

Sonoma Charter School

Truth, Growth, and Respect



Student & Parent Handbook 2022 – 2023

17202 Sonoma Hwy, Sonoma, CA 95476

**Dr. Hilary Sowers, Principal
Catherine Stone, Interim Superintendent**

Visit us on the web at: <https://www.sonomacharterschool.org>

Office Hours: 8:00 a.m. - 4:00 p.m.

Main Office Phone: 707-935-4232

Main Office Fax: 707-935-4207

Administration, Office and Support Staff

**Office Manager, Health Tech: Kari
Bounds
School Secretary: Julisa Lemus
Food Service Manager: Patty Silva
Lead/Facilities Manager: Glenn
Hester
Custodian: Paul Villarruel
Tech Specialist/Attendance: Erica
Brumley
Athletic Director: Jason Page**

**Creative Arts Director/Leadership:
Julie Calhoun
Academic Coordinator: Casey Keedy
Student Support, Recess Supervisor:
Mary Oaks
Resource Specialist: Gretchen
Werner
School Psychologist: Gina Gear
Speech Pathologist: Diane Elin**

Teaching Staff

Transitional Kindergarten: Emily Wood

Kindergarten: Yoli Sheridan

1st Grade: Angela Thibault

2nd Grade: Brittany Jones

3rd Grade: Lyzzi Bissiri

4th Grade: Alex Sanchez

5th Grade: Olivia Gearing

6th Grade: Raegen Headley

7th/8th Grade Math/Science: Becky Perkins

7th/8th Grade: English Language Arts/Social Studies: Jason Page

Special Education: Gretchen Werner

Sonoma Charter School

We are a small nurturing community of curious and self-aware learners who will thrive with compassion.

MISSION

Our mission is to implement and sustain each part of the Vision statement:

- *Small, nurturing community*: class size, aides, K-8, inward facing campus, morning ceremony, personalized, family like setting
- *Curious Learners*: Strong Arts Program, project-based learning, love of learning, creative thinkers
- *Self-Aware Learners*: Strong academics, enrichment programs
- *Thrive*: Happiness and success in life
- *Compassion*: Global Citizen, contribution to society, social conscience, and making the world a better place

Each student:

- Comes to school ready to learn, brings all necessary materials.
- Actively participates in learning.
- Listens attentively and follows directions.
- Works independently and asks for help when needed.
- Respects adults, other students, and property.
- Accepts responsibility for their own actions.
- Interacts cooperatively with others.
- Exercises self-control.
- Resolves conflict positively.
- Follows rules and routines.

Sonoma Charter School Daily Schedule

Daily 8:15 a.m. - 3:00 p.m.
Morning Ceremony - 8:15 a.m.
Kindergarten Dismissal - 2:45 p.m.
M, T, Th, F

Wednesday - Minimum Day
8:15 a.m. - 1:15 p.m.
Morning Ceremony - 8:15 a.m.
Kindergarten Dismissal - 1:05 p.m.

First Recess/Break - Clusters 1 & 2, Middle School

2nd & 3rd	10:00am - 10:15am
TK/K & 1st	10:15am - 10:30am
4th & 5th	10:30am - 10:45am
6th, 7th, & 8th	10:50am - 11:05am

Lunch/Recess - Clusters 1 & 2, Middle School

Cluster 1	11:30am - 12:10pm
Cluster 2	12:20pm - 1:00pm
Middle School	12:45pm - 1:25pm

Communication

Sonoma Charter School Website and Parent Square

The SCS website and Parent Square are the best ways to learn about what is happening at school. The website and Parent Square are updated regularly and provide students and parents with a wealth of information, including links to important documents, photos of student activities, and more. Please visit us at <https://www.sonomacharterschool.org>. Parent Square is also the best way to communicate with teachers, and is how they will communicate with you. When your student enrolls in SCS, you will receive an invitation to Parent Square. If you didn't get an invitation, contact Kari in the office.

Sonoma Charter School Connections

Sonoma Charter School Connections is a quarterly school newsletter that provides communication between students, school, and parents. The newsletter includes information from Charter Community Connections (CCC), Governing Board Updates, Middle School and Leadership details, various articles, fundraising events, etc.

