



REDDING SCHOOL of the ARTS II

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 II (RSA II) 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 II is a charter school that was founded in 2007. It shares the mission and vision of its sister school RSA which has been in operation since 1999. At RSA (in this document RSA and RSA II will be referred to as 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.

The RSA Mandarin Immersion Program

What is immersion?

RSA II is beginning a kindergarten Mandarin immersion program in August 2007. This means that the 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 in English, and the other part of their day is spent in Mandarin, reinforcing those previously taught subjects.

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. Correct? You learned by listening and interacting with the people around you. That type of language learning is called language acquisition. 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.

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.

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 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. Finally, Mandarin is one of the fastest growing languages in the world. The prediction is that Mandarin will be the world's most highly spoken language in 2007. What a great opportunity to give our children the gift of a new language.

How different will it be from the general education program?

The Mandarin program is under the umbrella of RSA. This means that the RSA mission statement is our mission statement with the addition of learning to speak, read, and write in Mandarin. 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 in addition to their regular academic program.

What does the future hold for the program?

The future of the Mandarin immersion program depends on the enrollment in the fall. Children must enter the program in kindergarten in order to be in the program. No child beginning Mandarin will be admitted into the Mandarin program after their 1st grade year. Once a child is in the program they will remain in the Mandarin immersion class throughout their stay at RSA. All children included in the Mandarin program will participate in the visual and performance arts classes offered at RSA. As a family if you decide, after the kindergarten year, that you no longer wish to be in the immersion program, but you want to have your child at RSA you need to contact the directors of RSA to see if there is an available space in the English education classroom for your child.

Kindergarten 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

We will follow minimum age requirements outlined in AB544. Students must reach the age of 5 years by December 2 in order to enroll and attend kindergarten on the first day of school.

Immunizations

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 (not required for pupils age 7 and older), diphtheria, pertussis (whooping cough), tetanus, and Hepatitis B.

Students entering seventh grade must also have completed a three dose series of Hepatitis B vaccine and a second dose of measles containing vaccine. Acceptable evidence of immunization is a certificate signed by the physician or agency that administered the immunization (E.C.46010.5 and 49403)

Dental

New California legislation has recently been passed mandating 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)

Kindergarten Roundup

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

The 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.

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

Immunization records are reviewed by the school nurse.

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. 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.

Supplies

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. Please do not put your child's name or initials on any of these items as we share them throughout the year.

Back Packs

Kindergarten: Due to a lack of space we are asking that your child NOT bring a back pack. Each child will have their own cubby to store their lunch box and other items in a place will be designated for his/her coat.

First grade and above: Bring a backpack with your child's name written inside of it.

Homework folders/envelopes

Each teacher has their own system for homework. One thing is the same, when a folder or an envelope comes home, please return it the next day with your child.

The First Weeks

Visitors and Volunteers

We love to have visitors and parent volunteers in our class; however, we ask you to wait three weeks so that we can have everything in order and the kids can become accustomed to our 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 \$2.50. Free and reduced lunches are also available. Students must preorder and prepay one month ahead to receive lunches as the food is made off campus and transported to our site.

Drop Off and Pick Up

Drop off

When you drop off your child in the morning, please drive through the drop off line and wait for a staff member to help your child exit the vehicle. Please do not get out of your car as this may hold up the line. If you would like to walk your child to the playground or have business in the school building, please park in the designated parking lot area.

Pick up

If you park your car to pick up your child, we ask, for safety reasons that you wait for your child outside of the school building. Also, the end of the day is a busy time for the children as they get ready to leave and your visible presence may distract them from getting ready.

If you pick up your child by driving through the pick up line, please wait in your car for a staff member to bring your child to the vehicle. Please do not exit your vehicle or send anyone across the line of cars to pick up your child while you wait in the car. A staff member will bring your child to you.

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. Remain at the office and do not proceed to the classroom to help your child get his or her belongings. Classrooms need to keep interruptions at a minimum to aid in student learning.

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. A verbal authorization from you over the phone is not sufficient.

Busses

Busses will be used to transport RSA II students to the RSA main site for assemblies, and any show rehearsals.

Birthdays/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 send a note to the teacher a day or two in advance so that some time may be set aside for the celebration.

