26-27 Welcome Letter

Ruth Asawa School of the Arts
School Year 2026–2027

Dear Students, Families, and Community Members,

Welcome to the 2026–2027 school year at Ruth Asawa School of the Arts!

It is with great excitement and deep pride that I welcome both returning families and those joining our community for the first time. At Ruth Asawa SOTA, we believe in the transformative power of arts education, and we are honored to be a place where creativity, academic excellence, and social-emotional growth come together to inspire the next generation of artists, thinkers, and leaders.

As we begin this new school year, we recommit ourselves to fostering a safe, inclusive, and vibrant learning environment—one that reflects the values and vision of the remarkable artist for whom our school is named. Ruth Asawa believed in the importance of accessible arts education and the role of creativity in building compassionate communities. Her legacy lives on in the passion and purpose our students bring to their work every day.

This year, we look forward to continuing our tradition of excellence in both the arts and academics. Our faculty and staff are eager to guide and support students in their creative journeys, whether through rigorous training in our conservatories or through innovative, interdisciplinary learning in the classroom. We are also excited to deepen our connections with families, alumni, and community partners—because together, we make this school not only a place of learning, but a true home for artistic expression and collaboration.

To our students: you are the heart of this community. Your talent, courage, and commitment inspire us all. I encourage you to embrace this year with curiosity and confidence. Try something new, take creative risks, and support one another as artists and individuals.

To our families and community members: thank you for your continued trust, partnership, and advocacy. Your support helps us maintain a thriving, dynamic school culture where every student can grow and shine.

Let's make this year one of growth, creativity, and connection. On behalf of the entire faculty and staff, welcome back to Ruth Asawa School of the Arts—we're so glad you're here.

Warmly,

Stella Kim
Principal
Ruth Asawa School of the Arts

Please familiarize yourself to our handbook for rules and policies: Link to Student/Family Handbook

Join the PTSA in the cafeteria Monday morning from 8:30–9:30 for our Welcome Back Coffee. Enjoy coffee, tea, and breakfast snacks while connecting with new and returning parents and guardians. We can't wait to see you. To sign up online, click HERE!

1st Day Check List

RUTH ASAWA
SAN FRANCISCO
SCHOOL OF THE ARTS

Welcome to the 26-27 school year! This is your 1st day checklist!

We hope you had an amazing summer! Here are some things to help you have a successful 1st day at Ruth Asawa School of the Arts!

What happens 1st:

- ☐ Report to your homeroom (your art block)
- ☐ 1st Day of School bell schedule. Click HERE.
- ☐ Review your schedule to ensure you have at least 7 periods. Click here to view StudentVue .
- ☐ If you do not have 7 periods on your schedule: Go see your academic counselor (located in the main office)
- ☐ If you want to change your schedule, please submit a course change request form through your academic counselor (it must be submitted no later than **August 28, 2026**, with no exceptions). Click HERE for the form.

Information:

- ☐ Check your SFUSD email regularly for important information.
- ☐ Do you need a school email? Check in with Ms. Emily in the office.
- ☐ Does your guardian need access to ParentVue? Email delreale@sfusd.edu to request an activation code.
- ☐ Picture Day - August 26 & 27. Photos are used for both the yearbook and ID cards.
- ☐ Return your document "Doc Pack" to your art director by Monday, August 24. (Emergency card & school policies)
- ☐ SFUSD Holiday Calendar - Click HERE for printable PDF version of 2026-2027.
- ☐ Lockers: Are issued by your art department teacher. Scan the QR code below to register or click HERE for form.

SCAN ME

RUTH ASAWA
SAN FRANCISCO
SCHOOL OF THE ARTS

Welcome to the 26-27 school year! This is your 1st day checklist!

Things to keep in mind:

- Day 1 can be overwhelming, don't be afraid to ask for a Wellness Pass.
- Stop by the main office if you are lost! We have plenty of people in the main office that can give you directions, help you make calls, or point you in the right direction of the person you may be looking for.
- Lunch is at 12:40, our cafeteria has great selections, so stop by.
- You can print things in the library, but check in with Mr. Melton (the librarian) first.

Ruth Asawa School of the Arts **First Day of School Bell Schedule** Monday, August 17, 2026	
8:40 AM - 9:55 AM (1 hr 15 mins)	Art Block
10:00-10:50 (50 mins)	1
10:55-11:45 (50 mins)	2
11:50-12:40 (50 mins)	3
12:40-1:20	Lunch
1:25-2:15 (50 mins)	4
2:20-3:10 (50 mins)	5
3:15-3:35 (20mins)	Student Gov in quad

RUTH ASAWA SAN FRANCISCO SCHOOL OF THE ARTS

Welcome to the 26-27 school year! This is your 1st day checklist!

