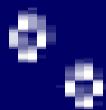


# Family Handbook

Tracking the Pack...



## Redwood Preparatory Charter

Established 2011



### Our School Philosophy

Redwood Preparatory Charter School is a community of learners that exists to inspire each student to academic excellence using research-based best practices and innovative means to build a passion for learning, a solid foundation of knowledge, and a strong sense of social responsibility.

### Vision Statement

Our school shall be built upon a foundation consisting of the following five core values: Academic Excellence, Sense of Community, Social Responsibility, Collaborative Leadership, and Educating the Whole Child.

Redwood Preparatory Charter School is committed to offering a quality, rigorous and meaningful educational program that sets students on the path to college, and empowers students to become productive, healthy, ethical citizens in a changing society. Through a curriculum based on core academic standards and research based best practices, we will empower students to become self-motivated, lifelong learners. Utilizing assessments and data to guide our instruction, we will ensure that all students reach their highest levels of academic achievement.

Through participation in classroom, school, local and global communities, Redwood Preparatory Charter will nurture respect for diversity and civic responsibility. We will establish a vigorous learning community that reflects and supports our common core values. Children develop social responsibility and feel a greater sense of belonging in an environment which promotes close, long term relationships between classmates and teachers. In an atmosphere of collaboration and family involvement, which embraces considerate and clear communication, we believe that children flourish and grow to be healthy, competent, engaged members of our society.

Students thrive when offered opportunities to expand experiences through enrichment. We will foster a culture of exploration through programs and choices that promote individual and collaborative inquiry. We aim to educate the whole child by integrating drama, music, art, technology, and athletics into the curriculum. These experiences teach students to problem solve, work creatively and develop perseverance. By integrating our five core values, Redwood Preparatory Charter School is committed to educating students that are equipped with the essential skills, knowledge, and passion for learning that are critical for success in the 21<sup>st</sup> Century.

### Core Values

Redwood Preparatory will be an academically rigorous school that values community, fosters social responsibility, and develops well-rounded students who are prepared for the challenges of the 21<sup>st</sup> century. We are committed to providing research-based instruction that incorporates best practices for meaningful learning. At Redwood Prep, we embrace five core values that reflect the mission and vision of our learning community. We believe these core values to be essential components of an optimal learning environment. These core values incorporate instructional practices in which learning best occurs:

1. High expectations for academic excellence
2. A focus on classroom, school, local, national, and global community
3. An emphasis on individual and social responsibility
4. Collaborative and collective leadership
5. Well-rounded educational opportunities

Our five core values function as the foundation upon which we structure our daily instruction to achieve student success academically, socially, and emotionally. These core values are the guiding force in creating a school that meets the needs of 21<sup>st</sup> century learners.

## Hours of Operation

### **Monday through Friday**

#### TK

8 a.m.—12:00 p.m.

#### Kindergarten

8 a.m. – 2:00 p.m.

#### Grades 1-5

8 a.m. – 3:10 p.m.

#### Grades 6-8

8 a.m. – 3:20 p.m.

### **Friday Minimum Days**

#### Grades TK-5

8 a.m. – 12:00 p.m.

#### Grades 6-8

8 a.m. – 12:10 p.m.

#### Enrichment

3:30 p.m. – 4:30 p.m.

#### After School Care

12:00 TK; 2:00 Kindergarten; 3:10 p.m. for grades 1-8; after school are ends for all students at 6 p.m.

\*\* 3:30 p.m. on the Fridays before Thanksgiving, Winter, President's Week, Spring Break & last day of school.

## Attendance

Regular attendance plays an important role in student achievement. Redwood Prep recognizes its responsibility under the law to ensure the students attend school regularly. Parents/guardians of children aged 6-18 are obligated to send their children to school unless otherwise provided by law.

### **Excused Absences**

The health of our children is our primary concern. Absence from school shall be excused for health issues, family emergencies, justifiable personal reasons, and religious exercises or instruction reasons only. Please keep children home when they are feeling ill or have a communicable disease. Please call the school in the morning, before 8:00 a.m., of the first day your child will not be attending. If they have a medical or dental appointment, please bring them to school **before** the appointment **or return** them afterwards. We request that an Independent Study be arranged when students are absent when possible.

### **Independent Study**

Independent Study is a voluntary optional educational alternative in which no pupil may be required to participate. Pursuant to Ed Code 48915 or 48917, an alternative of classroom instruction has been offered. Regular attendance is essential for students to gain the knowledge and skills necessary to successfully complete the academic standards for each grade level. If a student must be absent for travel or a family emergency which will keep them out of the classroom, please contact the office so that an Independent Study Agreement may be arranged.

### **Truancy**

We strongly encourage students to arrive at least five minutes before school begins. Students who are late to school need to come by the office to receive a tardy slip prior to going to class. If a student is tardy three or more days, they may be referred to SARB (Student Attendance Review Board) for a formal attendance plan.

# **HEALTH AND SAFETY**

**Page 3**

**In order to provide safety for all students and staff, Redwood Preparatory Charter implements full health and safety procedures and risk management policies at our school site in consultation with the insurance carrier and risk management experts.**

## **Procedures for Campus Visitors**

All campus visitors must sign-in and receive a Visitor pass at the school office. This applies to any visitor in school hallways before school is dismissed.

