



REDDING SCHOOL of the ARTS

Where education and the arts connect

Family Handbook 2008-2009

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Dear Family,

Welcome to RSA! We are glad that you have joined our incredible community. Redding School of the Arts 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, life long 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 has been in operation since 1999. 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. Over the past 8 years RSA has been recognized with many awards, grants and recognitions including a Creative School of Excellence Award 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.

Curriculum

Thematic instruction is interdisciplinary teaching that organizes instruction around, and delivers curriculum through, the exploration of major issues here at RSA we are on a 3 year thematic rotation. We rotate through the themes of California history, ancient Civilizations and Africa, Asia and Europe. The kindergarten through eighth grade curriculum encompasses language arts, math, science, social studies, visual and performing arts, and P.E. all through this interdisciplinary, thematic, project-based approach.

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.

General Rules

Going to School & Going Home

1. Walk, walk, walk. Walking is preferred on campus (other than PE or on the field area).
2. Bikes must be walked on school grounds and locked in the bike rack. Bikes should be licensed through the Redding Fire Department.
3. Students must be dropped off at the designated drop off site, and picked up at the designated pick up site. Parents must stay in their vehicles so the line will keep moving.

Playground Rules

1. Be responsible for playground equipment by checking it out and returning it.
2. Keep your feet on the ground. Do not climb any roof, tree, table, or railing.
3. Leave your skateboards, roller blades, heeies, radios, electronic devices, toys, and other play things at home.
4. Do not bring dangerous objects of any kind. If an object has no reasonable purpose at school, leave it at home.
5. Do not mark up or damage any school property.
6. Take pride in your school.... keep the campus clean. Put your litter and trash in the trashcans.
7. Do not block stairway/steps with backpacks, instruments, self or other items.
8. Playground voices, **no screaming**.
9. Follow the wall ball rules and tetherball rules.
10. Respect others at play by not disturbing their games.
11. Ask for a hall pass when you need to use the bathroom or enter the building during recess, lunch or PE time.

In the Classroom and On Campus

1. Be respectful of others' learning time. Be prompt to class.
2. Come prepared for class. Bring pencils, erasers, books and any other materials you will need.
3. Follow directions. Each teacher will establish academic and behavior expectations for his/her classroom.
4. Be courteous. Use appropriate language.
5. Appropriate clothing is expected at all times. Follow the RSA dress code.
6. You are expected to complete and turn in all assignments on time. If you are absent, be sure to make arrangements to make up missed work.
7. You need a hall pass from your teacher (or support staff) to be out of class, in the halls or to use the restroom during recess or lunch.
8. If you need assistance or help, be sure to see your teachers, administrator, or other staff member.
9. 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.
10. Toys, electronic devices, extra money, and expensive items must be left at home.
11. If school books or materials are damaged or lost by students, parents are required to pay for replacements.

During Lunch

1. Eat your lunch and snacks in the designated areas.

2. Good behavior and table manners are expected at all times. **Use a quiet voice in the cafeteria.**
3. Bring your lunch or purchase your lunch, but don't beg or force others to give you food. Because of possible food allergies among our student body, sharing food is not allowed.
4. Take Pride in your school...clean your eating areas... throw your trash in the trash can. When finished with lunch raise your hand and wait to be excused from the lunch room.
5. Be courteous and respectful to all staff and parent volunteers.

Leaving School Grounds

1. **Redding School of the Arts 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.

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 to minimize phone calls during the day.

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. Students must use designated crosswalks for crossing the street.

Respect and Appropriate Behavior toward Others

Redding School of the Arts maintains high behavioral standards to ensure the right of each student to a safe and orderly learning environment as well as to develop positive behaviors that will help them in their educational endeavors and future employment. The expectations for student behavior are based on respect. Students are expected to respect themselves and others. Every effort will be made to work with students and their parents to resolve behavioral issues by teaching the student acceptable boundaries, self control, problem solving, and communication skills. Students may be assigned an after school detention as a result of their actions. Students who are continually disrespectful of their peers, teachers and other adults, or who continually disrupt the learning environment may be dismissed from the school. Student Study Team meetings with the parent/guardian and the administration will be held to discuss discipline problems.

1. Students are expected to comply with all reasonable requests and to follow directions when asked to do so by school personnel.
2. Courtesy is expected; abusive language and obscene gestures are not acceptable.

We can best accomplish this goal by working together as a team. Our expectations are high ...but we believe that the students are capable of meeting them.

Telephone Use

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. 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 up 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.

