



# **School Handbook 2025-2026**

Accredited by:  
Western Association of Schools and Colleges  
&  
Commission on Accreditation  
North American Division of Seventh-day Adventists

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**[www.redlandsacademy.org](http://www.redlandsacademy.org)**

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# Mission Statement and Philosophy

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## Mission Statement

Redlands Adventist Academy is a Seventh-day Adventist Christian institution dedicated to nurturing the holistic development of students through spiritual growth, academic excellence, and physical well-being, empowering students to live a purpose-filled life.

### Opening Hearts

RAA shares Christ as its primary mission in all aspects of education. We believe that serving God gives us purpose, inspires a sense of identity and motivates us to serve our community.

### Opening Minds

RAA strives to build thinkers who create positive change. We believe that all students have an equal opportunity to learn. We are dedicated to the academic achievement and growth of individual students through rigorous instruction and learning.

### Opening Doors

RAA seeks to ensure that students reach their full potential by empowering students with the knowledge and life skills to achieve their dreams and goals.

## Accreditation

Redlands Adventist Academy is a coeducational day school providing education and learning for students in grades K–12. The school is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities and is evaluated regularly to determine its effectiveness in providing spiritual and educational opportunities for its students. Redlands Adventist Academy is also fully accredited by the Western Association of Schools and Colleges Accrediting Commission for Schools. We are financially supported by the Southeastern California Conference of Seventh-day Adventists, local churches, tuition, and fundraising.

## Non-Discrimination Policy

Redlands Adventist Academy is open to students who desire a Christ-centered education and makes no discrimination on the basis of and admits students of any race, color, and national or ethnic origin, or religion to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. No religious test is required of any student upon entering RAA, but it is expected that all who apply for admissions will assert, respect, and honor the religious principles on which the school is founded.

# Philosophy and Goals - ESLRS

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A Redlands Adventist Academy student will be a positive, lifelong learner, both spiritually and academically, and a responsible, productive citizen who:

## **SPIRITUAL**

- Is given tools to develop a faith-based relationship with God.
- Demonstrates personal integrity and exercises moral judgment.
- Shows compassion toward others and embraces diversity.
- Understands and respects Seventh-day Adventist beliefs.

## **ACADEMIC**

- Demonstrates growth in all subject areas.
- Gains effective communication and technological skills.
- Applies critical thinking and problem-solving skills to everyday life.
- Exhibits an appreciation for and develops skills in applied and fine arts.

## **HEALTH AND WELLNESS**

- Has knowledge of a healthy, balanced lifestyle.
- Takes responsibility for the management of his/her own personal health.
- Applies the skills provided to develop a program of lifelong wellness.
- Uses social-emotional skills to enhance personal relationships and individual learning.

## **COMMUNITY**

- Contributes time, energy and talents to improving the quality of life in his/her family, school, local, and global communities.
- Values the mutual relationship of all life and is a good steward of the environment.
- Respects diversity and seeks to understand others' views, beliefs and cultures.
- Works cooperatively with others in group and team activities.

## RAA K-12 Administrators and Office Staff

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**RAA OFFICE: (909) 793-1000**

NAME AND POSITION	CONTACT INFORMATION
<b>William Arnold</b> <i>Principal</i>	<a href="mailto:barnold@redlandsacademy.org">barnold@redlandsacademy.org</a>
<b>Nathalie Mazo</b> <i>Vice Principal for Student Life</i>	<a href="mailto:nmazo@redlandsacademy.org">nmazo@redlandsacademy.org</a>
<b>Luisa Desia</b> <i>Business Manager</i>	<a href="mailto:ldesia@redlandsacademy.org">ldesia@redlandsacademy.org</a>
<b>Kathy Iwasa</b> <i>Registrar/Guidance Counselor</i>	<a href="mailto:kiwasa@redlandsacademy.org">kiwasa@redlandsacademy.org</a>
<b>Kay Bracker</b> <i>Enrollment &amp; Marketing Coordinator</i>	<a href="mailto:kbracker@redlandsacademy.org">kbracker@redlandsacademy.org</a>
<b>Mark Galvez</b> <i>High School Chaplain</i>	<a href="mailto:mgalvez@redlandsacademy.org">mgalvez@redlandsacademy.org</a>
<b>Lemar Sandiford</b> <i>Athletic Director</i>	<a href="mailto:lsandiford@redlandsacademy.org">lsandiford@redlandsacademy.org</a>
<b>Claudette Sanders</b> <i>Office Administrative Assistant</i>	<a href="mailto:csanders@redlandsacademy.org">csanders@redlandsacademy.org</a>