## **Fingerprinting Policy for Volunteers**

All parent volunteers are required to obtain fingerprint clearance. If volunteering to chaperone on an overnight or day trip, parents must adhere to all RPC field trip policies and procedures. Volunteers continuing to volunteer beyond one school year are not required to be fingerprinted again.

**Do I need to be fingerprinted if I am a volunteer or employee of another government agency or outside organization?** Yes! Agencies are not allowed to share confidential information. RPC is liable for all volunteers registered through the school and must receive clearance on its own. So for example if you work for or were previously employed by places like, but not limited to, Humboldt County, CR or HSU, or another school you are still required fingerprinting with RPC.

## **Role of Staff as Mandated Child Abuse Reporters**

All non-certificated and certificated staff are mandated child abuse reporters and will follow all applicable reporting laws.

## **Immunizations**

All students and staff must provide records documenting immunizations as pursuant to Health and Safety Code Section 120325-120375, and Title 17, California Code of Regulations Section 6000-6075. Students enrolling in TK/Kindergarten and Seventh Grade may not attend school if their immunizations are not current unless they obtain a completed waiver by a physician. The school also requires all incoming kindergarten students to show proof of recent dental screening, as outlined in state legislation as of 1/1/2007.

## **Medication in School**

In order for a pupil to be assisted by a school nurse or other designated school personnel, Redwood Prep must obtain a written consent from the physician, surgeon, or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken. Additionally we require a written consent from the parent, foster-parent, or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant. Consent forms are available in the office.  
*Any medications that can be administered at home must be given at home.*

## **Vision, Hearing/Scoliosis**

Students will be screened for vision, hearing and scoliosis. Redwood Preparatory Charter will adhere to Education Code Section 49450, et seq., as applicable to the grade levels served by the school.

## **Food Service**

RPC will provide food services for the students attending the charter school to the extent required by law.

## **Facility Safety**

The School agrees to test sprinkler systems, fire extinguishers, and fire alarms annually at its facilities to ensure that they are maintained in an operable condition at all times. The School shall conduct fire drills monthly. Records of full facilities compliance shall be maintained on file.

## **Drug Free/Alcohol Free/Smoke Free Environment**

Redwood Preparatory Charter shall function as a drug, alcohol and tobacco free workplace.



## HEALTH AND SAFETY CONTINUED

Page 4

### **Emergency Preparedness**

Redwood Preparatory Charter shall adhere to its School Safety Plan drafted specifically to meet the needs of the school site in conjunction with law enforcement and the Fire Marshall. This Plan shall include, but not be limited to the following responses: fire, flood, earthquake, terrorist threats, and hostage situations. In compliance with our safety plan, we will conduct regularly scheduled safety preparedness drills relating to: fire, earthquake, and school lockdowns. The School Safety Plan shall be kept on file for review. Redwood Preparatory Charter staff shall be trained annually on the safety procedures outlined in the plan.

### **Comprehensive Sexual Harassment Policies and Procedures**

Redwood Preparatory Charter is committed to providing a school that is free from sexual harassment, as well as any harassment based upon such factors as race, religion, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability. RPC will develop a comprehensive policy to prevent and immediately remediate any concerns about sexual discrimination or harassment at the school (including employee to employee, employee to student, and student to employee misconduct)

### **Transportation**

Transportation to and from school will be the sole responsibility of the families of Redwood Prep students. The school will not provide transportation to students.

### Redwood Prep Charter School Remodel/Addition



Before



After



# PARKING AND DROP OFF PROCEDURES

Page 5



Redwood Preparatory Charter School  
Drop Off / Pick Up Etiquette



For those who park and walk their children into the school, do not pull into the Redwood Prep parking lot. Parking is available at the LDS Church next door.



Please be aware of the new crosswalk through the RPrep parking lot. Those parking in the LDS Church lot will be utilizing the crosswalk. Please do not walk through any grass or garden areas around either parking lot.



Those who enter the RPrep parking lot are families who are driving through without parking or getting out of the car. As each car enters, travels through, and leaves the parking lot please stay to the right.



When following the flow of traffic through the drop-off and pick-up lines, please be patient and stay in your position. A vehicle pulling out of line creates a danger hazard for other vehicles and pedestrians.



When pulling out of the RPrep parking lot during drop-off and pick-up times, please turn **RIGHT** only. Due to the traffic coming from either side of Ross Hill Road, difficulty in crossing angle to the left, and expected pedestrian traffic there is a higher risk of collision during these times.

Parents are requested to adhere to the following rules:

- Drive slowly through the school zone.
- Pay close attention to the directions of any Crossing guard at any crosswalk. He or she is trying to help get students to school safely.
- When approaching the area designated for student pick-up and drop-off, remain patient and stay to the right side of the area. **There shall be no passing around other vehicles or U turns.**
- When you pull to the curb of the designated pick-up and drop off area, the first car should pull at least one or two car lengths past the entrance before stopping.
- When leaving, pull out slowly and look carefully for students and other cars.
- For afternoon pick-ups, if you arrive early, please pull into a parking space and wait patiently. After the children are dismissed, the first car should pull forward as far as possible to wait for his or her child to alleviate unsafe traffic congestion.
- If you arrive early to pick up a student for 3:20 dismissal, please park while you wait.