Homerooms: Please head to your homeroom on your first day 8/17/2026

Department	Teacher	Room
Media + Film	Eberhardt	206
World Dance	Shoaf	Dance Studio in B building
World Music up	Cervone	Dojo
Architecture + Design	Siegel	330
Visual	Castleman/Alvarado/Longa	Seniors: 323 Juniors: 333 Sophomores: 327 Freshman: 337
Theatre	Espino	238
Musical Theatre	Yarbrough	219
Technical Theater	Sandoval	Main Theater
Costumes and Fashion	Lunt	334
Vocal & Piano	Desnoyers	336
Writing (Creative Writing & Spoken Word)	Wolahan/Gordon	227
Conservatory Music	Acosta	IM Building (under the gym)
Commercial Music (EM &Guitar)	Saadiq	128
Conservatory Dance	Scheumann	138
SDC	Gillum	233

RUTH ASAWA
SAN FRANCISCO
SCHOOL OF THE ARTS

Welcome to the 26-27 school year! This is your 1st day checklist!

Regular Bell Schedule: (starts Tuesday 8/18/26)

Ruth Asawa School of the Arts	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
8:40 - 10:00	1°	2°	1°	2°	1°
10:00 - 10:05	Passing Period				
10:05 - 11:20	2°	4°	3°	3°	4°
11:20 - 11:25	Passing Period				
11:25 - 12:40	3°	5°	4°	5°	5°
12:40 - 1:15	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:20-3:35	6°	6°	1:20-2:20 Arts Block (60 min)	6°	6°
	7° 135 min	7° 135 min	Early Release	7° 135 min	7° 135 min

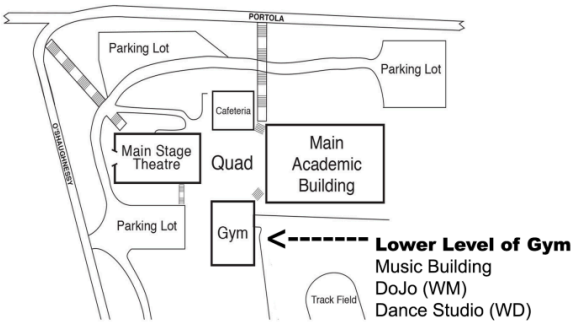
RUTH ASAWA
SAN FRANCISCO
SCHOOL OF THE ARTS

Welcome to the 26-27 school year! This is your 1st day checklist!

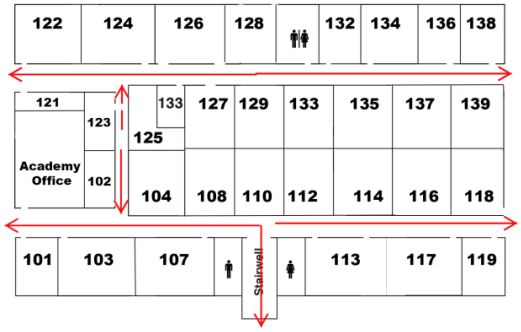
3rd Floor (upper level)

2nd Floor (middle level)

Map of the McAteer Campus



1st Floor (lower level)



REV: 8/12/23

Student/Family Handbook

RUTH ASAWA
SAN FRANCISCO
SCHOOL OF THE ARTS

Student & Family Handbook

2026 - 2027

Ruth Asawa School of the Arts
555 Portola Dr. San Francisco, CA 94131
Phone: (415) 695-5700 Fax: (415) 695-5326
https://www.sfusd.edu/school/ruth-asawa-san-francisco-school-arts

Ruth Asawa School of the Arts
Student and Family Handbook
Table of Contents
2026 - 2027

A Letter from the Ruth Asawa School of the Arts School Administration

Part 1: About Ruth Asawa School of the Arts

- Introduction
  - Mission and Vision
- Who is Ruth Asawa?
- History of Ruth Asawa School of the Arts
- R.O.S.E. Values

Part 2: School Logistics

- Bell Schedule
- School Calendar
- Accessing Student grades on Synergy
- Staff Directory

Part 3: Ruth Asawa School of the Art Academics and Programs

- Academic Counseling
- Graduation Requirements + A-G Requirements
- Grading Philosophy
- Wellness Program
- Student Clubs
- School Site Council

Part 4: Student Expectations

- Attendance Policy
- Schoolwide Discipline
  - Behavior Expectations (Behavior Ladder)
  - Academic Honesty
  - Social Media/Cyberbullying Policy
- Cell Phone Policy
- Flyer Policy

Introduction Letter from Ruth Asawa School of the Arts Administration

Hello Ruth Asawa School of the Arts Students and Families!

Welcome back to a new school year! We hope you've enjoyed a wonderful summer break filled with relaxation, fun, and memorable moments. If you are new to our school, nice to meet you and thank you for choosing the RASchool of the Arts community!

As we begin this exciting new chapter, we want to express our enthusiasm for the opportunities and experiences that await us. As an art-focused school site, this year promises to be filled with growth, learning, and opportunities for creative expression. Our dedicated team of teachers and staff is eager to support and guide each of you as we embark on this journey together.