SchoolWise

Student information for parents is currently not available, but we expect to open the Parent Portal this year.

Parent to Teacher Communication

If you need to contact your student's teacher while school is in session, please call the office and you will be forwarded to the teacher's voice mail box. You may also use Parent Square or email your student's teacher at any time. Please remember that teachers have a 48-hour return call policy.

Teacher Emails

Transitional Kindergarten	ewood@scs.k12.ca.us
Kindergarten	ysheridan@scs.k12.ca.us
1st Grade	aperkins@scs.k12.ca.us
2nd Grade	bjones@scs.k12.ca.us
3rd Grade	ebissiri@scs.k12.ca.us
4th Grade	asanchez@scs.k12.ca.us
5th Grade	ogearing@scs.k12.ca.us
6th Grade	rhedley@scs.k12.ca.us
7th/8th Grade	jpage@scs.k12.ca.us bperkins@scs.k12.ca.us

Parent to Student Communication

If you need to contact your student while school is in session, please call the office (707) 935-4232 and leave a message with office personnel. The message will be delivered to your student as soon as possible near the end of the class period. Students may use the phone in the office between 8:00 a.m. to 3:30 p.m. to call home. **Please do not call or send text messages to your student's cell phone during school hours (8:15 - 3:00) as it is in violation of SCS policy for students to have their cell phones on during school hours. If your student calls or texts you, please remind them to go to the office to call.**

Delivery of items to students

Forgotten homework, lunches, water bottles, or PE shoes may be brought to the school office. It is the responsibility of the student to pick these items up between classes.

Morning Ceremony

Included in the Morning Ceremony are birthdays of students, student activity information, grade-level information, and important dates, times, and places. It is important for your student to arrive at 8:15am, in time for Morning Ceremony.

Student Opportunity/Recognition

Athletic Director: Jason Page
Sports - 6th, 7th, & 8th Grade
Fall: Coed Volleyball, Flag Football
Winter: Boys and Girls Basketball
Spring: Track and Field

Assemblies/Special Programs

The Leadership class plans special assemblies throughout the year which are intended to motivate, support, and inform students.

Star Student

I am a **STAR** student!



I am **SAFE**
I **TAKE RESPONSIBILITY**
I am **A PROBLEM SOLVER**
I am **RESPECTFUL**

The Star Student program recognizes students' greatness. The STAR student program helps acknowledge our students' wonderful character traits. Each week, the school recognizes students during the morning ceremony.

Field Trips

Teachers may schedule educational field trips to support learning. To help with expenses, parent/student donations are often needed. For students needing financial assistance, parents may contact the teacher. Teachers often establish their own minimum requirements that students must meet to attend a field trip. Such requirements usually address behavioral standards and meeting deadlines with necessary field trip forms. Teachers notify parents beforehand when minimum requirements exist.

Dances

With the exception of the 8th Grade Graduation celebration, all dances are planned by the Leadership Class and the Leadership Director. Dances are a privilege for students in good behavior and academic standing. The end-of-the-year Graduation Celebration is organized by the SCS Community Liaison and a Parent Committee.

Intramurals: 6-7-8

Intramurals are held during lunch and involve team activities. Information is provided through Athletics Director, Mr. Page, and during the Morning Ceremony.

Student Government/Leadership Class

The student body organization consists of student representatives, elected by the student body. The student representatives meet several times a year to discuss various student/school issues with the Director and the Leadership Director. The Leadership Class is an elective class open to 6th, 7th, and 8th graders who meet citizenship and grade standards. Students who meet the criteria are allowed to apply.

Academic Achievement

Special recognition will be given at the 8th-grade promotion ceremony for those students who have maintained a 3.5 GPA throughout 8th grade.