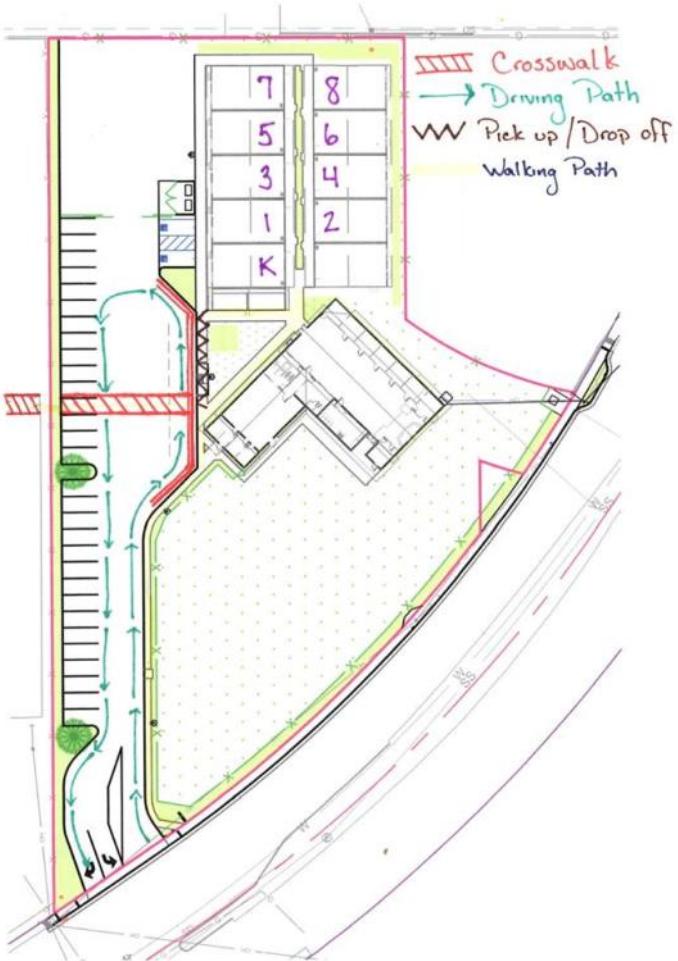
The safe arrival and departure of students is of paramount concern to the Charter School. The Charter School has adopted the following policy and requests that students and parents adhere to its procedures in order to ensure the safety of all students and staff.

In addition, the Charter School desires to be a good neighbor to the residents surrounding the Charter School premises. Parents can help the Charter School to be a good neighbor by following the rules of the road and exercising courtesy to neighborhood residents.

## General Guidelines

All visitors to the Charter School are expected to adhere to the rules of the road when driving on or around the Charter School premises. All visitors are expected to drive slowly when students are present.

Motor vehicles of any kind, including but not limited to, motorcycles, motor scooters, and motorized skateboards, are not allowed on the Charter School premises in any area except the parking lot or designated drop-off and pick-up areas.



# PARENT INVOLVEMENT

**Page 6**

In order to create a flourishing community made up of students, parents, faculty, and staff stakeholders must contribute to the success of Redwood Preparatory Charter School. We request that each family agrees to make an annual commitment of 30 volunteer hours to Redwood Prep. These volunteer hours will most benefit our students if they are spent in ways that reflect each family's talents, interests, abilities, and availability. We appreciate your investment in your child and in our school! Hours may begin accruing as soon as enrollment is complete and can be completed at any time throughout the following school year.



## Volunteering & Chaperone Clearance for Field Trips

We ask that all volunteers and drivers be fingerprinted. If you are driving only your own child, you do not need to be fingerprinted. In both cases volunteer chaperones must adhere to all school field trip policies and procedures. Volunteers who continue volunteering beyond one school year will not need to get fingerprinted again.

### **TB Tests**

New volunteers must submit complete a TB risk assessment. If the assessment indicates there is a risk of TB, they must submit a negative TB test and/or proof of clear lung x-rays.



## PARENT INVOLVEMENT CONTINUED

Page 7



### New Family Orientation

Orientation will be provided to families with students who are new to our school. We'll offer a session each spring following our enrollment lottery and will deliver individual orientation meetings as students enroll throughout the school year. The content may include but is not limited to the following information.

- Review of Family Handbook
- Provide school paperwork
- Review of website & calendar
- Review ways we communicate
- Review Google calendar, docs, drive

### Communication at RPC

We communicate with families in a variety of ways.

- Class newsletters
- Monthly school newsletter—The Howler
- The Remind App—<https://www.remind.com/join/rpcpack>
- Wolfpack emails
- Website—[www.redwoodprep.org](http://www.redwoodprep.org)
- Class Web Pages
- Parent Calendar - [https://calendar.google.com/calendar/embed?src=redwoodprep.org\\_ea6jv0vngglrspfb817c22qsmk%40group.calendar.google.com&ctz=America%2FVancouver](https://calendar.google.com/calendar/embed?src=redwoodprep.org_ea6jv0vngglrspfb817c22qsmk%40group.calendar.google.com&ctz=America%2FVancouver)
- Facebook

### Google 101

Our students and staff use the Google platform for communication and for class assignments. We have discovered that when parents know how to navigate using Google, supporting your kids becomes much easier. Please contact us if you would like help setting up a google email account and syncing to our school calendars.

