft, modestly applied colors. Light, natural colored polish in natural nail lengths is acceptable for girls in grades 6-12. No blue, green, neon or black nail polish is allowed. Jewelry must be simple and appropriate for school.

**Belts:** Simple and plain black, brown, navy, or tan are allowed as they match the school uniform. Small, simple buckles are allowed; no decorations such as skulls, skin or other offensive adornments allowed. Belts may not be worn with garments that do not have belt loops.

**Other:**

Hats, beanies, and sunglasses may be worn at break or lunch as weather permits such use. They must be plain and simple and navy blue with no additional adornments, logo, or writing. **Excessive jewelry and other adornments are not part of the uniform and are not allowed on campus during the school day.**

**Consequences for dress code violation-** Students will not be allowed to return to class if they are not in proper uniform. The student will call home and request that they be brought the proper attire. In certain cases, such as a torn item of clothing, a student may be issued a loaner garment to complete their uniform. If this happens the student must fill out the Loaner Uniform form located at the Administrative Secretaries office. Student will return the item washed, pressed, and folded the following day. Students may be sent home to resolve the uniform issue. Repeat uniform violations may result in additional consequences.

**Visitations:**

Friends and family are not allowed to visit during school hours unless they have a visitor's pass and have received approval from administration. We guard our academic time intensely and do not allow for classroom interruptions except for emergencies. If you would like to speak with your child's teacher, please set up a conference time.

**Withdrawals**

Students may withdraw from classes within the first 3 weeks of class without any entry on his/her permanent record. The student must be continuously enrolled in the required number of courses per day and on track for graduation. Any student who withdraws after 3 weeks will receive a W/F grade on his/her permanent record.

**Work Completion:**

Red and White Track students will receive strikes for work not completed. Three strikes will result in removal from the Independent Study program.

**The following are not permitted on campus:**

- I-Pods, MP3 players, Compact Disc (CD) players, radios, tape players, beepers or other electronic devices.
- NO GUM!
- Skateboards, roller blades, bicycles are not to be ridden on campus at any time
- Gambling, smoking, drugs, alcohol or weapons are not permitted on campus and will result in suspension and/or expulsion.
- Harassment of any kind is in person or using computers or phones is prohibited and subject to disciplinary actions.

## **Santa Rosa Academy Discipline Code**

The primary goal of the Santa Rosa Academy is education. Students are expected to demonstrate exceptional behavior to maximize the potential for learning for all students.

Consequences for breaking the school rules are as follows:

- Verbal warning.
- Detention.
- Teacher intervention/phone call to parent/guardian.
- Referral to administration for additional consequences.

Infractions may include but are not limited to:

Disrespect      Defiance      Dress code violations  
Profanity      Littering      Irritating others/harassment  
Being unprepared for class      Disruptions  
Non completion of assignments      Tardiness

Continual Defiance may result in suspension. The following actions may result in suspension from school or expulsion. Parents will be notified in these cases.

Infractions may include but are not limited to:

Property damage      Blatant/ obscenity      Habitual profanity  
Blatant vulgarity      Blatant disruption      Blatant disrespect  
Blatant defiance      Ditching      Receipt of stolen property  
Non completion and participation in coursework

Harassment of any kind including sexual harassment or bullying or cyber bullying

Students may be referred to the Santa Rosa Academy Board for an expulsion hearing for any of the above infractions, depending upon their severity. For the following infractions, students may be referred for expulsion.

Infractions may include but are not limited to:

Fighting      Drugs      Smoking      Intoxicants  
Tobacco      Threats      Extortion      Theft  
Bullying      Alcohol      Intimidation      Hazing  
Harassment of any kind including sexual harassment

## **Santa Rosa Academy** **Class Information for Red Track Students**

Santa Rosa Academy is accredited by the Western Association of Schools and Colleges

Our ultimate goal is to develop a **“Habit of Mind for Success”** in every student; to enable them to be the best that they can be upon leaving Santa Rosa Academy. With this end in mind, we teach, demonstrate and practice 49 character traits that will lead us to this goal.

### **Monthly Meetings**

All students on Red Track must meet with an Academic Advisor at least every twenty days who will ensure the student’s program is successfully meeting their needs. Typically, a high school student would meet weekly depending upon their specific program. Parent/guardian must be present. Adjustments to the academic program and/or track placement will be discussed as needed.

