



REDDING SCHOOL of the ARTS

WHERE EDUCATION AND THE ARTS CONNECT

雷丁艺术学校
教育与艺术融合的舞台/殿堂

K-8 Family Handbook 2023-2024

Adopted: 6/20/2023

Redding School of the Arts
955 Inspiration Place – Redding CA 96003
Phone: (530) 247-6933 / FAX (530) 243-4318

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

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

RSA STUDENT CODE OF CONDUCT

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

RSA PARENT CODE OF CONDUCT

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

Table of Contents

<i>Diversity</i>	<i>6</i>
<i>Curriculum</i>	<i>6</i>
<i>Mandarin Immersion Program.....</i>	<i>6</i>
<i>Health and Important Enrollment Requirements</i>	<i>7</i>
<i>Health Guidelines</i>	<i>9</i>
<i>Availability of Pupil Mental Health Services</i>	<i>11</i>
<i>Additional State Resources: Bullying and Human Trafficking Prevention ..</i>	<i>11</i>
<i>Guidelines for the First Days</i>	<i>12</i>
<i>Guidelines for the First Weeks.....</i>	<i>12</i>
<i>Drop Off and Pick Up Procedures.....</i>	<i>13</i>
<i>General Rules</i>	<i>15</i>
<i>Home School Program</i>	<i>18</i>
<i>Attendance</i>	<i>18</i>
<i>Student Rights and Responsibilities</i>	<i>20</i>
<i>Cover The Core</i>	<i>21</i>
<i>Discrimination and/or Harassment</i>	<i>24</i>
<i>Student Discipline.....</i>	<i>26</i>
<i>Technology Use Policy</i>	<i>29</i>
<i>Library Usage.....</i>	<i>31</i>
<i>Homework</i>	<i>32</i>
<i>Outside Interest Participation</i>	<i>33</i>
<i>Elective and Exploration Wheel Participation Guide.....</i>	<i>33</i>
<i>Report Cards.....</i>	<i>35</i>
<i>Middle School Program</i>	<i>35</i>
<i>Safe School Policy.....</i>	<i>36</i>

<i>School Cancellation Policy</i>	37
<i>Parent General Information & Guidelines</i>	37
<i>Uniform Complaint Procedures</i>	41
<i>Special Education Services</i>	43
<i>STATE REQUIRED TESTING– Parent Opt Outs</i>	43
<i>Parent/Student Agreement</i>	45

Dear Family,

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

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

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

Warmly,
The RSA Staff

Diversity

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

Curriculum

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

Mandarin Immersion Program

What is immersion?

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

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

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

Why Mandarin?

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

Mandarin is a language that typically students struggle to become fluent when he/she begins studying in middle school or high school, although it can be done. Learning the language at an early age gives the student the ability to understand, assimilate and mimic the highly tonal Mandarin language quickly and naturally, as well as develop a cultural awareness. Finally, Mandarin is one of the fastest growing languages in the world. What a great opportunity to give our children the gift of a new language!

The silent period

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

How different will it be from the general education program?

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

Entering the program

Children must enter the program in kindergarten or 1st grade. No child will be admitted to the Mandarin program after December of their 1st grade year. Only students who demonstrate strong academic performance and/or grade level Mandarin proficiency may test into the program in subsequent years. Once a child is in the program they will remain in the Mandarin immersion class through 5th grade which then transitions to an academic period during their middle school years. In addition, all children included in the Mandarin program will participate in the visual and performance arts classes offered at RSA.

RSA students completing the Mandarin program through 8th grade, experience a broad, academically challenging career through their RSA years and obtain the skill level to test into a Chinese 2 or 3 class in high school.

Health and Important Enrollment Requirements

Evidence of Age

Prior to admission into any public school, the parent/guardian must present proof of the age of their 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.

Minimum Age Requirement for Kindergarten

RSA follows the applicable minimum age requirements outlined in the California Education Code. Students must reach the age of 5 years by September 1 in order to enroll and attend kindergarten on the first day of school. When enrolling in TK for home school program, students must turn five between the dates of September 2nd and April 2nd. **RSA does not offer a TK classroom-based program.**

Kindergarten Roundup

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

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

Immunizations

To protect the health of all students and staff and to curtail the spread of infectious diseases, RSA desires to cooperate with state and local health agencies to uphold the laws regarding immunization requirements.

Immunization requirements:

Students Admitted at TK/K-12 Need:

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses
 - (4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.
 - For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 11th birthday.
- Polio (OPV or IPV) — 4 doses
(3 doses OK if one was given on or after 4th birthday)
- Hepatitis B — 3 doses
(not required for 7th grade entry)
- Measles, Mumps, and Rubella (MMR) — 2 doses
(Both given on or after 1st birthday)
- Varicella (Chickenpox) — 2 doses

These immunization requirements also apply to students entering transitional kindergarten. Students who have some of the immunizations above may be conditionally admitted. (See Shot For Schools Website: [Shots for School \(ca.gov\)](http://ShotsforSchool.ca.gov))

Personal Belief Exemption

Effective January 1, 2016, parents and guardians of students in any California school are no longer allowed to submit a new Personal Beliefs Exemption (PBE) for currently required vaccines. A PBE properly filed before January 1, 2016 is valid until entry into the next grade span (e.g., seventh grade).

Students who have properly completed PBE signed before January 1st, 2016 at their enrollment to Kindergarten-6th grade, are allowed to continue with the Waiver until start of 7th grade, but need to present completed vaccinations, as required by law, to be enrolled in 7th grade.

Medical Exemptions

Students may be exempt from immunization requirements if they have a valid medical exemption. Medical exemptions can be permanent or temporary based on a licensed physician's findings.

Before January 1, 2021, if you are seeking a medical exemption you must provide RSA a signed, written statement from a physician (MD or DO) licensed in California which states:

- The specific nature of the physical condition or medical circumstance of the child for which a licensed physician does not recommend immunization.
- Each specific required vaccine that is being exempted.
- Whether the medical exemption is permanent or temporary.
- If the exemption is temporary, an expiration date no more than 12 calendar months from the date of signing.

Starting January 1, 2021, all medical exemptions will be submitted electronically directly into the California Immunization Registry (CAIR) utilizing a standard form.

Starting January 1, 2020, all existing medical exemptions at that time continue to be valid except as explained below: If a student is enrolled and fails to fulfill the immunization requirements, the school will prohibit the student from onsite classes until that student has been fully immunized. Immunization records are reviewed by the school nurse. For additional details on immunization records see the RSA Immunization Policy.

Routine Screening

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

Vision and Hearing

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

The vision evaluation may be waived by the parents/guardians if they present a certificate from a physician and surgeon or an optometrist laying out the results of a determination of the child's vision, including visual acuity and color.

Dental

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

First Grade Physical Examinations

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

Speech and Language skills

Speech and language skills such as vocabulary knowledge, sound development, grammar, and language ability are important for learning and communicating and are evaluated in the Kindergarten classroom and again in second grade by the speech-language pathologist.

Health Guidelines

Illness

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

Please inform the school if your child has any of the following diseases: Chicken pox, measles, scarlet fever, flu, COVID-19 (or exposed to someone with COVID-19), infectious Hepatitis A, Bacterial Meningitis, Conjunctivitis (pink eye), Impetigo, Ringworm, Scabies, or head lice. Notices informing parents of possible exposure to an infectious disease may be sent home with students if deemed necessary. The note will indicate the grade and class of those exposed and will include a brief description of symptoms.