Attendance

It is the policy of Redding School of the Arts that students attend school everyday and be punctual. Five days of unexcused or a total of ten days 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 Art's attendance standard with no more than 5 unexcused absences, not more than ten 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. 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.
4. After school detentions will be assigned to students 4th through eighth grade who have five or more tardies.
5. If you are more than 15 minutes late to school, report to the office.
6. Parents must clear student absences by a phone call the day of the absence or by a note upon returning to school. Please call 247-6933 to clear absences. An absence is considered unexcused if an absence is not cleared by a parent/guardian within 48 hours.
7. *Students are allowed number of days out ill plus one additional day to complete missed work due to illness.*
8. **School begins promptly at 8:00 a.m.** Students may arrive at school beginning at 7:40 a.m. However, those who must arrive earlier are to report to the designated classroom. They will be admitted to the building at 7:55 a.m. Students are expected to be in class and ready to learn no later than 8:00 a.m. Students arriving after that time are considered tardy. Students who are tardy disrupt and deter the education of others in the class.
9. Please schedule all medical, dental, and other appointments for after school hours, whenever possible.

Student Rights and Responsibilities

As a student, you have the right to learn in as pleasant an atmosphere as possible. 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

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

- Clothing must be neat, clean, hemmed and appropriate for class.
- Clothing must be appropriate for activity and movement.
- Hair color and style, as well as jewelry and clothing may not disrupt learning.
- Unnatural hair color such as green, blue, pink, etc... is not allowed.
- Modesty is required.
- The school dress code applies at all school functions and events, unless otherwise noted.
- Volunteers and visitors are asked to model the standard of the RSA dress code.

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.
4. Statements of disrespect directed against the school, law, or other reasonable authority; or negative slogans regarding school, studying, homework etc.
5. Statements advertising, promoting, or picturing alcoholic beverages, tobacco, drugs, Spuds Mackenzie, Corona, Joe Camel, Dakota cigarettes, and others.

The following clothing/garments are not permitted on campus or any school activity:

1. Caps/hats of any kind may be worn outside, unless specifically permitted, i.e., outside for sporting events, bills are to face forward. Hoods are not allowed to be worn unless in rain or extreme cold.
2. Strapless/backless dresses or blouses, halter tops, or garments that reveal bare shoulders or low underarms. Shoulder straps are to be the width of the wearer's three fingers with no undergarments visible. This includes camisoles.
3. Muscle shirts, unless worn over a T-shirt.
4. Garments that reveal a bare midriff when arms are raised.
5. Spandex shorts, side split shorts, un-hemmed shorts, or extremely brief shorts. Shorts, skirts, or dresses must be mid-thigh length.
6. Clothing which is too tight or revealing.
7. Clothing that is ripped, has holes or is torn, is unacceptable.
8. Spiked or studded belts, jewelry that depicts inappropriate advertising, chain belts, wallet chains, handcuffs, or sharp, heavy rings, safety pins.
9. Belts that are not in their proper loops. Belts are not allowed to hang.
10. Blouses or shirts of transparent or mesh materials revealing bare midriff or shoulders, or low cut tops or blouses.
10. Face painting, jewelry, or unnatural hair coloring or style that disrupts learning.
11. Gang-related clothing or symbols, including:
 - Headbands or hairnets
 - Bandanas (rags) in pockets, belts, or hair
 - Overalls – either full length or shorts – with both straps down. Straps must be fastened around the shoulder

- Low-hanging, baggy or sagging pants (all must be neat, hemmed, and well-fitted at the waist, not exposing undergarments, and be able to stay up without a belt)
 - Groups of individuals dressed in the same colors of clothing (unless for spirit day)
 - Materials with "in Memory of..." or "Smile now...cry later" logos
 - Hand signs, stare downs, or gestures indicating obscenity or gang identification
 - Graffiti depicting gang symbols
 - Tattoos, permanent and removable, must be covered
 - *Death related symbols such as skulls, cross bones, etc...*
12. Shoes without back straps. All shoes must be worn with back straps. It is recommended that students wear closed toe shoes.
 13. Makeup must be applied at home and worn modestly. No makeup will be applied at school.
 14. No exposed body piercing other than ears.
 15. No writing on students with markers, sharpies, paint etc.

Before you leave for school, ask yourself:

Do undergarments show? Am I modest?

Does the midriff show when arms are raised?

If you answer yes to these questions change your clothes before coming to school!!!

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:

- Boom-boxes, walkmans, cell phones, beepers, pagers, iPods, or other personal electronic equipment
- Cigarettes, matches, lighters, tobacco, in any form
- Aerosol cans of hair spray, antiperspirant, etc.
- Sunglasses worn indoors
- 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.

Sexual Harassment

1. The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district.
2. Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion.
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 5144.1 – Suspension and Expulsion/Due Process)
3. 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
4. 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.

**SUSPENSION/DISMISSAL
STUDENT DISCIPLINARY PROCEDURES & CONDUCT CODE
Refer to the California Penal Code and Education Code
Sections 48900-48927**

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The Redding School of the Arts Charter School 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.

