

SAN FRANCISCO
CITY ACADEMY
STUDENT HANDBOOK
2023-2024



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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 for 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.

STATEMENT OF NON-DISCRIMINATION

SFCA admits students without regard to race, color, national origin, sex, disability, and age. The School Director is designated to manage all inquiries regarding the non-discrimination policy.

RESERVATION OF SCHOOL RIGHTS

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

VISION STATEMENT

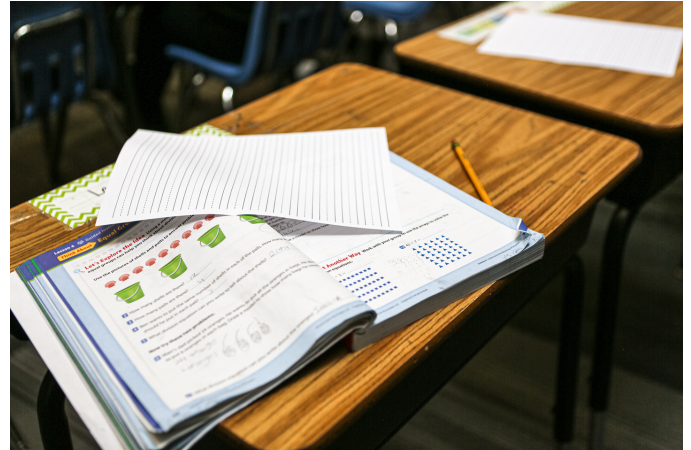
We exist to intervene on behalf of the people in the Tenderloin of San Francisco.

MISSION STATEMENT

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

SFCI - LARGER ORGANIZATION

SFCA is connected to a larger nonprofit, San Francisco City Impact. This organization exists to intervene in the Tenderloin neighborhood. In addition to the school, SFCI supports a rescue mission, Adopt A Building program, City Kids after school program, food distribution, a clothing store, and the San Francisco Worship Center.



Statement of Faith

We at SFCA believe we can personally know God through Jesus Christ. 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 adhere to the following doctrinal statements:

· **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.

· 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).

Ministry Engagement

We desire to see our students and families **connect to the ministry** in a more intentional way through accessing the resources available through San Francisco City Impact, and attending worship services on Sunday mornings, prayer meetings on Wednesday nights, Youth Group on Friday evenings, and the various outreaches and events that happen throughout the year.

- Sunday Service @ 10:30 am at 144 Taylor St.
- Wednesday Worship & Prayer Service @ 4:00pm at 144 Taylor St.
- Friday Night Youth Group (middle and high school students) @ 5:00pm at 144 Taylor St.
- Super Sunday (elementary aged students) @ 10:30am at 144 Taylor St.

For more information, check out sfcityimpact.com

General SFCA Information

SCHOOL HOURS

Monday, Tuesday, Thursday & Friday: 8:00 AM - 3:00 PM
Wednesday: 10:00 AM - 2:00 PM (Early Dismissal)

230 JONES OFFICE HOURS

Monday, Tuesday, Thursday & Friday
OPEN: 8AM - 9AM & 2PM - 4PM
CLOSED: 9AM - 2PM
Wednesdays
OPEN: 8AM - 9AM & 1PM - 3:15PM
CLOSED: 9AM - 1PM

MEETINGS: Schedule an appointment ahead of time if you need to meet with a teacher or an administrator.

LUNCH DROP OFFS: If you are dropping off lunch for a student, please text in advance on Talking Points a photo or ring the doorbell which leads to the main kitchen address: 226 Jones Street (attached to the school)

EARLY PICKUPS/VOLUNTEER HOURS: Please plan any appointments after school hours as your child's education is important. Your child will be responsible for any work missed. All early pick ups must be communicated to the administration in advance.