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

Here 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 up to the discretion of the classroom teacher. If you have any questions, please ask your child's teacher.

Label Belongings

Please put your child's name on the inside of ALL of their personal belongings: coats, lunch boxes, sweaters, etc... That way if anything gets lost it can be returned and not end up in the lost and found.

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. teacher's name
3. amount of money
4. the purpose for 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.

General Rules

Going to School & Going Home

1. Walk, walk, walk. Running is not acceptable behavior on campus (other than in P.E. or on the field area).
2. Bikes must be walked on school grounds and locked in the bike rack. 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 or P.E. time.

In the Classroom and On Campus

1. Be respectful of other's 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 or to be 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 will be required to pay for the 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 trashcan. 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 II 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 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. 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 every day 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 VIII) 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 fourth 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 to the office. 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. **School begins promptly at 8:25 a.m.** Students may arrive at school no earlier than 8:05 a.m. Students are expected to be in class and ready to learn no later than 8:25 a.m.

Students arriving after that time are considered tardy. Students who are tardy disrupt and deter the education of others in the class. Early drop off for working parents is no earlier than 7:45 am. Please walk your child to the designated classroom.

8. Whenever possible, please schedule all medical, dental, and other appointments for after school hours.

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, 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, maybe be worn outside unless specifically permitted, i.e., outside for sporting events. 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.
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. This includes the use of nail polish, glitter lotion and colored Chap Stick.
 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, anti-perspirant, 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

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)	Parent contact Cafeteria clean-up (1 wk) Detention	Designated seating (1 mo or more) Cafeteria clean-up
Defiance	3	Parent contact Campus beautification Exclusion of recess activity	In-school suspension or 1 day suspension Exclusion of recess activity	In-school suspension or 1 to 3 day suspension
Disrespectful toward adults and others	3	Parent contact Campus beautification Exclusion of recess activity	In-school suspension or 1 day suspension Exclusion of recess activity	Return to district

Offense	Points	1st Consequence	2nd Consequence	Additional Consequence
Disrupting instruction	1	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 Exclusion of recess activity
Dress code	1	Office T-shirt or belt Parent contact	Exclusion of activities Detention	In-school suspension or 1 or 2 day suspension
Failure to serve consequence	1	Parent contact Loss of recess Exclusion of recess activity	In-school suspension or 1 day suspension Exclusion of recess activity	Return to district
Falsification or forging, cheating, Plagiarism, and/or dishonesty	2	Redo assignment – no credit Parent contact Exclusion of activity (1 mo)	In-school suspension or 1 or 2 days suspension	1-3 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 1 day 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 beautification (5 days) Parent contact Detention	In-school suspension Exclusion of activity (up to 1 mo)
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	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 Referral to law enforcement Return to district	Parent conference Return to district
Possession and/or	4	3-5 day suspension	Return to district	Return to district

Offense	Points	1st Consequence	2nd Consequence	Additional Consequence
Improper use of Potentially dangerous object or weapon		Parent conference Exclusion of activity (up to 1 mo) Referral to law enforcement		
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 beautification 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 residence 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)	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 building or on the Playground, out of bounds on playground or field	1	Campus beautification (3 days) Detention Exclusion of recess activity	Campus beautification (5days) Detention Parent contact	Parent contact Exclusion of activity (1 mo) Behavior contract
Vandalism, damage and/or destruction of school property	1 to 4	In-School suspension Parent contact Restitution Referral to law enforcement	5-day suspension Restitution Parent conference Referral to law enforcement	Return to district

Offense	Points	1st Consequence	2nd Consequence	Additional Consequence
		Exclusion of activity (up to 1 mo)	Exclusion of activity (up to 1 mo)	
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/her school district of residence for failure to meet the parent and student requirements of 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. Teachers' 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;
- 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 individuals as well as those of others.

Parents 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.

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.

Parent Guidelines

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 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 important that both parents attend conferences together.

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 (May). 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 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. 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.

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.

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 cover 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.
- Pant 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 II is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. RSA II shall investigate and seek to resolve complaints at the local level. RSA II 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.

Gateway School District Board of Trustees agrees not to intervene in the dispute without the consent of Redding School of the Arts II's 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 II works continually to better establish open communication between Redding School of the Arts II, 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 II 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 II 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 II 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.

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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 _____