### Love & Logic

We offer Love & Logic classes at least once each school year to provide parents with insights, strategies and tools to support discipline at home that is consistent, practical and promotes accountability for children. These courses are generally 8 to 10 weeks long. Dates and times to be determined.



## PARTICIPATION IN ATHLETICS

**Page 8**

### **Eligibility Requirements**

Redwood Prep athletic teams represent our school and community. We maintain academic and behavioral eligibility standards that all athletic participants adhere to. These standards are available in our Athletic Handbook.

### **Playing Time**

**5th & 6th Grade:** In league games, all eligible players will have some playing time. In tournament play, there are no playing time requirements.

**7th & 8th grade:** Playing time is at the Coach's discretion; there are no playing time requirements.

\*The amount of playing time is up to the coach's discretion based on player skill, effort and attitude at practice and competitive level of the opponent. **Redwood Prep strongly encourages coaches to provide playing time for all players.**



## **PARTICIPATION IN ATHLETICS CONTINUED**

**Page 9**

### **Player's Code of Conduct**

1. I know that sportsmanship and fair play will be first and foremost on my mind.
2. I will show respect to my coach and teammates.
3. I will show respect to the officials.
4. I will not use vulgar or foul language.
5. I will not be involved in unlawful activities or use drugs, alcohol or tobacco products.
6. I will be on time and at all practices. Illness or medical appointments are excused absences. I will let the coach know about "expected" appointments.
7. I know that I must maintain good grades or risk suspension from the team.
8. I know that I must follow all school rules as outlined in the student handbook, or I risk suspension from the team.
9. I understand the school's playing time policy, and I will abide with the policy.
10. I know that the uniform issued to me must be returned at the end of the season in good condition and failure to do so will result in a minimum \$75.00 penalty.
11. I know that failure to follow these rules could result in suspension from the team.

### **Parent's Code of Conduct**

1. I/we will support my/our child during the game.
2. I/we will show good sportsmanship at all times.
3. As a parent, I/we know that I/we represent Redwood Prep Charter.
4. I/we will not coach the players during the game.
5. I/we will not yell at the coach.
6. I/we will not yell at opposing players, coaches, or officials.
7. I/we understand the school's playing time policy, and I/we will abide with the policy.
8. If I/we have a problem or disagreement with the coach, I/we will proceed as follows:
9. I/we will not approach the coach before, during, or after a game. I/we will go home, call the coach, and arrange a time to meet.
10. If I/we am not satisfied following the meeting, I/we will call the Athletic Director and arrange a second meeting with her/him and the coach.
11. If I/we do not feel the issue has been resolved in these meetings, I/we will contact the Director.
12. I/we know that the uniform issued to our child must be returned at the end of the season in good condition and failure to do so will result in a minimum \$75.00 penalty.



## **7<sup>th</sup> AND 8<sup>th</sup> GRADE PROMOTION POLICY**

**Page 10**



Parents or guardians of Redwood Preparatory Charter School's seventh and eighth grade students shall be kept informed of their child's academic progress by means of report cards issued at the conclusion of each trimester and through individual conferences scheduled at least once per year. In addition to notification through report cards and individual conferences, a teacher shall notify a parent or guardian anytime during the school year when it becomes evident that the parent's or guardian's child is not meeting grade level expectations. A Student Study Team meeting will be held in order to determine the best means of support for the student to increase academic success. A remediation or intervention plan shall be put in place for students identified as performing below grade-level expectations. Such plans may include tutorial programs, intervention or remediation programs, afterschool programs, and/or summer school programs.

Eighth grade students must meet the following eligibility requirements in order to participate in the Redwood Preparatory Charter School promotion ceremony and related end-of-the-year promotion activities. In order to participate in the eighth grade promotion activities at the end of the year, a student must meet the requirements outlined below:

### **REQUIREMENTS FOR PROMOTION FROM 7<sup>TH</sup> AND 8<sup>TH</sup> GRADES:**

Redwood Prep's promotion criteria is derived from a combination of scores based on content mastery and participation as outlined below:

- Students must achieve a yearly cumulative average of 70% (3.0) or higher in all core subjects. Cumulative averages are based upon assessments of content standards with up to 20% (additional 1.0) added for participation in each core subject. Participation includes effort, attendance, project completion, homework, and collaboration.
- Math 70% - 3.0
- Language Arts 70% - 3.0
- Science 70% - 3.0
- Social Studies 70% - 3.0
- Technology/Art/Drama/other 70% - 3.0
- Promotion of any 8th grade student not attaining at least a 70% final average in each of their core subjects will be reviewed by the Middle School Promotion Team (All Middle school teachers, School Director, Intervention Teacher, SPED teacher). The Promotion team will meet to discuss promotion or retention of students not meeting benchmark expectations.
- Let it be noted that this Promotion Team referral is in addition to previously implemented Student Study Team's, interventions, and family communication.
- Promotion team will meet at the beginning of the 3rd trimester to determine which student(s) need to be re-reviewed. Promotion team will make a recommendation for next steps (i.e. summer school, retention, further interventions, etc.)
- All 8th grade students must complete their 8th grade Community Service Project of 12 hours of community service.
- 7<sup>th</sup> & 8<sup>th</sup> grade students not meeting yearly cumulative average requirements will be referred for summer school.

