

REDWOOD COLLEGIATE ACADEMY

All grades are fully accredited by the
Schools Commission of the
Western Association of Schools and Colleges.



Student ~ Family Handbook 2023-2024

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Ukiah, CA 95482
(707) 467-0500 Office
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Ms. Elna A. Gordon, Secretary and Treasurer
Mr. Caleb Cimmiyotti, Principal
Mrs. Carrie McClure, Student Services
Mrs. Sharon Ward, Office Manager

~ Office Hours ~
8:15 a.m. to 5:00 p.m.
All School Days

Please keep this Handbook in your binder.

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Welcome to Redwood Collegiate Academy

As a member of the student body and family of *Redwood Collegiate Academy*, you are part of an important and exciting revolution in public education. Whether this is your first year or your sixth, we welcome you to the *Academy* and invite you ~ as a student or family member ~ to become fully involved in the activities of this charter school. This handbook will help acquaint you with the mission and operations of the school. We encourage you to become familiar with its contents. If you have any questions, please check with your Advisement teacher, the Student Services Coordinator (Mrs. Carrie McClure), the Office Manager (Mrs. Sharon Ward), the Principal (Mr. Cimmiyotti), or the Co-Executive Director (Ms. Elna Gordon).

Mission of the Academy

The mission of *Redwood Academy* is to prepare students for college and independent living in a safe, challenging, and well-managed charter school.

Preparing students for **college** means that you will have the support to meet the University of California/California State University systems requirements, known as “a-g” requirements. These are rigorous, world class standards, but with help and motivation, every student who attends the *Academy* can attain these standards. This does not mean that you must have been excelling in school prior to coming to the *Academy* ~ we are here to help you bridge any gap between your previous education and college. We are also here to help you build on your previous success and challenge you to work toward mastery level in all of your classes.

Preparing for **independent living** means that you will develop skills in areas that relate to your success after school. In the coming school year, 7th graders will develop skills related to organization and 8th will learn about social etiquettes while 9th, 10th, 11th and 12th graders will work to set goals and create plans for their future education. All students will work on specific competencies in regular classes and will participate in school-wide social skill development.

We strive to provide this preparation in a school that is physically and emotionally **safe**. You are a critical part of ensuring this safety by behaving respectfully toward others. If you see a condition that you think is unsafe or if you feel unsafe for any reason, it is your responsibility to report this immediately to any member of the staff. It is also your responsibility to behave in a way that is safe for yourself and others.

We strive to provide this preparation in a school that is **challenging**. If work is too hard or too easy, you will be bored. We will work closely with you to determine what level of work is just right. Sometimes you will have to learn things you think are boring or you will have to do work that does not seem meaningful; we hope this will be minimal and that most of the learning will be immediately valuable to you. If you do not feel challenged, let us know.

Finally, we strive to provide a charter school that is **well-managed**. Charter school laws provide a special opportunity to improve the quality of public education, and

we intend to make sure that we live up to the expectation of that opportunity. With your help, our procedures and processes will be efficient, our information will be timely and accurate, and every dollar we spend will be used to help students achieve. We welcome your ideas.

Values Shared by Staff and Students

The mission of *Redwood Academy* is supported by the values of the Board of Directors of Charter Academy of the Redwoods, a non-profit, public benefit corporation which manages the charter school. It includes four statements:

1. **All people have value.** It is each person's responsibility to strive continually to enhance that value.
2. **All people have unlimited potential to learn.** People learn at different rates and in different ways and have the right to learn in an environment that accepts those differences. Learning is an activity of joy that requires great, sustained effort.
3. **All people are challenged to higher levels of performance by high expectations.** It is each educator's, parent's, and community member's responsibility to set high expectations and invest the resources needed to help each student meet the challenge. It is each learner's responsibility to seize the value of that investment and achieve.
4. **All people benefit from respect.** An environment in which people and things are respected is essential to the emotional safety and academic growth of everyone.

Your actions are expected to be consistent with these values.

History and Legal Authority for Operating

Changes to California's initial charter school legislation were implemented on January 1, 1999 in ways that make it much simpler for individuals to establish public schools that are independent from local public school districts. For the first time, non-profit entities could be established as the fiscally and operationally responsible party. The new law also specifies that one of the key purposes of charter schools is to compete with other public schools thereby promoting innovation and improvement of all.

Because of this law, Charter Academy of the Redwoods has been established as a non-profit public benefit corporation. Incorporated in August, 1999, the 5-member Board of Directors held its first meeting September 9, 1999. The Corporation acts under authority of the Articles of Incorporation filed with the California Secretary of State and in keeping with its By-laws and the Brown Act (open public meeting law). The Corporation is responsible for the management of *Redwood Academy*, a charter school that opened in September 2000.

Redwood Academy operates under the terms of a charter granted by Ukiah Unified School District, the school district within whose boundaries the school is located. The new charter expires July 2026. Ukiah Unified is responsible for general oversight of the *Academy*, including fiscal and programmatic auditing and is the Local Educational Agency (LEA) responsible for the oversight of special education services. The Academy is responsible for

providing all services to students with Individualized Educational Plans (IEP) under the laws that govern Special Education.

About Charter Schools

Charter schools now operate in over 42 states with over 1,000 schools in California alone. Publicly funded, charter schools provide an opportunity for all students to attend a school that has a published, approved document (called a charter) that explains to the community what the school will be like. Many of the rules and regulations that traditional public schools must adhere to are waived for charter schools. They cannot charge tuition, teach religious doctrine, or discriminate in admission. They must teach to the state standards and give the annual standardized tests.

Each charter school is unique. Some are large and look very much like traditional schools while others are small, housed in industrial facilities or forested settings. Most charter schools focus on meeting the needs of a certain kind of student as *Redwood Academy* focuses on preparing students for college and independent living.

The number and nature of charter schools is growing dramatically in California and throughout the country. It is the hope of legislators that charter schools will bring competition to the public educational arena and spark improvement for all schools.

For more information about charter schools, a good resource is the web page for the State of California Department of Education. From there you can also access information nationwide.

Contact Information

The Non-Profit Corporation ~ *Charter Academy of the Redwoods*

Board of Directors: Chairperson, Kip Webb; Director, Sandra Boyce; Director, Rebecca Brown; Director, Anne Ford ; Director, Jay Joseph

Officers: Selah M. Sawyer, President; Elna A. Gordon, Secretary and Treasurer
The Corporation office is on the *Redwood Collegiate Academy* campus.