We've been working hard to prepare for this school year, creating an engaging and inspiring environment for everyone, partnering with community members, and building teams to support curriculum designed to challenge and stimulate, and we've incorporated resources and activities to make learning even more dynamic and enjoyable.

We encourage you to embrace the new experiences, stay curious, and continue to strive for excellence. Remember that school is not just a place for academic growth, but also for building friendships, developing life skills, discovering your passions, and sharing your experiences through your art.
Please mark your calendars for our upcoming Back-to-School Night on September 19th, 2024 at 5:30-7pm, where you can meet your teachers, explore classrooms, and learn more about what's in store for the year.

Here is a link to your first day checklist
If you have any questions or need assistance, don't hesitate to reach out to us. We are here to support you and ensure that this school year is a successful and rewarding experience for all.
Here's to a fantastic year ahead and GO DRAGONS!

The Ruth Asawa School of the Arts Admin Team,

Stella Kim Principal	Amber Mosby Assistant Principal	Carlos Herrera Assistant Principal

Mission and Vision Statement

Mission: The Ruth Asawa San Francisco School of the Arts is a college preparatory school that provides an experience uniquely rooted in dynamic arts programs that reflect our city's cultural diversity. Promising young artists and thinkers collaborate with teachers, professional artists, and their community to explore and develop their personal identity through art, insight, and movements that reflect and influence the world around them. Academic and Arts classes inform each other, balancing creative play with dedicated discipline, and building expertise in both classical and contemporary areas of study. Students devote themselves to studying how art, academic inquiry, and authentic expression impact civic engagement and social justice in local and global communities. Ruth Asawa School of the Arts is dedicated to the values of Respect, Openness, Safety and Engagement.

Vision: The Ruth Asawa San Francisco School of the Arts is a public, audition-based, alternative high school in the San Francisco Unified School District committed to equity and excellence in the arts and academics for all of our community members.

Who is Ruth Asawa?

Ruth Aiko Asawa (January 24, 1926 – August 6, 2013): Ruth Asawa was an influential American artist and activist renowned for her intricate, handcrafted wire sculptures that exemplify her innovative approach to art. Her educational philosophy was deeply rooted in the belief that art education should be accessible and transformative, fostering creativity and critical thinking in students. Asawa championed the idea that art education should be an integral part of the curriculum, not just a supplemental activity. She advocated for hands-on, experiential learning where students could explore materials and techniques, encouraging them to find their unique artistic voices. This philosophy was evident in her role as an educator and her efforts to promote art in schools, underscoring her commitment to nurturing artistic potential and integrating art into the broader educational landscape.

History of Ruth Asawa School of the Arts

Ruth Asawa School of the Arts, has a rich history tied to its namesake's legacy. Established in 1982, it was originally known as the School of the Arts and was the result of efforts to provide a dedicated institution for arts education within the San Francisco Unified School District. In 2010, the school was renamed to honor Ruth Asawa, a celebrated art educator whose advocacy for the arts significantly influenced the local educational landscape. She was one of the two co-founders of our school and we reflect her belief in the importance of integrating the arts into education, offering a curriculum that emphasizes artistic and creative development alongside academic subjects. The naming of the school pays tribute to Asawa's legacy and her impact on fostering artistic talent in young students. We invite practicing artists as faculty. The artist as part of the faculty and blocks devoted to the arts disciplines is what sets the school apart from other high schools.

R.O.S.E. Values

Ruth Asawa School of the Arts has four values which form the foundation of our work as a school. We believe these ethical principles are more important than academics, and that our graduation and college access rates mean nothing if our graduates do not live by these basic human values. ***We also expect all in our community to uphold these values, including all staff and community partners.*** **R**ESPECT, **O**PEN, **S**AFE, **E**NGAGED.

	RESPECT	**OPEN**

What this looks like in…	**Academic Classes:** ● Be open-minded to all ideas, approach all situations with empathy, respect, and love. ● Respect others' right to learn. ● Be on time and prepared. **Arts Classes:** ● Allow people to authentically express themselves. ● Respect others' talents. ● Value the opportunity to be a part of our community. **Common Areas:** ● Leave no trace; clean up after yourself. ● Use social media responsibly. ● Be sensitive with your voice (language and volume used). ● Share space considerately. **Performances & Events** ● Cell phones off and away. ● Embrace imperfections. ● Follow instructions.	**Academic Classes:** ● Express yourself. ● Support space to talk about sexuality, feelings, gender, grades, etc. ● Consider opposing viewpoints. **Arts Classes:** ● Be open to constructive critique. ● Accept different artistic interpretations. ● Take risks. **Common Areas:** ● Be inclusive! ● Talk to new people. ● Check in with people in need. **Performances & Events** ● Consider the entirety of our Ruth Asawa School of the Arts community. ● Support all departments.
	SAFE	**ENGAGED**
What this looks like in…	**Academic Classes:** ● Do no harm ● Recognize personal identity and do not appropriate. ● Be where you should be. ● Know what to do in case of an emergency. ● Use mindful speech. **Arts Classes:** ● No judgements or bullying. ● Demonstrate positive behavior. ● Spend free time productively. **Common Areas:** ● Stay sober and present. ● Respect the open campus privilege. ● Stay with a friend or group afterschool. ● If you see something, say something. **Performances & Events** ● Stay sober and present. ● Have a ride home arranged.	**Academic Classes:** ● Bring your best self. ● Listen to one another. ● Actively participate. ● Follow the cell phone policy. **Arts Classes:** ● Practice! ● Commit to a continuous cycle of improvement. ● Ask questions. **Common Areas:** ● Use your time effectively. ● Show appreciation and gratitude for those around you. ● Be aware of your surroundings. **Performances & Events** ● Pay attention. ● Show your enthusiasm.