Head Lice

To prevent the spread of head lice infestations, School personnel shall report all suspected cases of head lice to the school nurse, or designee, as soon as possible. The nurse, or designee, shall examine the student and any siblings of affected students or members of the same household in accordance with the School's health examination policy. If lice are seen on a child at school the parents should be called to pick up the

child at the end of the school day and be given a copy of the brochure "A Parent's Guide to Head Lice". At home, all members of the family must be checked for head lice. This policy allows the parent to treat the child overnight. The day following treatment, the child should be re-examined and admitted to class. If the child is still infested, then the parent should be re-contacted.

While classroom or school-wide notification is not recommended after head lice have been detected in a student, this policy is at the discretion of the school nurse or administration. In the event of two or more persons infested with live lice in the same classroom, an exposure notice with information about head lice may be sent home to all parents/guardians of the students that have been exposed to the head lice.

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

Medicine on School Campus

RSA staff shall not assist a student in the administration of or administer medication – including pain relievers, asthma inhalers, cough drops, antibiotics, poison oak medication, antihistamines, or any other type of tablet, liquid, or ointment unless a "Request for Medication" form, completed and signed by both the doctor and the parent, is turned in to school along with the medication. This form must be updated yearly. All medications must be delivered to the school by the parent/guardian or his/her adult representative. Medication must be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's name, name of the doctor, and dosage of medication. All medication will be kept in the office in a locked container.

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

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

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

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

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

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

Illness and Accidents at School

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

Availability of Pupil Mental Health Services

RSA wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis. We also encourage parents/guardians and students to talk with any adult in the school if they are concerned about possible mental health needs for themselves or other students. RSA takes all threats of suicide seriously.

Community/School Resources:

1. Shasta County Health & Human Services Agency, https://www.co.shasta.ca.us/index/hhsa_index.aspx, which provides a full spectrum of supports. Their phone numbers for immediate help are: 24-hr mental health 530-225-5252 or 888-385-5201; Suicide Help 800-273-TALK (8255).
2. RSA has supports through administration and School Counselor. Students or parents may request mental health supports through the front office, notifying their classroom teacher, administration or Mrs. Percia (K-8 School Counselor) cpercia@rsarts.org.

Additional State Resources: Bullying and Human Trafficking Prevention

To access more resources that provide support to youth who have been subject to discrimination, harassment, intimidation, or bullying please visit the CDE Safe School Website: <https://www.cde.ca.gov/lr/ss/se/bullyingprev.asp>.

The CDE has provided resources for youth who have been affected by gangs, gun violence, and psychological trauma caused by violence at home, at school, and in the community at the following website: <https://www.cde.ca.gov/lr/ss/sa/>.

Please the following resources focused on human trafficking prevention:

- <https://www.cde.ca.gov/lr/ss/vp/commsexexploitationchild.asp>
- <https://lacounty.gov/human-trafficking/>
- <http://da.co.la.ca.us/operations/human-trafficking>

Guidelines for the First Days

The First Day

Until further notice, your child will begin their day by going directly to their classrooms. We ask that you say good bye to your child by the time they enter the outside 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. RSA is a closed campus. To walk your child beyond the perimeter gates requires a volunteer sticker which can be secured by checking in through the main office.

Classroom Supplies

Please see your child's teacher's website for a detailed supply list. If you are unable to bring the supplies to the school's Meet and Greet in August, then you may drop off the bag of supplies at the spot that has been designated by your child's teacher for supplies. For some classes, please do not put your child's name or initials on any of these items as we share them throughout the year. Family provided school supplies is voluntary and not required.

Guidelines for the First Weeks

Visitors and Volunteers

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

***Breakfast and lunch will be offered to all families at no cost for the 2023-2024 School Year.**

Breakfast and lunch menus are posted on the RSA website. We do our best to educate and encourage your child to make healthy choices whether they are choosing a school lunch or bringing a lunch from home. 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. **Breakfast service will be available 7:30am-7:50am.**

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

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

Drop Off and Pick Up Procedures

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

Regular Drop Off Procedures (7:40 a.m. – 8:00 a.m.):

Kindergarten – 2nd/3rd grade students are to report directly to their classrooms by entering the building through the designated entry points. (Updated routes for drop off and pick up will be emailed home to families each August or when a change to current practices occur). **3rd/4th – 8th grade** students will report to the playground after entering the building through the designated entry points.

Drop off Lanes-- If you need to drop off in the front of the school (north side) – please pull all the way forward as directed by a staff member to the northernmost part of the school along the curb. If you drop off on the south side near the activity center, please follow directions from duty staff and pull all the way forward towards the “t” turn in the front of the school. If after you drop off students on the south side, you need to drop off students in the Front (north side), please remain in the right curbside lane to turn right towards the front-north side drop off area. **Parking Lot Drop Off-** Parents must pull into a parking spot to unload students. Students may walk to the cross walks escorted by parents or alone, depending on age and abilities of the students. **DO NOT unload students from any driving lanes.** Students and parents should wait at the cross walk until directed to cross by duty staff. To exit the parking lot, follow the traffic arrows to the north parking lot exit.

Early Drop Off Procedures (7:25 a.m. - 7:40 a.m.)

RSA offers early drop off for families who have students at multiple schools. Families participating in early drop off will use the Southside drop off location. Students will walk to the main café where they will be supervised until 7:40am before being released to go to their classroom/playground. Breakfast service will be available starting at 7:30am

Pick Up Procedures (2:25p.m. – 2:40 p.m. / Kindergarten-Second/Third Grade

1. In front of school Cars will form a single line and pull up to the curb on either the South or North designated pick up location. (Drop-Off/Pick Up map will identify by teacher which location to use). If you have students to pick up at both locations you start pick up at South wing and round the corner to the North wing to pick up second student. Cars are to follow all motions/directions given by the duty staff to avoid safety hazards. Students will load into cars and then all cars will leave either exiting west through the parking lot or continuing straight northwest allowing the next set of cars to fill the loading zones. Parents are encouraged to place a large sheet of paper indicating the names and grades of the children they are picking up.
2. Parking Lot – Parents park in an appropriate parking space and must walk to the front of the school to pick up student. Please use cross walks.

Pick Up Procedures (2:45 p.m. – 3:00 p.m. / Third – Eighth Grade)

1. Parking Lot- Pick Up– Parents park in an appropriate parking space and must walk to the front of the school to pick up student. Please use cross walks. Students dismissed at the 2:45p.m. pick-up time may cross at the cross walk to meet their family in the parking lot.
2. In front of school- Cars will form single lines along the curbs on either the South or North designated Pick up locations. (Drop-Off/Pick Up map will identify by homeroom teacher which location to use). If you have students to pick up at both locations you start pick up at South wing and round the corner to the North wing to pick up second student. All lines for pick up will be single file and for the safety of all, students will not load in any middle lanes. Drivers are encouraged to place a large sheet of paper in their window indicating the names and grades of the children they are picking up. Drivers must comply with directions given by RSA staff.

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

Please be respectful and pick up your child on time. No students are allowed to congregate in the lobby of the school or outside the school building waiting for their ride. Students who are not picked up by the specific end time will remain with their teacher and family will be contacted.