### **OTHER REQUIREMENTS:**

- Students with IEP Plans have customized programs which may override the above requirements. The IEP plan will describe the conditions by which the student will be assessed and identified for promotion/retention.
- Students who receive over ten referrals to the Director or more than two home suspensions during the school year may be excluded from all promotion related 8th grade activities.
- Students must be clear from all financial obligations to the school. The certificate of promotion will be given to the student once the financial obligations are fulfilled.
- Retention will occur when the student fails to take advantage of all available interventions, or he/she does not fulfill the above criteria for promotion. Exceptions may be considered for individuals based upon physical, social and emotional factors which would be determined by the student's classroom teacher, the director, the appropriate student support services personnel, and parents to make a final determination.
- Any case that involves special circumstances may be reviewed by the DIBI Board of Directors. All decisions made by the board shall be final.

# BUILDING A POSITIVE AND RESPECTFUL SCHOOL CLIMATE

Page 11

## **Redwood Preparatory Student Dress Code**

Redwood Preparatory students and staff should wear modest clothing which is not disruptive to the educational process. This dress code shall be in effect on campus during school and school sponsored activities except where modified by the site administrator for specific extracurricular activities or in special cases. The Redwood Prep staff and administration reserve the right to determine clothing which detracts from the educational environment. If a school staff member determines that a student's attire is inappropriate or disruptive to the school environment, the student will be asked to change clothing for more appropriate apparel before returning to class or campus.

### **Prohibited Attire**

1. Clothing and accessories that advocate, advertises or symbolizes any type of alcohol, drugs, tobacco, gambling, weapons or acts which are illegal, violent, obscene, or hazardous to one's health
2. Attire which is sexually suggestive, sheer or extremely brief, or is worn in a way to expose undergarments, including but is not limited to:
3. low-cut garments, strapless or off the shoulder tops, bare midriffs, racer-back tops or muscle shirts
4. sheer/see-through clothing (blouses, skirts etc. that expose undergarments)
5. shorts or skirts which are shorter than mid-thigh or fingertip length
6. Pants that are more than one size too large or one size too small. If belts are worn, they must not be more than one size too large.
7. Clothing, jewelry, and other accessories which are extreme and present a safety hazard to the wearer or others
8. Gang related clothing, accessories, or hairstyles
9. Clothing or accessories which have writing that is offensive or degrading on the basis of gender, cultural, religious or ethnic values to the rights of any person as determined by school staff.



# STUDENT INTERNET USE POLICY AND AGREEMENT

**Page 12**

## **Internet Use:**

The Internet is a place for the exchange of ideas and information. Accordingly, the Internet is an excellent educational tool that allows students to access a wide variety of information to supplement academic study and research. Redwood Prep provides students with Internet access and email accounts to further their education and research. However, the access the Internet provides to computers and people across the world also provides access to materials that do not have educational value in a school setting. As such, students may encounter information and ideas they may consider obscene, controversial, abusive, or otherwise offensive. Despite these risks, Redwood Prep believes that the value of the educational information available on the Internet far outweighs the risk that students may access information that is not consistent with educational goals and purposes.

Redwood Prep has developed and adopted this Student Internet Use Policy and Agreement (“Policy”) to ensure that student access to and use of the Internet is consistent with the educational goals and purposes of the school. This Policy sets forth student responsibilities and duties when accessing and using the Internet through Charter School equipment and resource networks and when using email accounts maintained by Redwood Prep. Redwood Prep has deemed certain uses of the Internet inappropriate for an educational setting and therefore not appropriate for use with school equipment and resource networks. Redwood Prep stresses that an inappropriate use does not always mean that the use is in itself “bad” or illegal, but only that the use does not further the educational goals and purposes of Redwood Prep.

In addition to the below identified policies, Redwood Prep will use technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are obscene, child pornography, or with respect to use by minors, harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

Students are reminded that their use of school equipment and resource networks reflect upon Redwood Prep, and Students should guide their activities accordingly.

## **STUDENT RESPONSIBILITIES**

### **1. Use Limited to an Educational Purpose**

The Student acknowledges that access to the Internet via school equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. The Student recognizes that he or she has a duty to use school equipment and resource networks only in a manner specified in the Policy.

#### **Educational Purpose**

“Educational purpose” means classroom activities; research in academic subjects, career or professional development activities, research in matters of civic importance or that further citizenship in a democratic society, school approved personal research activities, or other purposes as defined by Redwood Prep from time to time.

#### **Inappropriate Use**

An “inappropriate use” is one that is inconsistent with an educational purpose or that is in clear violation of school policy.

### **2. Plagiarism**

Researching information and incorporating that information into a student’s work is an acceptable educational use, but students have an obligation to credit and acknowledge the source of information. Accordingly, the Student acknowledges that plagiarism is inappropriate and unacceptable. Plagiarism means the copying of a phrase, a sentence, or a longer passage from a source written by someone else and claiming the written work as the student’s original work. Student agrees that when quoting from information obtained on the Internet, he or she will acknowledge the source through quotation or any academically accepted form of notation.

### **3. Copyright**

Student agrees that he or she will not use school equipment or resource networks to download or print text, music, or pictures for the purpose of selling or giving the files to others unless specifically authorized by Redwood Prep and the owner of the copyrighted material.