Bell Schedule 2026-2027

	M	T	W	Th	F
8:40 AM - 10:00 AM	1°	2°	1°	2°	1°
10:00 AM - 10:05 AM	Passing Period				
10:05 AM - 11:20 AM	2°	4°	3°	3°	4°
11:20 AM - 11:25 AM	Passing Period				
11:25 AM - 12:40 PM	3°	5°	4°	5°	5°
12:40 PM - 1:15PM	LUNCH				
1:20 PM - 2:20 PM	6°	6°	6&7°	6°	6°
2:25 PM - 3:35 PM	7°	7°	Early Release	7°	7°

Academic Year Calendar

SFUSD SAN FRANCISCO PUBLIC SCHOOLS

2026-27 SY District-Wide Calendar

MONTH	M	T	W	T	F	INSTRUCTIONAL DAYS	CALENDAR DETAILS	MAJOR RELIGIOUS & COMMUNITY HOLIDAYS
July 2026			1	2	3	0	July 3: Independence Day Observance July 4: Independence Day Holiday	This list of Major Religious & Community Holidays is intended to increase awareness and understanding. SFUSD is committed to acknowledging and recognizing days of cultural significance for members of the SFUSD community.
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30	31			
August 2026	3	4	5	6	7	11	Aug 8 (Saturday) - UESF Self-Directed Work Day Aug 11 - 13: Professional Development Days Aug 14: Teacher Work Day (TK-12, Psych, SLPs) Aug 17: First Day of Fall Instruction	
	10	11	12	13	14			
	17	18	19	20	21			
	24	25	26	27	28			
	31							
September 2026		1	2	3	4	21	Sept 7: Labor Day Holiday	Sept 11-13: Rosh Hashanah (Jewish) Sept 20-21: Yom Kippur (Jewish)
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30					
October 2026				1	2	21	Oct 12: Indigenous People's Day Holiday	Oct 11: White Sunday (Samoan)
	5	6	7	8	9			
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			
November 2026	2	3	4	5	6	15	Nov 11: Veteran's Day Holiday Nov 23-27: Fall Recess (School Sites Closed) Nov 25: School Sites & EED Closed Nov 26-27: Fall Holidays	Nov 8: Diwali (Hindu)
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30							
December 2026		1	2	3	4	14	Dec 18: Last Day of Fall Instruction Dec 21 - Jan 1: Winter Recess (School Sites & EED Closed Dec 25: Winter Holiday	Dec 8: Bodhi Day (Buddhist) Dec 4-12: Hanukkah (Jewish) Dec 25: Christmas Day (Christian) Dec 26 - Jan 1: Kwanzaa (African American)
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31				
January 2027					1	19	Jan 1: New Year's Day Holiday Dec 21 - Jan 1: Winter Recess (school sites & EED closed) Jan 4: First Day of Spring Instruction Jan 18: Martin Luther King Holiday	Jan 6: Orthodox Epiphany (Orthodox Christian) Jan 14: Orthodox New Year (Orthodox Christian) Jan 15: Makar Sankranti/Pongal/Tirmoori (Hindu)
	4	5	6	7	8			
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29			
February 2027	1	2	3	4	5	18	Feb 5: Lunar New Year Observance (School Sites & EED Closed) Feb 6: Lunar New Year (Saturday) Feb 15: President's Day Holiday	Feb 7-March 8: Ramadan (Muslim)
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
March 2027	1	2	3	4	5	19	March 26 - April 2: Spring Recess (School Sites Closed) March 31: Cesar Chavez Day Observance (School Sites & EED Closed)	March 9-10: Eid al-Fitr (Muslim) March 26: Good Friday (Christian) March 28: Easter (Christian)
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30	31					
April 2027				1	2	20	March 26 - April 2: Spring Recess (School Sites Closed)	April 21-29: Passover (Jewish)
	5	6	7	8	9			
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			
May 2027	3	4	5	6	7	20	May 31: Memorial Day Holiday	May 1: Vasek (Buddhist - India & Sri Lanka) May 2: Orthodox Easter (Orthodox Christian) May 16-17: Eid al-Adha (Muslim) May 20: Vesak (Buddhist - Thailand, Cambodia, Indonesia, Malaysia & Singapore)
	10	11	12	13	14			
	17	18	19	20	21			
	24	25	26	27	28			
	31							
June 2027		1	2	3	4	2	June 2: Last Day of Spring Instruction June 5 (Saturday): UESF Self-Directed Work Day June 18: Juneteenth Observance June 19: Juneteenth Holiday	
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30					
						180	TOTAL STUDENT DAYS	