The Charter School ~ *Redwood Collegiate Academy*

Office Staff: Elna Gordon, Co-Executive Director
Caleb Cimmiyotti, Principal
Sharon Ward, Coordinator of Operations

1059 N. State Street * Ukiah, CA 95482
(707) 467-0500 phone (707) 467-4942 fax

The campus is located on the Redwood Empire Fairgrounds.

Write the school name and mission here.

What We Expect of Redwood Academy Students

Academic Probation

Students who average less than a 2.0 grade point average in any quarter or who have failed to pick up, complete, or turn in independent study work are placed on Academic Probation. This is notice to the student and family that achievement must improve. Students in grades 7-12 who are on academic probation may be required to make up the work during Tutorial, Bonus Days, and/or summer session. After the first quarter, all students on Academic Probation will be required to attend Study Club on Wednesdays during school-wide club time.

Attendance

It is very difficult to achieve at the standard set by *Redwood Academy* when you are not physically present. It is also hard to establish the pattern of attendance that will make you successful at work if you are late or absent. Any student who is absent without a valid excuse for three or more days in a school year is considered truant and will be referred to the Principal for action. Additionally, all absences in excess of three days consecutively or ten days cumulatively require a doctor's note to be excused. Students with unexcused absences who are considered truant or a chronic absentee may not be permitted to complete work missed during their absence and can expect to be placed on an attendance contract that may also result in disciplinary consequences.

It is your responsibility to attend all day, every day unless special circumstances, such as illness, unavoidable medical or dental needs, or death in the family, occur.

It is also your responsibility to have your parent/guardian notify the school by 9:15 a.m. on any day you will be absent.

Students who cut school (full- or part-day unexcused absence) may expect to be suspended until a Hearing to consider the consequence. *Redwood Academy* does not allow "cut" or "ditch" days. A student who is absent on such a day and is excused for illness or a funeral by a responsible adult may be required to bring evidence supporting the excuse.

Behavior Code

We have a one sentence Code and we expect it to be followed when you are in dress code or are representing the school: **All students and staff will respect themselves, others, and things at all times and in all situations.**

All volunteers, family, and community members involved in school activities are expected to adhere to this Code as well. Efforts to counsel and educate any one who violates the Code will be made. Students who violate the Behavior Code may be suspended by any member of the staff or, for serious violations, subject to an expulsion hearing. The school is open to all students but you must earn the right to continue your enrollment. **To ensure respect for yourself, others, and things, follow the school-wide, classroom, and building and safety rules as well as these requirements:**

Student~Family Handbook

Re: *Addressing staff*~ Many students have relationships outside school with staff (ex. family member, neighbor, friend). To create a respectful environment for everyone, all students are expected to address staff by title and last name. Adult family members may address staff by first name.

Re: *Electronics* ~ Electronic devices are prohibited at *Redwood Academy* unless a student and their parent/guardian has a signed Electronics Use Policy and Release of Liability on file with our office. This Policy and Release is only applicable to laptops, tablets, and iPods. As part of the Use policy, all approved electronics must display an office-provided sticker and **must NOT be used without staff permission and supervision. Under NO circumstances should an approved electronic device be in use during break or lunch. Similarly, at no time during the school day should an electronic device be used in or out of class to violate student or staff privacy (ie: no photos or video may ever be taken and/or shared without explicit staff permission.** If the Use policy is violated, all privileges may be revoked and disciplinary consequences may occur. **Redwood Academy assumes no risk for lost, stolen, or damaged electronic devices.**

Re: *Cellular Devices* ~ Cellular devices must be **SILENCED** or **TURNED OFF** and out of sight at **ALL TIMES**, including break and lunch, except when granted explicit permission by a teacher to use it for academic purposes within their class. Cell phones are highly distracting. Therefore, it may be confiscated if seen. Please help us enforce this rule. **Redwood Academy assumes no risk for lost, stolen, or damaged cell phones.**

Re: *Food, Gum and Drinks* ~ You may eat and drink only in the food services area of the building where lunch is served and the area designated on the main campus. Do not bring gum or chew gum while on campus unless you have a written medical prescription. You may only bring water into the classroom; do not consume anything other than water in class unless the classroom teacher has made a special exception. Chewing gum can be an automatic detention.

Re: *Gossiping; Spitting; Doodling on Desks, Tables, or Materials*~ These behaviors are considered highly disrespectful and may receive consequences.

Re: *Bullying*~ Bullying can take the form of a direct attack –like teasing, taunting, threatening, stalking, name-calling, hitting, coercion, and stealing -- or be more subtle through spreading rumors and intentional exclusion. Either way, bullying is a serious violation of our behavior code and will result in the appropriate consequences. Furthermore, the use of any electronic device to harass, intimidate, or bully will also be treated as a serious threat to the safety of other students and the appropriate consequences will apply.

Re: *Ramps*~All classroom ramps are to be used properly. Do not sit on, slide down, or crawl through the railings.

Re: *Classrooms*~ Do not enter a classroom unless a staff member is present. This protects you and the school.

Re: *Controlled Substances*~ Possession of any quantity of a controlled substance (e.g., illegal drugs, alcohol, tobacco) is cause for immediate suspension pending a Discipline Hearing and may be referred to the designated law enforcement agency for follow up. Their actions, including arrest and report to the district attorney, will be determined entirely by them.

**Behavior
Probation**

We value learning and socializing that are physically and emotionally safe. Students who are continually or severely disruptive will be put on probation. Students on Behavior Probation are required to attend Detention weekly and will not be allowed to participate in field trips or special activities. The length of probation will be determined by the staff. The purpose of this time is to help the student understand immediate change in behavior must be made. Probation may conclude with reinstatement to good standing, voluntary transfer, or an expulsion hearing.

Cards

Students may play card games during breaks and lunch; however, such activities may not be done in class or during study time, may not interfere with instruction, and may not delay return to class as breaks end. Cards may be confiscated at any time a staff member feels that the activity is potentially disruptive;.Gambling is not permitted in any form.

Discipline

To help students immediately improve their behavior, staff may send students outside or to an isolated area. During this time, usually five minutes, students are expected to commit themselves to the Behavior Code. Other misbehavior may have more stringent consequences. Students who miss class due to behavior may expect to notify their parents of the lost class time.