# STUDENT INTERNET USE POLICY AND AGREEMENT

Page 13

## 4. Communication

Student agrees that he or she will use school equipment or resource networks or Redwood Prep email accounts in the following manner:

- a. Student will not post on newsgroups or other message posting systems any communication containing profanity, racially disparaging remarks, or lewd and/or obscene language.
- b. Student will not at any time use speech that is not appropriate for an educational setting. Examples of speech that is not appropriate for an educational setting includes, but is not limited to, inflammatory language, profanity, personal attacks, harassment, threats to do personal harm or other criminal activity, and language that is intended to be racially derogatory.
- c. Student will not make threats against others.
- d. Student will not reveal personal information about others.
- e. Student will not use email to send chain letters or “spam” email to a list of people or to an individual.
- f. Excessive email use may constitute grounds for suspecting misuse.
- g. Student will not place illegal information on the Internet, nor will Student use the Internet in any way that violates federal, state, or local law.
- h. All communications will be polite and respectful of others.
- i. Student will not give out to any other Internet user or post on the Internet his or her name, address, or telephone number unless expressly authorized by Redwood Prep in writing.
- j. In instances of misuse or suspected misuse, in addition to any disciplinary actions appropriate, the Student's parent or guardian may be granted access to the Student's email files.

## 5. Illegal, Dangerous Activities and Hacking

Student shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law. Student shall not access information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if information that if acted upon could cause damage, present a danger, or cause disruption to Redwood Prep, other students, or the community

Additionally, Student shall not damage, debilitate or disable computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs. Student shall not engage in any unauthorized online access to other computers by means of hacking into other computers, download hacker tools such as port scanners and password crackers designed for use with Windows (or applicable operating systems), or use Internet Explorer (or other WWW browsing tools) to evade restrictions on what programs Student can run on Redwood Prep's computers.

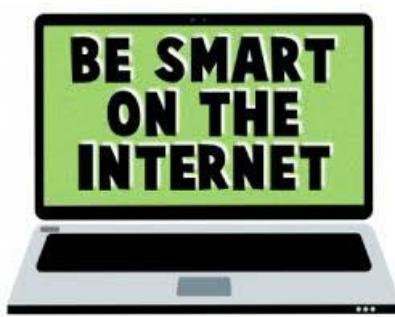
## 6. Obscene Materials

Student acknowledges that obscene materials do not further an educational purpose. Accordingly, Student shall not use the Internet to access, upload, download, distribute, or transmit obscene materials or images. Obscene materials include, but are not limited to, materials that offend generally accepted social standards. This includes the access of or retrieval of any sexually explicit materials, and materials that are pornographic, abusive or threatening. Students are to exercise their best judgment when encountering sexually explicit or obscene materials. As a general rule, if the material could not be openly displayed in a classroom setting without violating generally accepted social standards, the material is obscene for purposes of this Policy and must not be accessed. Student further agrees that he or she will not access any Internet site

Student to eighteen as a condition



of



which requires the state that he or she is years of age or older accessing the site.

## **STUDENT INTERNET USE POLICY AND AGREEMENT**

**Page 14**

### **7. Supervision and Student Privacy**

Student acknowledges that computer equipment, Internet access networks, and email accounts are owned by Redwood Prep and provided to students for educational purposes. Redwood Prep will provide staff to monitor and supervise all Student access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens will be positioned so that they are visible to the staff member supervising the students. Redwood Prep also reserves the right to access stored computer records to assure compliance with this Policy. Student is aware that communication over school owned networks is not private and acknowledges that email and records of Internet activities will be accessed under, but not limited to, the following circumstances:

- a. Routine system maintenance.
- b. General inspection or monitoring, if there is suspicion of inappropriate use.
- c. Specific review of individual files or monitoring of individual activity, if there is suspicion that Student is engaging in inappropriate use.

### **8. Commercial Activities**

Student agrees that Student will not use the Internet to buy or sell, or attempt to buy or sell, any service or product unless authorized by Redwood Prep in writing.

### **9. Information About Others**

Student agrees that he or she will not make any statement or post any communication on the Internet about another person that he or she knows or suspects to be untrue.

### **10. Violation of Policy**

The Student acknowledges that violation of this Policy can result in a loss of all Internet access and email privileges. If Student violates this Policy, or in any other way uses school equipment in a manner that is not consistent with educational uses, the Student will be promptly notified that he or she has violated the Policy. The Student will be given the opportunity to explain why Redwood Prep should deem the activity in question a use consistent with the educational purposes stated in this Policy. If Redwood Prep deems that the use is inconsistent with the educational purposes stated in this Policy, Redwood Prep may terminate the Student's Internet and email privileges. However, because one of the educational purposes in providing Internet access is to teach students to use the Internet appropriately, Redwood Prep reserves the right to fashion penalties to specific concerns or specific violations, and Student acknowledges that he or she may receive penalties less than full termination of Internet or email privileges. Such penalties may include, but are not limited to, restricted access to Internet or supervised access to Internet and email. Student also acknowledges that Redwood Prep will contact the proper legal authorities if Redwood Prep concludes or suspects that the Student's Internet activity is a violation of any law or otherwise constitutes an illegal activity.

### **11. Training**

Student acknowledges that he/she will be required to attend training on the requirements of this Internet use policy as a condition of using school owned technology. Student must demonstrate an understanding of the policy prior to receiving an individual account on Redwood Prep's system.