KEY

- District Holidays (District Closed)
- Professional Development
- First & Last Instructional Days of Each Semester
- Schools in Recess (School Sites Closed)*
- Other (school sites & EED closed)
- Major Religious & Community Holidays

Fall = 82 Instructional Days

Spring = 98 Instructional Days

*All EED OSTs, PKs at Early Education Schools, and Year Round PKs at Bret Harte, Dr. Charles Drew, Excelsior at Guadalupe, Grattan, Las Americas/Moscone, Mission Bay Elementary School, Mission Education Center (MEC), R.Weill/Rosa Parks and SF Public Montessori Elementary Schools will NOT close.

Synergy: ParentVue

ParentVUE Mobile Application
You can download the ParentVUE app on your device. Search for "ParentVUE" on the App Store or Google Play and click download. To get started on the mobile app, follow the steps below:

1. Open ParentVUE and click either **Allow or Don't Allow** "ParentVUE" to send you notifications.
2. Swipe left and **enter your Zip Code**.
3. Click **San Francisco Unified School District**. It will ask you to verify, click **Yes**.
4. Log in if you have already activated your account or click **Create an Account to activate**.

Staff Directory

Ruth Asawa School of the Arts 25-26 Staff Directory

Academic School Counseling

What is Academic School Counseling?
Academic School Counseling provides students with support in three main areas of focus: academic, college and career, and social-emotional. Our Academic School Counselor provides the following services and interventions to support students for success.

Counseling Focus Area	Types of services and interventions provided by counselor
Academic	• Annual individualized meetings with students about their academic progress • Evaluate Individual student transcripts to determine if a student is on/off-track for graduation • Register students for credit recovery • Outreach and enroll students in Early College classes at CCSF • Connect students with academic tutoring services
College & Career	• Connect students with opportunities to explore different college and career paths (e.g., field trips, meet and greets, presentations, fairs, etc.) • Host presentations and individualized meetings to share information about the different types of colleges and options available after high school (e.g. 2- or 4-year colleges, trade programs, workforce, etc.) • Research and apply to jobs and internships that peak student interest • Support students directly with applying for college, financial aid, and other post-secondary programs
Social-Emotional	• Check-ins with students about their overall well-being • Facilitate mediation meetings to address student conflict • Provide short-term counseling sessions • Referrals for students and families to additional support services (e.g. Wellness, community organizations, etc.)

How do students make an appointment?

To meet with the Academic School Counselor, students and families may email Mr. Calimlim (calimlimc@sfusd.edu) or Ms. Jow (jowc@sfusd.edu).

Graduation Requirements & A-G College Eligibility Requirements

Students must complete 230 credits in order to earn a high school diploma. These credits include:

- A-G coursework (150 credits)
- Additional required classes (30 credits); 1 semester of college/career, 1 semester of health education, and 2 years of PE
- Electives (50 credits, 10 of which must be from the A-G categories)

High School Graduation Requirements & A-G College Eligibility Requirements
SFUSD adopted a policy that aligns high school graduation and the A-G requirements. To ensure that all students take college preparatory courses and have the option of applying to a wide range of colleges and universities, students must meet these requirements with a D or better in order to earn a high school diploma. To be UC/CSU eligible, students must complete these courses with a C or better.

What is A-G?
A-G are 15 year-long college preparatory courses established by the University of California (UC). These are the minimum required courses students must take during high school in order to be eligible to apply to UCs/CSUs. SFUSD's high school graduation requirements are aligned with A-G; however, there are slight differences.

Required A-G courses in SFUSD High Schools:

Courses	Credits	Years Required	*Years Recommended*
A. History	20	2	*2*
B. English	40	4	*4*
C. Mathematics	30	3	***4***
D. Laboratory Science → *at least 1 year biological + 1 year physical science*	20	2	***3***
E. World Language → *Language Other Than English (LOTE)*	20	2	***3***
F. Visual & Performing Arts	10	1	*1*
G. College-Prep Elective	10	1	*1*

Differences between SFUSD and A-G Requirements:

SFUSD High School Graduation Requirements	A-G College Requirements
Passing is a **D** grade or better	Passing is a **C** grade or better
3 years of History/Social Science	**2** years of History/Social Science

The following **are** required for high school graduation: - Physical Education (PE) → 2 years - Health Education → 1 semester - College and Career → 1 semester	The following classes do **NOT** count towards fulfilling A-G: - Physical Education (PE) - Health Education - College & Career - Some Career Pathway courses - Some electives
50 credits for electives	No additional elective credits needed

Grading Philosophy

These grading principles are tools that help to drastically decrease bias in the grading process. It is designed to truly assign grades based on what students know and not factors that do not directly reflect student knowledge. In addition, our approach increases clarity for students and gives direct insight into their academic progress throughout the school year.

