

SAN FRANCISCO CITY ACADEMY
2016-2017
STUDENT HANDBOOK



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INTRODUCTION

PURPOSE OF HANDBOOK

This handbook contains the participation requirements for San Francisco City Academy (SFCA). Upon acceptance into this school, each student and parent is required to read this handbook. Please keep this handbook and refer to it when necessary.

PURPOSE OF SFCA

The goal of San Francisco City Academy is to provide a safe environment that creates a high quality learning experience. We believe a child should have a solid foundation in both academic and character development to succeed in life. Our goal is to ensure that success.

STANDARD OF CONDUCT

Students are expected to act in an orderly and respectful manner, maintaining standards of social courtesy, moral behavior, acceptable language, and honesty. Students must strive toward unquestionable character in dress, conduct, and attitude.

SCHOOL HOURS

Address: 232 Jones Street San Francisco, CA 94102

Monday-Friday: 8:15am-3pm (School closes at 5:00pm)

Tuesday-Thursday: Enrichment opportunities 3-5pm

STATEMENT OF NON-DISCRIMINATION

SFCA admits students without regard to race, color, national origin, sex, disability, and age. The following person has been designated to handle inquiries regarding the non-discrimination policy:

Name: Pushpa Samuel

Title: School Administrator

Address: 230 Jones St.

Phone: 415.345.0924

RESERVATION OF SCHOOL RIGHTS

SFCA reserves the right to accept or deny any application to the school based upon our discretion.

VISION STATEMENT

We exist to intervene on behalf of the people in the inner city of San Francisco.

MISSION STATEMENT

SF City Academy exists to empower urban children and release them to excel academically, physically, spiritually, and socially. Luke 2:52- Students growing in wisdom and stature, and in favor with God and man.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLR)

SFCA believes that we are all created by God, in the image of God, with certain gifts and talents for a purpose. We believe that a complete education is a journey and seeks to involve the mind, body, soul and spirit of a person. We have developed ESLR based on Luke 2:52: “And Jesus grew in wisdom and stature, and in favor with God and men.” San Francisco City Academy strives to develop students who are:

Spiritually Growing

- Teaching students that they are spiritual beings loved by God and made for a great purpose.
- Giving children opportunities to learn and grow in their faith.
- Providing student mentorship.
- Helping the students to realize and use their God-given gifts.

Forming Healthy Lifestyles

- Encouraging a love for physical activities and sports.
- Providing activities to develop motor skills.
- Spurring students to healthy lifestyles.
- Keeping students safe and healthy.
- Encouraging self-motivation and critical thinking.
- Allowing the student to use their creativity.

Community-Enhancing

- Guiding students in conflict resolution and communication.
- Helping students to be community leaders.

Academically Thriving

- Imparting a life-long love of learning.
- Meeting high academic standards.
- Teaching the students to work independently.
- Challenging students to apply knowledge.
- Using a variety of activities based on “10 ways to learn.”
- Exposing students to a multitude of experiences.
- Training in life skills and career skills.
- Helping students to be disciplined and responsible.

SFCA CORE VALUES

Research shows that certain underlying characteristics are necessary for student success. Those characteristics are emphasized throughout the year. They are how SFCA students “S.C.O.R.E.” in life. (Self-Control, Curiosity, Optimism, Resilience and Empathy)

SELF-CONTROL

II Timothy 1:7

For God did not give us a spirit of timidity, but a spirit of power, of love and of self-discipline.

CURIOSITY

Proverbs 18:15

The heart of the discerning acquires knowledge; the ears of the wise seek it out.

OPTIMISM

Proverbs 17:22

A cheerful heart is good medicine, but a crushed spirit dries up the bones.

RESILIENCE

Romans 5:3-4

No only so, but we also rejoice in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope.

EMPATHY

Philippians 2:3-4

Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.

STATEMENT OF FAITH

We, at San Francisco City Academy (SFCA), believe we can personally know God through Jesus Christ. We worship one God – Father, Son, and Holy Spirit. We believe God loves us so much that He sent His Son, Jesus Christ, fully God and fully man, to pay for our sins.