Coming to School and Going Home

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

RABA: The School Express

The route serves RSA, Simpson, and Shasta College. The bus drives directly from the downtown bus terminal to RSA with arrival @ approximately 7:40am. RABA Pick Up –RSA students ride the bus back to the terminal. Students riding the bus can purchase a subsidized monthly pass in the front Office, payable to RSA. Please contact the front desk to see the current subsidized rates. Full price monthly passes and Pay-as-you-go cards are available at the RABA Terminal and City Hall Permit Center.

Requirements for Bus Riders:

- Listen to and promptly obey the bus driver.
 - Remain seated at all times when the bus is in motion.
 - Keep all hands, feet and other objects to oneself.
 - Keep the aisle of the bus clear of all obstacles.
 - Be courteous to everyone and refrain from inappropriate language.
- Bus Riders May Not:
- Distract the bus driver in any way.
 - Create a loud noise. (Use quiet, inside voices.)
 - Deface or tamper with the bus or the property of others.
 - Use language or gestures that others might find offensive.
 - Eat, drink, chew gum, litter, spit, throw or toss any item inside of or out of the bus.
 - Behave in any way which is illegal or dangerous.

School personnel may issue a discipline referral for failure to abide by these rules:

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

Early Pick Up

If you desire to pick up your child early, you must go to the office first and sign him or her out. The office will then notify the teacher to send your child to the office. In order to keep classroom interruptions at a minimum, please plan ahead and email the front office before arriving to pick up your child.

Change in Child's Pick-Up Routine

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

General Rules

Respect and Behavioral Expectations

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

In the Classroom and On Campus

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

Playground Rules

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

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

During Lunch

1. Eat lunch and snacks in the designated areas.
2. Good behavior and table manners are expected at all times. Use a quiet voice in the cafe.
3. Bring lunch or eat a school lunch, but don't beg or otherwise force someone to give you food.
4. Because of possible food allergies among our student body, sharing food is not allowed.
5. Take pride in your school – Clean eating areas and throw trash in the trash cans. Students will wait to be excused from the café by duty personnel at designated release times.
6. Be courteous and respectful to all staff and parent volunteers.

Closed Campus and Leaving School Grounds

1. RSA campus is a closed campus. This means that students may not leave the grounds at any time during the school day without permission from the office.
2. A parent or other adult, designated by the parent, must sign the student out in the office. Students will **only** be dismissed from class after the office contacts the teacher. You may send a note, email or phone the office to pre-arranged a planned release due to appointment.
3. During school hours or when participating in activities, students are to remain on campus, and under the supervision of Redding School of the Arts staff. This includes after school RSA activities.
4. All visitors, parents or other adults must sign in at the office during school hours of 7:30 a.m. – 3:30 p.m.
5. During school hours and After School Care/Outside Interest times the campus and playground is not available for public use, i.e. 7:30 a.m. – 6:15 p.m. unless there has been prior authorization through facility use form.

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

If you are in a carpool, please write a note letting the office know which of your children are in the carpool and which adults are driving. If your child is going with someone else after school, please send a note to your child's teacher. Please make these arrangements before school as we will not interrupt instruction to

deliver messages to the classroom. Students will be notified of changes during their designated break times. Students who ride a bicycle or walk to school do so at their own risk. Written permission is required for students to ride bicycles or walk home from school. The school does not provide crossing guards beyond the front of the school. Students must use designated crosswalks/bike lanes for crossing the street.

Classroom Celebrations and Parties

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

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

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

Telephone Usage

In general, school telephones are for business use by the staff. Only urgent messages will be delivered to your child. Students may use the phone at school when directed by school staff or in an emergency.

Cellphones/Electronic Devices/Toys

Electronic devices, toys, trading cards, etc. must not be brought to school. There is no reason for them to be on campus and therefore must remain at home. These items will be confiscated from students and won't be returned until a parent comes to school office to pick up the item.

Although students are permitted to bring cell phones to school, they will be confiscated if a student takes it out of their backpack during the school day, if the phone rings, or if it is used by the student during the school day. The school day is defined as beginning upon the students' arrival on campus and ending at 2:45 pm. Cell phones that are seen or heard during the school day will be taken and returned to the parent. Repeated offenses will result in the student being prohibited from possessing the cell phone on campus. Using cell phones to take pictures will not be allowed at any time. After 2:45pm, students will be allowed to use their cell phones for legitimate and appropriate communication purposes only.

Students in possession of any toy that resembles a weapon will be disciplined according to our discipline procedures. Depending on the item in question, this could include suspension or other severe discipline from school.

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

In emergency situations, such as an unscheduled school closing, the administration will use our school's communication system to notify parents, however, they may notify teachers to allow students to use their cell phones to contact their parents.

Label Belongings

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

Money Sent to School

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

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

Toys/Sharing

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

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

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

Home School Program

RSA believes that Home Study/Independent Study is an effective tool of instruction. We meet this philosophy by building a strong home and school partnership that will help our students achieve in a safe and positive learning environment. As the California Department of Education states, Home Study is a voluntary instructional strategy that responds to an individual's needs and styles of learning. This course of study will be available to grade T/K through eighth grade and will respond to the student's specific educational needs, interest, aptitudes, and abilities within the confines of the school policies and procedures. Programs are offered for immunized and non-immunized students in accordance with the law. **(See RSA Homeschool Family Handbook for detailed information about the program)**

Attendance

The State of California and RSA Governing Board believes that excessive absenteeism, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the school.

The Governing Board believes that regular attendance plays an important role in student achievement. The Administration shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

Please note: The main source of funds for the K through 8th grade 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 nor do we get additional funding for the various music and arts programs/experiences we provide. RSA's success depends on full attendance by all students.

Excused Absences for Classroom Based Attendance

Attendance is taken every day and reviewed monthly. Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy (Education Code 46010, 48216, 48205)

Student absence for religious instruction or participation in religious exercise away from school property may be considered excused.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

Verifications:

1. Verification of absences are to be made by telephone or email. The parent or guardian must call the school attendance line at 530-247-6933 ext. 4 within 72 hours for an absence to be marked as excused. You may also email the attendance office to report an absence- ljmaire@rsarts.org.
2. A note from the parent or guardian indicating the date and reason for absence may be submitted at the front desk or emailed to ljmaire@rsarts.org.

Short Term Independent Study

An Independent Study (IS) Program is available through the office for students who know in advance that they will be away from school for three (3) or more days. An Independent Study packet does not adequately replace the direct instruction and participation of the classroom experience. Families are highly encouraged to request Independent Study for special circumstances only. RSA allows for a maximum of 10 independent study days for the school year.

To request an IS, Contact must be made by noon the appropriate number of days in advance. Independent study will not be issued the "day of". The teacher will need preparation time for gathering assignments. In order to accommodate teacher preparation time, all ISs must be requested an equal number of days that the student will be absent plus 2 days. For example, if a student will be absent three (3) school days, the parent must contact in person the office by noon five (5) school days or more in advance of the requested absence dates to allow each teacher the same amount of time to plan the assignments.