These principles are adapted from *Grading for Equity* by Joe Feldman and *Street Data: A Next-Generation Model for Equity, Pedagogy, and School Transformation* by Shane Safir and Jamila Dugan. Students and teaching staff also provided feedback through surveys that influenced decisions about which areas should be included in Ruth Asawa School of the Arts's grading philosophy.

Grading Principle	Purpose
Update grades every two weeks	Regular and frequent updates allow for students and families to have a better understanding of where they are at and removes the guesswork.
Allow for retakes and retaking only content missed	Supports a growth mindset and fosters hope. This practice values knowledge, not environment or behavior.
Homework given, but not graded	Homework is for skill building and/or an opportunity for extra time to finish assignments and learn at your own pace. Homework builds accountability, responsibility, and self-motivation needed for college/career without adding stress onto a grade. It puts the emphasis back on learning and builds independent thinking.
Participation and effort are not graded	Participation and effort are related to behavior. Grading behavior perpetuates implicit bias. There are Issues of equity around why students do or do not participate. Grading does not equate to learning more. Grades are ineffective in shaping behavior.
Students have opportunities to provide input on what they are learning and what is graded	Grading should be explicit, visible, understandable, and bias-resistant. Ambiguity creates mistrust. Students should understand how to get the grade they want.

Grade Changes

Student grades are determined by the teacher of the course. Student grades are final unless there is a finding of clerical or mechanical mistake, fraud, bad faith, or incompetency. To challenge a

student's grade, the parent/guardian must submit a written request to the Assistant Superintendent for the school. This request will be determined within 30 days of its receipt. If the grade is not changed, the parent/guardian may submit an appeal to the Board of Education within 30 days of the refusal to change the grade. (CA Education Code 49066, 49070)

Wellness

Wellness Center: Room 226
Robert Francoeur, Wellness Coordinator, Extension 1248
Selah Mokatish, Community Health Outreach Worker, Extension 1244
Sabrina Kohmann, RAMS, Mental Health Counselor, Extension 1246
School District Nurse, Extension 1247

Do not hesitate to call Robert at x1248, if you have any questions.

What is the Ruth Asawa School of the Arts Wellness Program?
The goal of the Wellness Program is to provide support for students so they may succeed academically and be healthy in body, mind and spirit. To accomplish this, the Wellness Program will coordinate and provide non-judgmental, student-focused health, mental health, and substance abuse services and programs for students on campus.

Who is on the Wellness Team?
*Robert Francoeur, Wellness Coordinator
*Sabrina Kohmann, Wellness Counselor
*Selah Mokatish, Community Health Outreach Worker

- In addition to the above staff, we will coordinate with counselors, case managers, group facilitators, and interns from community based organizations (CBOs) and universities who will provide support services for students on a weekly basis.

When is the Wellness Center open?
The Wellness Center will be open M-F 8:30-3:30 pm by appointment and for drop-in (with a pass from the teacher). We make sure that all students have a pass to the Wellness Center. We have tons of health information and resources – stop by!

What types of services are provided for students?
Students will be able to participate in a variety of services including mental health and substance abuse counseling, nursing services, case management, support/empowerment groups, conflict mediation, referrals to community agencies and more. The Wellness Center is committed to student's academic achievement and educational outcomes as well as their physical and emotional well being. The type and content of Wellness services to be provided to youth are CONFIDENTIAL!

Early College

Early College supports high school students to enroll in college classes at City College of San Francisco (CCSF) while still in high school. Students can earn both high school and college credit for Early College courses. Tuition is free and textbooks are loaned for recommended courses. Students must have a minimum of 120 high school credits (entering 11th grade) to participate, except for the Advanced World Language program. Speak with our Academic School Counselor if you are interested or have questions about Early College.

Student Clubs

Student Clubs and supported by our Student Government. Any student can start a club on campus as long as they have a certificated staff advisor supporting them and a designated meeting place. Please review this document if you are interested in starting a club.

Club Rush happens this year on Friday September 6th at 12:40 so don't miss it!

School Site Council

School Site Council Bylaws

Attendance Policy

Refer to Student and Family Handbook found on sfusd.edu or click HERE for online access.

Reporting Student Absences
Download our printable excuse note by clicking below. Submit within 3-days of the absence.

- English form HERE
- Español form HERE
- Chinese form HERE

OR

Parents/Guardians can use the ParentVUE App, to enter a FULL day absence via the ParentVUE portal on their mobile app or desktop site.