General School Information

SCS Mask Policy for the 2022-2023 School Year

As of 3/12/22, masks are recommended but not required for staff and students to wear indoors and outdoors. **SCS will follow all updated changes as they occur throughout the school year.**

Closed Campus

Sonoma Charter School is a closed campus. **Visitors and parents must check into the office upon arrival to sign in and pick up a pass.** Students are to remain on school grounds during the school day and not leave campus after arriving by car, bicycle, or walking. Students are not allowed to leave school-sponsored activities (i.e., dances) without a parent/guardian prior to the event's ending. Student visitors are not allowed. Students who will be leaving early for any reason during the day need to report to the office to be signed out. The person picking up the student must be on the Emergency Card and come to the office to sign the student out. **NO STUDENT MAY LEAVE THE CAMPUS WITHOUT PERMISSION.**

Attendance/Absences

The California State Education Code requires regular attendance and prompt arrival to class. **When absent, please notify the school at (707) 935-4232 on the first day of absence. If parents cannot call the school, the students must return with a written note from a parent/guardian to receive a re-admit slip for class.** Bring this note to the office. Any full day of absence without a valid excuse will be recorded as truancy. Late arrivals must check in with the office. Students must get a late slip after 8:20 am. If your student is absent for three or more days, a short-term Independent Study may be requested from the office. Truancy laws require us to send truancy letters if your student has 3 unexcused absences, and to convene a School Attendance Review Board (SARB) meeting for further absences.

Emergency Cards

In cases of emergency, the school needs to contact parents. Please notify the school secretary of any changes in your address, home phone number, or business phone number. You will not receive communication mailed home without an accurate address, including your child's report card.

Health Reminders:

Stay at home if you are not feeling well. Please follow our Illness Policy:

Please do not send your child to school if he/she has any of the following symptoms:

1. A common cold - Students should stay at home while experiencing a productive cough and yellow or green nasal discharge.
2. Fever (over 100 degrees, or some students have a lower temperature than normal) - Students may return to school after they have been fever-free for 24 hours without the use of fever-reducing medication.
3. Eyes that are red, swollen, crusting, or draining
4. Untreated, draining ears or earache
5. Diarrhea
6. Nausea or vomiting (if the student has vomited the night before or in the morning, please do not send the student to school.)

7. Severe sore throat
8. Skin rashes of unknown origin or a contagious rash require clearance from a health care provider that the student may return to school.

If a student is experiencing any of these symptoms while he/she is at school the parent/guardian will be called to pick up the student.

Keep your child up to date on his/her immunizations.

Notify the school if your child has any severe allergies.
We will complete an Allergy Action Plan as needed.

****Please monitor for symptoms of COVID19. Symptoms of COVID19 may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms.**

Possible COVID19 symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Wearing a well-fitting mask over the nose and mouth, while you are indoors with large groups, is highly recommended, but not required. [The best masks for Covid19 protection include N95, KN95 and KF94.](#)
- Staying up-to-date on Covid vaccinations and boosters is also highly recommended, but not required. California strongly recommends that everyone 6 months and older [get vaccinated against COVID-19](#) and [remain up-to-date](#) to protect yourself and reduce transmission of the virus.
- Wash your hands for at least 20 seconds, throughout the day, with soap and water. [When and how to wash your hands.](#) Avoid touching your face.

What to do if you have been exposed to COVID19

Exposure occurs when you are in an indoor space, and within 6 feet of someone who tests positive for COVID19 for a cumulative 15 minutes or more, within a 24-hour period.

- You do not need to stay at home following an exposure, unless you develop symptoms or you test positive for COVID19.
- People who have been exposed should wear a well-fitting mask over their nose and mouth, when they are with others, for 10 days following the exposure.
- Take a COVID19 antigen test 3-5 days after exposure, or sooner if you develop symptoms. _
- Persons infected within the prior 90 days do not need to be tested, quarantined, or excluded from school unless symptoms develop.

Stay at home if you are experiencing any of the symptoms of COVID19 (see list above).

- Take a COVID19 antigen test once you are feeling better. Wait at least one day before taking a test. If the test is negative and your symptoms have subsided, you may return to school. **You need to be fever-free for 24 hours without the use of medication in order to return to school.**
- Take a second test 2 - 3 days after the first negative test, even if you have returned to school.

What to do if you test positive for COVID19

- Notify the school by calling the main office.
- Isolate at home. Take a second test on day 5, or later than day 5 if your symptoms have not yet subsided. (The date of symptom onset is considered "Day Zero".) If the test results are negative, you have been fever-free for 24 hours without medication, and your symptoms have significantly improved then you may return to school. You will need to wear a well-fitting mask over your nose and mouth for the remainder of the 10 days.
- If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after day 10 if fever-free for 24 hours without the use of fever-reducing medications.
- If your second test is positive, remain in isolation, at home, for the full 10 days.
- You may return to school and other activities on day 11, even if you do not have a negative test, as long as you have been fever-free for 24 hours without the use of medications and your symptoms have significantly improved.