Unapproved ISs, missed, incomplete or lost work from approved ISs will result in student's absence being marked as unexcused, and will be subject to attendance policy requirements and/or truancy procedures. Independent Study will generally not be approved for dates beyond May 1st. All work not turned in by the date student returns from Independent Study (day after the independent study term ends) will result in student's attendance record marked as unexcused absences.

RSA provides multiple breaks during the year to engage in outside activities that take a student out of the classroom. These include Thanksgiving Break, Winter Break, President's week, Spring Break, and multiple 3 day weekends. We ask that you plan vacations or other plannable events during these times to allow your child to prosper from direct instruction offered on a daily basis.

In order to participate in a short-term independent study, the parent/guardian and school must enter into an independent study written agreement. RSA administration retains the right to deny Independent Study requests based on individual pupil circumstances. For example, Independent Study requests that include

absent days occurring within the appointed state testing window or if there are multiple prior absences (excused or unexcused) that are impeding student educational progress may not be granted. Student absences during a denied Independent Study request will be marked as unexcused and subject to truancy procedures.

Unexcused Absences/ Truancy and/or Chronic Absenteeism:

Truancy (three unexcused absences in a year or three tardies of 30 minutes or greater) and/or Chronic Absenteeism (a student is chronically absent from school when he or she has missed 10 percent or more of the days he or she has been enrolled in school- either excused or unexcused) is detrimental to your student's educational progress. There is no adequate way for students to recover missed teacher explanations and instruction, or class discussions.

It is the policy of Redding School of the Arts that students attend school every day and be punctual. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Director or designee. Any student who has once been reported as a truant shall again be reported to the Director or designee as a truant if he/she is absent from school without valid excuse one or more days or is tardy 30 or more minutes on one or more additional days.

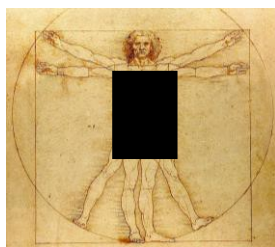
Upon his/her third truancy within the same school year, a student shall be classified as a habitual truant. Students who are habitual truants, or habitually insubordinate or disorderly during attendance at school may be referred to their district of residence, and required to attend an attendance review board, a truancy mediation program established by their district of residence's attorney or the probation officer, or a comparable program deemed acceptable by the Director or designee.

Consequences/Procedures for Tardies/Absences:

1. Punctuality is valued at RSA. After school detentions will be assigned to students in fourth through eighth grade who have five or more tardies of any length of time. Multiple lunch recess detentions may be substituted in place of an after-school detention at Administration's discretion. For more information on detention procedures check with Attendance Supervisor.
2. If a student arrives at or after the 8:00 a.m. bell, they must check in with the office for a tardy slip before going to class.
3. **School Start Times: School begins promptly at 8:00 a.m.** The first bell rings at 7:55 a.m. and students are considered tardy if they are not inside their classroom at 8:00 a.m. Students who are tardy disrupt and deter the education of others in the class.
4. The Director, or designee, shall implement positive steps to reduce truancy. Students who are habitual truants or habitually insubordinate or disorderly during attendance at school may be referred to the appropriate law enforcement agency.
5. If absences and/or tardies become excessive as determined by the Director or designee (e.g., chronic absenteeism), a Student Study Team meeting will be scheduled to discuss resolutions to attendance issues and/or student will be disenrolled because excessive absences and tardies are viewed as a parent's intent to voluntarily withdraw from school.

Student Rights and Responsibilities

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



Cover The Core

Dress Code, Personal Appearance, Personal Property

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

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

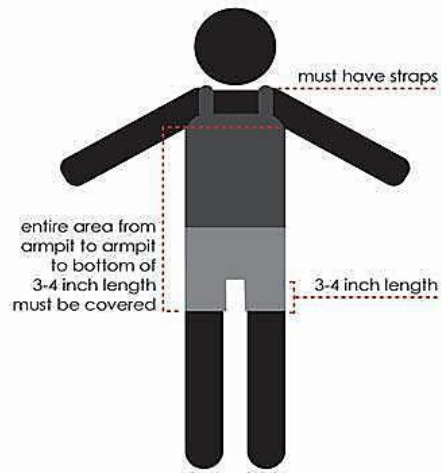
1. Clothing must cover areas from one armpit across to the other armpit, down to at least 3 to 4 inches in length on the upper thighs (see images on next page). Tops must have at least a one-inch strap.
Under garments may not be seen. Shorts may not have holes or frays above the 3-4-inch length.
2. Clothing with inappropriate logos, sayings or pictures (i.e., alcohol, drugs, tobacco, weapons, sexual implications, hate speech) is not to be worn at school because they can cause a substantial disruption to the learning environment of the classroom. Gang affiliated attire is not allowed.
3. Clothing must be neat, clean, and appropriate for class.
4. Pajamas are not appropriate for school.
5. Pants must not have **excessive** rips, holes or frays or have holes above 3-4-inch length. (see images on next page)
6. Clothing must be appropriate for activity and movement.
7. Sunglasses are to be worn outside only.
8. Hair color and style, make- up, jewelry and clothing must not disrupt learning. Spiked jewelry accessories of any kind are not allowed.
9. Shoes must be worn and should be activity specific. **No slides or flip flops.**
10. Hats may be worn, bill forward only, and must not have inappropriate logos/sayings. Hats/hoodies/beanies must be removed indoors. Faces must be visible at all times – no zipped hoods above the neck.
11. Headwear for religious, medical or other reason approved by administration is permissible.
12. See through clothing of any kind must have under clothes that “cover the core.”
13. All forms of tattoos or body art must be kept covered.
14. Makeup must be minimal and applied at home.
15. For student safety, only pierced ears with appropriate earrings are acceptable. Facial jewelry must be minimal in quantity and size.
16. Flip flops and slides are unsafe on playground and not permitted at school.

Consequences for Dress Code Violations

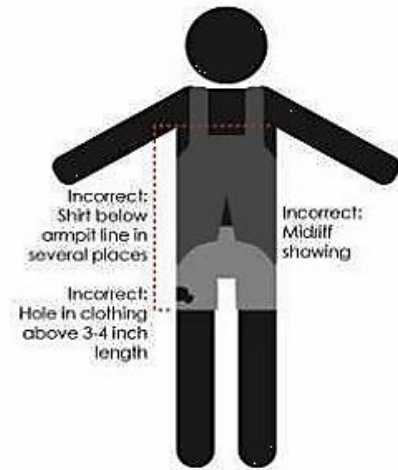
Students who violate RSA School Dress Code will be sent to the office to change clothes provided by the school or call home for more appropriate clothes. Repeated violations will be considered defiant behavior and the student will be disciplined accordingly. The school dress code applies at all school functions and events, unless otherwise noted. Volunteers and visitors are asked to model the RSA dress code.

Administration will have the final determination whether a student's attire/accessories is appropriate. If there is a question as to whether articles of clothing or accessories are appropriate, ask school administration before it is worn to school.

Appropriate



Not Appropriate



Appropriate



Not Appropriate



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

- Personal music devices or other personal electronic equipment
- Cigarettes, matches, lighters, tobacco, in any form
- Aerosol cans of hair spray, antiperspirant, etc.
- Sunglasses worn indoors without administrative approval
- Obscene, profane, or offensive 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. If you would like an accommodation to this dress code (e.g., religious accommodation), please make a request to the School.