## PERSONAL TECHNOLOGY POLICY

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Personal technology devices may be used for school appropriate activities when given permission by a supervising adult. Typically, the use of a personal technology device will be granted for tools like a calculator or internet search in order to support a lesson. Occasionally, the use of a personal technology device will be granted for free-choice, and in such circumstances, appropriate use of technology includes school-friendly games and music, but NOT social media (NO Facebook, Twitter, Instagram, Snapchat etc.).

Personal Technology is not allowed during regular (non-rainy day) recess or lunch. If a student needs to send or read a text message, call a parent, or check an email during the school day, he or she must get permission from the classroom teacher or staff member and do so in the presence of the consenting staff member.

During rainy day recess or lunch, appropriate use of technology includes school-friendly games and music, but NOT social media

Engaging in non-school friendly games or music, or utilizing social media, will be considered inappropriate use of technology and will count as an offense.

### **Consequences for inappropriate technology use:**

- 1<sup>st</sup> offense – the personal technology device is confiscated until the end of the school day. The offender's name will be noted for a 1<sup>st</sup> offense.
- 2<sup>nd</sup> offense – the personal technology device will be held in the office and can only be picked up by a parent. The offender must provide 1 hour of energy replacement for his/her teacher within 24 hours of the offense. The offender's name will be noted for a 2<sup>nd</sup> offense.
- 3<sup>rd</sup> offense – For the remainder of the school year, the offender will check any personal technology device brought to school into the office each morning where it will be held until dismissal. The offender's name will be noted for a 3<sup>rd</sup> offense.
- Personal technology used to bully, or harass another student or adult is grounds for suspension regardless of whether there have been any previous technology violations.

## School Bullying Policy

Redwood Preparatory Charter School 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.

Redwood Preparatory Charter School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words, actions, or electronic media. This includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

"Bullying behavior" refers to any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Cyberbullying" includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

**BULLY FREE  
ZONE**

## PERSONAL TECHNOLOGY POLICY CONTINUED

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Examples of cyber bullying include but are not limited to:

- Sending cruel, vicious and sometimes threatening messages, via cell phone text messages, Instagram, Snapchat, or other social media
- Creating web sites that contain stories, cartoons, pictures and jokes ridiculing others,
- Posting pictures of classmates online with intent to embarrass them,
- Breaking into an e-mail account and sending vicious or embarrassing material to others,
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others, and
- Taking a picture of a person using a digital phone camera and sending that picture electronically to others without consent.

Redwood Preparatory Charter School expects students and/or staff to immediately report incidents of bullying to the Director or designee. Staffs who witness such acts will take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way. Each complaint of bullying will be promptly investigated.

To ensure bullying does not occur on school campuses, the Redwood Preparatory Charter School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

When a student is reported to be engaging in bullying off campus, the Director or designee will investigate and document the activity and will identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with school policies and regulations.

Teachers will discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

To the extent possible, school strategies will focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students will be informed, through student handbooks and other appropriate means, school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

School staff will receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential



# STUDENT DISCIPLINE POLICY

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Redwood Preparatory Charter's discipline philosophy shall be based on building intrinsic motivation to make positive choices; educationally, socially and emotionally. Redwood Preparatory will utilize the philosophies of *Love and Logic, the Responsive Classroom founded by the North East Foundation for Children, Inc.; Habits of Mind by Arthur L. Costa, Ed.D. , and Bena Kallick, Ph. D.; and Discipline without Stress, Rewards or Punishment by Dr. Marvin Marshall.* Students will be encouraged to develop intrinsic motivation through the use of goal setting, conferencing, and self-reflection based on the behaviors outlined in the Personal and Social Responsibility Matrix.

Redwood Preparatory will enforce disciplinary rules and procedures fairly and consistently among students according to our discipline matrix. Our discipline matrix will be distributed as part of the Redwood Preparatory Student Handbook.

The suspension and expulsion policy is based on the California Educational Code and the Humboldt County suspension and expulsion/due process procedures.

## **Suspension and Expulsion**

By creating the following standards and procedures for suspensions and transfers / expulsions, Redwood Prep will also ensure that no student presents a danger to people or property, disrupts school activities, or threatens campus peace, safety or security.

### **A. Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the School or at any other school or a School sponsored event.

### **B. Enumerated Offenses**

Students may be suspended or expelled for any of the following acts when it is determined the pupil:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
2. 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 students had obtained written permission to possess the item from a certificated school employee, with the Director/Principal or designee's concurrence.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 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 same as controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. 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.
9. Committing or attempting to commit a sexual assault or sexual battery.

## **STUDENT DISCIPLINE POLICY CONTINUED**

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### **B. Enumerated Offenses Continued**

Students may be suspended or expelled for any of the following acts when it is determined the pupil:

9. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
10. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
11. Knowingly received stolen school property or private property.
12. 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.
13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
16. Engaged in or attempted to engage in hazing of another.
17. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
18. Made terrorist threats against school officials and/or school property.
19. Committed sexual harassment.
20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
21. 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.
22. Engaged in an act of bullying such as:
  - a. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
  - b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
  - c. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
  - d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
24. "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited
  - a. to, any of the following: A message, text, sound, or image; A post on a social network Internet Web site; Posting to or creating a burn page; Creating a credible impersonation of another actual pupil for the purpose of bullying the pupil; Creating a false
  - b. profile for the purpose of bullying the pupil;

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

## **STUDENT DISCIPLINE MATRIX**

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# Family Handbook

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**Please Sign the Online Version or this Signature Form  
If you sign using this form, please submit to the Redwood Prep Office.**

I have received and understand the policies and procedures set forth in the Redwood Prep Parent Handbook. I agree on behalf of our family and our child/children to uphold and maintain these policies and procedures.