Dress Code

Academy students are required to adhere to the Dress Code both as an issue of safety and of school pride. The code is:

1. No skin shall be visible from a student's armpits to mid-thigh
2. All shirts/dresses must have a sleeve and go over the shoulder.
3. No undergarments may show at any time.
4. Clothing that may be deemed unsafe to the wearer or others is not permitted. These include, but are not limited to studded bands, chains, or any other items that might be used as a weapon.
5. No sleep attire including but not limited pajamas, onesies, slippers or soft soled shoes.
6. Ball caps must be plain unless they are Charter Academy of the Redwoods merchandise.
7. No hats or hoods may be worn in class.

8. No clothing or accessories may be used to show gang affiliation. These include, but are not limited to:
 - Red/blue colored lanyards, bandannas, belts, head bands, or any colored paisley items.
 - No more than two red or blue items may be worn at a time.
 - No clothing or accessories may emphasize gang representation or affiliation including, but not limited to “N”, “S”, “M”, Sureno, Norteno, 3, 4, 13, 14, 33, 44, 81, 707, XIII, XIV, X4, X3, WSK, PAK, ATC, VXL, MBZ, CVC, LNX, “Califas” or other known gang related symbols.
 - No sport team logos
 - Any associated white supremacy or Neo-nazi symbols or images including KKK, SS, NCV or any other known white supremacy groups.
9. No items may contain inappropriate references. These may include, but are not limited to drugs, alcohol, tobacco, profanity, weapons, sexual content, hate speech or violence.

Promotion/Graduation Ceremony and Demonstration Nights

1. Students may wear nice slacks, pants, capris, or jeans that do not have rips, tears, holes, etc. Leggings may be worn under a skirt/dress or long blouse.
2. Students may wear a nice button-up shirt, blouse, polo shirt, or sweater. T-shirts are not permitted.
3. Students may wear skirts or dresses that are no shorter than mid-thigh. Any skirts or dresses shorter than mid-thigh must have leggings underneath.
4. All jackets must be formal or dressy in nature (ie: button-down blazers, cardigans). Jean jackets or everyday coats are not permitted.
5. No skin shall be visible from a student’s armpits to mid-thigh
6. Underwear may not be visible at any time.
7. All clothing items must be school appropriate and safe as outlined in the daily dress code.

Staff also adheres to a Dress Code.

Expulsion If a student is expelled they may not be on the fairgrounds or school property during the hours of 8:00-5:30 while school is in session, or during a school activity, including but not limited to Family Fun Night, Demonstration Night, Showcase, or the Promotion/Awards/Graduation Ceremonies.

Extended Vacation The school calendar provides full one- and two-week vacations in late November, late December/early January, mid February, and late March in addition to several three-day weekends. We encourage you to schedule your vacations to be consistent with these breaks. If you find that you must miss school for out-of-the-area travel, please let the office know at least one week in advance to arrange for independent study.

Fairgrounds *Redwood Academy* is the guest of Redwood Empire Fair which is governed by a Board of Directors and managed by Mrs. Jennifer Seward. Mrs. Seward has an office staff and grounds crew. In keeping with the Behavior Code, all fair Directors, management, staff, and property will be treated with respect.

Graduation Requirements Students at *Redwood Academy* may earn either a General Diploma or an Academic Honors Diploma by completing course requirements and independent living competencies. Parents and students are expected to track their progress and be aware of any missing credits.

General Diploma Requirements

English	40 credits	
Math	30 credits	(10 of which must be equivalent to Algebra I)
Science	20 credits	
Social Studies	30 credits	(must include world, US history and gov't/econ)
Modern Language	20 credits	(must be in one language)
VAPA	10 credits	
Community Service	10 credits	
Graduation Project	10 credits	
Other	70 credits	(PE is NOT required)
Total	240 credits earned with an overall GPA of 2.0 or higher	

Academic Honors Diploma

English	40 credits	
Math	40 credits	(must inc Algebra I/Geometry/Algebra II/ Trigonometry or equivalent)
Science	30 credits	(must inc bio, chem, and one add'l science)
Social Studies	30 credits	(must include world, US history, gov't/econ)
Modern Language	30 credits	(20 of which must be in one language)
VAPA	10 credits	
Community Service	10 credits	
Graduation Project	10 credits	
Other	50 credits	(PE is NOT required)
Total	250 credits earned with an overall GPA of 3.0 or higher and to include one advanced placement or college level course in mathematics, English, science, or social studies; All academic classes must be UC approved, and all grades for these classes must be a C or higher.	

*All graduates must also demonstrate Independent Living competence in the Graduation Project course.

Harassment *Redwood Academy* is committed to an environment free of unlawful harassment and prohibits harassment of any sort including but not limited to: sexual, verbal, visual, or physical conduct; threats or demands; or retaliation. Any student who has been subjected to any form of harassment is expected to immediately tell a staff member. If the matter is not resolved, a written complaint is to be submitted to the Co-Executive Director. The complaint is to be specific and include the names of the individuals involved and the names of any witnesses. The Director will undertake a thorough and objective investigation and attempt to resolve the situation.

Honors *Redwood Academy* students earn honors in attendance. Students also earn academic honors. Students earn *Academic Achievement Honor Roll (3.00-3.49)*, *Redwood Academy Achievement Honor Roll (3.50-3.99)*, and *Director's Honor Roll (4.0 and higher)*.

Horseplay / To ensure personal safety and comfort, our saying is: "Keep

PDA

your hands, feet, body, and objects to yourself and keep your verbal and body language appropriate to a positive learning environment.”

Experience has shown two things: successful students follow this practice as a matter of habit AND students who do not follow it consistently end up hurting others or themselves, usually accidentally. In keeping with this we do not allow public displays of affection (e.g., hand-holding, hugging, kissing...). Your behavior should enable you and those around you to achieve high academic goals.

Independent Study

Independent Study is an opportunity to get school work that is similar to regular classroom assignments. It is important to recognize that the *Redwood Academy* academic program is a challenging one and that much of the work requires direct instruction and classroom participation. However, there are times when independent study may be necessary.