He makes possible a relationship with Him, and gives us eternal life through His death and resurrection. In order to be united with God we must accept by faith what God has done through Christ.

We agree that the Bible is God’s Word, completely true, providing His direction and authority for our lives. The Bible shows us how to know Jesus Christ and become more like Him and desire to do His will. We learn to rely on Him and grow in our relationship with Him as the Holy Spirit acts in our lives.

This school is an outgrowth of this personal relationship with Jesus Christ. Our commitment as a school is to share this relationship and our lives with each other, with our students, and with our community, upholding each other in our spiritual growth and everyday struggles. Together we look forward to Christ’s return.

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of renewal by the Holy Spirit for salvation because of the exceeding sinfulness of human nature. Men are justified on the single ground of faith in the shed blood of Christ. We are saved only by God’s grace and through faith alone (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

We believe in the resurrection of both the saved and the lost; they are saved unto the resurrection of life, and are lost unto the resurrection of condemnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

SCHOOL MANTRA

We are the warriors for the Lord Jesus Christ.
I was born from Greatness, for my God is Great.
Today I will spread Love,
Today, I will be educated,
Empowered by my teachers
With the tools
To be successful
Within my community and throughout the country.
I will apply myself daily
I will study
And ask questions when I don't understand,
So I can learn,
And be the leader that God has created me to be.
When I'm confronted with a problem
Or a conflict,
I will think before I react.
I will ignore all negative influences
In the classroom
And throughout my school day.
I am extremely proud
To be the next generation
Of Christian leaders.
I accept responsibility and I love the challenge.
Today we will fight low expectations,
and our own doubts
because we are Children of God.
We will fight to see our community revived,
and love our neighbors as ourselves.
With help from each other we will succeed because
"We Are Warrior".

FACILITIES

302 EDDY STREET

KINDERGARTEN

Site Manager: Laura Osborn

Phone: 415.696.3363

230 JONES STREET

GRADES 1-8, CAFETERIA
OFFICE, CHAPEL, LIBRARY

Site Manager: Sarah Bomar

Phone: 415.345.0924

ACTIVITY CENTER

BOEDEKKER PARK
SALVATION ARMY

Site Manager: Sarah Bomar

Phone: 415.345.0924

ENROLLMENT

KINDERGARTEN AGE REQUIREMENT

Kindergarten students must be five years old on or before September 2nd, of the year of their school entry. SFCA reserves the right to have students participate in Kindergarten for 2 years. If students have not mastered sounds and started reading at Level 1, they will participate in K-2.

PROCEDURES

- 1** Parents contact the school for information.
Address: 232 Jones Street San Francisco, CA 94102
Office Manager: Sarah Bomar
Phone: 415.345.0924
- 2** Parents make an appointment and visit the school to obtain general information.
- 3** Application forms are submitted and enrollment fee paid.
- 4** Parents/guardians and students(s) read through this handbook thoroughly.
- 5** Office will then contact the family for an interview with the school administrator. This interview does not guarantee acceptance into the school
- 6** Parents will be notified of acceptance after the principal and staff meet.
- 7** All required student health records (i.e. Birth Certificate, Immunization Record - all shots must be current, Medical Records, etc.) must be submitted. Students WILL NOT be allowed to begin school until tuition is paid, and copies of the Birth Certificate and a current Immunization Record have been submitted.
- 8** Students will make an appointment to take the Diagnostic Test.
- 9** School will request the permanent records from the previous school.
- 10** Student guardian or parents attend Parent Orientation.

TUITION & FEES

TUITION

Ninety percent of our families qualify and receive a scholarship to attend SFCA. Everyone participates in contributing to their child's education. Tuition will change from year to year.

Tuition Rate: \$8,000.00 annually, payable in 10 monthly installments (\$800.00 per month). Please see Table A below for tuition cost qualifications based on household size and income for the 2016-2017 school year. Please see Table B for curriculum fee based on household size.

