



REDDING SCHOOL of the ARTS

WHERE EDUCATION AND THE ARTS CONNECT

雷丁艺术学校
教育与艺术融合的舞台/殿堂

Family Handbook 2018-2019

Board Approved: 5/17/2018

Redding School of the Arts
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The mission of Redding School of the Arts, where education and the arts connect, is to educate K-8 students who have an interest in visual and performing arts and cultivate their knowledge and skills for the betterment of their local and global community. Utilizing an inter-disciplinary theme based approach, students will learn to read, write, speak, problem solve, use technology and sustainable practices. RSA seeks to accomplish its goal of high academic and behavioral standards through a student centered, multicultural and multilingual environment with an emphasis on the arts. This charter school will enable students to become literate, self-motivated and life-long learners who participate in the art of their community.

Redding School of the Arts does not discriminate against any student or employee based on actual or perceived characteristics of nationality, race, ethnicity, immigration status, religion, sex, gender, ethnic group identification, age, national origin, ancestry, genetic characteristics, mental or physical disability, marital status, sexual orientation, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics or other category protected by law.

RSA STUDENT CODE OF CONDUCT

Trustworthiness	<p>Blue: Think True Blue</p>	<ul style="list-style-type: none"> ● Be honest: don't deceive, cheat or steal ● Keep your promises ● Have the courage to do what is right
Respect	<p>Yellow/Gold: Think the Golden Rule</p>	<ul style="list-style-type: none"> ● Follow the Golden Rule – treat others how you want to be treated ● Recognize the value of people, property and the environment ● Use good manners ● Be considerate of others' feelings ● Accept others' differences
Responsibility	<p>Green: Think being responsible for a garden, reliable like an oak tree</p>	<ul style="list-style-type: none"> ● Use self-control, think before you act and think of the consequences of your actions ● You are accountable for your choices and decisions; you don't blame others for your actions ● Plan ahead and prepare for their school day ● Do your best, never give up, and choose to learn from their mistakes
Fairness	<p>Orange: Think of dividing an orange into equal sections to share</p>	<ul style="list-style-type: none"> ● Listen to all sides before making judgments ● Play by the rules ● Take turns and share ● Treat people equally
Caring	<p>Red: Think of the heart</p>	<ul style="list-style-type: none"> ● Be kind, considerate and friendly ● Show appreciation and gratitude: say "Please" and "Thank You" ● Be forgiving ● Help others in need ● Be compassionate and empathetic
Citizenship	<p>Purple: Think regal purple as representing the state</p>	<ul style="list-style-type: none"> ● Do your share to make your school and community better, cleaner and safer ● Respect those in charge of you ● Follow the school rules ● Cooperate with others ● Have a positive attitude

RSA PARENT CODE OF CONDUCT

Trustworthiness	Blue: Think True Blue	<ul style="list-style-type: none"> • Be reliable - pick up your child on time • Keep your promises • Be honest with your children and others • Support your child's learning, but don't do their work for them • If you have a concern, speak directly with the people involved
Respect	Yellow/Gold: Think the Golden Rule	<ul style="list-style-type: none"> • Be tolerant, respectful and accepting of those who are different from you • Deal peacefully with anger, insults and disagreements • Follow the Golden Rule • Provide guidelines and firmness for children, but implement them with dignity • Treat staff as professionals • Support education by respecting school hours • Schedule appointments to meet with teachers (teacher duties run from 7:35am- 3:45pm)
Responsibility	Green: Think being responsible for a garden, reliable like an oak tree	<ul style="list-style-type: none"> • Review papers and information from school and return them in a timely manner • Check school, teacher and Aeries websites regularly • Teach and model for your children how to be accountable for choices • Know and refer to the family handbook as a first step to addressing questions and concerns • Arrive on time and make your student's appointments outside school hours
Fairness	Orange: Think of dividing an orange into equal sections to share	<ul style="list-style-type: none"> • Understand, follow and support the school rules • Do your part to help out at school • Actively listen to others before taking action • Treat all people fairly • Be open-minded to others' perspectives
Caring	Red: Think of the heart	<ul style="list-style-type: none"> • Be forgiving of others, everyone makes mistakes • Be kind • Tell your children that you love them • Express gratitude for what is done for you and your children • Be considerate of office staff
Citizenship	Purple: Think regal purple as representing the state	<ul style="list-style-type: none"> • Do your part to improve your school and community • Cooperate • Be involved in school • Respect authority for the well-being of your child • Obey the traffic laws, including the parking lot at school

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Dear Family,

Welcome to RSA! We are glad that you have joined our incredible community. Redding School of the Arts (RSA) is a unique school where administrators, teachers, parents, and children work together to create an engaging learning environment that will reach the whole child.

We are very proud of our school and the results we see in the lives of the children who attend RSA, as well as those who have graduated from our program. Those who go through our program from kindergarten through eighth grade tend to be self-confident, lifelong learners who are good citizens, and have an appreciation of the arts. This is brought about by the dedication of the multi-talented staff and parents here at RSA. Welcome to the team!

This handbook is meant to be used by parents, students, teachers, and anyone interested in knowing how things work here at RSA. We encourage you to read through it and become familiar with it. When things seem unclear regarding rules or policies, please check here first. You may find the answers you are looking for.

Warmly,
The RSA Staff

The History of RSA

RSA is a charter school that was founded in 1999. We are currently located at 955 Inspiration Place in Redding, California. At RSA we believe that children learn best through a student-centered, multicultural, thematic approach to instruction that emphasizes the visual and performing arts.

RSA was founded by Jean Hatch and Margaret Johnson during an era when the visual and performing arts were being pushed aside in the general public school curriculum. Their theory, backed by research that children learn best through the visual and performing arts, has produced great results. The school boasts API scores of over 800, exceeding county, state, and national averages for over six years. Over the past fifteen years RSA has been recognized with many awards, grants and recognitions including a Creative School of Excellence Award, six Year WASC Accrediation and Promising Practice recognition from USC. The greatest evidence is seen when you walk down the hallways of our school and see the authentic learning that is taking place in the classrooms.

Diversity

Children are diverse in learning styles, language, cultural and religious backgrounds, developmental levels, and social and emotional understandings. Our goal is to respond in ways that honor the richness of this diversity. It means that students, teachers, and parents at RSA respect and appreciate diversity, realizing that we all contribute in unique ways to the RSA family. RSA will not discrimination against any student or employee based on actual or perceived characteristics of nationality, race, ethnicity, religion, sex, gender, ethnic group identification, age, national origin, ancestry, genetic characteristics, mental or physical disability, marital status, sexual orientation, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics or other category protected by law

Curriculum

Thematic instruction is interdisciplinary teaching that organizes instruction around, and delivers curriculum through, the exploration of major issues. RSA uses a three-year thematic rotation. We rotate through the themes of: California and U.S. history, Ancient Civilizations and Eastern Hemisphere Studies (Africa, Asia and Early European). The kindergarten through eighth grade curriculum encompasses language arts, math, science, social studies, visual and performing arts, Mandarin as a foreign language and P.E. all through this interdisciplinary, thematic, project-based approach.

Mandarin Immersion Program

What is immersion?

RSA's Mandarin immersion program started in August 2007. Students who are accepted into this program will spend part of the day in a classroom where they are surrounded by English, learning academic subjects such as social studies, reading, language arts, math concepts, and new academic vocabulary in English. The other part of their day is spent in Mandarin, learning to read and write Mandarin, math concepts and science.

Why immersion and not a traditional language class at elective time?

When you were two, your mother probably did not tell you the difference between a verb and a noun in order to help you say them in the right word order; You learned by listening and interacting with the people around you. That type of language learning is called language acquisition through immersion. We believe that this is the best way for a student to become fluent in Mandarin. We immerse them in the language and let them discover the language in everyday situations; thus mimicking the way they learned their first language.

Why Mandarin?

There are many benefits to learning Mandarin. The U.S. Government has classified it as a Class IV language, which means it is a very difficult language for English speakers to learn. Studies show that children who learn a class four language as their second language tend to do better on academic test scores and have an easier time learning a third language.

Mandarin is not a language that the typical student can become fluent in when he/she begins studying in middle school or high school. Learning the language at an early age gives the student the ability to understand, assimilate and mimic the highly tonal Mandarin language quickly and naturally, as well as develop a cultural awareness. Finally, Mandarin is one of the fastest growing languages in the world. What a great opportunity to give our children the gift of a new language.

The silent period

Just as a baby cannot speak the moment he hears his first repeated word, so it is with a kindergartener in an immersion program. A child may not speak a word of Mandarin for months. It is only when they begin to feel comfortable with the language that they begin to show what they are internalizing. All children understand a new language (receptive) before they exhibit (expressive) what they know. Please be patient, they are learning more than they show.

How different will it be from the general education program?

RSA mission is enhanced by the Mandarin program. Every child will learn to read, write, calculate, problem solve, learn how to become good citizens, as well as being exposed to and engaging in the visual and performing arts. The main difference will be that your child will learn a new language, (speak, read, and write in Mandarin) in addition to their regular academic program.

What does the future hold for the program?

Children must enter the program in kindergarten or 1st grade. No child will be admitted to the Mandarin program after November break of their 1st grade year. Once a child is in the program they will remain in the Mandarin immersion class throughout their time at RSA. All children included in the Mandarin program will participate in the visual and performance arts classes offered at RSA. After the kindergarten year, if you decide as a family that you no longer wish your child to be in the immersion program, but you want to have your child at RSA, please contact the directors of RSA to see if there is available space in the English education classroom for your child. Students who demonstrate grade level Mandarin proficiency may test into the program in subsequent years.

RSA has expanded the program through 8th grade, thus allowing students a broad, academically challenging career through their RSA years and offering the skill level to test into a Chinese 2 or 3 class in high school

Health and Important Enrollment Requirements

Evidence of Age

Prior to admission to any school, the parent/guardian must present proof of age of the child. Evidence of age can be in the form of a certified birth certificate or a statement by the local registrar or county recorder certifying the date of birth, a baptism certificate duly attested, a passport, or when none of the foregoing is obtainable, an affidavit by the parent. (E.C. 48002)

Minimum Age Requirement for Kindergarten

RSA follows the minimum age requirements outlined in AB544. Students must reach the age of 5 years by September 1 in order to enroll and attend kindergarten on the first day of school. When enrolling in TK for home school students must turn five between the dates of September 2 and December 1. RSA does not offer a TK classroom program.

Kindergarten Roundup

Kindergarten Roundup is provided by the Special Education staff in the spring for all incoming Kindergarten students for the following fall. This is a screening of various skills for Kindergarten readiness. These skills include:

- Gross Motor skills such as hopping on one foot, kicking, throwing and catching a ball, and walking on a balance beam.
- Academic readiness such as letter and number identification, and knowledge of colors and shapes. This is screened by the Kindergarten teacher or a paraprofessional.

Immunizations

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board desires to cooperate with state and local health agencies to encourage immunization of all district students against preventable diseases.

New immunization requirements for 2016

Under a new law known as SB 277, beginning January 1, 2016 exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines that are currently required for entry into child care or school in California. No child may be admitted to school unless the child has been fully immunized prior to admission against poliomyelitis (polio), rubella (measles, German measles), mumps, diphtheria, pertussis (whooping cough), tetanus, Hepatitis B, and Varicella (VZV), and any other disease deemed appropriate by the department. Additionally, the law requires all students entering into 7th – 12th grades to have proof of an adolescent whooping cough booster shot (Tdap booster) before starting school. Starting in 2012 and for future school years, all students entering into 7th grade only will need proof of Tdap booster to start school. Acceptable evidence of immunization is a certificate signed by the physician or agency that administered the immunization (E.C.46010.5 and 49403).