Freedom of Expression

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

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

Students will not be disciplined solely on the basis of speech or other communication that would be constitutionally protected when engaged in outside of school, but may be disciplined for harassments, threats, or intimidation unless constitutionally protected. Education Code § 48950.

Students will be permitted to wear buttons, badges, armbands, and other insignia as a form of expression. Students will be subject to disciplinary action when expressive activities such as the distribution of materials, wearing of buttons or displays, or posting of notices or other materials:

1. Are obscene, libelous or slanderous;
2. Incite students so as to create a clear and present danger of the imminent commission of unlawful acts on school premises or of the violation of lawful School rules or of the substantial disruption of the orderly operation of the School;
3. Express or advocate racial, ethnic or religious prejudice so as to create a clear and present danger of imminent commission of unlawful acts on School premises or of the violation of lawful School regulations or of the substantial disruption of the orderly operation of the School;
4. Are distributed in violation of the time, place and manner requirements;
5. Are in violation of current federal, state and local laws.

Discrimination and/or Harassment

Discrimination and harassment of or by any student or member of the School staff shall not be tolerated. The Board considers discrimination and/or harassment to be a major offense. Any student who engages in the discrimination or harassment of anyone may be subject to disciplinary action up to and including expulsion.

Furthermore, the School prohibits all unlawful discrimination against any student or employee based on actual or perceived characteristics of nationality, race, ethnicity, religion, sex, gender, ethnic group identification, age, national origin, ancestry, immigration status, genetic characteristics, mental or physical disability, marital status, sexual orientation, gender identity, gender expression or association with a person

or group with one or more of these actual or perceived characteristics or other category protected by law. (AB9)

Specific Hate Crime

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

Specific Sexual Harassment

Prohibited sexual harassment includes, but is not limited to:

- Unwelcome leering, sexual flirtations, sexual comments or propositions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Touching an individual's body or clothes in a sexual way
- Displaying sexually suggestive objects in the educational environment

A student who believes that he or she has been sexually harassed is encouraged to inform the harasser directly that the conduct is unwelcome and must stop. A student who has witnessed sexual harassment should report the harassing conduct immediately. If a student witnesses sexual harassment, the student should intervene only if he/she feels it is safe to do so.

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

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

Bullying

RSA believes that all students have a right to a safe and healthy school environment. The School and community have an obligation to promote mutual respect, tolerance, and acceptance. Redding School of the Arts will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; use of technology to harass or intimidate another student and social isolation or manipulation.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. Cyberbullying can occur on various electronic forums (E.g., email, chat rooms, text messaging, social networks, internet forums, image or video posting platforms, websites with free registration, blogs, etc.)

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

RSA expects students and/or staff to immediately report incidents of bullying to administration.

To ensure bullying does not occur on school campuses, Redding School of the Arts will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to maintain a safe and healthy learning environment. Parents can request a full copy of the Bullying Prevention Policy- Procedure in the main office.

Student Discipline

Suspension, Expulsion, and Dismissal

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

RSA maintains comprehensive student discipline policies. 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/or expelled by the school's governing board in compliance with school policies. The policies will conform to applicable federal law regarding students with exceptional needs. Parents can request a copy of the Suspension and Expulsion Policy in the main office.

Per the Suspension and Expulsion Policy, a student may be suspended or expelled for any of the following acts:

- Caused physical injury to another person or willfully used force or violence upon the person of another, except in self-defense;
- Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from an authorized certificated school employee, with the Director or designee's written concurrence;
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code sections 11053-11058 (including, but not limited to, opiates, hallucinogenic substances, stimulants, depressants and narcotic drugs), alcoholic beverage or intoxicant of any kind;
- Unlawfully offered, arranged or negotiated to sell any controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented the same as a controlled substance, alcoholic beverage or intoxicant;
- Committed robbery or extortion;
- Caused damage to school property or private property;
- Stole school property or private property;
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel;
- Committed an obscene act or engaged in habitual profanity or vulgarity;
- Unlawfully possessed or offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code section 11014.5;
- Knowingly received stolen school property or private property;
- Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
- Committed a sexual assault as defined in Penal Code sections 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4;
- Committed sexual harassment;
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.

The above list is not exhaustive and depending upon the offense, a pupil may be suspended or expelled for misconduct not specified above. For further information about suspensions and expulsion, please review the Suspension and Expulsion Policy.

Potential Disciplinary Actions

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

Disciplinary action taken by school officials is a result of the action already taken by the student. A student is responsible for his/her behavior. RSA favors using strategies like, restorative justice focused on working with students (e.g., the victims and the accused) to come to a solution, rather than simply handing down punishment. In addition, we approach discipline schoolwide as opportunities for students to take accountability for their actions, think about their hurtful behaviors and utilize age appropriate and circumstance-based consequences that leads to a satisfactory resolution. However, the following chart illustrates potential disciplinary actions the School may issue for certain offenses in order to maintain a safe learning environment for the students of RSA:

Offense	1st Potential Consequence(s)	2nd Potential Consequence(s)	Additional Potential Consequence(s)
Cafeteria Misconduct	<ul style="list-style-type: none"> • Cafeteria cleanup (1-3 days) 	<ul style="list-style-type: none"> • Parent Contact • Cafeteria clean-up (1 week) 	<ul style="list-style-type: none"> • Designated seating (1 month or more) • Cafeteria clean-up
Defiance	<ul style="list-style-type: none"> • Parent contact • Loss of recess • Exclusion of recess or field trips 	<ul style="list-style-type: none"> • Exclusion of recess or other activities • In-school suspension or 1 day suspension (depending on nature of behavior) • Parent Conference 	<ul style="list-style-type: none"> • In-school suspension or 1 to 3 day suspension
Discriminatory words or actions	<ul style="list-style-type: none"> • Parent contact • Loss of recess • Exclusion of recess activity 	<ul style="list-style-type: none"> • Exclusion of recess or other activities • In-school suspension or 1 day suspension • Parent Conference 	<ul style="list-style-type: none"> • Suspension/Expulsion/Dismissal (return to district)
Disrespectful toward adults and others	<ul style="list-style-type: none"> • Parent contact • Loss of recess • Exclusion of recess activity 	<ul style="list-style-type: none"> • Exclusion of recess or other activities • In-school suspension or 1 day suspension (depending on nature of behavior) • Parent Conference 	<ul style="list-style-type: none"> • Suspension/Expulsion/Dismissal (return to district) (depending on nature of disrespect- e.g., threatened to cause physical injury)
Disrupting Instruction	<ul style="list-style-type: none"> • Campus beautification • In-school suspension • Parent contact • Exclusion of activity 	<ul style="list-style-type: none"> • Exclusion of recess or other activities • In-school suspension or 1 day suspension (depending on nature of behavior) • Parent Conference 	<ul style="list-style-type: none"> • In-school suspension or 1-2 day suspension (depending on nature of behavior) • Parent conference
Dress Code	<ul style="list-style-type: none"> • Parent Contact • Asked to wear School-provided clothing 	<ul style="list-style-type: none"> • Exclusion of activities 	<ul style="list-style-type: none"> • In-school suspension or 1 or 2 day suspension (depending on nature of behavior)