Injury/illness

All injured/ill students will be sent to the office to be seen by the Health Tech. Students stung by a bee must come to the office. Unless it is an emergency, teachers and or support staff will notify that a student is coming to the office. In case of a serious accident or injury, emergency services will be called to administer medical aid, and parents will be notified. A district nurse will supervise hearing and vision tests, scoliosis screening, maintaining records, and other necessary matters. There is no full-time nurse at Sonoma Charter School. We have a Health Technician in the office from 8:00 am to 3:00 pm. **If your child has any special medical situation, it is imperative that you notify the office.**

Medication

The legal procedures required to administer medication to students during school are cumbersome. It is preferable for everyone to administer medication to students outside of school hours. Please request medication that need not be administered during school hours when at all possible. If medication must be given while a student is at school, the following steps must be taken:

- **If your child needs to take medication while he/she is at school (Including Over the Counter Medication) you must complete a Medication Consent Form that will remain on file in our main office.** This form must be completely filled out annually and signed by the parent/guardian **and the child's health care provider** before the child can be assisted with the administration of medication by the district personnel at the school site.
- It is the parent/guardian's responsibility to provide the school site with all necessary information and special instructions in writing related to the administration of medication to their child.
- The parent/guardian must immediately notify the school in writing of any changes in the child's regimen or authorizing health care provider.

- It is the child's responsibility to follow the health care provider's recommendations and instructions related to taking the medication (i.e., the child is responsible for going to the office at the prescribed times).
- Medication must be in its original container and brought to school by the parent/guardian, or an adult designee. All controlled medication will be counted and recorded on a medication log when delivered to school.
- All medication must be picked up by a parent/guardian or adult designee at the end of the school year. NO medication will be given to a student to take home. Medication left in the school office at the end of the school year will be discarded.

Office and Telephone

Students may request to use the phone in the office. **As a reminder, students are not to turn on cell phones during the school day. This includes texting and receiving calls from parents.** Office phones will be answered between 8:00 a.m. and 3:00 p.m. daily. The voicemail system will be available for messages before and after school office hours.

Lost and Found

Students must assume responsibility for loss or damage to any personal property left in the classroom or on campus. The school is not responsible for personal property. Found articles should be taken to the school lost and found rolling cart by the Playground gate. Unclaimed items in the lost and found will be donated once a trimester to a local charity. Students should write their names on all books and personal belongings. Students should not bring valuables or large amounts of money to school. Students should keep their belongings secured in a classroom or locker. Sonoma Charter School middle school students will be assigned student lockers with locks. Thefts should be reported to the office immediately.

Physical Education

All students are requested to wear appropriate shoes on their scheduled PE day and bring a personal water bottle for safety reasons.

Library/Media Center

Sonoma Charter School has a digital library system in every classroom. The Elementary classrooms have a Book Checkout Technician who helps with the Library daily. Middle School Students are responsible for checking out their books and checking them back in using the digital library system.

For misconduct in the Library/ abuse of materials, the following consequences will be used:

- **1st offense** - Warning
- **2nd offense** - Loss of Library privileges for up to two weeks
- **3rd offense** - Call to parents and meeting scheduled with the teacher and parents

Textbooks

Students are issued textbooks to use at home for homework assignments. These textbooks and any checked-out library materials are the responsibility of the student until returned. Textbooks and library materials must be returned at the end of the school year or when disenrolling. Students will be charged a replacement cost for lost or damaged texts or any library materials.

Chromebooks

Chromebooks are issued as a learning resource to use at school as well as at home. Students are responsible for the care of their Chromebooks. Chromebooks are charged each day in the classrooms. Chromebooks that are taken home must be brought back to school each day fully charged. If a Chromebook has been damaged or is not working correctly, it must be turned in to the Tech Specialist.

The school covers accidental damages; however, damages due to vandalism or negligence must be paid for by the student/parent. Repeated damage may result in charges for repaired components (i.e., screen, keyboard, etc.) in addition to repair charge.