If a student is enrolled in the classroom based program and fails to fulfill the immunization requirements, the school will prohibit the student from further attendance until that student has been fully immunized or a completed signed affidavit is on file as required by law. Immunization records are reviewed by the school nurse. For additional details on SB277 see the RSA Immunization Policy and/or https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB277

Vision and Hearing

Upon first enrollment in the School or in grade Kindergarten, Second, Fifth and Eighth the School shall test the student's vision and hearing. The vision test shall include tests for visual acuity and color vision, although the color vision shall be appraised once and only on male students, the results of which shall be entered in the health records and need not begin until the student is in first grade. Classroom teachers are responsible for continuous observation of the appearance, behavior and complaints of students that might indicate vision problems. Where a student's school performance begins to give evidence that the

existence of the problem might be caused by a visual difficulty, a visual evaluations hall be done in consultation with the school nurse.

The vision evaluation may be waived by the parents/guardians if they present a certificate from a physician and surgeon or an optometrist setting out the results of a determination of the child's vision, including visual acuity and color. Parents/guardians may also avoid the testing and observation if they file with the School Director a statement in writing that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets or principles depend for healing upon prayer in the practice of their religion. A parent/guardian may file annually with the School's Director a statement in writing, signed by the parent/guardian, stating that he/she will not consent to a physical examination of his/her child. The student will thereafter be exempt from physical examinations. However, if there is good reason to believe that the student is suffering from a recognized contagious or infectious disease, the student will be sent home and not be permitted to return to school until the School Director is satisfied that any contagious or infectious disease does not exist.

Dental

California law mandates that all kindergarten students and first grade students entering public school for the first time receive an oral health assessment. The law specifies that a licensed dentist or other registered dental health professional must perform the assessment. Oral health assessments that have happened within the last 12 months before your child enters school also meet this requirement.

First Grade Physical Examinations

All students entering first grade must provide evidence of a physical examination that was completed not earlier than 18 months prior to entering first grade. (Health and Safety Code 124085; 124100; 124105)

Speech and Language skills

Speech and language skills such as vocabulary knowledge, sound development, grammar, and language ability are important for learning and communicating in the Kindergarten classroom. Additionally, the speech-language pathologist screens each Second grade child.

Health Guidelines

Illness

A child who is ill should not be sent to school, since these may result in his/her health becoming worse and exposing others. Good indicators that students should be kept home are temperature or vomiting within the previous 24-hour period. Students should be kept home until they are fever-free, without medication, for a 24-hour period.

Please inform the school if your child has any of the following diseases: Chicken pox, measles, scarlet fever, infectious Hepatitis A, Bacterial Meningitis, Conjunctivitis (pink eye), Impetigo, Ringworm, Scabies, or head lice. Notices informing parents of possible exposure to an infectious disease may be sent home with students if deemed necessary. The note will indicate the grade and class of those exposed and will include a brief description of symptoms.

Head Lice

To prevent the spread of head lice infestations, School personnel shall report all suspected cases of head lice to the School nurse, or designee, as soon as possible. The nurse, or designee, shall examine the student and any siblings of affected students or members of the same household in accordance with the School's health examination policy. If lice are seen on a child at school the parents should be called to pick up the child at the end of the school day and be given a copy of the brochure "A Parent's Guide to Head Lice". At home, all members of the family must be checked for head lice. This policy allows the parent to treat the child overnight. The day following treatment, the child should be re-examined and admitted to class. If the child is still infested, then the parent should be re-contacted.

While classroom or school-wide notification is not recommended after head lice have been detected in a student, this policy is at the discretion of the school nurse or administration. In the event of two or more

persons infested with live lice in the same classroom, an exposure notice with information about head lice maybe sent home to all parents/guardians of the students that have been exposed to the head lice.

School personnel shall maintain the privacy of students identified as having head lice and excluded from attendance.

Medicine on School Campus

No medication – including pain relievers, asthma inhalers, cough drops, antibiotics, poison oak medication, antihistamines, or any other type of tablet, liquid, or ointment – will be administered to students at school unless a “Request for Medication” form, completed and signed by both the doctor and the parent, is turned in to school along with the medication. This form must be updated yearly. All medications must be delivered to the school by the parent/guardian or his/her adult representative. Medication must be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's name, name of the doctor, and dosage of medication. All medication will be kept in the office in a locked container.

Before the School will allow a student to carry and self-administer prescription auto-injectable epinephrine, inhaled asthma medication, or have authorized School personnel administer medications or otherwise assist a student in administering his or her medication, the School must receive a copy of the following:

1. A written statement executed by the student's authorized health care provider specifying the medication the student is to take, the dosage, and the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken;
2. A written statement by the student's parent or guardian initiating a request to have the medication administered to the student or to have the student otherwise assisted in the administration of the medication, in accordance with the authorized health care provider's written statement. The written statement shall also provide express permission for the School to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care provider's written statement.

In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, the School must also receive a confirmation from the authorized health care provider that the student is able to self-administer the medication and a written statement from the parent/guardian consenting to the student's self-administration and releasing the School and its personnel from civil liability if the self-administering student suffers an adverse reaction by self-administering his/her medication.

New statements by the parent/guardian and the authorized health care provider shall be required annually and whenever there is a change in the student's authorized health care provider, or a change in the medication, dosage, method by which the medication is required to be taken or date(s), or time(s) the medication is required to be taken. If there is not a current written statement by the student's parents or guardian and authorized health care provider, the School may not administer or assist in administration of medication. The School will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.

Parent(s)/guardian(s) of students requiring administration of medication or assistance with administration of medication shall personally deliver (or, if age appropriate, have the student deliver) the medication for administration to the School nurse or their designee.

Termination of Consent: Parent(s)/guardian(s) of students who have previously provided consent for the School to administer medication or assist a student with the administration of medication may terminate consent by providing the School with a signed written withdrawal of consent on a form obtained from the office of the School Director.

Illness and Accidents at School

If a student becomes ill or has an accident at school, efforts will be made to contact parents, guardians, or the emergency number(s) listed on the student's registration card.

Routine Screening

According to appropriate grade level schedules, all children will receive screenings for vision, hearing, dental, and speech and language skills. You have the right to refuse these services for your child. Unless you notify the office in writing, your child will be screened, at no expense to you.

Guidelines for the First Days

The First Day

The first day of school and every day thereafter, your child will be met by his/her teacher in a designated area and will walk with the teacher to the classroom. Middle School students will meet their teachers in the classroom after the first bell. We ask that you say good bye to your child by the time they enter the door of their classroom. We know this may be difficult for you, but it is very important that you let them walk in on their own.

Classroom Supplies

Please see your child's teacher's website for a detailed supply list. If you are unable to bring the supplies at the School picnic, then when you arrive before school on the first day, please drop off your child at the playground and bring the bag of supplies to the spot that has been designated by your child's teacher for supplies. For some classes, please do not put your child's name or initials on any of these items as we share them throughout the year.

Guidelines for the First Weeks

Visitors and Volunteers

We love to have visitors and parent volunteers in our classrooms; however, we ask you to wait three weeks so that we can have everything in order and the kids can become accustomed to their daily routine. This will give them the time and space that they need to make the room their own. It will also give teachers the opportunity to organize their volunteer lists. As a bonus, you will have attended Back to School night which is very informative and helpful when logging in volunteer hours!

Lunch/Snack

We do our best to educate and encourage your child to make healthy choices. Please send nutritious food with your child for lunch and snack. Snack ideas include: fruit, crackers, cheese, yogurt, nuts, etc. PLEASE DO NOT SEND SODA, CANDY, GUM, OR CHOCOLATE. Because of possible food allergies among our student body, sharing food is not allowed at school.

School lunches can be purchased for \$3.00 and milk for 25¢. Free and reduced lunches are also available. Students place their lunch order daily with their teacher, as the food is made off campus and transported to our site. Money must be available in the student account prior to selection that day. Families may prepay by writing a check to *ESD Food Service*, and sending to the school with your child. Current lunch menus are posted on the RSA website.

RSA serves healthy lunches prepared by the Healthy Lunch Program supported by Enterprise School District (ESD). Healthy foods come from whole foods, which are minimally processed and derive their nutrients from the soil. Whole foods are not "enriched" or contain preservatives or artificial colors. The Healthy Lunch Program/ESD produces lunches based upon the 2005 Dietary Guidelines for Americans published by the USDA and the Department of Health and Human Services. Lunches are made daily by our chef from fresh, whole foods, packaged in reusable containers, and delivered to our schools.

This school is an equal opportunity provider. In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discrimination against any student or employee based on actual or perceived characteristics of nationality, race, ethnicity, religion, sex, gender, ethnic group identification, age, national origin, ancestry, genetic characteristics, mental or physical disability, marital status, sexual orientation, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics or other category protected by law.

Drop Off and Pick Up Procedures

ALL vehicles entering RSA **MUST follow the right entrance** to the school. All vehicles must exit from the north end of the parking lot only.

Early Drop Off (7:15 – 7:35 a.m.): Students may be dropped off for supervision at 7:15 a.m. No supervision is provided before that time. Students are to report directly to the assigned classroom to sign in. Students found wandering in the halls may lose the privilege of early drop off.
RABA Main Terminal drop off – 7:15 – 7:30

Regular Drop Off Procedures (7:35 – 8:00 a.m.)

at 7:35 a.m. students are to report directly to the playground. Students are not to enter the halls or go to their lockers until the 7:55 bell without a hall pass.

Parking Lot- Pull into a parking spot to unload students. Students may walk to the cross walks escorted by parents or alone, depending on age and abilities of students. DO NOT unload students from driving lanes. Students and parents should wait at the cross walk until directed to cross. To exit the parking lot, follow the traffic arrows to the parking lot north exit.

In front of school – First car pulls all the way forward as directed by a staff member or to the North wing of the building by the wind turban at green painted curb. Student unloading occurs between first crosswalk and North Wing.

Pick Up Procedures (1:30 – 1:40 p.m. / English Only Kindergarten) See Directions for the 2:15 p.m. pick up time.

Pick Up Procedures (2:15 – 2:30 p.m. / Mandarin Kindergarten-Third Grade)

Parking Lot – Parents park in an appropriate parking space and must walk to the front of the school to pick up student. Please use cross walks. All cars will exit the parking lot at the north end.

In front of school – Cars will form a single line until arriving at center cross walk. At this point the cars will be motioned by staff member to form two lines of cars (about 10 – 12 cars depending on size). Students will load between the crossing guards into cars and then all cars will leave allowing the next set of cars to fill the north end of the loading zone. Parents are encouraged to place a large sheet of paper indicating the names and grades of the children they are picking up.

Pick Up Procedures (3:00 – 3:15 p.m. / Fourth – Eighth Grade)

Parking Lot – Parents park in an appropriate parking space and must walk to the front of the school to pick up student. Please use cross walks. All cars will exit the parking lot at the north end. Students dismissed at the 3:00 p.m. pick-up time may cross at the cross walk to meet their parent.

In front of school and on south side: – Cars will form single lines along the curbs in their designated areas in front of school and on the south side of the school. Students/carpools with last names beginning with (A-L) will load at the front of the school. Students/carpools with last names beginning with (M-Z) will load on the south side of the school. All Lines for pick up will be single file and for the safety of all, students will not load in any middle lanes. Drivers are encouraged to place a large sheet of paper in their window indicating the names and grades of the children they are picking up. Drivers must comply with directions given by RSA staff.

Parents may permit their middle school child to be picked up off site at a designated location, such as the RABA terminal. Those students are expected not to return to campus as RSA is a closed campus and students remaining on-site will be supervised in either the After School Care or Outside Interest programs.

RABA The School Express route serves RSA, Shasta College and potentially Bethel Students. The bus drives directly to RSA with arrival @ 7:40am. A staff member walks children to the playground. RABA Pick Up –RSA students ride the bus back to the terminal. Students taking bus home will be escorted to bus stop @ 3:15. Subsidized monthly passes are available as RSA front Desk, payable to RSA (\$20 1st child, \$10 for siblings) full price monthly passes and Pay-as-you-go cards are available at the RABA Terminal and City Hall Permit Center.