TABLE A

HOUSEHOLD SIZE	FULL PRICE	GROUP A \$600	GROUP B \$400	GROUP C \$200	GROUP D \$100	GROUP E \$60
2	>\$50,000	\$50,000	\$45,000	\$40,000	\$35,000	\$25,000
3	>\$60,000	\$60,000	\$55,000	\$45,000	\$40,000	\$30,000
4	>\$65,000	\$65,000	\$60,000	\$50,000	\$45,000	\$35,000
5	>\$70,000	\$70,000	\$65,000	\$60,000	\$55,000	\$45,000
6	>\$80,000	\$80,000	\$75,000	\$70,000	\$65,000	\$55,000

TABLE B

CHILDREN ENROLLED	1	2	3	4
CURRICULUM FEE*	\$200	\$175	\$125	\$100

**AMOUNT PER CHILD*

Payment: At the beginning of the year, the parents are required to sign a financial contract specifying the amount and due date of each payment. Advance payments will be accepted. Furthermore, no tuition reimbursement will be given after pay period for any reason whatsoever.

*Our students receive scholarships in the form of BASIC Scholarship and/or in-house sponsorship if they financially qualify.

Tuition payments for the 2016-2017 school year are due on the 1st day of each month (Aug-May). Students will not be accepted into SFCA after the first 2 weeks of each semester.

*All payments must be paid before re-enrollment.

Tuition payments should only be made at the SFCA Administration Office at 232 Jones St. You may put the payment in the tuition drop box clearly labeled with the student's name, guardian's name, and date. Please do not give your payment to a teacher. If a cash deposit is made, any discrepancies will go in the school's favor.

If the tuition payments are more than 5 days late, a \$30 late fee will be applied. If an account remains delinquent for more than 10 days, the student will be suspended until a full payment is made. If the account is delinquent at the end of any month, the student will be suspended until payment is made in full. A \$10 'Returned Check' fee will be charged for all personal checks which are returned due to insufficient funds, including bounced checks and credit cards.

BASIC SCHOLARSHIP

Families are strongly encouraged to apply for outside tuition scholarships, such as the BASIC Fund. Information about the scholarship and funding can be obtained from the school office located at 232 Jones St. As deadlines may apply with scholarships, please inquire and apply as soon as possible.

BASIC Scholarship only covers a portion of the cost for having your child attend SFCA. We have an in-house "Sponsorship Program." We may find people to sponsor your child. There may be an exchange of photos and information. Families must agree to have their families sponsored OR pay for the entire tuition at \$800 per month. Even with the Sponsorship Program and scholarships, ALL families will be required to contribute financially to their child's education.

DISCOUNTED TUITION

Families who apply for BASIC Scholarship by February 1st will be waived \$20 from their monthly tuition. Families who apply by March 10th will be waived \$10 from their monthly tuition. Discount is in effect the following school year, which is confirmed once all steps are complete with BASIC Scholarship and proper status report documentation has been received by SFCA.

Families who renew BASIC Scholarship by April 14th will maintain their prior tuition discount, once confirmation of all steps are complete with BASIC Scholarship and proper status report documentation has been received by SFCA. Failure to receive proper documentation by the deadline will void all tuition discounts.

PARENT VOLUNTEER HOURS

Volunteer options are available to parents and guardians. Upon 4 hours of volunteer service a month, the \$40 volunteer fee will be waived for the following month. Volunteer's must sign up for a time period no less than 30 minutes. If you would like to volunteer, an agreement will need to be signed within the first two weeks of the 1st day of each semester. Beyond that date, no option of volunteering will be available. Any lapse in volunteering will result in voiding of the volunteer agreement, and volunteer hours will be monitored by the SFCA front office.

**WHAT AM I
PAYING FOR?**

**HOW MUCH
AM I PAYING?**

**WHEN IS
IT DUE?**

ENROLLMENT FEE (K-2)

\$25

PARENT ORIENTATION

ENROLLMENT FEE (3-8)

\$55

PARENT ORIENTATION

TUITION

(AGREED UPON AMOUNT)

**FIRST DAY OF SCHOOL
& 1ST OF EACH MONTH**

TUITION LATE FEE

\$30

AFTER THE 5TH OF EACH MONTH

CURRICULUM FEE

\$200

FIRST DAY OF SCHOOL

VOLUNTEER FEE

\$40

**FIRST DAY OF SCHOOL
& 1ST OF EACH MONTH**

ACADEMIC PROGRAM

The philosophy of the academic program stems from the fact that each child is an individual and each child should be working at a level appropriate for him/her. We use a variety of curricula to meet the individual needs of students.