Report Cards/Progress Reports

The school year is divided into three trimesters. Parents are mailed one report card at the end of each trimester during the school year. This is crucial communication of your child's progress here at school. If they have not received one of these reports, parents should contact the school.

Promotion Criteria

If an 8th-grade student is in danger of failing classes throughout 8th grade, there may be opportunities for credit recovery. Students must pass the exit project and be above a 2.0 GPA in 8th-grade. Consequences of not fulfilling the requirements could prevent students from not being allowed to participate in the Celebration Party, the Graduation Ceremony, or attend the 8th-grade year-end field trip.

Bicycles, Skateboards, etc.

Bicycles, skateboards, etc., must be kept in the school bicycle drop off area located by the MPR Lunch Room. Skateboards can be stored in or outside the classroom. Students must walk their bikes, skateboards, etc., on campus, including the parking lot and driveway of Sonoma Charter School. Bikes are to be locked (locks provided by each student) individually and not with another bicycle. **Students and parents must assume total responsibility for lost or stolen bicycles, skateboards, etc.** There is no skateboarding or bike riding on the Sonoma Charter School property, both during and after school hours. **WEAR YOUR BICYCLE HELMET - IT'S THE LAW!**

General School Expectations

Arrival Procedures:

- Sonoma Charter School campus is supervised from 8:00 a.m. - 3:30 p.m. **School starts at 8:15 a.m.** Students must be dropped off in the morning **ONLY** at the Parent Loop and must proceed through the gate and report to their classroom.
- Once students have arrived on campus, they are not to leave campus before school begins. Students choosing to leave campus will be referred to the Administration.

Quiet Zone

The courtyard, including the office, Student Support Services, and Room 14 is considered "QUIET ZONES" during school hours. Students walking in and around these areas and transitioning to Art, PE, and the MPR lunch window will respect the quiet zones at all times.

School Breakfast

School breakfast will be served each day starting at 7:30 a.m. Students will be served in the multipurpose room and are required to stay there until 8:00 a.m. when they may go on campus. Breakfast must be ordered the day before so that we know how many we need. There is no charge for breakfast.

Break/Lunch Procedure

- Elementary students who order school lunch will walk with their teachers to the MPR food service window. They will follow the directions on the painted lines; students must wait within those lines and then move out of the foodservice area as soon as possible. Middle school students will follow the same procedure, except they will walk down on their own to the MPR food service window.
- Students may eat only in the designated areas (the tables by their rooms, the Hideout, and the tables behind rooms 10 and 11. In rainy or extremely cold weather, students may be required to remain in their homerooms during break and lunch.

- Begging or bullying other students to give up their food or money for the Snack Shack is not allowed.
- Students may not cut in line, save places in line, crowd into the lines, or buy food for others.
- During lunch, students must remain in the designated eating areas for 15 minutes. After 15 minutes, supervisors will excuse students to go to the Playground. Students will have access to the blacktop, athletic field, track, and bark area. (Play Structure/Swings) An Activities Table is also available for play next to the Playground entrance gate.
- Students in Transitional Kindergarten, Kindergarten, and 1st Grade have access to a separate play area with age-appropriate equipment.
- Students are responsible for keeping the campus clean. They must clean up after themselves during recess and lunch. Supervisors on duty will remind students to pick up any garbage they might have overlooked.
- **NO FOOD OR DRINK OF ANY KIND IS ALLOWED ON THE BLACKTOP, ATHLETIC FIELD, OR THE BARK AREA.** Personal water bottles may be kept on the cart by the Playground gate.

Rainy Day Lunch

All students will eat lunch in their classrooms and clean up after eating. The assigned support staff will be in charge of the class during lunch. After lunch, students can elect to do activities at their tables or watch a movie. At this time, the MPR will not be available for student lunch.

Food Sharing

Due to possible health risks for our students, food sharing during recess and lunch is not allowed. This rule applies to all grades. Also, students may not bring candy, gum, soda, and glass bottles to school. Students have access to water fountains and filling stations on school grounds, and should bring a water bottle to school each day.