Short-term: It is the staff's option to approve or deny a student's request for independent study. Decisions may be based on a GPA of at least 2.00, attendance records, and previous fulfillment of independent study contracts. **Students who have requested independent study but failed to pick it up, complete it, or turn it in may be put on Academic Probation, and required to go to summer school.**

Independent study is used to provide students with an opportunity to complete work that would be missed due to a brief absence from school. This is called “short term” independent study. Students who are unable to attend school are expected to make up their work. This work may be requested from the office at least five days in advance of the absence or as soon after return to school as possible. The work assignments will generally be available the day before the absence is to occur.

Long-term: Independent study that is used to take the place of regular attendance in the classroom is called “long-term.” We do not offer long-term independent study.

Our Compact

Attaining high levels of achievement requires the combined effort of the student, his or her family, and the staff. *Redwood Academy* student ~ families are invited to enter into a compact that details some of these efforts.

Passwords

You will be issued a user name and password for any computer applications. It is important that you remember them and keep them secure—that is, do not share them with anyone else.

**Promotion/
Retention
High School
(Grade 9-12)**

Students must successfully pass **all** core academic classes at the semester in order to be promoted unconditionally. Core academic classes consist of all classes where students receive a grade of A, B, C, or NC. Students who fail to earn credit in one or more semester units (five credits) of these classes may be promoted conditionally. Conditions may vary by student, but generally all students who are conditionally promoted are required to successfully make up credits during summer school. All students awarded conditional promotion must meet their specific conditions by an assigned date, which is usually prior to the start of the following school year. Students who fail **six semester units (30 credits) of core academic courses**

in a single year will be ineligible for promotion and automatically retained in their current grade.

**Middle School
(Grades 7-8)**

Students must successfully pass **all** of their core academic classes at the semester in order to be promoted unconditionally. Core academic classes consist of all classes where students receive a grade of A, B, C, or NC. Students who fail to earn credit in one or more semester units (5 credits) of these classes may be promoted conditionally. Conditions may vary by student, but generally all students who are conditionally promoted are required to successfully complete summer school. All students awarded conditional promotion must meet the agreed upon conditions prior to the start of the following school year, or they will be retained. Students who fail **six semester units (30 credits) of core academic courses** in a single year will be ineligible for promotion and automatically retained in their current grade.

State Testing

Parents who wish for their students to opt out of academic or physical testing must submit a written request prior to the beginning of testing. We strongly encourage all students to participate in all phases of the testing program and will happily work with students to provide the most productive environment.

**Student
Mental Health**

Students at Redwood Academy are encouraged to reach out a teacher, principal, or other adult when they are experiencing mental health issues such as depression, self-harm, or thoughts of suicide, or when they suspect or have knowledge of another student's self-harm or suicidal intention. Student identification cards will include the National Suicide Prevention Lifeline telephone number (988) and the National Domestic Violence Hotline number (1-800-799-7233).

Supplies

Students at *Redwood Academy* will be provided with any supplies needed to participate in the academic program.

**What We Expect of Redwood Academy Student~Family
(those adults who support each student)**

We expect parents/guardians to make an informed decision before enrolling a student. Once the student has enrolled, parents/guardians are partners in enforcing the Academic, Behavior, and Dress Codes of the school. We ask parents/guardians to adhere to the Behavior Code in all dealings with staff, students, and other parents/ guardians.

Activities Though not required, parent participation is important to the success of your student and your school. The most important activities to attend are the **Open House, Demonstration Night**, which is held two times a year, and **Promotion/ Graduation Ceremony** on the last day of school. Our **Parent Advisory Meetings** are open to the entire family and are held three times a year, and our **Family Fun Nights**, also open to the entire family, are held twice a year and include fun activities for all as well as an opportunity for parents to talk with teachers and administration about school related matters. Students attending must be accompanied by a responsible adult. In addition, we encourage each student ~ family to volunteer for activities and to use Power School to be current about student progress. Please contact the school if you are interested in volunteering.

Attendance Students are expected to attend school every day for the entire day from Check-in to Dismissal. If your child is going to be late, please notify us by 9:00 a.m. Your child may not be able to order lunch if the school is notified later than 9:00 a.m. If your child is unable to attend, notify us no later than 9:15 a.m. on the day involved by calling 467-0500 (a voice mail message is fine and can be left anytime). **For all absences in excess of three days consecutively or ten days cumulatively a doctor's note is required in order for the absence to be excused.** Unexcused tardies and absences may be subject to disciplinary action and your student may not be able to make-up missed work. **If you know your student is going to be absent in the future, you should request assignments and Independent Study prior to the absence.** Arriving or leaving early needs a signature by the parent/guardian on the log in the office, this includes any tardy after 9:00 a.m. Only persons on the Emergency Card or authorized by the parent may pick up a student early from school.

Communication Keeping in touch is essential. For information or assistance with issues related to your student, your first contact should be to the Coordinator of Student Services or appropriate Teacher. The Coordinator/Teacher is responsible for answering your questions, providing information about your student's progress, and representing your student in disciplinary matters should that become necessary. You will also be able to communicate with the school through e-mail. If you feel the staff cannot provide the assistance you need or has not followed through on a request you have made, please contact the Principal ASAP. In addition, if your contact information changes, please notify us as soon as possible. It is vital that we have current phone numbers, addresses, emergency contacts, and guardian information.

Student~Family Handbook

- Demonstration Night Attendance** This is a wonderful event for our students, staff, parents, and community. **All students are required to attend.** When an unusual circumstance occurs that prevents a student from attending, the Office Manager must be notified in advance. Failure to clear the absence in advance may result in a Community Service assignment which may be served by attending Detention or through other arrangements made with the staff. Please check the calendar now for this year's dates.
- Detention** One consequence for not following the Behavior Code is detention. Depending on the behavior issues, detention is generally scheduled for Wednesday immediately following school. Continued infractions of the Behavior Code may result in Behavior Watch and/or Behavior Probation. We expect parents to be aware of the behaviors that are resulting in detention and to work with the student to support immediate improvement. Failure to attend detention may result in suspension. If you need to make other arrangements, this must be done with the office **before** the day of detention.
- General** Please be sure your student is prepared to learn by arriving promptly at school every day rested and ready to learn; is attired in clean, appropriate dress code garb with a dress code coat for cold weather; is completing in and out of class assignments on time; and is taking any concerns or problems to the Staff.
- You know your student better than anyone else. We hope you will join us in setting high expectations for your student's achievement. We also hope that you will work with us as partners in preparing your student for the future by reinforcing the basic skills of communication and respectful behavior.
- Non-Custodial Parents** We are happy to provide copies of routine mailings (such as the monthly school calendar and updates), report cards and progress updates, and other documents to any guardian or non-custodial legally authorized parent. Please ensure that we have accurate contact information and copies of current legal documentation.
- Visiting** We encourage you to visit your student at school. To ensure the safety of our students and staff, it is required that you sign in at the office so we know who is on campus. The parking lot is off-limits to students during school hours. If you need to meet with your student and cannot leave your vehicle, the office must be notified in advance. Please help us protect your student.