**Students who are not picked up by the specific end time will be escorted to the office.
Students not picked up within 30 minutes of release time
will be charged for after school care.**

Sibling Wait Program

This program is for students dismissed at 2:15 p.m. who have siblings or carpooling families dismissed at the later dismissal time only. English Kindergarten students dismissed at 1:30pm or those primary students waiting for an after school lesson, who have no older siblings will be charged a \$5 fee and will be enrolled in the After School Care program.

Early Pick Up

If you desire to pick up your child early, you must go to the office first and sign him or her out. The office will then notify the teacher to send your child to the office. In order to keep classroom interruptions at a minimum, please remain at the office and do not proceed to the classroom to help your child get his or her belongings.

Change in Child's Pick-Up Routine

If there is a change in who will be picking up your child from school or they are going home with a friend, please send a note with your child in the morning. Please note that your child will not be released to someone who is not on your approved list on your child's registration card. For your child's safety, a verbal authorization over the phone is not sufficient.

General Rules

Respect and Behavioral Expectations

Redding School of the Arts maintains high behavioral standards based on the six pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship. Students are expected to exhibit behaviors reflective of these six tenets in all school-related facilities and activities. RSA has adopted and will implement a school-wide behavior management plan. Details of our behavior management plan will be distributed by your student's teacher and/or are located on the RSA website. If appropriate behavior expectations are not met, a Student Study Team (SST) meeting with the parent/guardian and the administration may be held to discuss discipline problems. Our behavioral goals can best be accomplished when we work together: students, staff and parents.

Coming to School and Going Home

- Students must be dropped off and picked up at the designated areas. (Please see locations listed above.) If using the drop off/pick up lanes, parents must stay in their vehicles in order to keep the line moving.
- Bikes must be walked on school grounds and locked in the bike rack.
- Students must have written permission from their parents on file in the school office if they choose to walk or bike.
- Bus Rules: Respect, Safety and Accountability. The RSA adopted themes of appropriate behavior applies to anyone riding the bus to or from School. When you are participating in riding the bus to and/or from school, you must obey all Redding School of the Arts standards of conducts as outlined in the Family Handbook. Remember, riding the bus is a privilege and pupils riding buses must obey all rules and regulations.

Requirements for Bus Riders:

- Listen to and promptly obey the bus driver.
- Remain seated at all times when the bus is in motion.
- Keep all hands, feet and other objects to oneself.
- Keep the aisle of the bus clear of all obstacles.
- Keep the bus clean.
- Be courteous to everyone and refrain from inappropriate language.

Bus Riders May Not:

- Distract the bus driver in any way.
- Create a loud noise. (Use quiet, inside voices.)
- Deface or tamper with the bus or the property of others.
- Use language or gestures that others might find offensive.
- Eat, drink, chew gum, litter, spit, throw or toss any item inside of or out of the bus.
- Behave in any way which is illegal or dangerous.

SCHOOL PERSONNEL MAY ISSUE A DISCIPLINE REFERRAL FOR FAILURE TO ABIDE BY THESE RULES:

- Students failing to follow the above rules and regulations will be subject to school appropriate disciplinary procedures.
- Disregard for the rules and regulations may result in losing the privilege of riding the bus.
- A student's bus riding privilege will be suspended/ revoked for serious offences or multiple citations.

In the Classroom and On Campus

1. Follow Student Code of Conduct at ALL times.
2. Be respectful of other's learning time. Be prompt to class.
3. Be courteous. Use appropriate language.
4. Come prepared for class. Bring pencils, erasers, books and any other materials that will be needed.
5. Follow directions. Each teacher will establish academic expectations for his/her classroom. Students will follow the school-wide Behavior Management Program.
6. Students are expected to complete and turn in all assignments on time. If a student is absent, they are expected to make arrangements to make up missed work.
7. Students are required to have a hall pass to be in the halls or to use the restroom before school, during recess or lunch.
8. Appropriate clothing is expected at all times. Follow the RSA dress code.
9. Students must take personal academic responsibility; if a student needs assistance or help, see a teacher, administrator, or other staff member.
10. No chewing gum, paper, rubber bands, paper clips, or other items. It is not only dangerous but can be distracting. Gum is not allowed anywhere on campus unless used under the direction of your teacher.
11. Toys, electronic devices, extra money, and expensive items must be left at home. Abuse of technology, on or off campus, may result in loss of technology privilege at school.

Playground Rules

1. Follow all RSA Playground and Safety Rules. A copy of these rules can be found on the RSA website under Resources/Documents.
2. "Hands Off" policy; keep your hands, feet and body to yourself.
3. No play fighting or roughhousing.
4. Walk on campus and in hallways at all times. Running is not acceptable behavior on campus other than during designated P.E activities and/or in field areas.
5. Be responsible for playground equipment by checking it out and returning it.
6. Keep feet on the ground. Do not climb any roof, tree, table, or railing.
7. Leave skateboards, roller blades, Heelys, radios, electronic devices, toys, and other play things at home.

8. Do not bring dangerous objects of any kind. If an object has no reasonable purpose at school, leave it at home.
9. Do not mark up or damage any school property.
10. Take pride in your school.... keep the campus clean. Put litter and trash in the trash cans.
11. Do not block stairway/steps with backpacks, instruments, self or other items.
12. Playground voices, no screaming.
13. Follow all game rules as outlined in the RSA Playground and Safety Rules Handbook.
14. Respect others at play by not disturbing their games.
15. Ask for a hall pass when you need to use the bathroom or enter the building during recess or P.E. time.
16. Some playground equipment has specific directions for safe play. Know those directions before playing on or with that equipment.

During Lunch

1. Eat lunch and snacks in the designated areas.
2. Good behavior and table manners are expected at all times. Use a quiet voice in the cafe.
3. Bring lunch or purchase a lunch, but don't beg or otherwise force someone to give you food.
4. Because of possible food allergies among our student body, sharing food is not allowed.
5. Take Pride in your school – Clean eating areas and throw trash in the trash cans. When finished with lunch, students should raise their hand and wait to be excused from the cafe.
6. Be courteous and respectful to all staff and parent volunteers.

Closed Campus and Leaving School Grounds

1. RSA campus is a closed campus. This means that students may not leave the grounds at any time during the school day without permission from the office.
2. A parent or other adult, designated by the parent, must sign the student out in the office. Students will **only** be dismissed from class after the office contacts the teacher.
3. During school hours or when participating in activities, students are to remain on campus, and under the supervision of Redding School of the Arts staff. This includes after school RSA activities.
4. All visitors, parents or other adults must sign in at the office during school hours of 7:15 – 4:00.
5. During school hours the campus and playground is not available for public use, i.e. 7:15 – 6:15 unless there has been prior authorization through facility use form.

RSA personnel will release children only to parents, guardians, persons listed on the emergency/health forms, or those authorized for carpooling purposes. Parent(s)/guardian(s) must provide the school with documents about restraining orders or custody limitations. Notify your child's teacher if there is any concern that an individual with restricted access to the child might attempt to contact or collect the child from school.

If you are in a carpool, please write a note letting the office know which of your children are in the carpool and which adults are driving. If your child is going with someone else after school, please send a note to your child's teacher. Please make these arrangements before school. Please note that we will not interrupt instruction to deliver messages to the classroom. Students will be notified of changes during their designated break times. Students who ride a bicycle or walk to school do so at their own risk. Written permission is required for students to ride bicycles or walk home from school. The school does not provide crossing guards beyond the front of the school. Students must use designated crosswalks/bike lanes for crossing the street.

Classroom Celebrations and Parties

Birthdays and Parties: Birthdays are special occasions for young children. If your child wishes, treats may be brought for the whole class on his/her birthday. Please notify the teacher a day or two in advance so that teachers can plan for treats during recess time. RSA strongly encourages a healthy treat such as muffins and or fresh fruit/ vegetables instead of cupcakes, cookies or candy.

If you are planning a party for your child outside of school, please either invite the whole class or mail the invitations so that feelings will not be hurt.

Class celebrations: At RSA our children are learning to explore and enjoy the process of discovery. One of the ways we help them do this is by observing various milestones throughout the year by having a celebration. Our celebrations revolve around our social studies themes, math, science, and other academic subjects, **not around holidays**. Celebrations are left to the discretion of the classroom teacher. If you have any questions, please ask your child's teacher.

Telephone Usage

In general, school telephones are for business use by the staff. Only urgent messages will be delivered to your child. Students cannot use the phone at school except in an emergency. Electronic devices, toys, trading cards, etc. must not be brought to school. There is no reason for them to be on campus and therefore must remain at home. These items will be confiscated and won't be returned unless a parent comes to school to pick up the item.

Although students are permitted to bring cell phones to school, they will be confiscated if a student takes it out of their backpack during the school day, if the phone rings, or if it is used by the student during the school day.

Students in possession of any toy that resembles a weapon will be disciplined. Depending on the item in question, this could include suspension from school.

Electronic devices (i.e., IPODS) are very easy to steal and virtually impossible to prove ownership. Leave these valuable items at home where they belong. The school is not responsible for lost, damaged, or stolen items.

As a general rule, cell phones are not to be seen or heard during the school day. The school day is defined as beginning upon the students' arrival on campus and ending at 3:00 pm. Cell phones that are seen or heard during the school day will be taken and returned to the parent. Repeated offenses will result in the student being prohibited from possessing the cell phone on campus. Using cell phones to take pictures will not be allowed at any time. After 3:00 pm, students will be allowed to use their cell phones for legitimate and appropriate communication purposes only.

In emergency situations, such as an unscheduled school closing, the administration will announce for teachers to allow students to use their cell phones to contact their parents.

Label Belongings

Please put your child's name on the inside of ALL personal belongings: coats, sweaters, and the outsides of lunch boxes, water bottles, etc. Efforts are made to return labeled items to students. All unclaimed items will be donated to charity on a regular basis.

Money Sent to School

On occasion it will be necessary for your child to bring money to school. Always send money in a sealed envelope with the following information on it:

1. Your child's first/last name
2. Your child's homeroom teacher
3. Amount of money
4. Purpose of the money

Toys/Sharing

Students are not to bring toys of any kind with them to school unless they are bringing them for a scheduled share time. We provide students with community games and equipment for recess and P.E.

When an object is brought for sharing, the student will keep their object/toy in a designated area (cubby, desk, etc.) until it is their share time and then promptly return it to the designated area once their turn is over. They may not take their object/toy out to recess.

When a child wants to bring a pet to share, arrangements need to be made with the teacher a week in advance. It is at the discretion of the teacher whether a pet will be allowed as the child's share. Pets should never be brought into the school building as some people are severely allergic to pet dander.

Home School and Virtual School

RSA believes that Home Study/Independent Study is an effective tool of instruction to meet this philosophy by building a strong home and school partnership that will help our students achieve in a safe and positive learning environment. As the California Department of Education states, Home Study is a voluntary instructional strategy that responds to an individual's needs and styles of learning. This course of study will be available to grade kindergarten through eighth grade with the addition of high school in the future and will respond to the student's specific educational needs, interest, aptitudes, and abilities within the confines of the school policies and procedures. Programs are offered for immunized and non-immunized students.

Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy. It is the policy of Redding School of the Arts that students attend school every day and be punctual. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Five days of unexcused or a total of ten days of absences is considered grounds to return the student to their district of residence.

1. Attendance is taken every day and reviewed monthly.
2. Absences are excused in cases of illness, family emergency or other state approved reasons as stated in the California Education Code.
3. Attendance must meet Redding School of the Arts' attendance standard with not more than 5 unexcused absences, not more than ten excused total absences and less than ten tardies. Ten or more tardies is considered excessive. (RSA Charter section VI) Excessive absences and tardies are detrimental to a student's academic progress.