Disciplinary Actions

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	Points	1st Consequence	2nd Consequence	Additional Consequence
Cafeteria misconduct	1	Cafeteria clean-up (1-3 days)	Detention Parent Contact Cafeteria clean-up (1 wk)	Designated seating (1 mo or more)
Defiance	3	Parent contact Campus beautification Detention In school suspension Exclusion of recess activity	In-school suspension or 1 day suspension Detention Exclusion of recess activity	In-school suspension or 1 to 3 day suspension
Disrespectful toward adults and others	3	Parent contact Detention Campus beautification	In-school suspension or 1 day suspension Detention	Return to district residence

Offense	Points	1st Consequence	2nd Consequence	Additional Consequence
		In school suspension Exclusion of recess activity	Exclusion of recess activity	
Disrupting instruction	1	Campus beautification Detention In-school suspension or parent contact	In-school suspension or 1 day suspension Detention Parent conference	In-school suspension or 1-2 day suspension Parent conference
Dress code	1	Exclusion of activity Office T-shirt or belt Parent contact	Exclusion of activities detention	Exclusion of activity In-school suspension or 1 or 2 day suspension
Failure to serve consequence	1	Parent contact Loss of recess	In-school suspension or 1 day suspension Exclusion of recess activity	Return to district 1-3 days suspension
Falsification or forging, cheating, plagiarism and/or dishonesty	2	Parent contact Exclusion of activity (up to 1 month) Redo Assignment – no credit	In-school suspension or 1 or 2 days suspension	Parent conference Exclusion of activity (1 mo)
Fighting	4	2 day suspension Parent conference Referral to law enforcement Exclusion of activity (1 mo)	2 day suspension Parent conference Referral to law enforcement	Return to district
Gum, candy, sunflower seeds	1	Essay (failure to complete within one day results in campus beautification)	Parent contact Detention	Parent conference In-school suspension
Leaving campus without permission	2	Parent contact, Detention, Campus improvement	Parent conference In-school suspension	Return to district
Obscene acts	4	In-school suspension or 1 or 2 day suspension Parent contact Parent conference Exclusion of activities (1mo)	Suspension (3 day) Parent contact/conference Exclusion of activities (1mo)	Return to district Referral to law enforcement
Playground and/or campus misbehavior	1	Time out and/or campus beautification (1-3 days)	Time out and/or campus Detention Parent contact beautification (5 days)	In-school suspension Exclusion of activity (up to 1 month)
Possession of drug paraphernalia	4	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 residence	Return to district
Possession of lighter or matches	1	In-school suspension (1-3 days) Parent conference	Exclusion of activity (up to 1 mo) 1-3 day suspension	Parent conference Return to district

Offense	Points	1st Consequence	2nd Consequence	Additional Consequence
			Parent conference Referral to law enforcement Return to district	
Possession and/or improper use of potentially dangerous	4	3-5 day suspension Parent conference Exclusion of activity (up to 1 mo)	Return to district	Return to district
Possession, selling or under the influence of any drug, controlled substance, alcoholic beverage or intoxicant	4	5 day suspension Parent conference Referral to law enforcement Exclusion of activity (up to 1 mo)	Return to district	Return to district
Profanity and/or obscene gestures	4	Campus improvement Parent contact Detention	In-school suspension or 1 or 2 day suspension Parent contact	1 day suspension Parent conference Exclusion of activity (1 mo)
Sexual harassment	4	Counseled by administration In-school suspension (1-2 days) Parent contact/conference Exclusion of activities and /or writing assignment	Suspension or in-school suspension (1-3 days) Referral to law enforcement Parent conference Exclusion of activity (up to 1 mo)	Return to district Referral to law enforcement Parent conference Exclusion of activities (1 mo)
Tardiness (late to school and/or between classes)	0	5 tardies within quarter Parent contact Student parent contract Detention	10 tardies within quarter Campus improvement Parent conference Exclusion of activity (up to 1 mo)	Make-up time as arranged by assistant principal Exclusion of activity (1 mo)
Theft or possession of stolen property, and/or the taking of found articles	2	1-2 day suspension Restitution Exclusion of activity (up to 1 mo) Referral to law enforcement	2-3 day suspension Restitution Parent conference Referral to law enforcement Exclusion of activity (up to 1 mo)	Expulsion Restitution Parent conference Referral to law enforcement Exclusion of activity (1 mo)
Tobacco use or possession	4	Parent contact Exclusion of activity (1 mo) Referral to law enforcement	Return to district	Return to district
Truancy	3	Parent contact Campus beautification (3 hrs) Exclusion of activity (up to 1 mo)	Parent conference In-school suspension Campus beautification (3 hrs) Exclusion of activity (1 mo)	Return to district
Unsupervised in the	1	Campus beautification (3 days)	Campus beautification (5days)	Parent contact