Offense	1 st Potential Consequence(s)	2 nd Potential Consequence(s)	Additional Potential Consequence(s)
Failure to Serve Consequence	<ul style="list-style-type: none"> Parent contact Loss of recess Exclusion of recess activity 	<ul style="list-style-type: none"> Exclusion of recess or other activities In-school suspension or 1 day suspension Parent Conference 	<ul style="list-style-type: none"> Suspension/Expulsion/Dismissal (return to district)
Falsification or forging, cheating, plagiarism, and/or dishonesty	<ul style="list-style-type: none"> Failing grade on assignment Parent contact re-do assignment for limited credit 	<ul style="list-style-type: none"> Exclusion of recess or other activities In-school suspension or 1 day suspension Parent Conference 	<ul style="list-style-type: none"> 1-3 day suspension Parent conference Exclusion of activity (1 month)
Fighting	<ul style="list-style-type: none"> 1-2 day suspension Parent conference Referral to law enforcement Exclusion of activity 	<ul style="list-style-type: none"> 2 day suspension Parent conference Referral to law enforcement 	<ul style="list-style-type: none"> Suspension/Expulsion/Dismissal (return to district)
Gum, candy, sunflower seeds	<ul style="list-style-type: none"> Essay (failure to complete within one day results in campus beautification) 	<ul style="list-style-type: none"> Parent contact Detention Loss of activity 	<ul style="list-style-type: none"> Parent conference In-school suspension
Leaving campus without permission	<ul style="list-style-type: none"> Parent contact Detention Campus improvement 	<ul style="list-style-type: none"> Detention Parent conference 1 day in-school suspension 	<ul style="list-style-type: none"> 2-3 day in-school suspension 1 day Suspension)
Obscene acts	<ul style="list-style-type: none"> In-school suspension or 1 or 2 day suspension Parent contact Parent conference Exclusion of activities 	<ul style="list-style-type: none"> Suspension (3 day) Parent contact/conference Exclusion of activities (1 month) 	<ul style="list-style-type: none"> Suspension/Expulsion/Dismissal (return to district) Referral to law enforcement
Playground and/or campus misbehavior	<ul style="list-style-type: none"> Time out and/or campus beautification (1-3 days) Rethinking letter/apology note 	<ul style="list-style-type: none"> Time out and/or campus beautification (5 days) Parent contact Rethinking letter/apology note 	<ul style="list-style-type: none"> In-school suspension Exclusion of activity
Possession of drug paraphernalia	<ul style="list-style-type: none"> In-school suspension or 1-3 days suspension Parent conference Referral to law enforcement 	<ul style="list-style-type: none"> 1-3 days suspension Parent conference Referral to law enforcement Suspension/Expulsion/Dismissal (return to district) 	<ul style="list-style-type: none"> Suspension/Expulsion/Dismissal (return to district)
Possession and/or improper use of potentially dangerous object	<ul style="list-style-type: none"> Parent conference Exclusion of activity 1-3 day in-school suspension 	<ul style="list-style-type: none"> 1-3 day suspension Suspension/Expulsion/Dismissal (return to district) 	<ul style="list-style-type: none"> Suspension/Expulsion/Dismissal (return to district)
Possession, selling or under the influence of any drug, controlled substance, alcoholic beverage or intoxicant	<ul style="list-style-type: none"> 1-5 day suspension Parent conference Referral to law enforcement Exclusion of activity 	<ul style="list-style-type: none"> Suspension/Expulsion/Dismissal (return to district) Referral to law enforcement 	<ul style="list-style-type: none"> Suspension/Expulsion/Dismissal (return to district)
Profanity and/or obscene gestures	<ul style="list-style-type: none"> Campus beautification Parent contact Detention 	<ul style="list-style-type: none"> In-school suspension or 1 or 2 day suspension Parent conference 	<ul style="list-style-type: none"> 1 day suspension Parent conference Exclusion of activity (1 month)
Public Display of Affection	<ul style="list-style-type: none"> Counseling by administration Exclusion of activities and/or writing assignment 	<ul style="list-style-type: none"> Exclusion of activities and/or writing assignment Parent contact 	<ul style="list-style-type: none"> Parent/ student conference Exclusion of activities

Offense	1 st Potential Consequence(s)	2 nd Potential Consequence(s)	Additional Potential Consequence(s)
Sexual Harassment/ or Harassment	<ul style="list-style-type: none"> • Counseled by administration • In-school suspension (1-2 days) • Parent contact/ conference • Exclusion of activities and/or writing assignment 	<ul style="list-style-type: none"> • Suspension or in-school suspension (1-3 days) • Referral to law enforcement • Parent conference • Exclusion of activity (up to 1 month) 	<ul style="list-style-type: none"> • Suspension/Expulsion/Dismissal (return to district) • Referral to law enforcement • Parent conference • Exclusion of activity (up to 1 month)
Tardiness (late to school and/or between classes)	5 tardies within trimester <ul style="list-style-type: none"> • Parent contact • Student parent contract • Detention 	10 tardies within trimester <ul style="list-style-type: none"> • Campus improvement • Parent conference • Exclusion of activity 	<ul style="list-style-type: none"> • Make up time as arranged by administration • Exclusion of activity (1 month)
Theft -, possession of stolen property or taking of found articles	<ul style="list-style-type: none"> • 1-2 day in-school suspension • Detention • Restitution • Parent Conference 	<ul style="list-style-type: none"> • 1-2 day suspension • Exclusion of activity up to one month • Restitution 	<ul style="list-style-type: none"> • Suspension/Expulsion • Referral to law enforcement • Parent conference • Exclusion of activity (up to 1 month)
Tobacco use or possession of other nicotine product	<ul style="list-style-type: none"> • Parent contact • Exclusion of activity 	<ul style="list-style-type: none"> • Parent conference • In-school suspension 1-3days 	<ul style="list-style-type: none"> • Suspension/Expulsion
Truancy	<ul style="list-style-type: none"> • Parent contact • Campus beautification • Exclusion of activity • Detention 	<ul style="list-style-type: none"> • Parent conference • In-school suspension • Campus beautification • Exclusion of activity 	<ul style="list-style-type: none"> • Voluntary withdrawal- (return to district)
Unsupervised in the building or on the playground	<ul style="list-style-type: none"> • Campus beautification • Detention • Exclusion of recess activity 	<ul style="list-style-type: none"> • Campus beautification • Detention • Parent conference 	<ul style="list-style-type: none"> • Parent contact • Exclusion of activity (1 month) • Behavior contract
Vandalism, damage and/or destruction of school property	<ul style="list-style-type: none"> • In-school suspension • Parent contact • Restitution • Referral to law enforcement • Exclusion of activity 	<ul style="list-style-type: none"> • 1-5-day suspension • Restitution • Parent conference • Referral to law enforcement • Exclusion of activity (up to 1 month) 	<ul style="list-style-type: none"> • Referral to law enforcement • Suspension/Expulsion/Dismissal (return to district)
Verbal or physical abusive, threatening, intimidating behavior, bullying, cyber bullying	<ul style="list-style-type: none"> • Parent contact • Referral to law enforcement • Exclusion of activity • In-school suspension or 1-5 days suspension 	<ul style="list-style-type: none"> • Parent conference • Exclusion of activity • Behavior contract • 3-5 day suspension 	<ul style="list-style-type: none"> • Referral to law enforcement • Suspension/Expulsion/Dismissal (return to district)

Please note the chart above is meant to provide examples of potential discipline, RSA may use other forms of discipline consistent with school policy and applicable law. A student may be expelled or dismissed from RSA in accordance with applicable law for failure to comply with School policies.