GENERAL SFCA EXPECTATIONS

Students are to use language that is uplifting, encouraging to their classmates, and **respectful** to their teachers and SFCA staff. It is beneficial for students to **remain in school** all day and if possible, avoid picking up your child during school hours. To provide a **safe environment** for all students, weapons, alcoholic beverages, drugs or narcotics, or tobacco products are not allowed in school. Backpacks and cubbies may be checked by SFCA staff discretion. We encourage **healthy lifestyles** so please do not pack these items for everyday lunches: candy, chips, gum, or soda. It is helpful for children to eat breakfast before they come to school in the morning so that they can be ready to learn. We do not permit students to share snacks with others due to allergy reasons or parent preference. Any personal items may not be brought to school unless given permission by the teacher. SFCA is not responsible for **personal items** that become lost or stolen. 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. The school is not responsible for lost money. Visitors are expected to check in at the school office at 230 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. Families sign a **medication consent form** upon enrollment and SFCA has 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. Medicine for students is given at the main office and prescription medication should be in its original container with the doctor's instructions. 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 the office or note on the application. Students who bring lunch should bring lunch in the morning. Lunches dropped off during the day, may not be able to be delivered in a timely manner. Lunch can not be heated upon request. For fundraising and marketing purposes, we often have videographers and photographers present on site. All parents will be given **photo release paperwork** to complete if you do not want your child's photograph taken or used in school documents, social media, and/or marketing.

We frequently have **volunteers and mission teams** supporting school operations from programming to cleaning. All regular school volunteers are background checked and fingerprinted, and all mission team members undergo a vetting process prior to supporting the school. Please reach out to the admin team with any questions regarding volunteers at SFCA.

For break times, students walk to **Boeddeker Park** for recess daily. Each class is chaperoned by Community Ambassadors and SFCA staff.



SFCA Educational Goals

We equip students **academically, emotionally and spiritually**. We aim to celebrate the small victories as we pursue each G.O.A.L. and look to build community within our school in order to point lives back to Jesus.

God First

Mark 12:30 - “Love the Lord your God with all your heart, all your soul, all your mind, and all your strength.”

We are authentic, devoted, and passionate about Jesus and His work.

- 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 and counseling.
- Helping the students to realize and use their God-given gifts.
- Integrating Biblical principles within daily instruction.

Ownership

Colossians 3:23 - 24 - “Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”

We take ownership of our work and have the power to make our own choices.

- Encouraging self-motivation and critical thinking.
- Celebrating students' creativity and innovation.
- Training in life and career skills.
- Helping students to be disciplined and responsible.
- Spurring students to practice healthy lifestyles.

Access & Inclusion

Galatians 3:28 - “There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus.”

The Gospel is accessible for all students and we strive to make learning the same. SFCA understands that all individuals learn differently and strive to provide inclusive environments.

- Opportunities to attain high academic standards.
- Appreciating and accepting various cultures.
- Understanding people's stories and perspectives.
- Allowing students to learn in flexible environments.

Love Your Neighbor

Mark 12:31 - “Love your neighbor as yourself.”

We love the Tenderloin through providing relief, building relationships and reunion with Jesus.

- Empowering students to be community leaders.
- Building healthy communication and relationships.
- Expanding student experiences.
- Treating others the way students want to be treated.

*Students are expected to abide by SFCA expectations and core values and demonstrate respect, responsibility and readiness inside and outside of the classroom. If students are not meeting goals & school culture expectations, a meeting with administration will be required for the student to continue at SFCA.

Enrollment

TRANSITIONAL KINDERGARTEN AGE REQUIREMENT

In the 2023–2024 school year, children who will turn five between September 2nd and April 2nd are eligible for TK. These students must be bathroom ready in order to be accepted into the classroom.

KINDERGARTEN AGE REQUIREMENT

Kindergarten students must be five years old on or before September 1st of the year of their school entry. They must also be bathroom ready.

PROCEDURES

1. Parents contact the school for information.
Address: 230 Jones Street San Francisco, CA 94102
Office Manager: Paulina Sepulveda Zambrano
Phone: 415.345.0924
2. Parents make an appointment and visit the school to obtain general information.
3. Application forms are submitted along with enrollment fee.
4. Parents/guardians and students(s) read through this handbook thoroughly.
5. Office will then contact the family for an initial meeting and tour with the school administrator. If your child has an IEP or 504 plan, teachers may need to meet with families.
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. School will request the permanent records from the previous school.
9. Students, guardians or parents attend Parent Orientation.
10. Enrollment fees and curriculum fees are due with the first month's tuition payment on August 1st.



Tuition & Fees

TUITION SCHOLARSHIPS:

Tuition Rate: \$14,000 annually, payable in 10 monthly installments (\$1,400.00 per month).

ENROLLMENT FEE DEADLINE: JULY 1ST: \$100 NON-REFUNDABLE.