Offense	Points	1st Consequence	2nd Consequence	Additional Consequence
building or on the Playground, or out of bounds on playgrounds or field		Detention	Detention	Exclusion of activity (1 mo)
Vandalism, damage and/or destruction of school property	1 to 4	Exclusion of recess activity In-School suspension Parent contact Restitution Referral to law enforcement Exclusion of activity (up to 1 mo)	Parent contact 5-day suspension Restitution Parent conference Referral to law enforcement Exclusion of activity (up to 1 mo)	Behavior contract Return to district
Verbal or physical abusive, threatening, Intimidating behavior	4	in-school suspension or 1-5 days suspension Parent contact Restitution Referral to law enforcement Exclusion of activity (1 mo)	5 day suspension Restitution Parent conference Exclusion of activity (1 mo) Behavior contract	Return to district
Multiple offenses Or total points for offenses = 10	***	Immediate behavior contract Parent conference Removal from Elective Class Option		

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

Library Usage

- Please have clean hands before coming to the library;
- Use quiet voices when in the library;
- Sitting is okay on the floor or in chairs. No inappropriate behavior will be allowed;
- Students will be asked to leave if they are disruptive;
- NO FOOD OR DRINK allowed in the library;
- Check out time is for two weeks. Only 2 items may be checked out at a time. They must be returned before more items may be checked out;
- The borrower is responsible for all books checked out in their name. For items lost, a \$2.50 service charge and the replacement cost of the item must be paid;
- 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.
- Students will be given notice if they have books out over three weeks.
- The Library Committee has attempted to remove those 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. 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.

Some historical art materials contain nudes from famous artists. Please discuss with your child your desires for your child viewing these reference materials. These materials will be identified with a label on the inside cover.

Prior year fines must be paid before a child may check out library materials.

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.

The following amounts of time are an average:

Kindergarten	10 - 15 minutes up to 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 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. Teacher discretion will be used.
- To respect and care for all school materials.

Staff pledge

- Provide a stimulating, rich and disciplined learning environment.
- 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.
- Maintain school dress code & behavior expectations
- Recognize and address the individual needs of each student.
- Prepare students for a successful transition to the next grade and beyond
- Help students develop pride in themselves, their school, their community and to respect the rights of individual as well as those of others.

Parent/Guardian 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.
- Contact the teacher if your child is unhappy at school.

Short Term Independent Study

An Independent Study Program is available through the office for students who know in advance that they will be away from school for two (2) days or longer. 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. Ex: If a student will be absent five (5) school days, the parent must contact the office more than five (5) school days in advance to allow each teacher the same amount of time to plan the assignments. Emergencies are at the discretion of the office.

Medications, Illness, and Accidents at School

If students become ill or have an accident at school, efforts will be made to contact parents, guardians, or the emergency number listed on the student's registration card.

Medicine

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 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.

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.

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, school employees will report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee will examine the student and any siblings of affected students or members of the same household.

If a student is found with active, adult head lice, he/she will be sent home. The parent/guardian of a student with head lice will receive information about recommended treatment procedures when requested. The student will be allowed to return to school the next day and will be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice, the student will be rechecked weekly for up to six weeks. When two or more students in any class have been identified as having head lice, all students in the class will be examined.

8th Grade Year

The 8th grade year is an exciting one with many great activities. In the fall we participate in a community building activity called the Ropes Course. There is an approximate \$35.00 charge for this event, but it is well worth the cost and the students come away from the day with a renewed sense of confidence and camaraderie. Throughout the year we have various fundraising events to raise money for the Tall Ships trip (the official 8th grade trip), the graduation ceremony and celebration, and possible end of the year picnic. Some activities may include: sale of Ducky Derby tickets, a 6/7/8th grade social, 50/50 raffles, bowling for \$\$\$\$, etc. Planning for future success is also part of the 8th grade year. All students take the EXPLORE test (in December) offered through Shasta High School to help them assess High School Readiness and possible career paths. When possible, students also take part in Career Day at Shasta College, an all day event in the spring. We also 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 notices home, newsletter bulletins, calendars, and an information night in the spring. Financial scholarships are available for students if needed. All information is kept confidential. Students wishing to graduate from 8th grade in June must have a 3rd trimester GPA of 2.0.

Before & After School Supervision

RSA provides limited before and after school supervision of students. For safety, students may not be on campus before 7:10 am. Students must report to the designated classroom. Once school is dismissed, all students not accompanied by an adult are to leave campus for home and/or childcare no later than 15 minutes after dismissal. The office will be closing at 3:30. Those who do not comply will be placed in After School Care at the parent's expense, which will include the current registration fee and daily rate for the program. An after school program is provided according to the school calendar from dismissal time to 6:00 pm. Additional information and registration packets are available in the office.