Verifications:

1. Verification of absences are to be made by telephone. The parent or guardian must call the school office at 247-6933 within 72 hours for an absence to be excused. Or
2. A note from the parent or guardian indicating the date and reason for absence may be submitted at the front desk or emailed to luhleman@rsarts.org.
3. When possible please schedule all medical, dental, and other appointments for after school hours.

Consequences for Excessive Truancy:

There is no adequate way for students to recover missed teacher explanations and instruction, or class discussions. If absences and/or tardies become excessive, a Student Study Team meeting will be scheduled to discuss the return of the student to their district of residence.

1. After school detentions will be assigned to students in fourth through eighth grade who have five or more tardies. Multiple lunch recess detentions may be substituted in place of an after school detention at Administration's discretion. For more information on detention procedures check with the Student Information System Registrar.
2. If a student arrives at or after the 8:00 a.m. bell, they must check in with the office for a tardy slip before going to class.

3. **School Start Times: School begins promptly at 8:00 a.m.** Early drop off is available at 7:15 a.m. The first bell rings at 7:55 a.m. and students are considered tardy if they are not in their homeroom at 8:00 a.m. Students who are tardy disrupt and deter the education of others in the class.
4. The Director, or designee, shall implement positive steps to reduce truancy. Students who are habitual truants or habitually insubordinate or disorderly during attendance at school may be referred to the appropriate law enforcement agency.
5. When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, a student who has been classified as truant, will be returned to their district of residence, where they may be referred to the district attorney or probation officer for truancy mediation. Further, the School Attendance Review Board (SARB) or probation officer may request a juvenile court petition on behalf of the student.

Student Rights and Responsibilities

As a student, you have the right to learn in a pleasant and safe atmosphere. It is your responsibility to do your best at school. It is up to each of you to help make each day a good one. You are an important part of the school community. Take pride in your school and help keep it one of the best in California.

Dress Code, Personal Appearance, Personal Property

Inappropriate apparel includes clothing that compromises safety or is disruptive and/or distracting to the school environment and instructional process. RSA is committed to protecting the health, safety, and welfare of the students and the board believes that appropriate dress and grooming contribute to a productive learning environment. Students not following dress code will be asked to call home for a change of clothes or will be provide some from items donated to the office.

For optimal learning, the school requires the following criteria for personal dress and appearance:

1. Clothing must be neat, clean, hemmed and appropriate for class.
2. Clothing must be appropriate for activity and movement.
3. Sunglasses are to be worn outside only and at the discretion of the teacher.
4. Hair color and style, jewelry and clothing may not disrupt learning.
5. Unnatural hair color such as green, blue, pink, etc. is not allowed.
6. Modesty is required.
7. Shoes must be worn and should be activity specific with a recommended back strap.
8. Shirt and bottoms: pants/ sweatpants/shorts/ skirt/dress/ leggings must be worn and must have 5" inseam or midhigh. Spandex shorts may beworn under skirts or dresses), side split shorts, or extremely brief shorts
9. Religious headwear

The following is a further delineation of the dress code at RSA. Students may not wear clothing or accessories bearing the following messages:

1. Obscene or profane statements or pictures.
2. Statements advocating immoral, illegal, sexual, or violent behavior.
3. Messages referring to death, violence, Satanism, racism, or sex. Statements of disrespect directed against the school, law, or other reasonable authority; or negative slogans regarding school, studying, homework etStatements advertising, promoting, or picturing alcoholic beverages, tobacco, drugs, Spuds Mackenzie, Corona, Joe Camel, Dakota cigarettes, and others.
4. Gang-related clothing or symbols are not allowed. (Due to changing trends specific garments and jewelry may be prohibited determined by administration).
- 5.

The following clothing/garments are not permitted on campus (inside rooms or hallways) or any school activity:

1. Caps/hats, unless specifically permitted (i.e. outside sporting events). Caps/hats with protective brims may be worn outside the school during recess and after school if stated items do not disrupt school activity, but must be removed before entering the office and classrooms.
2. Hoods or beanies are not allowed in the classroom but. Students may wear these items outside provided they do not become a distraction or nuisance. Faces must be visible at all times – no zipped hoods beyond neck.
3. Strapless/backless dresses or blouses, halter tops, or low underarms. Shoulder straps are to be the width of the wearer's two fingers with no undergarments visible - including bra straps or camisoles.
4. Men's tank tops with low underarms and narrow straps.
5. Garments that reveal a bare midriff when arms are raised.
6. Clothing with large rips, holes or tears that expose underwear.
7. Spiked or studded belts, jewelry that depicts inappropriate advertising, chain belts, wallet chains, handcuffs, or sharp, heavy rings.
8. No sagging pants that expose undergarments.
9. Belts that are not in their proper loops. Belts are not allowed to hang.
10. Blouses or shirts of transparent, lace or mesh materials are not permitted as outlined above.
11. Face painting, jewelry, or unnatural hair coloring, stripes or style that disrupts learning.
12. Tattoos, permanent and removable, must be covered.
13. Death related symbols such as skulls, cross bones, human skeletons, etc.
14. Makeup must be applied at home and worn modestly. No makeup will be applied at school. This includes the use of nail polish, glitter lotion and colored Chap Stick.
15. No exposed body piercing other than ears or noses. Jewelry must be small and not a distraction to self or others; posts are encouraged. No gages allowed.

Students who repeatedly violate the School Dress Code may be subject to discipline, including suspension and expulsion from school. The school dress code applies at all school functions and events, unless otherwise noted. Volunteers and visitors are asked to model the RSA dress code.

Items Not Allowed on Campus: The following items are not allowed on campus (before, during, or after school) or at any school activity, unless specifically authorized by the school administration:

- Personal music devices or other personal electronic equipment
- Cigarettes, matches, lighters, tobacco, in any form
- Aerosol cans of hair spray, antiperspirant, etc.
- Sunglasses worn indoors without administrative approval
- Obscene or profane material in any form

It is recommended that personal sports equipment and jewelry be left at home, due to possibility of theft. Due to rapid changes in society, it may become necessary to modify the dress code or personal property code to include additional items at the judgment of the administration.

Freedom of Expression

Students attending the School have the right to exercise free expression including, but not limited to the use of bulletin boards, distribution of printed materials or petitions, and wearing buttons, badges and other insignia. The Board of Directors ("Board") respects students' rights to express ideas and opinions, take stands and support causes, whether controversial or not, through their speech, their writing, their clothing, and the printed materials they choose to post or distribute.

Student liberties of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of all members of the School community.

Discrimination and/or Harassment

Discrimination and harassment of or by any student or member of the Redding School of the Arts (the "School") staff shall not be tolerated. The Governing Board considers discrimination and/or harassment to be a major offense. Any student who engages in the discriminating or harassment of anyone in or from

the district may be subject to disciplinary action up to and including expulsion. (cf. 4118 - Suspension/Disciplinary Action)

Furthermore, the School prohibits all unlawful discrimination against any student or employee based on actual or perceived characteristics of nationality, race, ethnicity, immigration status, religion, sex, gender, ethnic group identification, age, national origin, ancestry, genetic characteristics, mental or physical disability, marital status, sexual orientation, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics or other category protected by law. (AB9)

Specific: Hate Crime

Prohibitive Hate-motivated behavior includes any act or attempted act intended to cause emotional suffering, physical injury, or property damage through intimidation, harassment, bigoted slurs or epithets, force or threat of force, or vandalism motivated in part or in whole by bias or hostility toward the victim's real or perceived ethnicity, immigration status, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, race, or any other physical or cultural characteristic.

Specific Sexual Harassment

Prohibited sexual harassment includes, but is not limited to:

Unwelcome leering, sexual flirtations, sexual comments or propositions

Graphic verbal comments about an individual's body, or overly personal conversation

Sexual jokes, stories, drawings, pictures or gestures

Spreading sexual rumors

Touching an individual's body or clothes in a sexual way

Displaying sexually suggestive objects in the educational environment

A student who believes that he or she has been sexually harassed is encouraged to inform the harasser directly that the conduct is unwelcome and must stop. A student who has witnessed sexual harassment is encouraged to intervene on the victim's behalf and report the harassing conduct immediately.

Any student who believes he or she has been the victim of sexual harassment or has knowledge of conduct which may constitute sexual harassment should report the alleged acts to a teacher or administrator. The report may be verbal or written. The use of a formal reporting form is not required. If a student wants to use a form, one is available from the school office.

Sexual harassment regulated by this policy pertains to behavior of a sexual nature while students are under the jurisdiction of the School.

Bullying

Bullying at RSA, off campus or any behavior that infringes on the safety of any student will not be tolerated. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as excessive teasing or name-calling; use of technology to (cyber bullying) and social isolation or manipulation.

Suspension/Dismissal

Student Disciplinary Procedures and Conduct Code – (Refer to Suspension and Expulsion Policy)

The RSA will maintain a comprehensive set of student discipline policies. These policies will be printed and distributed as part of the school's student handbook and will clearly describe the school's expectations regarding attendance, mutual respect, substance abuse, violence, safety, and work habits. The school administration may, pursuant to the school's adopted policies, suspend students who fail to comply with these policies at any time. Students who habitually fail to comply with these policies and/or who present an immediate threat to health and safety may also be suspended and later dismissed by the school's governing board upon recommendation of the administrator. The policies will conform to applicable federal law regarding students with exceptional needs. Prior to dismissal, students will be accorded due process unless the student's conduct presents an immediate threat to the health or safety

of self or others. The school will notify the district of any dismissals and will include suspension and dismissal data in its annual performance report.

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending on the behavior problem of the student, one or more of the following actions may be taken by the school officials (according to Board policies and State law). The frequency and severity of student behaviors will determine the level of intervention/discipline administered. In all cases, guidelines lay out in the California Education Code and the California Penal Code will be followed.

Students may be suspended or expelled for any of the following acts (whether completed, attempted or threatened) when it is determined the pupil:

- Caused physical injury to another person or willfully used force or violence upon the person of another, except in self-defense;
- Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from an authorized certificated school employee, with the Director or designee's written concurrence;
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code sections 11053-11058 (including, but not limited to, opiates, hallucinogenic substances, stimulants, depressants and narcotic drugs), alcoholic beverage or intoxicant of any kind;
- Unlawfully offered, arranged or negotiated to sell any controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented the same as a controlled substance, alcoholic beverage or intoxicant;
- Committed robbery or extortion;
- Caused damage to school property or private property;
- Stole school property or private property;
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel;
- Committed an obscene act or engaged in habitual profanity or vulgarity;
- Unlawfully possessed or offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code section 11014.5;
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials or other school personnel engaged in the performance of their duties;
- Knowingly received stolen school property or private property;
- Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
- Committed a sexual assault as defined in Penal Code sections 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4;
- Harassed, threatened or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness;
- Made terrorist threats against school officials and/or school property;
- Committed sexual harassment;
- Caused or participated in an act of hate violence;
- Carried, possessed, sold or otherwise furnished an electronic signaling device;
- Committed hazing;
- Committed vandalism/malicious mischief;
- Violated academic ethics;
- Falsified or misinterpreted notes or phone calls of parents or guardians;
- Falsely activated fire alarm;
- Habitually violated the dress code;

- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.

The above list is not exhaustive and depending upon the offense, a pupil may be suspended or expelled for misconduct not specified above.

A student who has committed one of more of the following acts must be immediately suspended and recommended for expulsion.

- Possessing, selling or otherwise furnishing a firearm when a school employee verifies firearm possession, unless the student obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or his/her designee;
- Brandishing a knife at another person;
- Unlawfully selling a controlled substance;
- Committing or attempting to commit a sexual assault or committing a sexual battery;
- Possession of an explosive

Disciplinary Actions

This Pupil Suspension and Expulsion Policy (the “Policy”) for Redding School of the Arts, Inc. (“School”) has been established in order to promote learning and protect the safety and well-being of all students. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. Staff shall enforce disciplinary rules and procedures fairly and consistently amongst all students. The Policy will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. The Director shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy is available on request at the Director’s office.