To learn more, select your preferred language:
Arabic | Chinese | English | Spanish | Tagalog | Vietnamese | Samoan

What Parents/ Caregivers Should Do When a Student Will be Absent:
If a student will remain at home, the parent/guardian **must do one** of the following;

- Submit an absence notification on the day of the absence via ParentVue (Instructions)
- Send a written/excuse note to the attendance office
- School-specific attendance for Ruth Asawa (Click HERE for printable version)

Or

(AFTER an absence you will not be able to report an absence through ParentVue and must send a note with your student.)

In all communications with the school regarding a student's absence please provide:

- Your name and identify yourself as the parent/guardian/caregiver of the student
- Student's name
- Date(s) of the absence(s)

- Reason for the absence
- Signature of a parent/caregiver and current date (if you are sending in a written note)

Families DO NOT need to submit doctor's notes for illness to receive an excused absence.

The student will receive an unexcused absence if the parent/caregiver does not submit communication for a valid excused absence.

A parent/guardian/caregiver of the student can submit a request for excused absence anytime during the school year.

SFUSD Board Policy 5113

We encourage parents/guardians/caregivers to review their student's attendance record regularly and communicate any discrepancies to the school.

Make-Up Work:

- It is the students' responsibility to request make-up work for missed work during the absence. They must complete the work within a reasonable amount of time. The teacher shall determine what make up work to assign, which may not necessarily be identical to the actual assignments they missed.
- If a student is absent for an extended amount of time, it is the responsibility of the parent/caregiver to notify the school and speak to the students' teachers to request, pick up, and return work. The advisor can work with teachers to arrange for work to be organized and made ready for the parent/caregiver to pick up.

Truancy:

- If a student is absent 10% of the school year, equivalent to 18 days, they are considered truant
- Legal Truant
  - 3 or more full day unexcused absences
  - 3 unexcused tardies or absences of 30 minutes or more in a school year
  - any combination of the previous

Attendance:

Download our printable excuse note by clicking below. Submit within 3-days of the absence.

- English form HERE
- Español form HERE
- Chinese form HERE

Schoolwide Discipline

- Behavior Expectations
  - Behavior Ladder

	Rights	Responsibilities

Students	• Learn • Be treated fairly and courteously • Ask for and receive support from teachers, administration, parents, and when appropriate students • A safe, clean and healthy school environment	• Respect others opinions and be cooperative, committed and engaged • Care for others and behave in a socially acceptable manner • Respect property • Punctually attend all scheduled classes • Complete all school work conscientiously and to the best personal standard

- Academic Honesty
    - All students are expected to complete their own academic assignments and examinations. Any type of academic dishonesty, including but not limited to cheating, plagiarism, submitting work done by another as your own, or using unauthorized technology is prohibited. A student violating the academic honesty policy is subject to disciplinary action which can include but is not limited to point deduction or zero points on the assignment; lowered grade; detention; teacher may decline to write a letter of recommendation or report dishonesty in a letter, or rescind a recommendation letter already submitted. (SFUSD Student and Family Handbook 4.2.1)

Social Media/Cyberbullying Policy

Social media has become an integral part of students' lives, offering a platform for connection and expression. However, it also presents new challenges, particularly with the rise of cyberbullying in schools. Unlike traditional bullying, cyberbullying can occur anytime and anywhere, amplifying the impact on victims who face harassment through texts, social media posts, and online messages. This relentless digital harassment can significantly affect students' mental health, academic performance, and overall well-being. Addressing cyberbullying requires a proactive approach involving education, open communication, and robust support systems within schools to foster a safer and more inclusive environment for all students.

- Cyberbullying includes, but is not limited, bullying through messages, texts, sounds or images. Sending or posting of unwanted comments, images, videos, and pictures that are done to intentionally harm or bully a student (whether it is based on protected class or not).
- Cyber sexual bullying/harassment includes when a student recipient receives an image and then shares that image to other students through text message, social media, or other electronic means, this is deemed to be cyber sexual bullying/harassment.

Ruth Asawa School of the Arts is an anti-bullying school which means we have a zero tolerance stance on bullying and harassment of any kind.

Cell Phone Policy

Cellphones:

- Students will put phone in cell hotel or backpack/bag
- Students will get 1 verbal warning. You have 1 min to follow directions

- After first warning, if phone is still out, teachers will put in a referral on Synergy
- Admin will follow up with you. Consequences will be given accordingly.
- Ref: SFUSD Student and Family Handbook Policy 5.4.1

Flyers/Posters Policy

Flier Requirements

- Minimum: 8.5” x 11” max
- Max poster size: 17"x 22" max
- No obscenity, profanity, or hate speech of any kind (including imagery images).
- No culturally insensitive comments.
- 20 posted fliers MAX per organization per event (unless otherwise specified)
- Only use blue/painter’s tape or staples allowed for posting
- Must be educational purpose