Outside Interest Participation

As per the Parent/Student Agreement and in keeping with the vision of this school, students nine years old and older must pursue their particular interest in visual or performing arts outside of their academic school day. Students under nine years of age are required to be involved periodically in an area of the visual and performing arts throughout the school year. Those students under nine years of age who do not pursue an outside interest in the arts during the fall semester must do so in the spring. 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 at the beginning of each trimester. Each child attending Redding School of the Arts must have an Outside Interest Verification form on file in the office. Scholarships may be available to students. An application is available in the office. Students over the age of nine who do not pursue an outside interest will be dismissed.

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 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.

Computer Use Guidelines

RSA Information Technology Department (the School) provides technology and access to learning opportunities through telecommunications available to students and staff.

Proper and Ethical Use Staff and students are expected to understand and to practice ethical use of computer resources.

Conditions and Rules for Use

Acceptable Use

The purpose of the RSA data and telecommunications system is to facilitate communications in support of education. The use of your account must be consistent with the educational objectives of RSA.

No user may deliberately propagate a virus, worm, Trojan horse, trap-door, or any harmful program code using RSA resources. RSA Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of RSA

resources for illegal activity is grounds for discipline. RSA will cooperate with law enforcement authorities to investigate such acts.

Use of RSA resources for commercial purposes is prohibited. Plagiarism is illegal.

Privilege

RSA has the authority to determine appropriate use and may deny, revoke, or suspend a user account based upon its determination of inappropriate use.

Monitoring

RSA reserves the right to inspect any files stored in private areas of our network in order to assure compliance with policy.

Network Etiquette

Users must abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite
- Use appropriate language
- **Do NOT reveal personal information, including username, password, telephone number, or address to anyone**
- Do NOT use e-mail for commercial solicitation or to conduct business unrelated to RSA issues
- Do NOT use e-mail to distribute hoaxes, chain letters, advertisements, rude, obscene or harassing messages

RSA maintains software systems to monitor and record Internet usage. Be aware that security systems are capable of recording, for every user, each World Wide Web site visit, each chat, newsgroup or e-mail message, and each file transfer into and out of the network. No user should have any expectation of privacy using RSA resources. Due to staffing constraints, not all Internet usage will be monitored; however, users should be aware that upon request, supervisors may review Internet activity for any specific employee during any period of time. Attempts to bypass or evade the RSA filter system will be grounds for loss of Internet privileges.

Security

- a) Security on the computer system is a high priority, especially because the system involves many users. Never share your account information, including username and password. Protect your password to ensure system security and your privilege to continue using the system.
- b) Please notify the Information Technology Department if you identify a security problem on RSA network. Please do not demonstrate security problems to other users.
- c) Do not attempt to log on as a system administrator. Cancellation of privileges and criminal charges may result from such activity.
- d) RSA may deny access to anyone identified as a security risk for having a history of problems with other computer systems.
- e) Student personal computers, PDA's and other electronic or biological learning devices are used only under the teacher's discretion. These implied devices may also be subject to Vision monitoring software or some other monitoring program.

Prohibited Activities & Content

- a) Vandalism and harassment may result in cancellation of user privileges and possible criminal charges.
- b) Harassment, or the persistent annoyance of another user or interference with another user's work, includes but is not limited to the sending of unwanted email or other communications.

- c) RSA computer resources may not be used for games research or to play games. Non-academic activities, in general, are prohibited. In addition, users are not to waste or take supplies that are provided by RSA. All users agree to work in ways that will not disturb other users.
- d) Giving out personal information about another person, including home address or phone number, is strictly prohibited.
- e) Any use of the network for commercial or for-profit purposes is prohibited.
- f) Excessive use of the network for personal business shall be cause for disciplinary action.
- g) Any use of the network for product advertisement or political lobbying is prohibited.
- h) Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- i) No use of the network shall serve to disrupt the use of the network by others.
- j) Hardware and/or software shall not be destroyed, modified, or abused in anyway.
- k) Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- l) Hate mail, chain letters, harassment, discriminatory remarks, cyber bullying, and other antisocial behaviors are prohibited on the network.
- m) The unauthorized installation of any software, including shareware and freeware, for use on RSA computers is prohibited.
- n) Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
- o) The RSA network may not be used for downloading entertainment software or other files not related to the mission and objectives of the RSA for transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the RSA.
- p) Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- q) Use of the network for any unlawful purpose is prohibited.
- r) Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- s) Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Controversial Material

Education, by its nature, is a controversial activity. However, it is against RSA 's policy to use RSA's resources for access to inappropriate or offensive material. In an effort to comply with the Children's Internet Protection Act (CIPA) RSA uses blocking and filtering services, which will make it difficult for students to gain access to inappropriate or offensive sites on the Internet. Users should realize, however, that it would be impossible to find and block all objectionable content on the Internet. Therefore, if a user encounters material inappropriate to an educational environment, she should report the URL (Internet address) to the Information Technology Department.