Discipline includes, but is not limited to, advising and counseling students, conferring with parents/guardians, detention during and after school hours, community service on or off campus, and the use of alternative educational environments, suspension and expulsion. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee’s use of reasonable force necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

Disciplinary action taken by school officials is a result of the action already taken by the student. A student is responsible for his/her behavior. In order to maintain a safe learning environment for the students of Redding School of the Arts, the following offenses will normally be dealt with as options under the consequence categories of 1st, 2nd, and Additional as follows:

Offense	1 st Consequence	2 nd Consequence	Additional Consequences
Cafeteria Misconduct	Cafeteria cleanup (1-3 days)	Parent Contact Cafeteria clean-up (1 week)	Designated seating (1 month or more) Cafeteria clean-up
Defiance	Parent contact Loss of recess Exclusion of recess or field trips	In-school suspension or 1 day suspension Exclusion of recess or other activities	In-school suspension or 1 to 3 day suspension
Discriminatory words or actions	Parent contact Loss of recess Exclusion of recess activity	school suspension or 1 day suspension Exclusion of recess or other class activity	Return to district
Disrespectful toward adults and others	Parent contact Loss of recess	In-school suspension or 1 day suspension	Return to district

	• Exclusion of recess activity	Exclusion of recess or other class activity	
Disrupting Instruction	Campus beautification In-school suspension Parent contact Exclusion of activity	In-school suspension or 1 day suspension Parent conference	In-school suspension or 1-2 day suspension Parent conference
Dress Code	Office clothing Parent Contact	Exclusion of activities	In-school suspension or 1 or 2 day suspension
Offense	1st Consequence	2nd Consequence	Additional Consequences
Failure to Serve Consequence	Parent contact Loss of recess Exclusion of recess activity	In-school suspension or 1 day suspension Exclusion of recess or other activity	Return to district
Falsification or forging, cheating, plagiarism, and/or dishonesty	Failing grade on assignment Parent contact Exclusion of activity	In-school suspension or 1 or 2 day suspension	1-3 day suspension Parent conference Exclusion of activity (1 month)
Fighting	• 2 day suspension • Parent conference • Referral to law enforcement • Exclusion of activity (1 mo)	• 2 day suspension • Parent conference • Referral to law enforcement	• Returned to district
Gum, candy, sunflower seeds	• Essay (failure to complete within one day results in campus beautification)	• Parent contact	• Parent conference • In-school suspension
Leaving campus without permission	Parent contact • Detention • Campus improvement	• Parent conference • 1 day in-school suspension	• Return to district
Obscene acts	• In-school suspension or 1 or 2 day suspension • Parent contact • Parent conference • Exclusion of activities (1 month)	• Suspension (3 day) • Parent contact/conference • Exclusion of activities (1 month)	• Return to district • Referral to law enforcement
Playground and/or campus misbehavior	• Time out and/or campus beautification (1-3 days)	• Time out and/or campus beautification (5 days) • Parent contact	• In-school suspension • Exclusion of activity (up to 1 month)
Possession of drug paraphernalia	• In-school suspension or 1-3 days suspension • Parent conference • Referral to law enforcement	• 1-3 days suspension • Parent conference • Referral to law enforcement • Return to district	• Return to district
Possession and/or improper use of potentially dangerous object	• 3-5 day suspension • Parent conference • Exclusion of activity (up to 1 month)	• Return to district	• Return to district
Possession, selling or under the influence of any drug, controlled substance, alcoholic beverage or intoxicant	• 5 day suspension • Parent conference • Referral to law enforcement • Exclusion of activity (up to 1 month)	• Return to district	• Return to district
Profanity and/or obscene gestures	• Campus beautification • Parent contact • Detention	• In-school suspension or 1 or 2 day suspension • Parent contact	• 1 day suspension • Parent conference • Exclusion of activity (1 month)
Public Display of Affection	• Counseling by administration • Exclusion of activities and/or writing assignment	• Exclusion of activities and/or writing assignment • Parent contact	• Parent/ student conference • Exclusion of activities
Harassment	• Counseled by administration • In-school suspension (1-2 days) • Parent contact/conference • Exclusion of activities	• Suspension or in-school suspension (1-3 days) • Referral to law enforcement • Parent conference • Exclusion of activity (up to 1 month)	• Return to district • Referral to law enforcement • Parent conference • Exclusion of activities (1 month)

	and/or writing assignment		
Tardiness (late to school and/or between classes)	5 tardies within trimester • Parent contact • Student parent contract • Detention	10 tardies within trimester • Campus improvement • Parent conference • Exclusion of activity (up to 1 month)	• Make up time as arranged by assistant principal • Exclusion of activity (1 month)
Offense	1st Consequence	2nd Consequence	Additional Consequences
Tobacco use or possession	• Parent contact • Exclusion of activity (1 month)	• Parent conference	• Return to district
Truancy	• Parent contact • Campus beautification (3 hours) • Exclusion of activity (up to 1 month)	• Parent conference • In-school suspension • Campus beautification (3 hours) • Exclusion of activity (1 month)	• Return to district
Unsupervised in the building or on the playground	• Campus beautification (3 days) • Detention • Exclusion of recess activity	• Campus beautification (5 days) • Detention • Parent contact	• Parent contact • Exclusion of activity (1 month) • Behavior contract
Vandalism, damage and/or destruction of school property	• In-school suspension • Parent contact • Restitution • Referral to law enforcement • Exclusion of activity (up to 1 month)	• 5-day suspension • Restitution • Parent conference • Referral to law enforcement • Exclusion of activity (up to 1 month)	• Return to district
Verbal or physical abusive, threatening, intimidating behavior, bullying, cyber bullying	• In-school suspension or 1-5 days suspension • Parent contact • Restitution • Referral to law enforcement • Exclusion of activity (1 month)	• 5 day suspension • Restitution • Parent conference • Exclusion of activity (1 month) • Behavior contract	• Return to district
Multiple offenses	• Immediate behavior contract • Parent conference • Removal from Elective Class Option		• Return to district

A student may be returned to his/her school district of residence for failure to meet the parent and student requirements of Redding School of the Arts Charter.

Technology Use Policy

Redding School of the Arts provides students, volunteers and staff access to learning opportunities using computers, technology and telecommunication resources. The purpose of the RSA technology system is to support educational activities and communications. Your use of these resources must be consistent with the educational goals of RSA. The school reserves the right to prohibit students who violate the technology use policy from using technology at school. RSA will provide internet safety to all students.

Acceptable Use

Students, volunteers and staff are expected to understand and practice ethical use of RSA technology resources. The following items are consistent with ethical technology use:

- Be polite and respectful;
- Use appropriate language;
- Do not disrupt others;
- Do not share your personal information;

- Do not share the personal information of others;
- Follow the directions of teachers and school staff;
- Use technology only for school-related education and research.

RSA has the authority to determine appropriate use and may deny, revoke, or suspend a user account based upon its determination of inappropriate use. Furthermore, academic or legal disciplinary actions may be taken as needed.

Prohibited Activities

The following activities are strictly forbidden on any RSA computer or technology resource:

- Performing any action that is against the law;
- Downloading, copying, or sharing copyrighted materials without the specific written permission of the copyright owner;
- Harassment, intimidation or the persistent annoyance of another person includes but is not limited to the sending of unwanted email, text, or other communications;
- Sharing any personal information about another person;
- Use of RSA resources for political or commercial purposes or personal business unrelated to RSA;
- Use of RSA technology resources for any non-academic activity including any games, music, etc. not assigned by a staff member;
- Any use of the network that aims to disrupt the network for other users;
- Use of the network to access inappropriate material or unsafe files;
- Establishing network connections to live communications which includes text, voice or video unless specifically authorized by a teacher or staff member.
- Vandalizing or misuse of equipment that cause physical damages.

Monitoring and Security

RSA reserves the right to inspect any files stored in private areas of the network. No user should have any expectation of privacy when using RSA resources. Any attempt to bypass or evade any technology security or monitoring system is grounds for disciplinary action.

Security on the RSA technology system is a high priority, and as such, the rules below must be followed:

- Never share your user account information, including your username or password, with anyone.
- Do not attempt to log on to any system using a user account other than your own.
- Notify a teacher or staff member if you suspect that a security problem exists. Do not demonstrate security problems to other users.
- Students and volunteers may not enable any password that prevents teachers and staff members from using a technology. This includes, but is not limited to, screensaver and hardware passwords.
- Teachers and staff members may only enable system level passwords as authorized by the IT department. Furthermore, the passwords used must be documented by the IT department.
- Student and volunteer-owned technology and electronic devices are to be used only with teacher or staff permission. These devices are subject to all aspects of this policy.

Technology and Software

RSA technology will be installed and maintained only by authorized staff. Only the IT staff or the principal in cooperation with IT staff will be allowed to authorize installation or maintenance of RSA technology and software.

- Software not related to the educational goals of RSA will not be installed on RSA School equipment.
- Students and volunteers may not install any software on RSA technology or systems.
- Staff members who request that non-standard software be installed on their technology must certify that they are using the software according to its license and must register the license information with the IT department.

Controversial Material

It is against RSA policies to use RSA resources to access inappropriate or offensive material. In an effort to comply with the Children's Internet Protection Act, RSA uses blocking and filtering services which will make it more difficult for students to access inappropriate sites on the Internet. However, students and parents should realize that it would be impossible to find and block all objectionable content on the Internet. Therefore, if a student encounters material inappropriate to an educational environment they must notify a teacher or staff member immediately.

Parent Liability

Parents are liable for a maximum of ten thousand dollars (\$10,000) for any willful misconduct of their minor children which results in injury to another student or school employee or damage to school or personal property (E.C. 48904).

Disciplinary Actions

Cyber bullying at RSA, off campus or any behavior that infringes on the safety of any student will not be tolerated. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; use of technology to and social isolation or manipulation.

RSA has the authority to determine appropriate use and may deny, revoke, or suspend a user account based upon its determination of inappropriate use. Vandalism and harassment may result in cancellation of user privileges, fees to replace or repair equipment and possible criminal charges. Furthermore, academic or legal disciplinary actions may be taken as needed.

Library Usage

All students/Parents must read and sign the Library contract before being allowed to use.

Students are asked to follow all Library Rules and adhere to Library behavior expectations:

- Use quiet/inside voices when in the library;
- Students are responsible for keeping track of their library books.
- Students may check out one book at a time, with the due date being two weeks after the check out date.
- Student should use a book marker when looking for a book. This helps keep the books in order.
- NO FOOD OR DRINK allowed in the library;
- There is no running, playing or disrespecting the library. Student should use caution on the elevated green rug. No students are allowed on the stairs.
- Students will be given notice if they have books out over three weeks. Prior year fines must be paid before a child may check out library materials.
- The borrower is responsible for all books checked out in their name. If a student loses or damages a book it will have to be replaced with the identical item or cash/check to cover cost of replacement. Parents and all staff are allowed to check out library materials. Parents may come in during your child's library time, or contact the librarian for an available time. Also, you can send in a note with the title you're interested in checking out.

The Library Committee has attempted to remove materials that are inappropriate for elementary and middle school children. We recognize that there is a wide diversity of opinions regarding what is appropriate in our community. Some historical art materials contain nudes from famous artists. Please discuss with your child your desire for your child viewing these reference materials. A Library Committee Concern Form may be submitted for review if a family or individual finds any materials to be questionable. Forms are located in the library. If you are concerned about the content in the book(s) your child is reading please talk to them about avoiding books with the "Mature Reader Only" sticker on the front cover.