Approval Process

- If you are planning to post or distribute fliers in reg boxes, please complete the following steps:
    1. You MUST receive initial approval from your advisors/supervisors/department heads
    2. Ensure your poster meets the requirements above
    3. Have your club sponsor/supervisor/department head submit an original digital copy to the Google Form for review.
        a. The Admin Team will monitor requests and discuss approval every Friday during the Admin Team meeting.
    4. Once you receive approval, pick up a single approved copy (should include stamp and date of removal) from Emily del Real (main office) during standard office hours.
        a. NOTE: All approved fliers will be printed in BLACK and WHITE.
        b. COLOR FLIERS: Bring printed color copies to the main office AFTER you have received approval for your poster. The poster MUST match the digital copy submitted!
    5. Duration
        a. Event posters will be approved for 10 business days (2 weeks)
        b. Informational posters may be approved for 10-20 business days (2-4 weeks)
        c. Posters requiring longer posting time should indicate in the notes

Posting and Distribution

- Fliers may be distributed through registry boxes or posted on classroom bulletin boards.
    - LIMIT 1 COPY PER REGISTRY.
- ONLY APPROVED FLIERS ARE ALLOWED TO BE POSTED on bulletin boards and hallways. **Date of removal and Ruth Asawa School of the Arts “Approved” stamp must be visible on all posters.**
- Posted fliers should be placed on **BULLETIN BOARDS with staples** and on **HALLWAY WALLS with rolled blue/painter’s tape on the BACK of each flier.** Do not use tape on bulletin boards.
- Areas to avoid (posting here will result in an instant removal)
    - Murals (fragile and will chip the paint)
    - Over important signage including but not limited to: classroom tags, fire or exit signs, etc.
    - Anywhere deemed dangerous or obstructive (ie. over viewing windows, etc)
- Any unapproved posters will be removed immediately.

Removal

- **ALL posted flyers and tape/staples must be removed by the removal date**.

Cell Phone Policy

Cell Phone Policy

Cellphones:

- Students will put phone in cell hotel or backpack/bag
- Students will get 1 verbal warning. You have 1 min to follow directions
- After first warning, if phone is still out, teachers will put in a referral on Synergy
- Admin will follow up with you. Consequences will be given accordingly.
- Ref: SFUSD Student and Family Handbook Policy 5.4.1

*Please reference teacher syllabus for any slight variations

AI Policy

Artificial Intelligence (AI) Policy
Acceptable Use & Academic Integrity

Purpose:

The purpose of this policy is to ensure that our students understand the appropriate use of Artificial Intelligence (AI) tools which may support learning while maintaining the highest standards of academic integrity. AI can be a powerful tool but it must be used ethically and responsibly. **At Ruth Asawa School of the Arts, we expect all students to uphold our values of academic integrity in all academic and artistic endeavors.**

1. What is Artificial Intelligence (AI)?

Artificial Intelligence (AI) refers to computer systems or software that can perform tasks that typically require human intelligence. Examples include generating text, creating images, composing music, analyzing data, or simulating human conversation. Common AI tools include ChatGPT, DALL·E, Grammarly, AI-based translation tools, and other generative or assistive applications.

2. Academic Integrity & AI

Academic integrity means **producing your own original work**, **giving proper credit to sources**, and **demonstrating your own understanding** of the subject. Using AI to complete assignments, projects, or creative works without proper acknowledgment or in a way that misrepresents your own abilities is considered academic dishonesty.

3. Acceptable Uses of AI in Schoolwork

AI may be used by students in the following ways, provided that teachers have given permission and all use is disclosed:

- **Structure Support:** Drafting Outlines, or approaches for assignments.
- **Skill Support:** Receiving guidance on grammar, syntax, or coding structure without AI completing the entire task.
- **Research Support:** Summarizing or clarifying concepts, provided the student verifies the information with credible sources.

4. Unacceptable Uses of AI

The following uses of AI violate school policy and will be treated as breaches of academic integrity:

- Submitting AI-generated work as your own without acknowledgment.
- Using AI to complete entire assignments, essays, problem sets, or projects
- Citing AI as a source or for quotes
- Fabricating sources, citations, or data.
- Using AI in assessments, quizzes, or exams unless explicitly authorized.
- Using AI to create or share inappropriate, harmful, or discriminatory content.
- Using even when teacher explicitly states it cannot be used

5. Student Responsibilities

- **Be Transparent:** Clearly indicate when and how AI tools were used in your work.
    - eg - I used grammarly help with punctuation of this draft.
    - eg - I utilized Chat GPT to help with the outline of my essay.
- **Verify Accuracy:** AI outputs may be incorrect or biased; students are responsible for fact-checking.
- **Follow Teacher Guidelines:** Each teacher may have specific rules for AI use in their class.

6. Consequences for Misuse

Students who fail to follow this policy will face consequences aligned with the school's **Academic Integrity Policy**. Consequences may include:

- A failing grade on the assignment.
- Requirement to redo the work without AI assistance.
- Disciplinary action for repeated or severe violations.