No Warranties

RSA makes no warranties of any kind, whether express or implied, for the services it provides. RSA is not responsible for damages a user suffers. This includes, but is not limited to, loss of

data through delays, no-deliveries, or service interruptions caused by RSA negligence or by the user's errors or omissions. Use of any information obtained via RSA's resources is at the user's own risk. RSA specifically denies any responsibility for the accuracy or quality of information obtained through RSA resources or services. All users should consider the source and validity of information obtained online.

Disclaimer

1. RSA cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. RSA will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. RSA makes no warranties (expressed or implied) with respect to:
 - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. RSA reserves the right to change its policies and rules at anytime.

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)

Posting of Materials on RSA Sites

RSA's computers, the RSA network to which they are connected, and RSA-funded Internet connections are provided to enhance productivity, to facilitate professional communication, and to harness the resources of the Internet in the service of the education of the students of the RSA School. The RSA web server is not a public forum. Posting permissions and posted content is maintained at the discretion of and site administration.

Students posting to the RSA web server will abide by the **RSA's Acceptable Use Agreement**. Students will not:

- a) use the RSA web site or network for personal financial gain
- b) use the RSA web site for any fund raising without prior written administrative approval
- c) use the RSA web site for political advertising or issue advocacy
- d) use the RSA web site for transmitting or requesting & receiving materials inconsistent with the mission and values of the RSA School.
- e) use the RSA web site for attempts to breach network security or transmit viruses
- f) post copyrighted images, text, sound files, or software to the RSA web server without filing with site administration written permission from the holder of the copyright
- g) post any material, text or image, allowing the identification of any individual student without prior written approval by site administration or their designee that the proposed posting meets Board criteria for parental approval of posting student information
- h) post any student addresses or telephone numbers at anytime Note: Student personal e-mail addresses (HotMail, AOL, Yahoo Mail, IM, My space etc.) should not be used on RSA web sites. RSA does not provide personal use e-mail addresses to students, but where students have contact responsibilities, appropriate e-mail addresses with joint

student/staff access will be created. A fictitious example would be RSA.editor@rsa.net where this account would be accessible to the student and staff advisor for use specific to the school project needing service. This facilitates tracing harassing or inappropriate e-mail directed to the school.

- i) Staff with web publishing permission will post language and materials appropriate for RSA school communications.
- j) The RSA's web server is not a forum for student expression. Staff, in accordance with administrative guidelines established at each site, will take responsibility for posting any student-generated material to RSA server.
- k) Staff will not link to non- RSA sites that are framed or formatted in such a way as to appear to be part of the RSA site.
- l) All sites linked directly to the RSA Web Site will be consistent with the standards of the RSA and will support and be consistent with the educational mission of the. Staff will not link to personal home pages, will not use the RSA site for personal web pages, and will not use the RSA site for links that exist only to illustrate personal interests.
- m) No 'guest books' or response forms which allow immediate, unmediated posting by the public will be hosted on the RSA's web site or linked to from that site.
- n) Staff may not post any material to a non-RSA's school web site that uses RSA logos/mascots without prior written permission from school site and administration.
- o) Staff may not post any material that exists as a product of their employment with RSA at any non-RSA site unless that material is also posted on a RSA School site and meets all the criteria above.
- p) RSA School staff will use RSA e-mail addresses to conduct RSA School business. Staff shall not distribute their personal, non-RSA e-mail addresses to parents, students, or others for contact related to their RSA School responsibilities.
- q) Staff must understand that there is no presumption of privacy for communications stored, sent, received, or accessed through RSA computers, networks, e-mail system, and Internet connection and that any such material may be monitored or spot-checked to ensure compliance with policies.

Computers and Software

RSA School computers will be installed and maintained ONLY by authorized staff. Only the administrator at each site designated by the Director of IT, or principal in conjunction with RSA IT staff will be allowed to authorize installation or maintenance of either hardware or software on RSA computers.

- A. RSA has an obligation to ensure that software on its computers is being used legally according to that software's license and to ensure that any software installed do not create difficulties on the individual computer or on the RSA network. Staff members who wish to be authorized to install a particular piece of software on their computers or who wish to have such software installed must certify that they are using the software according to license and must register the license information with the designated administrator at each site.
 - 1. Multiple installations of the same license number will be assumed to violate copyright unless a multiple license provision can be demonstrated.
 - 2. Software not related to the mission of the RSA will not be installed on RSA School equipment.
 - 3. 'Migrating' to an upgraded computer does not carry with it the right to 'migrate' software to that computer unless that software is wiped clean from the original computer.RSA technical staff has the capacity to survey individual computers through the network, will remove programs not authorized for installation, and will report the incident to the appropriate site and RSA administration.