LATE ENROLLMENT FEE DEADLINE: AUGUST 1ST: \$120 NON-REFUNDABLE.

CURRICULUM FEE DEADLINE: AUGUST 1ST: \$300 (PAYMENT PLANS AVAILABLE UPON REQUEST).

MEALS & FACILITY FEE DEADLINE: AUGUST 1ST: \$100 (PARENTS CAN ALSO PAY \$10 PER MONTH OR AN UPFRONT FEE).

FINANCIAL AID OPTIONS:

Part of San Francisco City Academy's mission is to help make a quality education accessible to anyone who is willing to receive it. If families are unable to pay full tuition, **we encourage parents/legal guardians to apply for financial aid.** San Francisco City Academy offers financial aid options from BASIC Fund (available for new students only), Guardsmen (available for a limited number of current students), and in-house scholarships through San Francisco City Academy sponsors (which are activated after applying to BASIC and Guardsmen if eligible). In the 2020-2021 school year, 99% of our families received a scholarship to attend San Francisco City Academy.

FINANCIAL AID (NEW STUDENTS):

If eligible to receive the scholarship, **new** families can apply for BASIC Fund (groups G and H on Table B are eligible for BASIC Fund enrollment). Scholarships are awarded on a first come, first served basis starting in January, until the deadline of March 30th has passed. To complete the application process, parents/guardians must turn in financial paperwork by the required deadline. If the deadline for BASIC Fund has passed, families can still apply and be put on BASIC Fund's wait-list, and scholarships will be awarded periodically through the summer if funds become available. If/when scholarships have been awarded, San Francisco City Academy's in-house scholarship program will help raise the additional financial support by seeking monthly sponsorships. If funds are not awarded by BASIC, families can apply for financial hardship with the front office and in-house scholarship options may be provided on a case by case basis. Please see Table A below for tuition cost qualifications based on household size, income, and financial aid. Please note: families in Group A are not eligible for financial aid.

FINANCIAL AID (RE-ENROLLING STUDENTS):

Table A reflects tuition amounts for a single student based on household size, income, and awarded financial aid. If a student has been enrolled in SFCA, they may be receiving financial aid in the form of sponsorships and scholarships from BASIC or Guardsmen (groups G and H on Table A are eligible for re-enrollment). If a family receives scholarships from BASIC Fund or Guardsmen.com, families must reapply and be granted these scholarships to be eligible for Groups G and H in the tuition scale. If families do not reapply for the scholarships they were receiving in the previous year, the family will be ineligible for groups G and H in the tuition scale. Families can apply for financial hardship with the front office and in-house scholarship options may be provided on a case by case basis. For students who have not received third-party scholarships in the past, previous in-house scholarships will still be awarded in the coming year. Please note: families in Group A are not eligible for financial aid.



Table A

Single student rates for families who have not applied or are not eligible for third-party financial assistance. Groups B through F include in-house scholarships.

Group	Group A	Group B	Group C	Group D	Group E	Group F
Single student	<u>\$1,400</u>	<u>\$955.00</u>	<u>\$755.00</u>	<u>\$555.00</u>	<u>\$365.00</u>	<u>\$265.00</u>
Additional Student	<u>\$1,230.00</u>	<u>\$875.00</u>	<u>\$675.00</u>	<u>\$475.00</u>	<u>\$285.00</u>	<u>\$185.00</u>
Household size: 2	\$117,700	\$107,000	\$96,300	\$85,600	\$74,900	\$64,200
3	\$128,400	\$117,700	\$107,000	\$96,300	\$85,600	\$74,900
4	\$139,100	\$128,400	\$117,700	\$107,000	\$96,300	\$85,600
5	\$149,800	\$139,100	\$128,400	\$117,700	\$107,000	\$96,300
6	\$160,500	\$149,800	\$139,100	\$128,400	\$117,700	\$107,000
7	\$172,200	\$160,500	\$149,800	\$139,100	\$128,400	\$117,700
8	\$170,000	\$172,200	\$160,500	\$149,800	\$139,100	\$128,400

Table B

Single student rates for families who have been awarded third-party financial assistance and additional in-house scholarships.