Various Topics of Interest (in alphabetical order)

Advanced Placement/Honors	We offer both AP and Honors classes. By taking Advanced Placement and Honors classes students engage in elevated academic course studies and, if in the 11 th or 12 th grades, these students earn an extra grade point for grades that are a C or higher. By taking AP exams students may meet college level requirements, thereby earning college credits. For students taking AP courses and earning at least a B in these courses, the school covers the cost of the exam(s). Students who do not qualify for an AP exam through an AP course but still wish to take an exam may do so by contacting the Principal and covering the cost of the exam. The College Board provides some reimbursement for fees incurred by low income students who take AP tests.
Automatic Detention	Students may expect to receive an automatic detention without any additional warning for any of the following rule violations: crossing N. State Street at Magnolia or at Garrett without a crossing guard; gum; being tardy but not signing in on the tardy log, or being out of bounds on the fairgrounds (i.e., behind Carl Purdy Hall, in or behind the RV garage or barns, around the pond...).
Before/After School Supervision	<p>We provide student supervision from 8:00 to 4:00 for students not participating in electives. If a student is participating in electives or after school tutorial, supervision is provided until 4:45. We ask that you arrive and depart during these times. Please let us know in advance if you need other arrangements for an unusual occasion.</p> <p>NOTE: Students who are crossing North State Street at a location that does not have a street light MUST be assisted by the school's crossing guard. Crossing guards will be on duty at Magnolia Street and Garrett Drive twenty minutes before classes begin. Crossing guards will also be on duty when classes are dismissed. Students who need to cross the street on foot should not arrive at school before or after the crossing guard is on duty.</p>
Bicycles, Scooters, Rollerblades, Skateboard	Students may ride bikes, scooters, rollerblades, and skateboards to and from school. However, they must dismount at the N. State Street entrance to the school and at the entrance to the fairgrounds. Bikes, scooters, rollerblades, and skateboards are to be locked up by 8:25 a.m. In no case are bikes, scooters, rollerblades, or skateboards to be ridden on school or fair property. Students must have a helmet to ride any wheeled vehicle and must lock their bike securely. Although the school is providing a designated parking and storage area, Charter Academy of the Redwoods assumes no responsibility for loss, damage, or theft
CA HS Proficiency Examination	For information about the CHSPE, an examination through which students can leave high school without a diploma, see the state web site: www.cde.ca.gov/statetests/chspe/ . The web site explains the purpose of this test for early departure, the cost, the test dates, deadlines for registration, and other important information.

Cheating	All academic work is to be completed by the student without collusion. Cheating will be dealt with immediately and without equivocation. All written work will be the product of the student's individual best effort with the final product the complete responsibility of the student. The school will not allow cheating to unfairly help those who cheat; the academic consequence will be a zero on the assignment and there may be a disciplinary referral.
Class Ranking	Like a growing number of college preparatory schools, we do not rank the students in a class.
College Courses	If you are interested in preparing for college one of the best ways is to take a college class! Most colleges, including Mendocino College, require that you obtain permission from the secondary school you are attending. Students in their junior and senior years who maintain a cumulative gpa of 3.0 or higher may choose to participate in our College Program, whereby students leave campus early on Mondays, Tuesdays, and Thursdays to take college classes entirely free of cost. If you are interested in taking advantage of this opportunity and are in good academic and behavior standing, please contact the Principal.
Community Luncheon	On some Wednesdays, the student body gathers for a school assembly. These assemblies are planned and implemented by a different grade each week. They may include performances, interactive games about class curriculum, competitions, or team building activities. Family members are encouraged to attend (activities are 12:45 to 1:50).
Complaint Procedure	Staff intends to serve all students, their families, and the community in ways that benefit the student. In the event that an individual has reason to believe this intent has not been met, that individual is welcome to express their concerns to the Principal, Director or other staff, as deemed appropriate. In the event that an individual has reason to believe a state or federal statute has been violated, a complaint process will be followed. In the event that the complaint is about student enrollment procedures or policies, the Charter School Complaint form on the school's website (www.caredwoods.org) should be filled out and sent to: UUSD 511 S. Orchard Ave. Ukiah, CA 95482, spaulin@uUSD.net .
Contact Information	It is <i>required</i> that we be able to contact an adult responsible for each student every minute the student is in our care. Please be sure that the Emergency Card has accurate names and numbers and that when you are out of the area we have alternative contact numbers.
Course Descriptions	The course catalog identifies every class offered at the <i>Academy</i> . It includes information about prerequisites, credit value, objectives, how to challenge a class, and other general information of interest.
Crossing N. State Street	There are two places in front of our schools to cross State Street. Both are dangerous and may not be crossed without staff. One location is in front of <i>Sequoia Career Academy</i> at Magnolia Street; the other is adjacent to Garrett Drive at <i>Redwood Collegiate Academy</i> . We provide crossing guards each morning from 8:00 a.m. to 8:30 a.m. and immediately

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following each dismissal. Students are required to use the crossing guard any time they cross N. State Street near the schools. Crossing without a guard will result in automatic detention for the first offense and potential suspension and/or expulsion from the school for the second offense. If you will arrive late, call ahead for a guard.