DIRECT INSTRUCTION

Direct Instruction is a model for teaching that emphasizes well-developed and carefully planned lessons designed around small learning increments and clearly defined and prescribed teaching tasks. It is based on the theory that clear instruction eliminating misinterpretations can greatly improve and accelerate learning.

Direct Instruction operates on five key philosophical principles:

- All children can be taught and want to learn.
- All children can improve academically and in terms of self image.
- All teachers can succeed if provided with adequate training and materials.
- Low performers and disadvantaged learners must be taught at a faster rate than typically occurs if they are to catch up to their higher-performing peers.
- All details of instruction must be controlled to minimize the chance of students misinterpreting the information being taught and to maximize the reinforcing effect of instruction.

WE USE THE FOLLOWING PROGRAMS AND TOOLS:

- **Saxon Math:** For over 30 years, Saxon Math™ has been delivering proven results for students in Grades K-12. The Saxon Math curriculum has an incremental structure that distributes content throughout the year. This integrated and connected approach provides deep, long-term mastery of the content and skills called for in the Common Core State Standards.

- **Reading Mastery:** Helps students Grades K-3 develop into fluent, independent, and highly skilled readers with Direct Instruction. Reading Mastery has been a successful reading intervention program with a wide range of students, including significantly at-risk populations, for more than 35 years.
- **Accelerated Reader:** AR is a computer program to help teachers manage and monitor the student's independent reading practice for Grades 2-8. The student picks a book at his/her own level and reads at his/her own pace. When finished, the student takes a short quiz on the computer. Passing the quiz indicates the student understood what was read. AR provides feedback to both the student and teacher based on the quiz results, which the teacher uses to help the student set goals and direct ongoing reading practice
- **Reading for Success:** Reading for Success© is an explicitly taught literature based Direct Instruction™ program for Grades 4-8 that provides full-length novel studies for award-winning pieces of children's literature. Lessons include vocabulary exercises, guided story reading, comprehension activities, fluency building exercises, vocabulary development and vocabulary notebook, written follow-up activities, and enrichment and extension activities.
- **Adventures in Language:** Adventures in Language is a multi-level Direct Instruction program for the development of basic language skills and written expression. It can be used for students from Grades 1-8.
- **Studies Weekly K-6 (Science/Social Studies):** Social Studies Weekly unit includes exciting social studies lessons, aided by colorful illustrations that help students imagine life in historical context. Science Studies Weekly covers 100% of your state's science core standards with less prep time than other formats. And each periodical contains fun and challenging activities that can be used for in-class assignments or sent home with your students as homework.
- **IScience (Middle School):** Harcourt-Science lessons are based National Science Standards for 6th-8th grade.
- **Harcourt Science (California Edition):** Science lessons are based on National Science Standards for 1st-5th grade.

- **Tandalay (Physical Education):** Tandalay All-Out-Play provides activities that keep everyone active, laughing, and playing, regardless of age or ability. Build confidence and increase enjoyment for every player.
- **Smart Boards**
- **McGraw Hill**

INTERVENTION PROGRAM:

The Intervention program is accessible for all grade levels to address behavioral and academic needs.

- It serves as an outlet for students struggling with behavioral issues in the primary classroom. The student is referred by an SFCA staff member with a proposed intervention plan. Each student admitted to the Intervention classroom has a support team consisting of the parents, student, teacher, principal, and interventionist. The student is temporarily placed on a four week plan to improve behavioral skills. Behavior is assessed at the end of every four weeks to discuss improvement and areas for growth. The plan allows students to reflect on their behavior, learn coping/self soothing mechanisms, and comply with authority.
- For academic plans, the student is referred based on their TerraNova scores and/or their STAR test scores. The Interventionist will assess the student to be placed in a reading group and meet twice a week to improve reading skills. The classroom also serves the students by reading their tests to them, allowing more time for assignments/tests, and comprehending assignments.