Group	Group A	Group B
Single student	<u>\$165.00</u>	<u>\$145.00</u>
Additional Student	<u>\$85.00</u>	<u>\$65.00</u>
Household size: 2	\$53,500	\$26,750
3	\$64,200	\$32,100
4	\$74,900	\$37,450
5	\$85,600	\$42,800
6	\$96,300	\$48,150
7	\$107,000	\$53,500
8	\$117,700	\$58,850

Table C

Children Enrolled	1	2	3	4	5
Curriculum Fee (per child)	\$300	\$250	\$200	\$150	\$100

Payment

What am I paying for?

Enrollment Fee (TK-8)
Tuition
Tuition Late Fee
Curriculum Fee
Meals & Facilities Fee

How much am I paying? When is it due?

\$100 August 1st
(see tuition contract)
\$30 After the 5th of each month
\$300 August 1st
\$100 by August 1st

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

Tuition payments 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 quarter. All payments must be paid before re-enrollment.

Tuition payments should only be made at the **SFCA Front Office** at 230 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, a \$30 late fee will be applied per day 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 \$25 'Returned Check' fee will be charged for all personal checks which are returned due to insufficient funds, including bounced checks and credit cards.

In order to qualify for the **tuition sliding scale**, eligible families are required to apply for outside tuition scholarships, including, but not limited to, BASIC Fund, Guardsmen, etc. Many of these programs require timely submission and have application deadlines, so families are encouraged to inquire as early as possible in the enrollment process. Failure to apply for outside scholarships may result in disqualification for tuition assistance from SFCA.

**ADDITIONAL FEES THAT MAY COME UP:*

SFCA Yearbooks: \$35

Photo Bundles: \$30

All Field Trips: \$25

Graduation Costs: \$50 - \$100

End of Year Trips (8th Grade Trips): \$250 - \$500



Scholarships

BASIC SCHOLARSHIP

If tuition assistance is needed, families are strongly encouraged to apply for outside tuition scholarships, such as the BASIC Fund. **This scholarship is only available for new families of SFCA.** Information about the scholarship and funding can be obtained from the school office located at 230 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.

SPONSOR PROGRAM SCHOLARSHIP

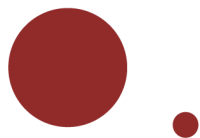
City Academy is blessed to have a thriving Family Relations & Scholarship program through Sponsorship. Through this program, students are able to receive gifts during Holidays, backpacks, technology & major supplies that parents do not need to regularly purchase. This unique opportunity allows families to heavily cut down on tuition costs and ALL SFCA students are eligible to receive sponsorship for tuition so long as they abide by the Scholarship Expectations as follows:

- Quarterly Family Interviews & sharing SFCA Feedback.
- Shared photos or videos of students with sponsors.
- Letter prompts from parents or students (Templates can be provided upon request).

Students included in this program can connect with their sponsors through writing letters, receiving gifts during holidays & birthdays or spending time with them if they volunteer. All sponsor contact is heavily monitored by staff and continuous volunteers are background checked. Sponsors receive updates on students, highlights from the school year and invites to special events such as graduations or field trips.

In order to stay enrolled in the Scholarship Program, Parents must commit to the following:

1. Yearly Interview or Letter (These interviews & letters are recorded and quotes can get pulled for potential campaign purposes.)
2. Quarterly Family Feedback Forms (Updated Info, All About me, gift wishlists, etc.)
3. Minimum of 50 Volunteer or Parent Involvement Hours (Parents can come to Mother/Parent Appreciation Breakfasts, Church on Sundays, Prayer on Wednesdays to count as well.)



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.

We follow state-wide standards for TK - 5th Grade integrated with Biblical worldviews. Additionally, students experience enrichment through the use of various digital tools.

Students will also engage in teacher and volunteer-led enrichment activities & project based learning opportunities. Students may have opportunities to receive community service hours and serve within SFCA or other departmental ministries associated with City Impact.

Our curriculum is aligned with rigorous California state standards and project based learning is backed by a research-informed model for improving, calibrating and assessing learning. Students will also engage in school-wide chapel assemblies, and classroom times that include worship, prayer and time in scripture.

Specialized Services Department

The Specialized Services Department began in the fall of 2018. The Specialized Services Department is volunteer-based and may consist of speech language pathologists, occupational therapists, resource specialists, and counselors. As a private school, SFCA is not under a legal obligation to offer specialized services, including honoring IEP's or 504. In spite of this, we desire to support our students to the best of our abilities and provide the following services.