Technology Use Policy

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

Acceptable Use

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

- Be polite and respectful;
- Use appropriate language;
- Do not disrupt others;
- Do not share your personal information;
- Do not share the personal information of others;
- Follow the directions of teachers and school staff;
- Use technology only for school-related education and research.

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

Prohibited Activities

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

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

Monitoring and Security

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

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

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

Technology and Software

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

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

Controversial Material

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

Parent Liability

If a student willfully damages or defaces, or willfully does not return upon demand RSA property, parents may be held responsible for paying to repair or replace the school property (up to \$10,000). Additionally, grades, diplomas and transcripts may be withheld if a parent does not repair or replace such school property.

Disciplinary Actions

Cyber bullying at RSA, off campus or any behavior that infringes on the safety of any student will not be tolerated.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

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

Library Usage

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

- Use quiet/inside voices when in the library;
- Students are responsible for keeping track of their library books.
- Students may check out one book at a time, with the due date being two weeks after the checkout date.
- Student should use a book marker when looking for a book. This helps keep the books in order.
- NO FOOD OR DRINK allowed in the library;
- There is no running, playing or disrespecting the library. Student should use caution on the elevated green rug. No students are allowed on the stairs.

- Students will be given notice if they have books out over three weeks. Prior year fines must be paid before a child may check out library materials.
- The borrower is responsible for all books checked out in their name. If a student loses or damages a book it will have to be replaced with the identical item or cash/check to cover cost of replacement. Parents and all staff are allowed to check out library materials. Parents may come in during your child's library time, or contact the librarian for an available time. Also, you can send in a note with the title you're interested in checking out.

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 40 minutes, and this would continue up to the 8th grade at 80 minutes. Homework's purpose is to reinforce what is taught at school, to complete unfinished work, and can include long term and short-term projects. In addition, students will be expected to read independently or have parents read to them for approximately 20 minutes daily. Projects completed in 5th-8th grade may require time on the weekend.

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

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

Student Homework Pledge

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

Parent/Guardian Homework Pledge

- Provide a suitable place for study;
- Assist students in obtaining make up work due to absence;
- Help students develop routine home study habits;

- Assist and correct, but do not do the actual work;
- Notify the teacher if students experienced extreme difficulty;
- Be aware of long-term assignments and assist students in learning to budget their time accordingly;
- Contact the teacher if he/she observes an absence of homework.

Staff Homework Pledge

- Assign homework that is meaningful and useful to individuals;
- Provide appropriate and timely response to all homework assignments;
- Provide a balance between long-range and short-term assignments;
- Monitor long-term assignments in order to avoid last minute student efforts;
- Give clear, concise directions; and allow time for student questions;
- Consider availability of materials; provide legible worksheets or assignment criteria;
- Monitor the effectiveness of homework as reflected in student performance;
- Coordinate long term assignments with other departments for school calendar;
- If assignments are given over the weekend, they should be no longer than a daily assignment;
- Whenever possible, assignments will not be given the day prior to school break periods that would require completion of an assignment only during the school break.

Outside Interest Participation

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

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

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

Elective and Exploration Wheel Participation Guide

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

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

Student Expectations

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

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

Outside Performance, Competitions or School Sponsored Events

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

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

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

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

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

** Compliance with the Family Handbook

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

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

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

Report Cards

A report card will be emailed to families at the end of each trimester. K – 3rd student report cards will use numbers that are *not* the same as grades. Grades show effort and ability. These numbers, defined at the top of the report card, indicate progress toward mastery of a skill. At the beginning of the year, a “1” may be perfectly respectable because the concept may have been recently introduced or a child may not be developmentally ready to grasp some of the concepts. Report cards are created to aid parents/guardians in knowing where a student is in his/her journey toward developing the skills needed for the upcoming grade. Grades 4th–8th report cards will be made available to view in the Aeries Parent Portal. Paper copies may be requested from the front office. 4th–8th grades students receive the traditional format of weighted letter grades. Parents may monitor their student’s progress using Aeries Gradebook. Parents will be provided information about Gradebook during back to school night or by contacting the Attendance Administrator. See Assessment and Evaluation Policy for further details.

Middle School Program

RSA believes that middle school students learn best with

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

The Middle School’s Overarching goals are:

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

Special Field Trips for grade level experiences:

- 6th Grade Environmental Field Trip (overnight experience)
- 7th Grade Day Trip Theater Experience/College visit
- 8th Grade Science Based or Oceanography Experience (overnight experience)

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

Honor Roll Policy

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

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

Administrative Honor Roll Policy (Director’s List)

The Administrative Honor Roll Policy criterion is defined as:

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

In an effort to more accurately reflect instructional time and grade value, students sixth through eighth grade will receive a weighted GPA based on the periods attended during the week. Students qualifying for Administrative Honor Roll for all three trimesters will be eligible to participate in an end of the year reward/field trip.

8th Grade Year

The 8th grade year is an exciting one with many great activities. Throughout the year we have various fundraising events to raise money for the Environmental/Oceanography trip, Promotion ceremony and 8th grade picnic. Some activities may include: sale of Raffle tickets, refreshments at events, etc. Staff and parents will organize the promotion party on the afternoon of the last day of school.

Planning for future success is also part of the 8th grade year. When possible, students take part in Career Day at Shasta College/Simpson University. We make efforts to take advantage of any last minute activities that we feel will enhance the 8th grade experience. Parents are kept informed of the various happenings through teacher web sites or through the school's messaging system. Financial scholarships are available for students if needed, and this information is kept confidential. Students wishing to participate in the 8th grade promotion ceremony must comply with the 8th Grade Promotion Ceremonies and Activities policy and satisfy the 8th grade contract.

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

Safe School Policy

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

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

Security

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

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

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

Severe Weather Conditions

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

Parent General Information & Guidelines

Volunteer Policy, Procedures, and Parent/Guardian Responsibilities

Parent/guardian participation is essential to the success of Redding School of the Arts because children learn more when their parent/guardian is involved in their education. As documentation for the Local Control Accountability Plan (LCAP) and potential educational grants, parents/guardians will be asked to serve on committees, share expertise in specific areas of need, help with outreach, and/or assist in classes. Parents/guardians are encouraged to support the work of the school by volunteering 40 hours per household per year and to ensure that their child(ren) are pursuing the visual and performing arts in their area of interest outside of the school day. See the Volunteer Policy and Volunteer Handbook and Application for details.

Volunteer Confidentiality Agreement

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

- Treat all students and employee information as personal and confidential regardless of the source
- Communicate relevant information about students only to the respective classroom teacher or principal/school leader
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with others unless so directed by the assigned teacher or principal/school leader
- Retain a sense of perspective regarding comments heard and actions observed
- Understand that not all information can and will be shared with volunteers, due to legal requirements

- Deal impartially with students regardless of background, intelligence, physical or emotional maturity
- Do not discuss student progress or behavior with the parent. All relevant information should be referred to the teacher or the principal. Direct all inquiries about students to the professional staff
- Speak constructively of all staff; however, report difficulties involving the welfare of students or the school to the principal
- Do not discuss confidential information with anyone. This information includes, but is not limited to:
 - Scholastic and health records
 - Test scores and grades
 - Discipline and classroom behavior
 - Character traits of children
 - Supports and services a student may receive
- All volunteers chaperoning overnight trips are required to sign a statement of confidentiality and clear fingerprinting through DOJ.