Students on Blue Track may meet with individual classroom teachers as often as needed. Additionally, they have access to the High School Counselor in regards to their academic program.

### **Missing Assignments**

Completion of assignments is crucial to the continued enrollment in our Independent Study program. Red track students who are unable to complete the assigned work will be given two “strikes” or opportunities to catch up before they are removed from our program. See “Attendance” in the General School Information section of this Handbook for more information.

### **Assignments:**

**Red Track** Your Educational Advisor will assign work either weekly or every twenty days, depending upon your program. You MUST complete all assignments or risk loss of enrollment in the Santa Rosa Academy. The school receives funding based on the completion of student work. You will be given two “strikes,” or opportunities, to complete the work before removal from our program. If you have any questions about your assignments, it is your obligation to discuss this with your EA and/or the administration in order to ensure successful completion of work.

Grading is as follows:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- 59% and below = F

A grade of D will not be recognized by the UC system for any college preparatory classes

**Santa Rosa Academy**  
Minimum Graduation Requirements

Minimum graduation requirements for students attending Santa Rosa Academy and graduation requirements for entry into California State University and the University of California are listed above. Students must pass the California High School Exit Exam and complete a Community Service Project.

Santa Rosa Academy has a three track path for graduation: 250 credits for Advanced College Prep, 230 credits for traditional College Prep and 210 credits for students who need to recover credits. Students must have administrative approval to participate in our recovery program and spaces are extremely limited

**Santa Rosa Academy**  
**EARTHQUAKE EMERGENCY PROCEDURE**  
*General Procedures*

The safest place to be is in the open. Stay there.  
Move away from buildings, trees, and exposed wires. DO NOT RUN!

***Earthquake While Indoors at School***

When an earthquake occurs, the following actions shall be taken inside the school building and in individual classrooms:

The teacher or other person in authority shall implement the DUCK,  
COVER AND HOLD ON action. Each student shall:

- (a) Get under equipment (desk, table, etc.) where available.  
Otherwise get next to an inside wall or under an inside doorway.
- (b) Drop to knees with back to the windows and knees together.
- (c) Hold on to the desk.
- (d) Bury face in arms, protecting the head. Close the eyes tightly.
- (e) Stay there until the procedure or emergency is over or until

subsequent instructions are given. Such instructions will depend upon circumstances and the extent of damage to the buildings.

As soon as possible, teachers shall move the students away from windows and out from under heavy suspended light fixtures.

Teachers shall implement action to LEAVE THE BUILDING when the earthquake is over. Teachers shall ensure that students do not run.

### ***Earthquake While on School Grounds***

When an earthquake occurs, the following actions shall be taken if teachers and students are on school playgrounds:

The teacher or other person in authority shall direct the students to WALK away from buildings, trees, poles, or exposed wires.

The teacher shall implement the DUCK, COVER AND HOLD ON action.

Teachers and students shall cover as much skin surface as possible, close eyes, and cover ears. Teachers and students shall stay in the open until the earthquake is over, or until further directions are given.

## **Santa Rosa Academy FIRE DRILLS AND FIRES *Fire Drills***

The principal shall hold fire drills at least once a month for grades K-5 and at least twice each school year in grades 6-12. (Code of Regulations, Title 5, 550)

All students, teachers, and other employees shall be required to leave the school building in an orderly and rapid manner using the posted evacuation routes. Teachers shall ascertain that no student remains in the building.

Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated escape route is blocked.

Record shall be kept in the Principal's office of each fire drill conducted.

### ***Actual Fire***

In the event that fire is discovered in any part of the school, the fire department shall be called immediately after the signal is given to evacuate the building. Principal and teachers shall recognize that it is essential in any emergency to prevent panic by giving students clear direction and supervision.

In case of an actual fire emergency, the following actions will be taken:

- (a) Sound fire signals.
- (b) School staff shall call fire department/police as needed.
- (c) Students and adults will evacuate the building to outside assembly areas.
- (d) In outside assembly areas, teachers shall take roll, report

- missing students, and provide assistance to injured students.
- (e) If the fire is serious, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.