We aim to provide these specialized services, but it is based on volunteer availability:

- **Speech and Language Pathologists (Speech Therapists)** provide support for student speech and language abilities. Receiving speech therapy at school helps students to have more positive peer relationships and be able to increase their participation in the classroom.
- **School counselors/Marriage and family therapists**, act as resource and contact points for students in need of emotional support or behavioral guidance. They encourage self-awareness and give self regulation tools to help students succeed in school.
- **Occupational Therapists (OTs)** are equipped to help students improve their performance in daily school activities. Students who receive OT at school can improve fine motor skills, visual perception, self-regulation and legible handwriting.

Health Screenings

SFCA partners with local organizations and doctors to provide yearly school-wide health screenings to ensure that students are healthy. These organizations will also provide age appropriate lessons on healthy lifestyle choices.

Report Cards

Grade Point Averages are calculated on a 4.00 scale. All middle school 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.

Grading Scale K-5th:

4 *Exemplary*

3 *Proficient*

2 *Developing*

1 *Emerging*

NA *Not Assessed*



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.

Attendance

The school doors will open at 8:00am Monday-Friday, with classroom instruction beginning at 8:30am. The school day ends at 3:00pm, with the exception of Wednesday with dismissal at 2:00pm. All students must be picked up no later than 15 minutes after dismissal time at our main office.

Students are expected to stay at school until dismissal everyday. Unless previously arranged with your student's teacher, students will not be dismissed until after instruction ends. Please communicate with administration if there are changes with who is authorized to pick up your student.

Absences & Tardies

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 thirty minutes late without a note or phone call, it will be considered an unexcused absence.

EXCUSED ABSENCE

Absences for reasons other than sickness or emergency will be unexcused. If the absence is foreseeable, a note or a phone call should be given in advance. 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. Please reference the school calendar to know when the best time is to schedule appointments.

LATE PICK-UP

We understand that there are emergencies and we are willing to work with families, however, if late pick-ups are continual SFCA may charge a fee of \$1 every late minute.

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. Vacations should be scheduled during the months when school is not in session.

Absences that last for 5 days with no communication may affect student enrollment eligibility for the remaining year.

A conference to determine enrollment eligibility may be called if a student accrues more than **14 absences** in a quarter even with communication with administration. If more than 20 absences occur, **students may risk losing their tuition scholarship**. If your student has walking rights and must leave early, parents **MUST** communicate with the administration that they are leaving. They will not be permitted to leave early without parent communication and approval.



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:

- SFCA uses the platform **Talking Points** to communicate with families. This platform allows parents to receive updates in their preferred language. In-person meetings may be scheduled with the teacher. However, class time is not the proper time to conduct a meeting. Please leave a message on the 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 the school day or visit their classrooms to talk.** They need to be focusing on their students and teachers are not allowed to answer messages while class is in session unless scheduled.

- **Monthly SFCA calendars** will be sent home to you within the first week of each month. Additional flyers may be sent out regarding class or school-wide events.

- If there is an emergency or an important matter that requires immediate attention, please call the school office: 415.345.0924.

- There are two yearly conferences scheduled, please make it a priority to attend those meetings.

- Quarterly Academic Showcase/Parent Nights will occur to invite parents to see the academic progress of their students.

It is highly advised that parents communicate and get approval from teachers before engaging with students during the day. This includes all student park breaks, PE times, and student chapel assemblies as this counts as learning time.

CELEBRATIONS

SFCA values celebrating students and their achievements. Celebrating graduations, birthdays, and special achievements is encouraged. Please contact your child's teacher to coordinate these special moments.



Parent Involvement

SFCA seeks to include parents in their child's educational path. The following opportunities are available to parents and guardians. **Families that are able to experience 2 out of the 4 choices per quarter will receive a \$70 credit to be applied for the following month.** Families must communicate a week before the next quarter what two choices they plan on completing. **Families will either submit a Google Form confirming their choice or fill out a Parent Involvement contract agreement.** The SFCA front office & administration will monitor parental involvement hours. If choosing to be in the school, parents may not bring children with them.