ENRICHMENT PROGRAMS “OUT OF THE BOX”

Because students have different gifting and learning modalities we have incorporated various activities and programs to encourage students to explore their gifts and learning styles. We incorporate the following in our program (These may vary from year to year):

- 1 Programs for Gifted Students
- 2 Annual Science Fair
- 3 Speech Meet
- 4 Spelling Bee
- 5 Student Leadership Conference
- 6 Purity Class
- 7 Community Service
- 8 Career Month/Junior Achievements
- 9 Sports Teams
- 10 Reading Intervention Program

LITERACY IS KEY

Reading is the most crucial component to education. Reading for pleasure is highly recommended. Make a variety of reading materials available to your child. Here at SFCA reading and the love of reading will be encouraged by monthly reading logs and regular book reports. We also have the Accelerated Reader Program where every child will be encouraged to read and grow.

REPORT CARDS

The grading system of the school is designed to give parents a true indication of the student's progress or lack thereof.

Grade Point Averages are calculated on a 4.00 scale. All students who have achieved a GPA of 3.50 and up will receive an Honor Roll award. Awards will be given at the end of each quarter during chapel.

GRADING SCALE K-2ND GRADES

90-100	E	EXCELLENT
80-89	S	SATISFACTORY
70-79	NI	NEEDS IMPROVEMENT
<70	U	UNSATISFACTORY

GRADING SCALE 3-8TH GRADES

95-100	A
90-95	A-
85-89	B
80-84	B-
75-79	C
70-74	C-
65-69	D
60-64	D-
0-59	F

Report cards are given to parents during the Parent/Teacher conference following the end of each quarter or sent in the mail. The final report card will be given to the Parent(s) at the end of the school year.

HOMEWORK

The responsibility for scholastic achievement is placed on the students. Students are taught to set goals and encouraged to meet those goals, under the guidance of the classroom teacher. Each child will be given an agenda. It is the parents' responsibility to monitor the student's work and sign the agenda each day. It is one of our main ways to communicate. It is important to complete daily work in order to grow academically. Should the student not meet his/her goals for the day, he/she will be required, at the discretion of the teacher, to complete the work during break, lunch, after school or at home. Failure to complete homework can result in automatic detention. Please review and sign student agenda daily (this is a way for you to communicate with teacher and vice versa).

- Students may be held from break, lunch, and/or field trips if homework is incomplete.

COMPUTER USAGE

Students learn basic operation and care of computer, keyboarding techniques, educational programs and word processing.

DIAGNOSTIC TESTING

Students will be given diagnostic tests immediately following their acceptance into the school, in order to determine their appropriate grade level.

ATTENDANCE

The school doors will open at 7:45am Monday-Friday, with classroom instruction beginning at 8:15am. The school day ends at 3:00pm. If your child is not enrolled in the Enrichment Program, they must be picked up by 3:15pm at our main office. The office closes at 3:15pm on Monday and Friday, and 5:00pm Tuesday-Thursday.

STUDENTS ARE EXPECTED TO STAY AT SCHOOL UNTIL 3:00pm EVERYDAY. Unless previously arranged with your students teacher, students will not be dismissed until after instruction ends.

ABSENCES & TARDIES

Excused Absence: An absence is excused if it is accompanied by a phone call to the administration office or a written note to the teacher after an absence. If the absence is foreseeable, a note or a phone call should be given in advance. Absences for reasons other than sickness or emergency will be unexcused. Students are allowed up to 5 excused absences in a quarter, before they are considered unexcused. Exceptions may be made when there are medical or family emergencies, in which case arrangements must be made with the teacher or administrator. Excessive absences will inhibit the student's progress. If in the opinion of the administration, the absences are unnecessary, the absences will be considered unexcused.

Unexcused Absence: Any absence that is NOT accompanied by a written excuse or phone call from a parent or guardian. Further, any 3-day period of unexcused absences can and may be reported to the appropriate school district authorities. A letter of truancy will be sent home and a meeting will be scheduled after 10 days of unexcused absences. Local authorities will be notified.