Homework

Students will be assigned homework on a regular basis. The daily time depends on many things, including the student's work habits. Nightly work should take 10 minutes per grade level to complete. For instance, first grade would be up to 20 minutes. Third grade would be up to 30 minutes, and this would continue up to the 8th grade at 80 minutes. Homework's purpose is to reinforce what is taught at school, to complete unfinished work, and can include long term and short term projects. In addition, students will be expected to read independently or have parents read to them for approximately 20 minutes daily. Projects completed in 5th-8th grade may require time on the weekend.

The following amounts of time are an average and anticipate an additional 15 minutes if your child is in the Mandarin Immersion program:

Kindergarten	10 - 15 minutes four days a week
First	15 - 20 minutes four days a week
Second	20 - 30 minutes four days a week
Third	30 - 40 minutes four days a week
Fourth	40 - 50 minutes four days a week
Fifth	50 - 60 minutes four days a week
Sixth-Eighth	60 - 80 minutes four days a week

Student Homework Pledge

- Use class time wisely to reduce the amount of homework;
- Listen carefully to all directions and explanations about homework;
- Ask questions if the assignment is not clear;
- Keep a record of all assignments, including due dates and other specific requirements;
- Have a definite time and place for study, free from interruptions, and stocked with working materials;
- Budget time wisely and plan time for completion of long term assignments;
- Hand in on time, neat, accurate, and meaningful assignments;
- Make use of such aids as libraries, dictionaries, maps, general reference materials, and the questioning of people who are authorities or are experienced in various fields, as appropriate;
- Strive for the best results, rather than the minimum which will be acceptable;
- Take the initiative in making up work missed for any reason;
- Study independently, unless a group project has been assigned;
- Do not copy other people's work. The student will use his/her own words in homework assignments; plagiarism is prohibited.
- Contact another student or the teacher if, after reasonable effort, the assignment cannot be done. If this is not possible, have the parent write a note of explanation on the assignment. Teachers' discretion will be used.

Parent/Guardian Homework Pledge

- Provide a suitable place for study;
- Assist students in obtaining make up work due to absence;
- Help students develop routine home study habits;
- Assist and correct, but do not do the actual work;
- Notify the teacher if students experienced extreme difficulty;
- Be aware of long-term assignments and assist students in learning to budget their time accordingly;
- Contact the teacher if he/she observes an absence of homework.

Staff Homework Pledge

- Assign homework that is meaningful and useful to individuals;
- Provide appropriate and timely response to all homework assignments;
- Provide a balance between long-range and short-term assignments;
- Monitor long-term assignments in order to avoid last minute student efforts;
- Give clear, concise directions; and allow time for student questions;
- Consider availability of materials; provide legible worksheets or assignment criteria;
- Monitor the effectiveness of homework as reflected in student performance;

- Coordinate long term assignments with other departments for school calendar;
- If assignments are given over the weekend, they should be no longer than a daily assignment;
- Whenever possible, assignments will not be given the day prior to school break periods that would require completion of an assignment only during the school break.

Short Term Independent Study

An Independent Study (IS) Program is available through the office for students who know in advance that they will be away from school for three (3) or more days. An Independent Study packet does not adequately replace the direct instruction and participation of the classroom experience. Families are highly encouraged to request Independent Studies for special circumstances only. Contact must be made in person at the front office by noon the appropriate number of days in advance. Independent studies will not be issued the “day of”. The teacher preparation time for gathering assignments will be equal to how many days the student will be absent. For example, if a student will be absent three (3) school days, the parent must contact in person the office by noon requesting the IS for three (3) school days or more in advance to allow each teacher the same amount of time to plan the assignments. All school work is to be submitted upon returning from the IS. Missed, incomplete or lost work are subject to unexcused absence policy. Independent Studies will not be issued for dates beyond May 20th and must submit completed work by May 23. No independent studies will be issued beyond May 20th and all absences will be considered unexcused.

Outside Interest Participation

As per the Parent/Student Agreement and in keeping with the vision of this school to provide academic instruction to students interested in the arts, students 4th grade and older must be pursuing their particular interest in visual or performing arts outside of their academic school day with a qualified instructor (not simply parent or grandparent).

Students 3rd grade and younger are required to be involved periodically in an area of the visual and performing arts throughout the school year and documented at least once during the year; Those who do not pursue an outside interest in the arts during the fall semester must do so in the spring. For primary grades (K – 3) Girl Scouts or Boy Scouts (or similar club) is allowable due to the mix of activities that include periodic experiences related to the visual or performing arts.

The National Endowment for the Arts defines arts to encompass music, opera, dance, drums, folk art, creative writing, architecture, design and graphic arts, painting, sculpture, photography, and the arts. Student, parent, and instructor will sign and return the Outside Interest Verification form in September and January. Each child attending Redding School of the Arts must have an Outside Interest Verification form on file in the office. School Administration may provide scholarships for outside interest upon request.. Students 4th grade and older who do not pursue an outside interest will be dismissed at the end of the school year.

Elective and Exploration Wheel Participation Guide

The Elective and Exploration Wheel program is an enrichment opportunity for students in first through eighth grade, who are successful in the regular academic program. Students eligible for participation will experience a variety of educational classes, such as physical education, health and nutrition or visual and performing art courses that are new and/or different from the VAPA curricula offered as part of the regular program. Students develop further abilities through instruction by community experts or credentialed teachers. Grades one through three will participate in the Exploration Wheel as a class and grades four through eight will select their elective.

Some classes require a prerequisite for experience or abilities and others carry a fee or special equipment not covered by the school. Still others may require extra rehearsal or performance commitment. In general, classes are offered on the basis of the enrollment of 15 or more students.

Student Expectations

To maximize learning within the elective program, the following expectations must be met:

- Maintain a passing grade in all classes, no Fs.
- Maintain school wide citizenship standards as outlined in the Code of Conduct.
- Active participation in afterschool and/or evening performances expected (may affect final grade).

No changes in the elective schedule during the first week of the new trimester. Students will be allowed to make changes during the second week only (with written permission from the parent).

Outside Performance, Competitions or School Sponsored Events

Outside performances, competitive sports, and other forms of competition can enhance charter school spirit and student morale and impact positively on students' social growth, development and physical well-being provided the programs are carefully planned. These activities include, but are not limited to, music, drama and dance performances, Odyssey of the Mind, Science Olympiad, Academic challenges and Cross Country.

These activities do not take precedence over academics but rather supplement academic study. Therefore, outside performances or competitions must not conflict with or jeopardize the academic program of the charter school. To participate in a school sponsored performance or competition students must maintain **passing grades. Outside performances or competitions must not exploit the students participating in such activities and must always be conducted in a manner that promotes students' health and welfare. Absence, full or partial day (50% of the day), from school on the day of a scheduled extra-curricular activity (performance, rehearsals, socials and/or contest) shall result in denial of the privilege to participate. Exceptions shall be granted by the school administration on a case-by-case basis. Participation in Saturday or holiday events will be affected by attendance the last school day preceding the event.

The goal of outside performances or competitions is the development of visual and performing art skills, motor skills, the maintenance of physical fitness, development of self-awareness and socially desirable behavior, development of recreation skills and positive character traits such as discipline, commitment, sportsmanship and co-operation.

Every student, coach, and advisor is a representative of the charter school. Therefore, they must be exemplary role models. All students participating in outside performances must maintain a good citizenship record and passing grades in all academic classes.

** Passing grade (D or better) in all classes and minimum GPA of 2.0

** Compliance with the Family Handbook

All students participating in interscholastic sports must first obtain a medical clearance. Any injured students must receive medical clearance prior to again participating in any interscholastic sports.

All participating students are required to wear appropriate safety equipment in the manner approved by the manufacturer.

Coaches, advisors, and full-time members of the charter school staff, will be knowledgeable and competent in first-aid, CPR and emergency procedures, and coaching techniques as it relates to performance or sports participation. Coaches or advisors will ensure that training/practice and competition will not over-tax the physical capabilities of the participating students.

Report Cards

A report card will be sent home each trimester and the envelope is to be returned the following week signed by the parent/guardian. The grades K – 3 will use numbers that are *not* the same as grades. Grades show effort and ability. These numbers, defined at the top of the report card, indicate progress toward mastery of a skill. At the beginning of the year, a "1" may be perfectly respectable because the

concept may have been recently introduced or a child may not be developmentally ready to grasp some of the concepts. Report cards are created to aid parents/guardians in knowing where a student is in his/her journey toward developing the skills needed for the upcoming grade. Grades 4 - 8 will use the traditional format of weighted letter grades. Parents may monitor their student's progress using Gradebook. Parents will be provided information about Gradebook during back to school night or by contacting the Attendance Administrator. See Assessment and Evaluation Policy for further details.

Middle School Program

RSA believes that middle school students learn best with

- Interdisciplinary, thematic approach;
- Regularly offered Visual and Performing Arts and physical education;
- Exposure to Multi-Cultures and Mandarin as a designated foreign language;
- Network of Emotional and Social Support;

The Middle School's Overarching goals are:

- To prepare them for the challenges of high school and beyond.
- To further develop emotional and social skills. Students are encouraged to play at recess to develop appropriate peer interactions.
- Students provide leadership and act as role models for younger students at RSA.
- Students are offered a school sponsored Social in the winter which offers games, food, music and conversation (attendance at school is required on the day of the event).

Special Field Trips for grade level experiences:

- 6th Grade Whiskeytown Environmental School (1 week overnighter)
- 7th Grade Ashland Theater Experience
- 8th Grade Toyon Bay Oceanography Experience (1 week overnighter)

In Summary, RSA offers a strong academic and enriched VAPA environment to middle school students. RSA challenges students to try new opportunities through the offered field trips and VAPA programs, while striving to provide young adolescents with balance. Students leave RSA ready to succeed in high School.

Honor Roll Policy

The Governing Board Approved Honor Roll Policy of Redding School of the Arts criteria is defined as:

- Students sixth through eighth grade;
- Recognized as having earned a minimum GPA of 3.5;
- C's or better at semester grade reporting.

Administrative Honor Roll Policy

The Administrative Honor Roll Policy criterion is defined as:

- Students sixth through eighth grade;
- Recognized as having earned a GPA of 3.85 or better.

In an effort to more accurately reflect instructional time and grade value, students sixth through eighth grade will receive a weighted GPA based on the periods attended during the week. (Reference: student assessment policy)

Students qualifying for Administrative Honor Roll for all trimesters will be eligible to participate in an end of the year reward/field trip.

8th Grade Year

The 8th grade year is an exciting one with many great activities. Throughout the year we have various fundraising events to raise money for the Toyon Bay Oceanography trip, Promotion ceremony and 8th grade picnic. Some activities may include: sale of Ducky Derby tickets, refreshments at events, etc. Staff and parents will organize the promotion party on the afternoon of the last day of school. Should parents be unable to provide the party, the RSA staff will organize a party following the promotion celebration.

Planning for future success is also part of the 8th grade year. All students take the EXPLORE test offered through SUHSD to help them assess High School Readiness and possible career paths. When possible, students also take part in Career Day at Shasta College. We make efforts to take advantage of any last minute activities that we feel will enhance the 8th grade experience. Parents are kept informed of the various happenings through teacher web sites or messages. Financial scholarships are available for students if needed, and this information is kept confidential. Students wishing to participate in the 8th grade promotion ceremony must comply with the 8th grade promotion policy.

8th Grade Contract: Eighth grade students and their parents will be asked to sign the 8th Grade Contract, which outlines the minimum academic, attendance and behavioral requirements to participate in the many great activities afforded to our 8th grade class. The contract has been designed to provide clear student expectations for finishing strong here at Redding School of the Arts.