Academic

- Visiting your local library and provide library check out receipts
- Exploring a local museum and providing a receipt or a photo (Check out Discover & Go)
- Join our Parent Teacher Association and provide insightful feedback and planning.
- Class Involvement (Career or culture day, sharing a skill, etc.)
- Healthy Lifestyle (Going to the gym or record of physical fitness)

Physical

- Supporting staff in the lunchroom during school hours.
- Cleaning school facilities (sweeping, mopping, etc.)
- Park chaperoning during school hours.
- Field Trip chaperoning.
- Photocopying papers for staff.
- Prepping STEAM projects (may include cutting, sorting, etc)

Holistic

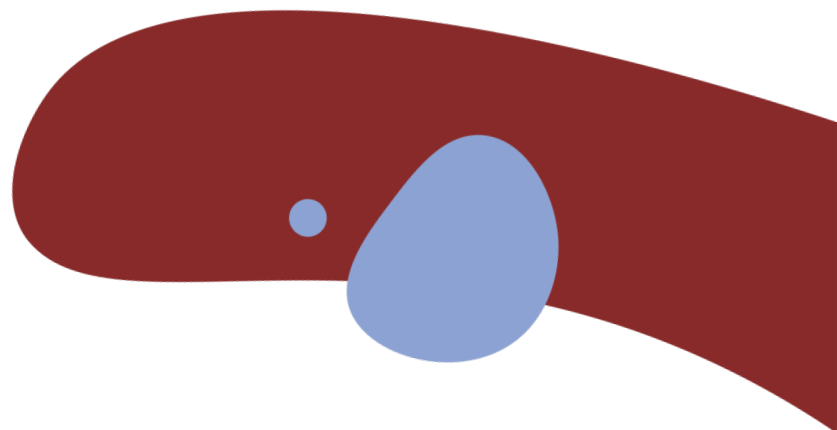
- Attending Sunday Service Church at 10:30 AM for the entire family.
- Wednesday Night Prayer & Worship at 4PM
- Friday Night Youth at 5:00PM for 6th-12th grade students. (Students only)
- Super Sundays at 10:30AM for K-5 grade students. (Students only)
- Weekly Bible Study Thursdays at 5PM & Sundays at 8AM (Adults Only)
- Adopt-A-Building Volunteer

Supportive

- Bringing food for staff
- Bringing food or supplies for school events. (ex: graduation nights, talent shows, etc.)
- Hosting teacher appreciation or birthday lunches

Others ways to be connected:

- Parent Conferences & Meetings
- Back to School Family Night
- Field Trips
- Talent Show
- Harvest Party
- Friendsgiving
- Christmas Recital
- End of Year Picnic
- SFCA Holiday Family Outreaches (Thanksgiving, Christmas, etc)



Student Conduct

At SFCA, we have clear expectations to ensure an environment that is safe, conducive for learning, building confidence and encouraging self control. By encouraging **appropriate expectations**, we aim to bring self awareness to each students' actions which will hold them accountable and bring **ownership to their choices**. Students will be rewarded for making wise choices and if needed there will be **natural consequences** for inappropriate actions. When students are not making appropriate choices and this interferes with classroom learning, then the following actions will be taken:

Tier 1	Tier 2	Tier 3	Tier 4
<ol style="list-style-type: none">1. Clear expectation reminders and warning with students2. Natural consequences3. Positive reinforcement & incentives4. Student check-ins5. Student reflections and ways to restore relationships or build back trust.	<ol style="list-style-type: none">1. Teacher communicates with the parent or guardian.2. Natural consequences and positive reinforcement continues3. Student & parent check-ins4. Potential counseling or admin involvement5. Behavior documented6. Possible In School Suspension dependent on behavior	<ol style="list-style-type: none">1. Teacher communicates with the parent or guardian. Natural consequences and positive reinforcement continues2. Student & parent check-ins3. Potential counseling or admin involvement4. Behavior documented5. Individualized Behavior Intervention Response Plan or Contract for student6. Possible In School7. Suspension dependent on behavior	<ol style="list-style-type: none">1. Student receives a final contract with strict guidelines (which may include additional community service hours) and if broken results in expulsion.

If families are willing to work together for the best interest of the student, classroom and teacher then SFCA admin will decide to coordinate a restorative behavior plan.

Students and parents are expected to show respect to other students, other parents and school staff 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.

Unenrollment

If students decide to unenroll mid-year, they may be asked to do an exit interview with the administration team explaining their reasons. Curriculum and first tuition fees are non-refundable if a family has already paid and then plans to unenroll.