Tardy: A student is considered tardy if he or she is not in the classroom by 8:15am. Any time after that is unacceptable and is considered tardy. If a student is more than one hour late without a note or phone call, it will be considered an unexcused absence. Students will either serve detention or be fined \$10 for every 3 tardies.

**Doctor, dental, and other appointments are to be scheduled after school hours.
Vacations should be scheduled during the months when school is not in session.**

Please see attached school calendar to know when the best time is to schedule appts.

PARENT TEACHER COMMUNICATION

It is very important for parents and teachers to communicate. The following opportunities are available for two-way communication.

There are several ways for you to get information from school and get information to the school:

- 1 Weekly letter: A letter will be sent home and/or emailed to you on Monday. Please read it, sign it, and turn it in the next day.
- 2 Students will have agendas to be signed daily! This is where you can write in comments to your child's teacher.
- 3 A meeting may be scheduled with the teacher. However, class time is not the proper time to conduct a meeting. Please leave a message on teacher's cell phone or send an email and they will return the message at the end of the day. **DO NOT CALL TEACHERS DURING SCHOOL DAY OR VISIT THEIR CLASSROOMS TO TALK. THEY NEED TO BE FOCUSING ON THEIR STUDENTS!**
- 4 If there is an emergency or an important matter that requires immediate attention, please call the school office: 415.345.0924. Teachers are NOT allowed to answer phone calls while class is in session.
- 5 There are two yearly conferences scheduled, please make it a point to attend those meetings.
- 6 Monthly Parent Teacher Student Organization (PTSO) meetings are held after school to enrich relationships within the school community.

PARENT INVOLVEMENT

Parent Orientation, meetings, and conferences promote a good understanding between parents/guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs. The child's education is the responsibility of the family. Therefore, parental involvement is essential and mandatory. Parents are encouraged to visit the school and stay current on the achievement of their children. Parents who wish to visit must call the school first to set an appointment for visitation.

The Parent Teacher, Student Orientation meeting will be held at the beginning of each school year. Individual Parent/Teacher conferences are held following each quarter. The administration may schedule a mandatory parent meeting at any time during the school year if necessary information must be discussed.

Parents are encouraged to attend various events throughout the year such as the the Family Back to School picnic and the Family Fun Nights. The dates of these events are found in the yearly calendar.

It is important for the parent(s) to remember that it is a privilege and not a right for their child to attend SFCA. We believe that it is God's will that your child is here. We believe that God has placed the teachers here whom He has chosen. The staff of SFCA is comprised of educated, mature adults who have been entrusted with and charged to work towards the highest standards of academics as well as character development. It is the parent's responsibility to maintain an active and healthy relationship with the school and the school staff. Any prolonged negative actions, attitude and/or statements shown by the parent(s), towards the school and staff, will be transferred and reflected by their child(ren). This will detrimentally affect your child's attitude; and this will adversely affect his or her attitude towards his teachers, behavior, and schoolwork. We ask you, as parent(s), to take a proactive stance to resolve all matters of school business in a positive and cooperative manner.

DISCIPLINE CODE

PHILOSOPHY

SFCA believes that discipline is the primary responsibility of the home and family. However, the school seeks to support the parents and educate families.

All students must at all times conduct themselves in a manner becoming a lady or gentleman. We will be modeling, explaining, practicing and when needed “re-training” all students on appropriate SFCA conduct.

When a child’s attitude or behavior is not in accord with school rules or principles, the discipline procedure will be followed.

We believe that “all things should be done decently and in order” and that our students should be taught to accept the responsibility to “walk honorably before all people.”

We will be asking students to take responsibility for improper behaviors through conferencing and other methods depending on each individual student and each individual situation. (1 Corinthians 14:40 and 1 Peter 2:12)

DETENTION

Detention can be assigned for every three tardies, bullying or harassment, disrespectful attitude, excessive talking, failure to complete classwork, destruction of property, electronic device use in class, disruption and mischief. If detention rules are not followed, an additional detention will be assigned. After three detentions in a quarter, a parent teacher meeting will be scheduled.