Safe School Policy

In order to maintain a safe learning environment for the students of Redding School of the Arts,

- Parents, volunteers, and visitors must report to the RSA office and obtain an RSA badge which will be worn at all times when on campus.
- Badges are used to help teachers and students recognize visitors and volunteers in the school.
- Visitors and volunteers must return to the office to sign out when leaving campus. These procedures are designed to protect our children from unauthorized individuals and to identify and locate individuals on campus in the case of an emergency.
- Visitors and volunteers must treat all students and staff members with respect. Any parent compromising a student or staff member's safe learning environment will receive a written warning and be required to leave the campus immediately and/or their child(ren) will be returned to their district of residence.

Security

RSA has authorized the use of security cameras as part of its crime prevention/safety program. Said cameras are intended to promote public safety, protect personnel, students and RSA's Facility. As RSA respects the privacy of the entire RSA community and the students' need to feel safe and secure, this policy has been developed to meet the requirements set forth by Poms & Associates Insurance Brokers, Inc., RSA's primary insurance company with respect to loss control and safety. RSA shall take all necessary action to ensure and oversee the use of RSA-authorized security cameras onsite while mandating cameras are used judiciously.

Parent General Information & Guidelines

Volunteer Policy, Procedures, and Parent/Guardian Responsibilities

Parent/guardian participation is essential to the success of Redding School of the Arts because children learn more when their parent/guardian is involved in their education. As documentation for the Local Control Accountability Plan (LCAP) and potential educational grants, parents/guardians will be asked to serve on committees, share expertise in specific areas of need, help with outreach, and/or assist in classes. Parents/guardians are encouraged to support the work of the school by volunteering 40 hours

per household per year and to ensure that their child(ren) are pursuing the visual and performing arts in their area of interest outside of the school day. See the Volunteer Policy and Volunteer Handbook and Application for details.

Volunteer Confidentiality Agreement

In accordance with federal law, all school volunteers are expected to maintain confidentiality while working at the school. All things that are seen and heard at school about employee's or children and their families should be considered privileged/confidential information. Trust must be established and maintained in order for our volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all students and employee information as personal and confidential regardless of the source
- Communicate relevant information about students only to the respective classroom teacher or principal/school leader
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with others unless so directed by the assigned teacher or principal/school leader
- Retain a sense perspective regarding comments heard and actions observed
- Understand that not all information can and will be shared with volunteers, due to legal considerations including state and federal law
- Deal impartially with students regardless of background, intelligence, physical or emotional maturity
- Do not discuss student progress or behavior with the parent. All relevant information should be referred to the teacher or the principal. Direct all inquiries about students to the professional staff
- Speak constructively of all staff; however, report difficulties involving the welfare of students or the school to the principal
- Do not discuss confidential information with anyone. This information includes, but is not limited to:
 - Scholastic and health records
 - Test scores and grades
 - Discipline and classroom behavior
 - Character traits of children
 - Supports and services a student may receive
- All volunteers are required to sign a statement of confidentiality

Discipline: Discipline of students is solely the responsibility of the teacher in charge. Volunteers should not under any circumstances discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat the volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or administration.

While all student information should be treated confidentially, and sharing of student information with others may be a violation of the law, do not make a promise to a student that you will keep confidential information that pertains to the welfare of the student(s). Although the student is free to share confidential information with you, there are certain things you are required by law to tell the principal or school administrator. Any personal information learned from a student, should be held in the strictest confidence **except:**

- If a student confides in you that he or she is a victim of sexual, emotional, chemical or physical abuse (including bullying and cyber bullying).
- If a student confides that he or she is involved in any illegal activity
- If a student confides that he or she is considering homicide or suicide

Should one of these exceptions arise, you are required by law to immediately notify the school principal or administrator. Remember, the information is extremely personal and capable of damaging lives, so do not share it with anyone (including other school staff members) except the principal or school administrator. Any needs of students communicated to the volunteer should be referred to the appropriate staff person.

Parent Code of Conduct:

RSA has adopted the six pillars of character as part of our positive school climate plan. A parent code of conduct based on these pillars of character outlines our expectations. A copy is attached for your review at the front of this document.

Parent Liability

Parents are liable for a maximum of ten thousand (\$10,000) for any willful misconduct of their minor children which results in injury to another student or school employee, damage to school or personal property (E.C. 48904)

Parent-Teacher or Student Directed Conferences

In the fall, individual conferences are scheduled to discuss your child's progress. To assure your child's success at school, it is imperative that parents and teachers meet in person at these conferences. In situations of shared custody, it is important that both parents attend conferences together if at all possible. Throughout the year, parents and teachers are encouraged to discuss any matters of concern as soon as they arise. You may e-mail the teacher or send a note to class to schedule an appointment. Spontaneous meetings in the hallway or during class times are usually unsatisfactory tools for discussing a child's progress due to safety issues, confidentiality, and a lack of proper attention that is deserved for a conference.

The parent/guardian responsibilities include (but are not limited to) the following:

- to participate in the Redding School of the Arts community whose mission is to be an active participant in their child's education;
- to assess, at all times, whether this program is the right program for his/her child;
- to give feedback about their child to the teacher to help improve the classroom, including responding to the annual feedback survey;
- to be responsible for transporting their child to and from Redding School of the Arts;
- to use the proper protocols when problems arise between parent and staff. Parents are encouraged to take their concerns to the staff person most directly involved; and
- to not speak when speaking about other people's children in front of their own children or with others who have no need to know. This is an issue of confidentiality.

Volunteer Log

Volunteer hours will be calculated by household and earned by adult family members or their designee. The timeline for completion of volunteer logs is 20 hours by winter break, 30 hours by March 1st, and 40 hours by May 30th.

1. Families who have not submitted their volunteer log by the winter break deadline will receive a reminder letter notifying the family of the importance of submitting their volunteer hours so that the school can maintain accurate data along with submission timeline.

2. March 1 is the second submission date. At this time families are again asked to be asked to submit updated volunteer logs.
3. The final submission request is May 30th. Volunteer hours will be totaled after June 1st. This data will be used for reporting to CA state Dept. of Education and the LEA of parent participation and involvement with the school per the charter, LCAP and Local Control Funding Formula (LCFF).

When to Sign Up to Volunteer

Sign up for volunteering can happen in many ways. One way is to make arrangements with the classroom teacher to see what help they need. You can also let us know if there is a specific time/day you are able to come in. There are many ways to help even if you cannot come into the classroom during school hours- you can make copies, do prep work, or work on school fundraisers or events watch for emails or the monthly news for these opportunities for sign up genius or event coordinators. We hope you will make time for the school, as it is important to your child's success here at RSA. Questions should be directed to the office. When volunteering as a classroom driver, the driver must have an approved drivers application on file at least 48 hours prior to the trip and be transporting at least 3 children where 2 are not their own.

Volunteer Safe School Policy There are a few things we think will make your work as a volunteer in the classroom, playground or on a field trip smoother:

- When you arrive at school to volunteer, please first check in at the office (sign the volunteer log and get an RSA volunteer sticker). This is a security precaution.
- When you volunteer to help in the classroom, you are acting as an extension of the teacher. You must be available to help other children in the class (not just your child). You may want to explain this to your child before you volunteer so he/she understands.
- You should be prepared to help the children follow classroom rules and discipline policies (the teacher will go over these with you). Please always feel free to alert the teacher should difficulty arise at an appropriate time.
- When you commit to a specific time/day to volunteer and you cannot make it, please try to find a replacement from the class. If that fails, call the teacher at the earliest possible time so that they can plan accordingly, teachers will prepare activities, based on your promise to come in, so please try to keep that promise.
- On field trips and some theme days you will be assigned a group of students for whom you are responsible. You may not leave the field trip area (without prior notice to the teacher) or buy items for your group of children (without permission of the teacher.)
- Be aware of the discipline policies for the classroom and the playground. If a problem should arise, kindly alert the teacher, administrator or paraprofessional on duty.
- Visitors and volunteers must return to the office to sign out when leaving campus. These procedures are designed to protect our children from unauthorized individuals and to identify and locate individuals on campus in the case of an emergency.
- Visitors and volunteers must treat all students and staff members with respect. Any parent compromising a student or staff members safe learning environment will receive a written warning and be required to leave the campus immediately and/or their child(ren) will be returned to their district of residence.

Suggested Volunteer Dress Code

Parents are encouraged to follow the same dress code as students when volunteering at school. Below is a list of suggested dress code attire. Your clothes do not have to be fancy but they should be neat, clean and, appropriate for school. General guidelines for dress code are:

1. Clothing must promote modesty.
2. Undergarments must not be visible.
3. Midriffs must be covered.
4. Shoes must be worn.
5. Gang-related clothing or symbols are not allowed.
6. Clothing or accessories bearing the following messages may not be worn:

- . Obscene or profane statements or pictures.
- . Statements advocating immoral, illegal, sexual, or violent behavior.
- . Messages referring to death, violence, Satanism, racism, or sex.
- . Statements of disrespect directed against the school, law, or other reasonable authority; or negative slogans regarding school, studying, homework etc.
- . Statements advertising, promoting, or picturing alcoholic beverages, tobacco, drugs, and others.

In general no clothing that distracts or disrupts from the learning environment is allowed. Administration reserves the right to request volunteers to comply with dress code requirements

Parent/Volunteer Drivers

Because RSA relies on volunteer drivers for field trips, our insurance carrier requires drivers to have appropriate insurance and other documentation at least 48 hours in advance of the field trips. Please obtain and fill out a Driver Application Form from the school office. Also, to reduce the liability of the school and volunteers, the drivers must obtain and return to the office the following information before driving on any student field trips:

1. DMV driving record
2. Valid California driver's license
3. Current auto registration
4. Your current vehicle insurance coverage (see forms for minimum dollar coverage)

Volunteer's vehicles must have working seatbelts for each passenger in their car and sufficient tread on all four tires. If your vehicle is equipped with airbags, children under the age of 12 must sit in the back seat. Car seats laws will be enforced.

Back to School Night and Open House

Two important evening events that will help you to get to know RSA are Back to School Night held in the fall and Open House held in spring. Back to School Night is a *parent only* evening when your child's instructor will walk you through the daily classroom schedule and inform you of other important information, such as homework, academic goals, and student behavior expectations. Open House is a family event, where you can tour your child's classroom to see what they have been learning throughout the year.

School Cancellation Policy

In the event that it becomes unsafe, school may be cancelled due to extreme weather conditions or emergencies either before school or during a school day.

Procedure:

- . **Before school** parents must provide transportation of students to and from school. Therefore, when weather or emergencies happen before school, RSA will use the phone system and email to announce the school's closure. RSA will follow Columbia School District closure as announced on the radio.
- . **During School**, if time and conditions permit, students will be dismissed to go home prior to the inclement weather. Parents will be notified by phone. Please make sure that your emergency cards are current for who may pick up your child(ren).

Procedure for when conditions develop with little or no warning, the following emergency actions should be followed:

Severe Weather Conditions

1. In extreme cases, students and staff should be assembled inside shelter or buildings.
2. If students are sent home, staff will call parents/emergency contact to arrange transportation and pickup time.
3. Students who are walking/biking are released upon verbal permission from their parent or emergency contact.

Fundraising

Each RSA Family agrees to support the school in its fundraising efforts. The main source of funds for the K through 8th grade RSA programs comes from the public monies generated by the attendance of enrolled children at the school on a day to day basis (ADA funds) and fundraising. Charter schools are not funded for excused absences or illnesses. RSA's success depends on full attendance by all students.

Fundraising is critical to the financial health of the school. Unlike other traditional public schools, RSA has full responsibility for all expenses including capital and operating costs (rent). The school's programs are not permitted to operate at a deficit. Every family must share the responsibility for fundraising. Many companies such as Cisco, Macy's, PG&E, Washington Mutual, B of A, Charles Schwab and Wells Fargo offer corporate matching funds to schools on behalf of their employees. Please check with your employer to see if they have a matching funds program.