SFCA Technology Usage

Students learn digital literacy, basic operation and care of computers, keyboarding techniques, coding skills, and educational programs to assist with reading and math skills. Each classroom will have technology (laptop, Chromebook or iPad) for the student to use for academic purposes.

At the beginning of each school year, students and families sign a contract for appropriate computer care and usage.

In the event of remote instruction, families will be given a device to check out for the duration of the remote instruction window. SFCA provides technology for students, so it is not necessary for students to bring iPads or personal computers to school.

PHONE & TECHNOLOGY USAGE POLICIES

SFCA HAS A STRICT NO PHONE POLICY DURING CLASSES. Cell phone use is prohibited in classrooms, restrooms, and park breaks, unless otherwise stated by a teacher or administration. During the instructional day, cell phones must remain out of sight and in silent mode. Cell phones may be collected at the beginning of the day and given back at the end of the day for safety and well being of the student.

Suspension or Expulsion

1. Weapon of any kind (gun, knife, etc)
2. Use of illegal drugs and alcohol
3. Smoking or vaping
4. Bullying (in-person and online)
5. Sexual activity (in-person and online)
6. Profane or Inappropriate Language
7. Stealing from peers or school
8. Destroying school property & vandalism
9. Violation of Behavioral Plans or Contracts

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.

Uniforms

Uniforms help set the tone of our school. Students are expected to be in uniform every day. It is the parents' responsibility to purchase the uniform(s) for their child(ren). All uniforms are to be kept clean **with no logos and ripped pants**. Please label your child's clothing.

Girls

- White, or black polo shirt
- Black pants, skirt, or dress
- Black, or white tights/socks
- Black belt (if needed)
- Black, white, or burgundy sweater/cardigan
- Black, white, gray or burgundy jacket
- Black or white shoes (mixed black and white is fine)

Boys

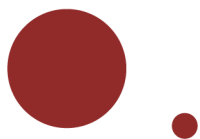
- White, or black polo shirt
- Black pants
- Black, or white socks
- Black belt (if needed)
- Black, white, or burgundy sweater/cardigan
- Black, white or burgundy jacket
- Black or white shoes (mixed black and white is fine)

Please contact our front office if you are in need of assistance in purchasing uniforms for your student.

DRESS CODE VIOLATIONS

Students out of dress code **with no excuse** will not be allowed to attend classes. These options exist at this time:

1. Clothing is delivered by a parent or guardian so the student can comply and return to class.
2. Clothing is exchanged on-site if extra uniforms are available. Parents will be charged a fee of \$5 added to tuition for the cost of the uniform change.
3. If an extra uniform is unavailable in the office, a dress code warning notice will be sent home to be signed by the parent or guardian.
4. If a student continually comes to school out of dress code with no communication with staff, a meeting may need to be held with a guardian, student, and staff.



After School Procedures

STUDENT SCHOOL PICK-UP & SIGN-OUT SHEET

Each student must be signed out every day before the adult can take the student home. Upper grade students who have “walk home” privileges must sign themselves out each day. **If a student signs out for the day, they cannot leave and come back unless chaperoned by an SFCA staff member.**

Sign out sheets will be located in the SFCA front office.

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

EMERGENCY

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. At SFCA, all staff will be in communication to provide the safest environment possible.

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 school year. Students will be taught to cover their necks 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 in the building. A minimum of two lockdown drills will occur each 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 is occurring to minimize classroom disruptions.

AFTER-SCHOOL PROGRAMS

SFCA students are able to attend a variety of after-school programs. Please contact the school office for more information about these programs.

SFCA highly recommends CITY KIDS as students attend at a largely discounted rate and receive consistent measures of support by staff.

Hours:

Mon, Tues, Thur, Fri: 3PM - 5PM **Wed:** 2PM - 5PM

Cost: \$35 (monthly) per student that attends SFCA (Non-SFCA: \$95)

- City Kids (SFCA students may attend at a largely discounted rate)
- YMCA
- KROC
- TASP
- GLIDE
- BOYS & GIRLS CLUB

Final Agreements

I AGREE TO THE TERMS FOUND IN THIS HANDBOOK BY SIGNING THIS I HAVE ACKNOWLEDGED THAT I HAVE READ THROUGH THIS HANDBOOK AND UNDERSTAND THE IMPORTANT RELATIONSHIP BETWEEN SFCA AND OUR FAMILY.

GUARDIAN

DATE