SUSPENSION & EXPULSION

SFCA reserves the “right to suspend or expel” any student based upon the sole discretion of SFCA and in accordance with the severity of a specific incident and/or behavior. Students are expected to refrain from talking about or engaging in cheating, swearing, gambling, smoking, drinking alcoholic beverages, using drugs or narcotics, and improper sexual behavior. Students who participate in or discuss such activities at school are subject to suspension and/or expulsion.

Students and parents are expected to show respect to other students, other parents and teachers at all times. A severe violation of this by student or parent may result in suspension or dismissal of that student. Students who cause physical damage to school property are responsible for replacing or repairing it. If they are unable to do so, the parents of that student will be held fully responsible.

BIBLICAL PRINCIPLES FOR RESTORING CONFLICT

1 GLORIFY GOD

Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring him praise by depending on his forgiveness, wisdom, power, and love, as we seek to faithfully obey his commands and maintain a loving, merciful, and forgiving attitude. (Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12)

2 GET THE LOG OUT OF YOUR EYE

Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts—confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused. (Prov. 28:13; Matt. 7:3-5; Luke 19:8; Col. 3:5-14; 1 John 1:8-9).

3 GENTLY RESTORE

Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner. (Prov. 19:11; Matt. 18:15- 20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9)

4 GO AND BE RECONCILED

Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation—forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences. (Matt. 5:23-24; 6:12; 7:12; Eph. 4:1-3, 32; Phil. 2:3-4)

UNIFORMS

Uniforms help set the tone of our school. Students are expected to be in uniform every day. It is the parents' responsibility to contact French Toast (the school uniform source), and purchase the uniform(s) for their child(ren). All uniforms are to be kept clean and pressed. We recommend that your child have at least two uniforms (boys-pants & shirts, girls-skorts/and or pants & blouses). No PE uniforms are allowed to be worn during the school day. **PLEASE LABEL YOUR CHILD'S CLOTHING.**

Only maroon school cardigans are acceptable. Black outdoor jackets are only to be worn outside.

Please label your child's belongings, especially books, sweaters and coats. If items are left unclaimed for 30 days, they will be discarded.

SCHOOL UNIFORM

GIRLS

White Peter-Pan Collared Blouse
Black Skorts or Slacks (No Skinny Jeans)
Black or White Tights/Socks
All Black Dress Shoes (No Sneakers)

BOYS

White Polo Shirt
Black Twill/Pleat Pants
Black or White Socks
All Black Dress Shoes (No Sneakers)
Black Belt

P.E. UNIFORM

(For 1st-8th Grade; Kindergarten students only need black tennis shoes daily)

White T-Shirt or P.E. Uniform Shirt

Black/Burgundy (Maroon) Sweatshirt

Black/Burgundy (Maroon) Sweatpants

Black Shorts

Tennis or Running Shoes must be worn

P.E. Uniforms are only to be worn during P.E. and not during the school day.

Students will lose points each day they are not properly dressed for P.E.

UNIFORM SOURCE

French Toast: www.frenchtoast.com

NOT ALLOWED FOR ANY STUDENTS

- Sleeveless Shirts
- Tights can only be worn under uniform skirts
 - Jeggings
 - Leggings
- Sweatpants or Tights
- Clothing worn low, long (past the shoe), tight, torn, patched or baggy

DRESS CODE VIOLATIONS

Students clearly and intentionally out of dress code will not be allowed to attend classes. Three options exist at this time:

- 1 Clothing is delivered so the student can comply and return to class.
- 2 Student is asked to go home and change.
- 3 Clothing is exchanged on site.

AFTER SCHOOL PROCEDURES

STUDENT SCHOOL PICK-UP AND SIGN-OUT SHEET

Each student must be signed out every day before the adult can take the student home. Even Upper Grade students who have “walk home” privileges must sign-out each day. There are no in and out privileges. If a student signs out for the day, they cannot leave and come back.

Sign-Out Sheets for the Kindergarten Class will be located at 302 Eddy St. (before 3:15)
1st- 8th Grade will be located at 230 Jones St.
After-School Program will be located at 230 Jones St.