Protocol for Handling Conflicts and Complaints

While parents are encouraged to take their concerns to the staff member most directly involved, they may at times feel uncomfortable doing so. In these cases parents are encouraged to contact the administration to help in naming their concerns and move toward a solution. In such cases the procedure will be as follows:

- Discussion and identification of concern;
- Investigation of concern; and
- Within 30 school days of the original complaint the administration shall respond to the parent(s)/ guardian(s) regarding the investigation and decision.

Uniform Complaint Procedures

The Governing Board recognizes that RSA is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. RSA shall investigate and seek to resolve complaints at the local level. RSA shall follow the Uniform Complaint Procedures (William Case Notice ed. Code 35186) when addressing complaints alleging unlawful discrimination against any student or employee based on actual or perceived characteristics of nationality, race, ethnicity, religion, sex, gender, ethnic group identification, age, national origin, ancestry, genetic characteristics, mental or physical disability, marital status, sexual orientation, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics or other category protected by law or discrimination based on sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability or physical disability, or failure to comply with state and/ or federal laws in adult education, consolidated categorical aid programs, migrant education, Indian education, career, technical education, child care and development programs, child nutrition programs, and special education programs.

Gateway School District Board of Trustees agrees not to intervene in the dispute without the consent of Redding School of the Arts' Governing Board unless the matter directly relates to one of the reasons specified in the law for which a charter may be revoked.

For further information regarding complaints contact the RSA office at 247-6933.

Special Education Services

Redding School of the Arts works continually to better establish open communication between Redding School of the Arts, the districts of residence and the SELPA staff to ensure that students with exceptional needs are identified and that their needs are evaluated and served in compliance with any and all applicable laws.

- **Identification and Assessment.** Redding School of the Arts uses a broad range of practices to identify special needs. These include, but are not limited to reviewing admissions applications, obtaining and reviewing cumulative files, and an annual "Kindergarten Round-Up" day where we engage in various academic and other screenings such as vision, speech, and hearing screenings. RSA implements a full Student Study Team (SST) process to prevent unnecessary identification of

special needs and to help ensure that students' needs are met in the traditional classroom environment. Through the Consortium, RSA receives professional and expert assessment services and maintains sophisticated capacity to develop and implement Individualized Education Plans (IEPs)."

- **Instruction** Delivery of Special Education Services occurs at the Redding School of the Arts school site or at other sites maintained by the school, district, county office of education or other appropriate providers. These arrangements are developed on a case by case basis and are reviewed and modified on a regular basis in coordination with applicable laws and individualized education plans.

Parent Involvement Parent Involvement in identifying goals and priorities for their children's Individual Educational Program (I.E.P.) or Individualized Academic Instructional Program (A.I.P.) is necessary. These plans are based on an assessment of each child's level of functioning and learning styles, and developed through collaboration between teachers, staff, and when appropriate, the student.

State Testing – Parent Opt Out

STATE REQUIRED TESTING

Redding School of the Arts follows the rules and procedures for all State required testing (i.e. Physical Fitness Test or the "PFT", or CAASPP -Smarter Balanced Assessment or "SBA).

All students will participate in applicable state required tests as listed below. **

*** A parent or guardian must annually submit to the school a written request to excuse his or her child from any or all parts of any test provided pursuant to Education Code section 60640 for the school year. The written request must specify the tests to be exempted. (i.e. the smarter balanced Math test or All CAASPP testing.) If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and included in the pupil's records.*

STATE REQUIRED TEST	REQUIRED GRADES	TESTING MONTH(S)
ELPAC-Eng. Lang Proficiency	K-8th	July-June
PFT- Physical Fitness Test	5th, 7th	February-March*
CAASPP- Smarter Balanced ELA and Math	3rd-8th	March-June*
CAST- Calif. Science Test	5th, 8th	March-June*

**Testing months are subject to change on a yearly basis. Please check the RSA website or with your student's teacher for current testing dates.*

Redding School of the Arts will follow state and federal guidelines for accommodations and modifications of all tests deemed necessary for students with exceptional needs as determined by the IEP or 504 Plan teams.

Quick Reference

Parents and or Guardians may have questions about resources and programs available at school. Below are general topics and the general contact person. This general list may not address your specific question, however, the receptionist or school secretary will be able to provide additional information.

Question/Concern	Contact Person
Attendance, Education and Health	
Child will be or is absent	Mrs. Uhleman
Independent study due to family vacation (min. of 3 days and must be requested the same # of days absent prior to the trip)	Mrs. Uhleman
I need to pay my child's fees for Lunch program?	Cindy Ksiazek (ESD) 224-4100
Student Information updates – address, phone #, etc.	Katie Vernon
Admission and Lottery	Mrs. Uhleman
Pick-up Authorization when not on card (signed permission needed)	Katie Vernon and Teacher
Sibling Wait (2:15-3:00 supervision for car pool or families with students at two pick up times)	Katie Vernon
After School registration, payment or information	ASC Supervisor
Testing results	Mrs. Wahl, Mrs. Johnson or child's teacher
Accessing Aeries.net Portal for reviewing student grades	Mrs. Uhleman
Schedule questions	Mrs. Uhleman
Elective Fees or Donations	Mrs. Uhleman or Mrs. Vernon
General educational concerns with my child's homework, academic progress or report cards	Request a meeting with your child's teacher. If additional meetings are needed request a Student Study Team meeting through your child's teacher or front desk to complete request form.
Established IEP questions or concerns	Contact Case Carrier or Teacher – leave message at JPA office
Medication to be given to student while at school	Complete the form found on the web, Katie Vernon
I have concerns with my child's health needs or immunization records.	Request a phone call from school nurse or Mrs. Schexnayder. Additional meetings may be necessary to address the needs of child with the school nurse.
I have concerns about peer interactions in the classroom.	Request a meeting with your child's teacher.

I have concerns about peer interactions on the playground.	Request a meeting with your child's teacher. Request a meeting (either phone or in person) Mrs. Wahl
I have concerns with instructional program occurring in the classroom, i.e. Mandarin, Electives, Curriculum, Special Education.	Request a meeting with your child's teacher. If additional meetings are needed request a meeting General Curriculum concerns: Ms. Johnson; Special Education – Mrs. Hatch
Riding RABA – bus passes, locations	Katie Vernon (Purchase of Bus Pass)
Library books and fines	Mrs. Hunting
Special Events such as an assembly or school performance?	RSA web page, Individual Teacher's web page, Mrs. Vernon
Student Activities	
8 th grade activities	Ms. Decofano – 8 th grade advisor
7 th grade activities	Mrs. Dunaj – 7 th grade advisor
6 th grade WES camp	Mr. Olberding – WES camp advisor
Ducky Derby (grades 4 – 8)	Mrs. Lindberg – Ducky Derby Coordinator
Honor Roll	Honor Roll Coordinator – Mr. Sherdian
Student Government/ Body	Mrs. Humphrey
Art Club (6 th – 8 th)	Ms. Brown
Art Club (2 st – 5 th)	Mrs. Lindberg
Yearbook purchase or after school club	Mrs. Zaniroli
Toyon Bay 8 th grade trip	Mr. Sheridan or Mr. Burkett
Ashland Trip (7 th grade)	Mrs. Dunaj
Running Clubs or After School Fitness Activities	Mr. Sheridan
School musical practices or rehearsal schedule	See Mrs. Rogerson's web site,
Festival Choir	Mrs. Hess
Parent Organizations	
Parent Teacher Council (PTC) – Auction, Fox Trot, etc.	RSA Web site, to obtain most current officer contacts
Theater Booster Club (TBC) – Annual Musical and other performances	RSA Web Site, Contact TBC RSATBCvolunteers@gmail.com
Promoting Arts Now – Theater Project	RSA Web Site, Foundation Facebook, Contact Daria O'Brien margaretjohnsonPAN@gmail.com
When is the next PTC, TBC or other committee meeting?	Information is listed on RSA web page, monthly news, group Facebook pages
Facilities	
Rental of rooms or amphitheater	Mrs. Vernon/ Pat Karch
Safety Committee	Pat Karch, Mrs. Wahl
General Safety Concerns	Mrs. Johnson
General School	
Governing Board – meets 3 rd Thurs. of each	Web site for details, Mrs. Johnson – Contact

month (some exceptions)	person
School Policies	Mrs.Vernon
Williams Act – Complaint Procedures	Mrs.Vernon, Mrs. Johnson
Technology	Mrs. Sawyer
Volunteer Hours	Mrs. Vernon

Parent/Student Agreement

Redding School of the Arts identifies the following admission requirements and parameters:

All students, Regular and Special Education, entering Redding School of the Arts must be in good standing academically and behaviorally at their previous school. Hereafter, all students both Regular and Special Education will be identified as Students. Attendance must meet RSA's Acceptable Use standards for admission. A student will not be admitted to RSA with 10 or more absences or 5 unexcused absences.

Parent(s)/Guardian(s) and student commit to the following:

- To guarantee that the information represented in the application and signed parent contract is accurate. If information is misrepresented student will be subject to dismissal.
- To be in good standing academically and behaviorally in their previous school (Attendance must meet Redding School of the Arts' standards).
- To volunteer for a minimum of five (5) hours each month or 40 hours per year per household is encouraged. Hours may be earned by a parent/guardian or adult family member at the school, working on a designated volunteer project or a school-related function as per the volunteer policy.
- To attend school every day and to be punctual. Five days of unexcused or a total of ten days absence is considered grounds to return the student to their district of residence as per the attendance policy.
- To pursue the student's personal interest (with parent/guardian support) in an area of visual or performing arts beyond what the school provides.
- To allow for flexibility in scheduling.
- To work to the best of his/her ability
- To support RSA in fundraising- Fundraising is critical to the financial health of the school all families are encouraged to participate in some facet of fundraising.

Support Positive Discipline at RSA

The goals and ideals of our philosophy and charter include creating a respectful environment to foster a love of learning and to nurture life-long learners. These ideals also apply to our parents. We expect mutual respect from all adults and children on campus.

Attendance at Redding School of the Arts is a choice. If the student does not meet the above admission requirements and parameters as described in the Parent Student Handbook, it is the parent(s)/guardian(s) responsibility to return them to their district of residence.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it. I have read and understand the participation commitments of enrolling my child at Redding School of the Arts. I am aware that if my participation commitment falls behind, an administrator will contact my family to work out ways to fulfill my participation commitment.

Families who wish to commit to the responsibilities of membership acknowledge that they have done so willingly, aware that enrollment in other public elementary schools and/or preschool programs is available to their child(ren).

Sign this attached paper and return to RSA Office

Signed copy on file at school

Parent/Student Agreement

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- To be in good standing academically and behaviorally in their previous school (Attendance must meet Redding School of the Arts' standards).
- To volunteer a minimum of five (5) hours each month or 40 hours per year per household is encouraged. Hours may be earned by a parent/guardian or adult family member at the school, working on a designated volunteer project or a school-related function as per the volunteer policy.
- To attend school every day and to be punctual. Five days of unexcused or a total of ten days absence is considered grounds to return the student to their district of residence as per the attendance policy.
- To assist your child in pursuing the student's personal interest (with parent/guardian support) in an area of visual or performing arts beyond what the school provides.
- To allow for flexibility in scheduling.
- To work to the best of his/her ability.
- To support RSA in fundraising- Fundraising is critical to the financial health of the school all families are encouraged to participate in some facet of fundraising.

Positive Discipline

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Attendance at Redding School of the Arts is a choice. If the student does not meet the above admission requirements and parameters as described in the Family Handbook, it is the parent(s)/guardian(s) responsibility to return them to their district of residence.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it. I have read and understand the participation commitments of enrolling my child at Redding School of the Arts. I am aware that if my participation commitment falls behind, an administrator will contact my family to work out ways to fulfill my participation commitment.

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Student Name _____ Homeroom Teacher _____
 Student Signature _____ Date _____
 Parent/Guardian Signature _____ Date _____