Dismissal Procedures:

- The Sonoma Charter School is supervised from 8:00 a.m. - 3:30 p.m.
- **General pick-up time is 3:00 p.m. in front of the school, with early dismissal on Minimum Day, Wednesdays, at 1:15 p.m.**
- **Dismissal time for Kindergarten will be 2:50 p.m. in front of the school, with early dismissal on Wednesdays at 1:05 p.m.**
- Students taking the bus for the Boys and Girls Club will wait in front of the school until the bus arrives. A staff member will escort the students to the bus. Students must remain on the sidewalk until the bus has come to a complete stop.
- Students must form a single-file line and wait to board the bus. After the bus driver has permitted students to board, students may board the bus.
- Students who leave school by bicycle, skateboard, etc., should retrieve their items from the designated area and walk with their bike, skateboard, etc., until they leave campus and proceed home safely.
- Students who leave the campus early must be signed out.

Parking

- Parking in the Sonoma Charter School is limited, and therefore **the lot is only for staff.**
- The Parent Loop driveway is only for drop-off and pick-up. Please do not leave your car unattended. Students will wait at the pick-up zone. Please pull your vehicle up to the pick-up zone. Support Staff will assist students in waiting at the pick-up zone.
- Parking is available on Valetti Dr. and the surrounding cross streets. Please do not block residential driveways.

General Behavior Expectations

Good Citizenship/Good Conduct

Students, families, staff, and the larger SCS community are essential and important members of our community. We hold ourselves to the highest standards of good conduct and good citizenship. We treat everyone with respect as we expect to be treated. We strive to ensure that Sonoma Charter School is a safe, fair, and welcoming environment.

We are all responsible for our personal behavior and collectively remind each other of proper behavior in the classroom and out. Parents/guardians play an important role in enforcing positive and appropriate behavior. Activities outside the classroom are privileges to be earned by positive behavior. Students are expected to behave appropriately on their way to, and from, school. They are also expected to behave appropriately at all school-sponsored events, including after school sports, dance, and field trips. Misconduct at any of these times will be treated as if it occurred on campus during regular school hours.

We Celebrate Our STAR Students

Students who demonstrate the qualities below will be recognized for being a STAR student.

I am a **STAR** student!



I am **SAFE**
I **TAKE RESPONSIBILITY**
I am **A PROBLEM SOLVER**
I am **RESPECTFUL**

We also measure non-academic success on our Report Cards with the following criteria.

Each student:

1. Comes to school ready to learn, brings all necessary materials.
2. Actively participates in learning.
3. Listens attentively and follows directions.
4. Works independently and asks for help when needed.
5. Respects adults, other students, and property.
6. Accepts responsibility for their own actions.
7. Interacts cooperatively with others.
8. Exercises self-control.

9. Resolves conflict positively.

10. Follows rules and routines.

CELL PHONES

Sonoma Charter School permits students to possess electronic signaling devices (e.g., cell phones, smart watches, & other mobile devices) on school grounds. **If brought to school, ALL devices (including watches) must be turned off and be kept in the student's backpack during the school day (8:00am – 3:00pm). The school is not responsible if items are lost or stolen.**

Violations of the above will result in the following consequences:

1st incident: Confiscation & return of phone at the end of the day.

2nd incident: Confiscation, parent pick up.

3rd incident: Incident will be considered defiance and will be referred to the administration.

Unsafe Play:

Physically dangerous games are not allowed. Examples: acrobatics, tumbling, tackle-football, hitting games, foot tag, ball tag, piggy-back rides, as well as pushing, shoving, or play-fighting.

Nuisance Items

Balloons, rubber bands, paintballs, Sharpies, water pistols, and other nuisance items are not allowed at school. These will be confiscated and not returned to the student; a parent may come and pick them up if needed. Birthday balloons/helium-filled balloons are to be left in the office during the school day. Students are not to sell any item on campus without prior approval.

Public Displays of Affection

Inappropriate levels of affection are not permitted at school. This includes prolonged hugging or other physical contacts, hand-holding, sitting on laps, and any kissing.

Bicycle/Skateboard/Wheeled Vehicle Safety

Bike riding, skateboarding, skating, etc., are not allowed on school grounds at any time. While on campus, students must walk their bikes, skateboards, etc., to their designated area where they are to be stored during school hours.