# K-12 Admissions and Enrollment

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## NEW STUDENTS – Admissions Process

All new students are evaluated on a best fit model with the aim to reduce or eliminate bias, giving each applicant an equal opportunity to attend RAA. Please note that as a best fit school we do require that we are able to meet each student's needs in a way that will support their growth and development.

### 1. Application\*

The application for RAA is available on our website ([www.redlandsacademy.org](http://www.redlandsacademy.org)). It must be completed with all necessary documents attached prior to setting up the Family Interview and Student Assessment.

Each application also requires the following three (3) referrals, providing each referral's name, email address and school.

- Administrator: A current or former administrator from the applicant's most recent school.
- Recent Educator: A recent or current teacher or instructor who has worked with the applicant.
- Non-related Character Reference: A pastor, counselor, coach, or another non-related adult who knows the applicant well.

*\*Application processing times vary depending on the time of year the application is being processed.*

### 2. Student Assessment and Family Interview

All applicants in grades 1-12 take the Math and Language Arts sections of the IXL Real-Time Diagnostic assessment. Student scores are expected to be within two (2) grade levels of the grade they are applying for in regards to the low end.

Kindergarten applicants take a Kindergarten-only Assessment which is a one-on-one assessment that provides an understanding of a student's knowledge base, as well as information regarding their personality and development.

The Family Interview is conducted after the Student Assessment whenever possible, and is conducted by a member of Administration.

### 3. Application Review and Decision

Once all data is collected, applications are reviewed by the Admissions Committee. Application decisions are communicated via email to the family.

# K-12 Admissions and Enrollment

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## **4. Family Portal Set-up and Enrollment Packet**

Upon acceptance, the family will receive an email communicating how to set up their Family Portal account where they will complete their Enrollment Packet which includes:

- Any additional medical information
- All required medical documents that have not yet been submitted (immunizations, physical and/or oral assessment)
- Grandparent information
- Emergency contacts and Authorized Pick-up List
- Agreements
- Tuition payment plan set-up

## **5. Medical Clearance, Financial Clearance and First Payment**

Prior to finalization of a student's first day of school, all medical documentation will be reviewed for compliance with State standards, the family's tuition plan will be created, and the first month's tuition will be paid.

# K-12 Admissions and Enrollment

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## NEW STUDENTS – Required Documents

New students will be admitted into RAA after a review process which will determine best fit and help identify any additional support a student may need. A variety of documents are collected in conjunction with the application and enrollment packets to help determine fit and meet State requirements. Please note that most medical documents may be submitted either in the application or enrollment packets, and must be submitted and cleared prior to the student's first day of school. The one exception to this is the student's government-issued birth certificate or passport. All academic documents must be submitted in the application packet prior to the Family Interview and Student Assessment.