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

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

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

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

Parent Code of Conduct:

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

Parent Liability

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

Parent-Teacher or Student Directed Conferences

In the fall, individual conferences are scheduled to discuss your child's progress. To assure your child's success at school, it is imperative that parents and teachers meet in person at these conferences. In

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

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

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

Volunteer Log

Volunteering is not mandatory, but we strongly encourage parent volunteering to support RSA. In accordance with Education Code Section 49011, RSA's admissions preferences do not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

This data will be used for reporting to CA Dept. of Education and the LEA of parent participation and involvement with the school per the charter, LCAP and Local Control Funding Formula (LCFF).

When to Sign Up to Volunteer

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

Volunteer Safe School Policy

This year the school will allow very limited volunteering in the classrooms or on the campus per the CDC and Shasta Public Health guidelines. All volunteers must follow the health and safety guidelines for the year. There are a few things we think will make your work as a volunteer in the classroom, playground or on a field trip smoother:

- When you arrive at school to volunteer, please first check in at the office (sign the volunteer log and get an RSA volunteer sticker). This is a security precaution.
- When you volunteer to help in the classroom, you are acting as an extension of the teacher. You must be available to help other children in the class (not just your child). You may want to explain this to your child before you volunteer so he/she understands.

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

Suggested Volunteer Dress Code

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

1. Clothing must promote modesty.
2. Undergarments must not be visible.
3. Midriffs must be covered.
4. Shoes must be worn.
5. Gang-related clothing or symbols are not allowed.
6. Clothing or accessories bearing the following messages may not be worn:
 - i. Obscene, profane, or offensive statements or pictures.
 - ii. Statements advocating immoral, illegal, sexual, or violent behavior.
 - iii. Messages referring to death, violence, Satanism, racism, or sex.
 - iv. Statements of disrespect directed against the school, law, or other reasonable authority; or negative slogans regarding school, studying, homework etc.
 - v. Statements advertising, promoting, or picturing alcoholic beverages, tobacco, drugs, and others.

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

Parent/Volunteer Drivers

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

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

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

Back to School Night and Open House

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

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 nor do we get additional funding for the various music and arts programs/experiences we provide. RSA's success depends on full attendance by all students and all families participating in fundraising efforts.

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 moving toward a resolution. 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

(Refer to the RSA Website for Complete UCP Policy & Procedure Information)

This notice is provided by Redding School of the Arts (RSA) annually to our students, employees, parents or guardians of its students, school advisory committees, and other interested parties of RSA's Uniform Complaint Procedures ("UCP") process. Copies of our UCP process are available free of charge.

RSA is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP, to the extent offered by RSA:

- | | |
|----------------------------------------------------|--------------------------------------------------|
| • Accommodations for Pregnant and Parenting Pupils | • Local Control and Accountability Plans (LCAP) |
| • Adult Education | • Migrant Education |
| • After School Education and Safety | • Physical Education Instructional Minutes |
| • Agricultural Career Technical Education | • Pupil Fees |
| | • Reasonable Accommodations to a Lactating Pupil |

- Career Technical and Technical Education, Career Technical, Technical Training (state)
- Career Technical Education (federal)
- Child Care and Development
- Compensatory Education
- Regional Occupational Centers and Programs
- School Plans For Student Achievement
- School Safety Plans
- Course Periods without Educational Content
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families
- Every Student Succeeds Act
- School Site Councils
- State Preschool
- State Preschool Health And Safety Issues In LEAs Exempt From Licensing

A pupil shall not be required to pay a pupil fee for participation in an educational activity, unless the charge for such a fee is specifically authorized by law and does not violate Education Code §49011. A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

The following RSA official has been designated to receive UCP complaints:

**Carol Wahl, Principal
Redding School of the Arts
955 Inspiration Way
Redding, CA 96003**

Pupil fee complaints must be filed no later than one (1) year from the date the alleged violation occurred and may also be filed with the Principal or designee. Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months of the alleged misconduct or the date the complainant first obtained knowledge of the misconduct. A pupil fees and/or an LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Complaints will be investigated and a written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal RSA's decision concerning complaints regarding specific programs and activities subject to the UCP to the California Department of Education by filing a written appeal within 15 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our decision.

Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders, may be available to the complainant under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

RSA posts a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code §§ 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

All RSA students have a right to a free public education, regardless of immigration status or religious beliefs. For more information about this issue, we recommend families review the "Know Your Rights" immigration enforcement established by the California Attorney General and available on the California Attorney General website here: <https://oag.ca.gov/immigrant/rights>.

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 Special Education Local Plan Area (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 may include an annual "Kindergarten Round-Up" day where we engage in various academic and other screenings such as vision, speech, and hearing screenings; best practices for child find; and a 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. In conjunction with the El Dorado SELPA, RSA receives professional and expert assessment services and maintains sophisticated capacity to develop and implement Individualized Education Plans (IEPs)."

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

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

STATE REQUIRED TESTING– Parent Opt Outs

Redding School of the Arts follows the rules and procedures for all State required testing. The California Assessment of Student Performance and Progress administration includes the Smarter Balanced Summative Assessments for English Language Arts & Math; the California Alternate Assessments (CAAs), including the CAA for Science; the California Science Test (CAST); and the California Spanish Assessment (CSA). Other state testing requirements include Physical Fitness Test (PFT), and English Language Proficiency Assessments for California (ELPAC)

In addition, RSA routinely utilizes various assessment scores to identify goals for our Local Control Accountability Plan and to provide appropriate resources/interventions to ensure all students are making adequate annual academic progress.

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

Please Note: Testing months are subject to change on a yearly basis. Please check the RSA website or with your student's teacher for current testing dates, which are slated in the fall of each school year. Redding School of the Arts will follow state and federal guidelines for accommodations and modifications of all tests deemed necessary for students with exceptional needs as determined by the IEP or 504 Plan teams.

STATE REQUIRED TEST	REQUIRED GRADES	TESTING MONTH(S)
ELPAC-Eng. Lang Proficiency Initial & Summative Assessments	K-8th	Initial: August-May Summative: March-May
PFT- Physical Fitness Test	5th, 7th	February-April*
CAASPP- Smarter Balanced ELA and Math	3rd-8th	March-May*
CAST- Calif. Science Test	5th, 8th	March-May*

Parent/Student Agreement

The philosophy and goals of RSA's charter is to create a respectful environment that fosters a love of learning and nurtures life-long learners. These ideals also apply to our parents. We expect mutual respect from all adults and children on campus.

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.
- Actively engaged in my child's education. This may take the form of encouraged volunteering for a 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.
- 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 fundraising efforts- Fundraising is critical to the financial health of the school all families are encouraged to participate in some facet of fundraising.

I understand that attendance at Redding School of the Arts is a choice. If the student does not meet attendance requirements and parameters as described in the Family Handbook and in compliance with RSA board policy, Families understand that students may be dismissed and returned to their district of residence.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it. I understand the importance of actively engaging in my child's education

This document will be signed electronically through your Aeries Data Confirmation page.