- B. Any password protection whether at the system level or the program level must be registered with the appropriate administrator on site. RSA needs the ability to access its own equipment. Care must be taken to ensure that students or other unauthorized individuals can not change passwords; a screen saver, which can be password, protected SHOULD be password protected to prevent an unanticipated lockout.
- C. Screen savers, sound events, wallpaper and other system additions represent the RSA Schools as well as the individual, when found on RSA School systems. These should avoid sexually suggestive material as well as that which might reasonably be construed as being demeaning to individuals or groups. If law, custom, or common sense would indicate that material should not be displayed in the classroom or in an office, it should not be displayed on computers in the classroom or in that office.
- D. No images, sounds, or media of any sort may be added to RSA School equipment or to materials produced through RSA Equipment that violate copyright.

Local Area, RSA , and Internet

Electronic information services (Local, RSA-wide, and Internet) are available to students and staff in RSA school. RSA strongly believes in the educational value of such electronic services and recognizes their potential to support curriculum and to allow staff to efficiently provide educational services. RSA's goal in providing this service is to promote educational excellence by facilitating research, innovation, communication, and business efficiency.

Sanctions

Individuals who violate the terms of the *Acceptable Use Agreement* will be subject to a series of sanctions through Information Technology or the Superintendent including the installation of restrictive lock-down security on their classroom workstation and restriction or revocation of RSA network, Internet, and/or e-mail privileges.

Additionally, sanctions may be applied by RSA HR Department or RSA Board in accordance with established discipline policies.

Proprietary Information

There are four assets of an organization: people, processes, proprietary information, and real property. These four factors are common across all institutions, domestic or international and regardless of type, size, location, product or market. All four must be under control to prevent loss. Proprietary Information can take on many different forms, student data being the most prevalent in RSA. All information data electronic or otherwise is the sole property of the RSA. No administrator, teacher, student, or employee may take RSA information out of the RSA school without the express permission of the Superintendent or the Director of IT. No RSA information may be sold, or otherwise communicated by any means to other entities without the express permission of the Superintendent or the Director of IT. Student transcripts are the only exemption from this procedure.

PARENT INFORMATION

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.

Parent-Teacher Conferences and Report Cards

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 suggested that both parents attend conferences together, however other arrangements can be made.

Unscheduled Parent/Teacher Conferences

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. Please consider making an appointment to see your child's teacher before or after school when you can both give it your undivided attention.

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 lower grades 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. The upper grade will use the traditional format of letter grades.

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 (September) and Open House (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 and academic goals. Open House is a family event, where you can tour your child's classroom to see what they have been learning throughout the year.

Volunteer, Procedures, and 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. Parents/guardians will be asked to serve on committees, share expertise in specific areas of need, help with outreach, and/or assist in classes. As a condition of enrollment of their children, parents/guardians must agree to support the work of the school in the home, to volunteer 40 hours per household per year, and to insure that their children are pursuing the visual and performing arts in their area of interest outside of the school day.

Volunteer Time Sheets

Time sheets are located in a designated area. It is each family's responsibility to log their participation hours. Each family has a time sheet in the log book. It is not necessary to write in the times you work, only the number of hours. Please write the hours you work in decimal form so it is easier for the person calculating the hours, for example 2.25 or 1.5. When you attend Back to School Night or meetings also remember to log your hours.

The parent/guardian will record volunteer hours at school. The timeline for completion of hours is 20 hours by December 30, 30 hours by March 1, and 40 hours by June 1.

1. Hours will be totaled after November 15th. Families with fewer than 20 hours by December 30 will be placed on probation and will be required to submit a plan for fulfilling the required 30 hours by the March 1 deadline.
2. Probationary families not completing the required 30 hours by March 1 will be dismissed at spring break.
3. Families not on probation with fewer than 30 hours by March 1 will be placed on probation and required to submit a plan for fulfilling the required hours.
4. Probationary families with fewer than 36 hours completed by May 15 will be dismissed at the end of the school year.
5. Hours will be totaled after May 15. Families not currently on probation who have accumulated between 36 and 40 hours will be placed on probation. Families will be required to complete deficient hours from the previous year and complete the required 20 hours for the current year by winter break. Those not completing the required hours by winter break will be returned to their district of residence at that time.
6. Hours will be calculated by household and earned by adult family members of the student's family.
7. Parents/guardians with extenuating circumstances may appeal to the administration and/or the Governing Board.

When to sign up

Sign ups to volunteer will be at Back to School Night and you can make arrangements with the classroom teacher to see what needs they have. 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 can not come into the classroom during school hours- you can make copies, do prep work, or work on school fundraisers or events. We hope you will make time for the school, as it is important to your child's success here at RSA. Before being allowed to volunteer you must show proof of a negative TB test. Questions should be directed to the office.

Volunteer Behavior

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.