Name of Child/Children

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



REDWOOD PREPARATORY CHARTER  
**TIMBER WOLVES**

**REDWOOD PREPARATORY CHARTER SCHOOL DISCIPLINE MATRIX**

INAPPROPRIATE BEHAVIORS	FIRST OCCURANCE	SECOND OCCURANCE	THIRD OCCURANCE
<b>LEVEL 1 BEHAVIORS</b>			
<ul style="list-style-type: none"><li>• Disrespectful behavior toward students or staff</li><li>• Defiance</li><li>• Disruptive or unsafe behaviors</li><li>• Destruction of property (under \$100)</li><li>• Inappropriate language, gestures, or clothing</li><li>• Being in unsupervised area</li></ul>	<ul style="list-style-type: none"><li>• Warning</li><li>• Loss of Recess</li><li>• Mediation</li><li>• Parent contact</li><li>• Restorative Activity</li><li>• Suspension</li></ul>	<ul style="list-style-type: none"><li>• Detention</li><li>• 1-3 day suspension</li><li>• Parent conference</li><li>• Restorative activity</li></ul>	<ul style="list-style-type: none"><li>• 3-5 day suspension</li><li>• Parent conference and institution of a Behavior Plan</li><li>• Possible referral for suspension</li></ul>
<b>LEVEL 2 BEHAVIORS</b>			
<ul style="list-style-type: none"><li>• Violation of technology agreement</li><li>• Vandalism</li><li>• Stealing</li><li>• Possession or use of tobacco products</li></ul>	<ul style="list-style-type: none"><li>• Parent contact or conference</li><li>• Financial restitution</li><li>• Community restitution</li><li>• 1 day suspension</li></ul>	<ul style="list-style-type: none"><li>• Parent conference</li><li>• 1-3 Day suspension</li><li>• Financial restitution</li><li>• Community restitution</li><li>• Institution of behavior plan</li></ul>	<ul style="list-style-type: none"><li>• 3-5 day suspension</li><li>• Notification of law enforcement if appropriate</li><li>• Possible referral for expulsion</li></ul>
<b>LEVEL 3 BEHAVIORS</b>			
<ul style="list-style-type: none"><li>• Harassment, including sexual harassment</li><li>• Threatening, attempting, or causing physical harm to anyone</li><li>• Fighting</li></ul>	<ul style="list-style-type: none"><li>• Parent contact/conference</li><li>• 1-3 Day suspension</li><li>• Notification of law enforcement if appropriate</li><li>• Institution of behavior plan</li></ul>	<ul style="list-style-type: none"><li>• 3-5 Day suspension</li><li>• Parent conference with re-entry contract</li><li>• Notification of law enforcement if appropriate</li></ul>	<ul style="list-style-type: none"><li>• 5 Day suspension</li><li>• Notify law enforcement</li><li>• Possible referral for expulsion</li></ul>
<b>LEVEL 4 BEHAVIORS</b>			
<ul style="list-style-type: none"><li>• Robbery or extortion</li><li>• Receiving or possession of stolen property</li><li>• Possession or use of alcohol</li></ul>	<ul style="list-style-type: none"><li>• Parent contact/conference</li><li>• 1-3 Day suspension</li><li>• Notification of law enforcement if appropriate</li><li>• Institution of behavior plan</li></ul>	<ul style="list-style-type: none"><li>• 3-5 Day suspension</li><li>• Parent conference with re-entry contract</li><li>• Notification of law enforcement if appropriate</li></ul>	<ul style="list-style-type: none"><li>• 5 Day suspension</li><li>• Notify law enforcement</li><li>Possible referral for expulsion</li></ul>
<b>LEVEL 5 BEHAVIORS</b>			
<ul style="list-style-type: none"><li>• Possession of knife, explosive, or other dangerous object</li><li>• Assault and battery</li><li>• Hate violence</li><li>• Terrorist threat</li></ul>	<ul style="list-style-type: none"><li>• 1-3 Day suspension</li><li>• Notification of law enforcement if appropriate</li><li>• Institution of behavior plan</li></ul>	<ul style="list-style-type: none"><li>• 3-5 Day suspension</li><li>• Parent conference with re-entry contract</li><li>• Notification of law enforcement if appropriate</li></ul>	<ul style="list-style-type: none"><li>• 5 Day suspension</li><li>• Parent conference with re-entry contract</li><li>• Notification of law enforcement if appropriate</li></ul>
<b>LEVEL 6 BEHAVIORS</b>			
<ul style="list-style-type: none"><li>• Brandishing a knife</li><li>• Sale of controlled substance</li><li>• Possession of a firearm</li><li>• Sexual assault</li></ul>	<ul style="list-style-type: none"><li>• 5 Day suspension</li><li>• Notification of law enforcement</li><li>• Mandatory referral for expulsion</li></ul>		