ONLY parents or adults authorized by parents with ID, will be allowed to pick up the child(ren) after school. If the person who comes to pick up the child is not on the pick up list, and the parent has not called or written a note to authorize that person, the child will not be released to that person. An attempt will be made to contact the parent in such cases. However, if the parent cannot be contacted, the child **WILL NOT** be released to that person. **NO EXCEPTIONS.**

ENRICHMENT PROGRAM

The After-School Program begins at 3:00pm and ends at 5:00pm Tuesday -Thursday.

In order to stay for enrichment, students must be signed up prior to that enrichment cycle.

There is NO ENRICHMENT PROGRAM ON MONDAYS AND FRIDAYS.

The After-School Program will include both homework and activity time. A snack will also be served.

EMERGENCY

Tenderloin Police Department: 415-557-6700

SF Fire Department: 415-558-3200

California Poison Control System: 1-800-222-1222

In the unlikely event of an emergency, SFCA staff and students will be trained on the procedures to follow during a Fire, Earthquake, Lockdown or Lockout.

Fire: In any fire situation, it is important to act quickly and decisively in order to contain the spread of the fire. When teachers and students hear the fire drill they will be trained to line up and proceed safely to the meeting area on Jones Street. A fire drill will be conducted once a month to comply with CA state law.

Earthquake: Earthquake drills will be practiced a minimum of twice a scholastic year. Students will be taught to cover their neck with their arms and take shelter under desks. When shaking stops students and staff will carefully exit the building.

Lockdown: A lockdown will be called when a threat to the safety of San Francisco City Academy and its students is detected. A minimum of two lockdown drills will occur each scholastic year. Students and staff will be trained to hide behind solid objects and stay away from windows until the drill is over.

Lockout: A “Lockout” occurs in response to a potential threat outside the school building. Staff will be aware of the situation occurring outside of the school but classes should not be disrupted in any way. In exception to outside activities the school day will continue uninterrupted. It is not always necessary to inform students that a Lockout drill occurring to minimize classroom disruptions.

GENERAL INFORMATION

- We expect a good attitude. Students are to use language that is uplifting.
- No students are allowed to leave campus once school starts and may only leave by method approved by his/her parent(s). Avoid picking up child mid-day.
- Students may never bring weapons, alcoholic beverages, drugs or narcotics, or tobacco products to school. Students, backpack, and lockers will be checked.
- No candy, chips, gum and soda are to be brought to school. Children should be served breakfast before they come to school in the morning.
- Students may not bring toys, any electronic hand held games, CD player, iPods or cell phones from home without the special permission of their teacher. Cell phones will be checked in each day and returned at the end of the day. Please call school office at 415.345.0924 if there is an emergency.
- The school telephones are only for emergency use. They are not available for either students or parents for general communication.
- Students are expected to follow school rules on field trips and other events off campus.
- After 30 days, items left behind at the school will be discarded or given away. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.
- Unless money is needed for a school activity, students should leave money at home.
- All school offices and storage closets are off limits to students. Students are expected to take care of their own belongings and not touch other students' belongings.
- All music, books and media must be approved by staff.
- Visitors are expected to check in at the school office at 232 Jones St. and obtain a badge before visiting any classrooms.
- Students will not be allowed to take medication at school without written consent from a parent or guardian. When written consent is given, all medication that can be administered to the student must be listed. Each student must have a Medical Release/Liability form on file at the school. This form must include medical information, insurance information, and an emergency contact number. The person listed for the emergency contact must be able to take the student from school in case of an emergency.
- It is the responsibility of the parent to notify the school of any address or telephone number changes as soon as possible. This is very important to ensure that all school correspondence reaches the parent, and so the school is able to reach the parent in case of an emergency.
- Lunch is provided. If there are allergies or dietary needs please inform office or note on application. Students may bring their own lunches; please ensure nutritional balance.

AGREEMENT

I have read and am willing to comply with all stated in the student handbook. I know that if I do not comply my child is at risk of suspension and expulsion.

Parent Name (Printed): _____

Parent Signature: _____

Date: _____

Student Name(s): _____

PHONE: 415.345.0924

ADDRESS: 232 JONES ST.

EMAIL: SFCA@SFCITYIMPACT.COM

SFCITYACADEMY.COM