Gum Chewing and Candy

Gum and Candy are not allowed at school.

Violation of the above will result in the following consequences:

1st incident: Warning, Candy/Gum must be out of sight and put away in the student's backpack.

2nd incident: Confiscation of Candy/Gum & returned at the end of the day.

3rd incident: Confiscation of Candy/Gum, not returned to the student & phone call to parent; the parent may come and pick up the Candy/Gum.

Dress Code

For safety reasons, shoes must be worn at all times and **must be appropriate for school activities, including PE.** Any clothing (including hats and masks) that represents gangs, drugs, alcohol, tobacco, guns, or violence, is sexually explicit or suggestive, uses profane or abusive language, or debases and/or exploits a group is not allowed.

- Hats and Hoods on Hooded Sweatshirts "Hoodies" are not to be worn inside classrooms.
- No showing of midriff or underwear (This includes boys with sagging pants).

- All shorts must be at fingertip length. This includes athletic/sport shorts. Short shorts must be layered with a longer garment underneath.
- Short skirts and dresses must have some type of shorts or leggings underneath them.

If a student violates the dress code, he/she may be asked to change clothes or may be sent home for the remainder of the day. Repeated dress code violations could result in further disciplinary action.

Progressive Discipline

When students are unable to follow the rules, the following steps will be implemented by the classroom teacher OR the attending adult.

Actions by Teacher

Step 1	Verbal reminder to the student of the expected appropriate behaviors
Step 2	Verbal reminder to the student of the expected appropriate behaviors <ul style="list-style-type: none"> • Consequences applied by teacher • Student complies/makes amends
Step 3	Verbal reminder to the student of the expected appropriate behaviors <ul style="list-style-type: none"> • Home contact made by the teacher
Step 4	Move directly to Step #1 of the Major Offenses* referral process *Persistent defiance, significant disruption of class, persistent bullying or harassment, violations of privacy, unsafe behavior etc.

Actions by Administration in case of a Major Offense

Step 1	Home contact made by Administration (Student Advisor/Director)
Step 2	Meeting with parents by Administration (Student Advisor/Director)
Step 3	Disciplinary consequence: In/Out school suspension (Director)
Step 4	Restoration... <ul style="list-style-type: none"> • Written apology to offended parties before student is permitted to return to school • Conference prior to re-entry to classroom

If on-going disruptive behaviors are not resolved through the above process, a referral will be made by the Teacher to the Student Study Team (SST), counseling, and/or more intensive services.

Student Reporting

We take harassment and bullying seriously Harassment and/or bullying are serious offenses. You have a right to report, and should report, bullying or harassment at school. School staff are required to immediately intervene if they see student harassment, discrimination, intimidation, or bullying.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance.

It is an **ongoing and deliberate** misuse of power in relationships through **repeated** verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices (cyberbullying) and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Please report any bullying or harassment incidents by speaking to an adult on campus immediately or as soon as possible. You may also use the confidential **Bullying/Harassment Report Form** attached to this handbook and in the office, and/or use the StopIt! App.

Report Cyberbullying

When [cyberbullying](#) happens, it is important to document and report the behavior so it can be addressed.

Steps to Take Immediately

- Don't respond to and don't forward cyberbullying messages.
- Keep evidence of cyberbullying. Record the dates, times, and descriptions of instances when cyberbullying has occurred. Save and print screenshots, emails, and text messages. Use this evidence to report cyberbullying to web and cell phone service providers.
- Block the person who is cyberbullying.

Report Cyberbullying to Online Service Providers

Cyberbullying often violates the terms of service established by social media sites and internet service providers.

- Review their terms and conditions or rights and responsibilities sections. These describe content that is or is not appropriate.
- Visit social media safety centers to learn how to block users and change settings to control who can contact you.
- Report cyberbullying to the social media site so they can take action against users abusing the terms of service.

Report Cyberbullying to Law Enforcement

When cyberbullying involves these activities it is considered a crime and should be [reported to law enforcement](#):

- Threats of violence
- Child pornography or sending sexually explicit messages or photos
- Taking a photo or video of someone in a place where he or she would expect privacy
- Stalking and hate crimes

Report Cyberbullying to School

- Cyberbullying can create a disruptive [environment at school](#) and is often related to in-person bullying. The school can use the information to help inform prevention and response strategies.