- Electives** Students will be able to choose from among several electives. These will be available from 3:55 to 4:45 every day for students in good standing who are not required to attend Tutorial. If you have any idea for an elective you would like to take or to teach, please let the office manager know. Some electives will be held at our sister school, *Sequoia Career Academy*, 1031 N. State St.
- Emergency Evacuation** We have several emergency drills during the year. Some of these drills require that you leave the classroom while others require that you remain inside. It is important that when you hear the alarm you give your complete attention to the closest staff person. Leave your possessions (backpack, binder, purse...) and proceed immediately to the designated area. If you were in the office or bathroom or were outside when the alarm sounded, you need to join the staff person whose class you are assigned to at that time unless directed otherwise by a staff person.
- Extra-Curricular Activities** Special activities that relate to the *Academy's* mission occur throughout the year. These activities will result from student interest and parent support and will vary accordingly. Check with your Advisor for offerings and to make your interests known. Students must be in good behavior standing to participate. After school activities, such as dances, require advance approval and school attendance on the day of the activity.
- Field Trips** *Academy* students will have various opportunities to make learning real by taking trips to places and people of interest. All trips related to an academic class will be free of charge, and paid for entirely by the school and/or class fundraising efforts. Some voluntary, specialty trips, such as the senior trip, may involve a cost and/or individual fundraising efforts for participating students. Students must have a permission slip on file to participate in off-campus activities. Chaperones and drivers with proof of adequate insurance, a current license, and clean DMV records are encouraged to join us.
- Finals & Mid-Term Examinations** Students are given two major examinations per semester. The Mid-term is given at the end of the 1st and 3rd quarters and covers work from that quarter. The Final is administered at the end of the 2nd and 4th quarters and covers work from the preceding semester. The 2nd semester final may also include work from the 1st semester.
- Food Services** This year, all students are eligible for free breakfast and lunch as part of the Community Eligibility Program. However, to remain eligible for this program, it is important that all families turn in an accurate lunch application. Occasional opportunities to go off campus are provided for high-achieving students. We use the Junior Building as a cafeteria and the adjoining grassy area for outdoor eating. It is difficult for the staff to deliver hot meals that are brought after school begins and we request that

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you make arrangements for food before the school day begins. The parking lot is off-limits to students.

Fourth Quarter Rule	Any senior who commits an offense during the fourth quarter for which suspension is the consequence may not be allowed to participate in the graduation ceremony. The decision will be based on the student's behavior history and the seriousness of the infraction. However, any senior who is suspended pending a Discipline Hearing will automatically lose the privilege of participating in the ceremony. A senior may also lose the privilege of participating in the ceremony if they are truant.
Grade Point Average (GPA)	Students' GPAs are calculated as: A=4; B=3; C=2; NC=0; no points are awarded for credit/no credit courses.
Graduation Fee	Seniors can purchase the graduation packet. This includes cap, gown, tassel, yearbook, and senior shirt. The cost is \$85. Students may choose to borrow the cap, gown, and tassel for the day of the ceremony instead of purchasing it, but all borrowed caps and gowns must be returned to the school office immediately after the graduation ceremony.
Hearing Testing	The school provides free hearing testing for all 8 th and 10 th graders and others upon request.
Homework Policy	Most of what you are used to as "homework" is done during the school day. <u>If you are behind in class requirements, you may be expected to do homework.</u> You may have some regular reading (usually the book you are studying for English) and preparation for a group project or exam. If you are earning less than a C in any class, you may be given additional work to do at home until your progress increases. If you are taking an AP or Honors class, you may expect some work to do at home.
Hygiene	Good hygiene, especially hand washing, is an important part of public health safety. Student, staff and visitors to campus are expected to thoroughly wash their hands before leaving the bathroom. Proper hand washing includes using soap and water for at least 15 seconds. Dry hands with paper towels and dispose of the towels in the dispenser provided.
Immunizations	We require evidence of compliance with all immunization policies prior to enrollment. Please be prepared to provide a copy of the immunization record.
Insurance	The school does not provide insurance for students. Please check with your insurance carrier for current information.
Internet Use	The Internet is a wonderful resource for academic achievement and <i>Redwood Academy</i> is pleased to offer exceptional support through technology. Students will be issued access to this technology after demonstrating an understanding of and willingness to comply with the regulations for acceptable use. Rules include limiting the use of school computers to school work and never using the computer to plagiarize someone else's work. Inappropriate use will result in loss of privilege.

Journals	Students may be issued a composition or spiral notebook to use in journal writing activities at the direction of all staff members. Journals are part of school work and their contents may be read and responded to by any member of the staff and are the property of the school.
Lice	Infestations of head lice are common among school-age children and we request your vigilance in minimizing any outbreaks at <i>Redwood Academy</i> by checking and treating as needed. If you need information about controlling lice or independent study during treatment, please let us know.
Life & Leadership	You will have a Life & Leadership advisor and be assigned to that staff person's Life & Leadership group, comprised of students in the same grade. Life & Leadership meets daily to discuss issues related to student success and college preparation, develop social skills and independent living competencies, and prepare for student-led activities such as Check-In. Your Advisor is the <i>first</i> contact to get information about issues related to school or to get help with a problem.
Mandated Reporting	Like all educators, every member of the Charter Academy staff is a "mandated reporter." This means that we are required by law to report to Child Protective Services (CPS) any information we receive that a child is at risk for mental, physical, or emotional abuse or neglect. We take this responsibility very seriously and report any information given to us for CPS to investigate. Sometimes this information comes to us directly from the student in a conversation or a writing assignment. Other times it is based on observations that concern us. In keeping with the law, we do not investigate the matter nor do we inform the involved parties of our concerns or report.
Medication	<p>For student safety, all medication to be administered at school:</p> <ol style="list-style-type: none">1) must be labeled by a licensed pharmacist;2) must be in the original manufacturer's container with the student's name clearly written on the container;3) must be accompanied by a written statement from the doctor detailing the method, amount, and time schedule the medication is to be taken (this may be faxed and must be updated annually and when any changes are made);4) must be accompanied by a written statement by the parent/guardian indicating the desire that the school staff administer medication to the student as ordered by the health-care provider; and5) must be handed to the school staff by the parent/guardian (not the student) except inhalers which may remain with the student.6) Students who must carry an inhaler or EpiPen with them, must have additional letters from the doctor and parent stating the student is trained in the proper administration of the medication. <p>We recommend that you ask the pharmacist to divide medication into separate containers for home and school. The staff will NOT administer nor provide non-prescription medication such as aspirin, acetaminophen, allergy capsules, diet pills, Pepto-Bismol, etc. without medical authorization. Please do not ask us.</p>

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Additionally, the school maintains EpiPens at each site in the event a student experiences an anaphylactic episode. Trained staff will administer the EpiPen if the need arises and the parent has signed the consent to do so at the beginning of the year.