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. Please read the list below carefully.

- Leggings must have a top over them that covers the rear.
- Midriffs must be covered.
- Shorts and skorts must be at least mid-thigh length.
- Clothes may be tailored but not to fit as a second skin.
- Spaghetti straps may be worn with t-shirts underneath that cover the shoulders.
- Clothing should not look provocative or sexy.
- Tops should not be low cut or revealing.
- Pants may be loose, but not baggy like gang attire.
- Men's vests need to have a shirt underneath.
- Undergarments must not be visible.
- Face painting, jewelry, or unnatural hair coloring that disrupts learning is not allowed. Tattoos must be covered.
- Shoes should appropriate for the volunteer activity.

The two questions we encourage parents to ask themselves before coming to school are:

Do undergarments show?

Does clothing encourage modesty?

Thank you in advance for your cooperation and support!

Volunteer Safe School Policy

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

1. 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.
2. Badges are used to help teachers and students recognize visitors and volunteers in the school.
3. 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.
4. 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.

Volunteer Drivers

Because RSA relies on volunteer drivers for field trips, our insurance carrier requires drivers to have appropriate insurance before they can drive on 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

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.

Inclement Weather

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, announcements on local radio stations will be made to provide information to students and parents regarding the school's closure. The Shasta Union High School Transportation Department will determine safety of the road. Redding School of the Arts directors will be notified at that time. The directors will notify the local radio stations, KLXR 1230 AM, KHRD 103.1/93.3 FM, and KVIP 540 AM/ 98.1 FM. RSA will follow Shasta Union High School District's school 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 children. Procedure for when conditions develop with little or no warning, the following emergency actions should be followed:

Severe Weather Conditions

1. 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.
3. Students who are walking 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 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.

Shasta Union High 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.

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.

Routine Screening

According to appropriate grade level schedules, all children will receive screenings for: vision, hearing, dental, scoliosis, 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.

Second Grade Speech-Language Screening

Every year, all second grade students will receive a speech and language screening in February or March. By age 7-8, children should be able to say all sounds clearly, and should have strong language skills for learning. Problems may require a referral for further evaluation for special education services. This screening by the speech-language pathologist, includes the following areas:

Receptive Vocabulary - "The understanding of spoken words."

Importance in school: Vocabulary is the basis for school success in all content areas, (reading, language arts, math, social studies, and science), and in all classroom communication, (listening, following directions, asking and answering questions, and interpreting spoken information).

Speech/Articulation- the production of sounds for talking.

Importance in school: Speaking clearly to express needs, questions, and knowledge is crucial in all curricular areas as well as to develop socialization skills with peers.

Grammar/Syntax- involves being able to speak in sentences that are put together in correct grammatical structure, (this includes plurals, verb tenses, possessives, prefixes, suffixes, and pronouns).

Importance in school: A child's ability to speak with correct sentence form allows him/her to clearly express their needs and formulate questions when they don't understand. This is crucial to being able to then express their thoughts with written expression.

Fluency- is the ability to speak at an appropriate rate and rhythm to communicate.

Importance in school: Speaking clearly is necessary to express ideas and give oral presentations to the class. Stuttering can affect a child's self-esteem and peer relationships.

Voice- quality, pitch, and loudness are important factors in classroom communication.

Importance: Persistent hoarseness may indicate a voice disorder which can be due to a medical problem.

Immunizations

To be admitted to school, children must be fully immunized in accordance with law unless a waiver is filed. To enroll in school, transfer students from out of state a written immunization record must be presented which shows at least the month and year of each immunization. Transfer students from within California shall be conditionally admitted for up to 30 days while their immunization records are being transferred. If these records do not arrive within 30 days, the student shall present written documentation by a physician, nurse or clinic, showing that the required immunizations were received. If such documentation is not presented, the student shall be excluded from school until the immunization requirements are met. Please contact the school

nurse if you would like to review any of the Education Codes, Health & Safety Codes or Code of Regulations, Title 17 that pertain to the immunization laws.

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.

Redding School of the Arts will not accept students who have been expelled by a previous district or who are on a suspended expulsion. Students who are waiting for expulsion hearing will not be considered for admittance until the student has been cleared. Students will be considered for admission without regard to ethnicity, national origin, gender or achievement level. Preference will be given to currently enrolled students and their siblings. Students who have had SARB contracts will be expected to complete the terms of their contract before being considered for admittance to RSA.

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 Art's standards).
- To volunteer for a minimum of five (5) hours each month or 40 hours per year per household. 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
- 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

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.

Attending 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.

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Please sign and return this page to your child's teacher.

I have read and understand the participation commitments of enrolling my child RSA. I am aware that if my participation commitment falls behind, a member of the Participation committee will contact my family to work out ways to fulfill by 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).

Student Name _____ Homeroom Teacher _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____