All forms of harassment involve unwelcome conduct that is either severe or pervasive.

Concerns? Questions? Complaints?

At SCS, we encourage students, staff, and parents to follow the same guidelines for any of these things. For Parents, if you can, address your concern, question, or complaint directly to the person involved. This might be your student's teacher or a playground supervisor. If that isn't possible, take the next step and talk to the Principal or Student Services Coordinator. If you feel the need to take it further, please contact the Interim Superintendent. And If things still haven't been worked out, you could call a Board Member.

Uniform Complaint Procedure Annual Notice

Sonoma Charter School annually notifies its students, employees, parents or guardians of its students, school advisory committees, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The district has the primary responsibility for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the UCP.

The UCP process shall be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Compensatory Education
- Consolidated Categorical Aid Programs
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance
- Every Student Succeeds Act
- Local Control Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- School Safety Plans
- Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

Filing a UCP Complaint

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. Complaints alleging harassment, discrimination, intimidation, or bullying by or against a student on the basis of the complainant's protected status must be filed within six months of the date the complainant knew or should have known of the alleged conduct.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in our public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsibilities of Sonoma Charter School

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Hilary Sowers, Principal
Sonoma Charter School
17202 Sonoma Highway
Sonoma, CA 95476

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in Sonoma Charter School.

Bullying/Harassment Report Form – Sonoma Charter School

General Statement of Policy Prohibiting Bullying/Harassment:

Bullying/Harassment is hurtful and we do not tolerate it at our school. It can be hard to tell an adult about bullying. Some kids worry that they will be called a "tattletale." Telling is not being a tattletale. Telling, which adults call reporting, is a good thing to do. **If you or another student has been bullied, harassed, or hurt, or you are worried that you or another student could be bullied or hurt in the future, tell a teacher or another adult at your school. The adults will help you. You can fill out this form to tell school staff about bullying that has happened this school year. Once you've filled this out, give it to a teacher or take it to the office of the principal.**

About You

We know it can be scary to tell or "report" bullying, so you do not have to include your name on this form. However, a teacher or the principal may want to ask more questions about this, so including your name will help them look into the problem.

Name (optional): _____ Date: _____

I am (choose one):

Student _____ Parent/Guardian _____ Staff Member _____ Other: _____

Tell Us What Happened

Student Who Was Harmed: _____ Grade: _____

Student(s) Who Did Harm: _____ Grade: _____

When did it happen: _____

Where did it happen: _____

Did the bullying include mean comments about you or your friends? What were the mean comments about?

_____ Size, weight or how you look

_____ Gender (because you are a boy, girl, non-binary)

_____ How well you do in school

_____ Skin color

_____ Your religion or beliefs

_____ Other things _____

What kind of bullying happened? Was it:

- Physical Acts such as hitting, spitting, kicking, or damaging your or another student's possessions
- Emotional Spreading mean rumors or lies about you or another student
- Verbal Saying mean or hurtful things or threatening you or another student
- Cyber/Online Occurs on website or social media, by cell phone, email or text message
- Social Excluding you or another student from a group, telling other kids not to talk to you or another student
- Other

Please tell us what happened: _____

Did you see the event happen? Yes No

Who else saw what happened? Write their names here:

Was an adult nearby? Who? _____

I am turning in this form based on my belief that [write the name of the person on the line below

_____ hurt me or another person. I am reporting

this because I am concerned and I want things to be better in the future.

Signature: _____ Date: _____

Reviewed by: _____ Date: _____

Please sign and return to your child's classroom teacher.

I have read the Sonoma Charter School Student and Family Handbook. I have reviewed the contents of the Sonoma Charter School Student and Family Handbook with my child.

We understand the information outlined above and agree to participate in school and various school-related activities with a commitment to keeping my child, schoolmates, teachers and staff, and the physical environment of Sonoma Charter School safe and a productive learning environment for all school members.

Student Name: _____

Grade: _____ Classroom Teacher: _____

Student Signature: _____

Parent Name(s): _____

Address: _____

Contact information:

Home Phone: _____ Cell/Mobile: _____

Parent Signature: _____