Non-Participation

There may be times when the student ~ family prefers not to participate in an activity or component of the curriculum for religious or other reasons. It is your responsibility to notify the Principal of this and work together to make alternative arrangements.

Off-Campus Privileges

Our school is a closed campus. Students in good standing may earn off-campus lunch privileges. On days when off campus lunch is held for Honor Roll students, students in grades 7-8 must have a responsible adult chaperone; students in grades 9-12 may participate without a chaperone.

All off-campus privileges must be on foot (no bicycles, skateboards, or skates), heading north on State Street; students must leave and return during the regular lunchtime, and students may not bring food or drink to students who have not earned off-campus privileges. Under no circumstance may a student drive him/herself or other students off-campus for lunch. If a student wants to be accompanied by someone who is not a student, that individual must sign in at the office like a visitor.

Students from all grades may earn off-campus privileges for achievement in specific classes as determined by their teachers. Off-campus privileges may be revoked by the staff at will.

When the class walks to an off campus location, such as the park or library, students are to respect the property and privacy of the businesses and homes along the route. Students should be quiet and keep their hands off of fences, rose bushes, etc.

Performances

There will be a number of opportunities to participate in performances. Many of these will be through regular academic classes such as performing parts of plays, being on a group panel discussion, or debating a topic of interest.

Pesticide

We have no intent to apply pesticides during the coming year. If pesticides other than topical applications for ants, flies, or mice are to be applied on our property, you will be notified 72 hours in advance by a student-carried letter home and through information on our web site, www.caredwoods.org. More information may be found at www.cdpr.ca.gov/docs/schoolimp.

Pets

Occasionally teachers and students may bring in pets to the classroom for teaching purposes. All pets must be approved by the Principal prior to arrival on campus. Any pet that is approved as a permanent resident of the classroom must be properly housed in a cage or tank as appropriate and properly handled/ cared for. Any pet that is approved as visitor for particular class period or periods must be properly handled/cared for and supervised at all times. In order to help us maintain classroom

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environments that are safe and comfortable for all students, please make the office aware of any existing pet allergies at the beginning of the year.

Promotion/ Graduation Ceremony

Family and community members are expected to celebrate the achievement of these students by attending this 10:30 a.m. ceremony. There is no separate 8th grade graduation; however, all students are ceremoniously promoted from one grade to the next, providing they meet the promotion requirements. Seniors who complete the requirements for a General Diploma or an Honors Diploma participate in a formal graduation ceremony with cap and gown. It is our goal to have every student earn the right to be promoted every year. **Seniors must have all credits and adhere to the behavior code to participate in graduation ceremonies.**

Report Cards

In addition to web-based updates on Power School, all students receive report cards for each course quarterly with semester reports recorded on the permanent transcript for grades 9-12. Report cards are hand delivered by Advisors on Demonstration Nights or mailed home.

Reading

Research shows clearly that the number one way students can use their time to increase general intelligence and achievement is to read. We suggest that every student have a book available to read at every minute of their class time. Sometimes they will have an assigned book for English or another class; sometimes they will need to have a book of their own choosing. Either way, they may check out books before or after school or bring their own book from home or another library. Students are responsible for the book they have checked out of the library. If a book is lost, a student may be expected to replace the book.

Scoliosis Testing

We contract with pediatric health-care providers to conduct scoliosis (curvature of the spine) testing for all 7th grade girls and 8th grade boys.

Search and Seizure

The school staff maintains the right to reasonably search and seize a student's belongings, clothing, and person if needed to verify possession, or lack of possession, of contraband or other forbidden substances. Effort is made to communicate this situation to parents; however, due to the usual urgency of the matter it may not always occur prior to the search. The search is usually conducted in the presence of two staff members of whom at least one is the same gender as the student.

Section 504 Services

Students who are eligible for services under Section 504 will receive those services from the school staff. Please be sure to let the staff know by checking the appropriate box on the registration card. The staff will meet with the student and family to develop/update an accommodation plan. If you think your student needs services, see the Principal for an eligibility determination.

Special Education Services

Ukiah Unified is the Local Education Agency (LEA) responsible for the oversight of special education services. The Academy is responsible for providing all services to students with Individualized Educational Plans (IEP) under the laws that govern Special Education. For potential services, we will assist with arrangements upon request beginning with the Student Study Team.

Student Drivers	Students who drive to school must notify the office, identify their vehicle, and show their driver's license to receive a parking permit. Student-driven cars are to be driven safely and parked safely only in the designated parking lot at all times. The school permit must be displayed in the car. Although the school is providing a designated parking area, Charter Academy of the Redwoods assumes no responsibility for loss, theft, or damage. Student drivers who are tardy to school or operate their vehicle in an unsafe manner face loss of privileges. Once parked, the parking lot is off-limits until the day ends.
Student Study Team	In the event a student is not making satisfactory academic or behavioral progress, the staff or parent may convene a meeting of all staff involved with the student. The purpose is to develop a plan in which the student, the family, and the school are partners in helping the student succeed and may include referral for special education, Section 504, or other services.
Summer School	Summer offerings are determined each spring based on student need and interest as well as staff availability. It is expected that those students who do not complete their courses for the year will make-up missing courses during summer school. Space is limited. Therefore, students earning a conditional promotion will be given first priority
Suspension	There are times that a student's behavior warrants removal from school for the balance of the day or longer. When a student is suspended the school does not provide services, including school work. In addition, failure to adhere to the Academic Code may result in being sent home for the day. Students may be required to participate in a reinstatement conference with their parent/guardian prior to returning and may be placed on Behavior Watch or Behavior Probation upon return.
Tardiness	Tardiness taxes the resources of our school and interferes with learning; students who are consistently tardy will be subject to referral to the Principal and may result in disciplinary consequences such as detention. Keeping accurate attendance records is important to us. When students are late, they must sign in. Failure to do so will result in automatic detention. Any student who is tardy in excess of 30 minutes on each of more than three days is considered truant and may be referred to the Principal for action.
Teacher Qualifications	We consider hiring the most qualified person for every position our top personnel priority. A current list of staff and their professional qualifications is available upon request.
Testing	Students are required to participate under the terms of the state testing program which requires that each student in grades 4-8 and 11, unless exempted by parent request, take the <i>California Assessment of Student Performance and Progress</i> and/ or <i>California Science Tests</i> . Students in grades 5, 7 and 9 take the fitness test in May.

Transfer to Another School	There may come a point where you decide that <i>Redwood Academy</i> is no longer the best choice for you. If this happens, please notify the Principal who can support your request to transfer. We strongly recommend that you schedule your transfer to coincide with the semester calendar of the school you are entering as well as leaving to ensure that you earn maximum credits. <i>Redwood Academy</i> is accredited, and all core academic courses are approved by the University of California. Thus, all credits are transferable to any public school, but it is up to the school you enter to determine which courses and credits they will accept for specific graduation requirements. If you receive Section 504 or special education services it is important that you share information with your new school, a process with which we can help you. <i>Redwood Academy</i> students have no right to admission in a particular school of any local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency.
Transportation	The school does not provide home-to-school transportation. There are MTA bus stops near the campus. We support the efforts of those who wish to carpool.
Trash and Recycling	It is the responsibility of all staff and students to properly dispose of trash and recyclables while on campus. This includes disposal of your own items and classroom clean up as assigned.
Tutorial	Students who are on Academic Probation or who have earned less than a C in a previous semester class may be required to attend Tutorial as scheduled until the requirements are fulfilled, grades are improved, and the staff approves.
Valuables	It is difficult to deal with the loss or theft of valuable things from personal possessions. Finding the truth of thefts is incredibly time-consuming, often disruptive, and rarely productive. Therefore, to ensure the safety of your valuables do NOT bring them to school. The school assumes no responsibility for your valuables and will not replace items that are lost, broken, or stolen.
Vision Testing	Students participate in vision testing in the first part of the school year. If the eye care professional identifies concerns, the parent will be notified to follow-up.
Work Permits	Work permits are issued AFTER the student gets a job. See the office for a permit application when you have a pending job offer. Students must be in good academic standing to receive a long-term permit; students may be issued one short-term permit that expires when new grades are posted. Students not in good standing (do not have a minimum GPA of 2.00) are not eligible for a permit. Seniors who are deficient in credit may be denied a work permit. Students' work schedules may not interfere with their class schedules or the permit may be revoked.

Student~Family Handbook
REDWOOD COLLEGIATE ACADEMY

ACADEMIC CODE

All students and all staff will do a full day of quality work every day.

BEHAVIOR CODE

**All students and all staff will respect themselves, others, and things
at all times and in all situations.**

School-wide Rules

- 1) Keep your hands, feet, body, and objects to yourself and keep your verbal and body language appropriate to a positive learning environment.
- 2) Be sure every area is neat, clean and orderly when you leave it.
- 3) Do not have gum, unapproved electronic devices, weapons, drugs, alcohol, paraphernalia, or contraband.
- 4) Follow the Dress Code; do not wear beanies or hoods inside classrooms or during formal school events.
- 5) Be on time to school daily.

Classroom Rules

- 1) Do not bring in food or drink except water in a sealed container.
- 2) Follow the staff person's directions.
- 3) Protect classroom materials, furniture, and equipment.
- 4) Be a positive, contributing member of the class; do not interrupt or distract when someone is talking.
- 5) During class: no grooming, no passing notes, no leaving seat or classroom without permission.

Building and Safety Rules

- 1) Enter and exit rooms using the ramp; do not go through or sit on the railings.
- 2) Remain on the path when going to or from the school and the Jr. Building.
- 3) Stay out of the areas behind the classrooms and office building, and driving areas such as the parking lot and fairground's road.
- 4) Cross N. State Street following the directions of the crossing guard.
- 5) Do not touch the alarms, extinguishers, pipes, sprinkler heads, vents, or any similar object.
- 6) Leave buildings and everything in and around it as good or better than you found it.

Consequences

Receive a verbal warning with an opportunity to correct the behavior.
Be isolated or suspended from class and sent to office.
Staff calls parent/guardian and may give detention, suspension, or other consequence.
Refer to Discipline Committee for staff review.
Receive Behavior Probation with loss of special privileges and required detention.
Pay for repair or restoration of damage or vandalism.
Pay for costs associated with enforcing attendance laws.
In cases of severe acts (such as bodily harm or possession of contraband), the Executive Director and/or Principal will take immediate and direct action to protect the safety of the students and the school.

Preparing students for college an independent living in a safe, challenging, well-managed charter school.

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CHARTER ACADEMY OF THE REDWOODS
STUDENT, FAMILY, AND SCHOOL COMPACT

We, the undersigned, are united in our efforts to prepare this student for a successful future. To support this effort, we agree to fulfill the following responsibilities to the best of our ability.

The Student's Responsibilities:

I Pledge ~

- * to work everyday to meet my school's mission by adhering to the Academic Code
- * to follow school regulations including the Behavior Code and the Uniform Code
- * to cooperate with my fellow students, all members of the staff, and my parents/guardians
- * to demonstrate my highest levels of achievement in all school activities
- * to develop and maintain a long-term career and educational plan
- * to take pride in my achievements and the achievements of my classmates
- * to recognize that my ability to achieve is unlimited

The Family's Responsibilities:

I Pledge ~

- * to ensure that my student attends a full day of school everyday
- * to ensure that my student follows the Behavior Code and the Uniform Code
- * to read the *Student-Family Handbook* with my student and refer to it as needed
- * to support my student's efforts by checking Powerschool and the school web page weekly
- * to support the use of my student's long-term career and educational plan
- * to inform school staff of matters that affect my student's learning and progress
- * to recognize and celebrate my student's successes

The School's Responsibilities:

We Pledge ~

- * to support this student's effort to prepare for a successful future by ensuring that he/she receives instruction that leads to the highest levels of academic, emotional, social, and physical achievement
- * to monitor this student's compliance with school-wide and classroom rules and ensure that he/she understands consequences for infractions
- * to provide an environment that contributes to his/her physical and emotional safety
- * to monitor this student's long-term career and educational plan
- * to recognize his/her response to challenges and celebrate his/her achievements
- * to work as part of a team that provides a safe and well-managed school to benefit this student

Student Signature

For the Family

For the Staff

Date: _____

Preparing students for a successful future in a safe, challenging, well-managed charter school