<p><b>Kindergarten</b></p> <p>Kindergarten applicants are required to submit:</p> <ul style="list-style-type: none"> <li>▪ Student's government-issued birth certificate or passport</li> <li>▪ A recent physical assessment</li> <li>▪ An official up-to-date copy of the student's immunization record</li> <li>▪ An oral assessment</li> </ul>	<p><b>1<sup>st</sup> Grade</b></p> <p>1<sup>st</sup> Grade applicants are required to submit:</p> <ul style="list-style-type: none"> <li>▪ Student's government-issued birth certificate or passport</li> <li>▪ A recent physical assessment</li> <li>▪ An official up-to-date copy of the student's immunization record</li> <li>▪ An oral assessment</li> <li>▪ Most recent grade report</li> <li>▪ Standardized testing results from the last year</li> <li>▪ Cumulative Request form</li> </ul>
<p><b>Grades 2-8</b></p> <p>2<sup>nd</sup>-8<sup>th</sup> grade applicants are required to submit:</p> <ul style="list-style-type: none"> <li>▪ Student's government-issued birth certificate or passport</li> <li>▪ A recent physical assessment (<i>sports assessment if student plans to participate in school-sponsored sports</i>)</li> <li>▪ An official up-to-date copy of the student's immunization record</li> <li>▪ Most recent grade report</li> <li>▪ Standardized testing results from the last year</li> <li>▪ Cumulative Request form</li> </ul>	<p><b>Grades 9-12</b></p> <p>9<sup>th</sup>-12<sup>th</sup> grade applicants are required to submit:</p> <ul style="list-style-type: none"> <li>▪ Student's government-issued birth certificate or passport</li> <li>▪ A recent physical assessment (<i>sports assessment if student plans to participate in school-sponsored sports</i>)</li> <li>▪ An official up-to-date copy of the student's immunization record</li> <li>▪ Transcript (<i>this does not have to be a final transcript</i>)</li> <li>▪ Standardized testing results from the last year</li> <li>▪ Cumulative Request form</li> </ul>



# K-12 Admissions and Enrollment

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## Student with IEP/504 Accommodations\*

Students with IEP/504 accommodations will need to submit all documentation for whichever grade they are applying and also include a copy of their most up-to-date IEP/504 plan.

*\*RAA is a non-profit religious organization. As such, we do not receive federal funding for special education. If your student has a previous IEP or 504, your accommodations will be reviewed to determine best fit according to our resources. Once the student is accepted, their current plan will be converted into an Educational Accommodations Plan (EAP).*

## International Students

International students will need to provide all documentation for whichever grade they are applying, in addition to the following documents with some stipulations:

- A physical exam from a professional medical office
- Translated transcripts for the past two years
- A copy of the student's passport
- Evidence of financial support: *A bank statement in U.S. dollars must be submitted for proof that the expense of tuition can be met.*
- Proof of health insurance: *Students are required to have medical insurance with coverage in the U.S.*
- Guardianship Authorization form (*provided by RAA Admissions*)
- SECC Foreign Student Application
- A copy of the student's visa
- English Proficiency test scores

GRADE	iTEP Slate Plus	TOEFL – IBT	TOEFL Jr.	Duolingo
9 <sup>th</sup>	3.3	55	750	90
10 <sup>th</sup>	3.5	60	800	95
11 <sup>th</sup>	3.7	65	850	100
12 <sup>th</sup>	<i>We do not accept 12<sup>th</sup> grade students if it is their first year in the U.S.</i>			

# K-12 Admissions and Enrollment

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## K-12 Immunization Requirements\*

All K-12 Students (new admissions and transfers for all grades) are required to have the following immunizations in order to be admitted:

Vaccine	# of Doses	Other Information
Diphtheria Tetanus Pertussis (DTaP, DTP, Tdap, or Td)	5	4 doses are acceptable if one was given on or after 4 <sup>th</sup> birthday 3 doses are acceptable if one was given on or after 7 <sup>th</sup> birthday 7 <sup>th</sup> -12 <sup>th</sup> graders: at least 1 dose of Pertussis-containing vaccine is required on or after 7 <sup>th</sup> birthday
Polio (OPV or IPV)	4	3 doses are acceptable if one was given on or after 4 <sup>th</sup> birthday
Hepatitis B	3	NOT required for 7 <sup>th</sup> grade entry
Measles Mumps Rubella (MMR)	2	Both given on or after 1 <sup>st</sup> birthday
Varicella (Chickenpox)	2	

## 7<sup>th</sup> Grade Immunization Requirements

All Students starting 7<sup>th</sup> grade require:

Vaccine	# of Doses	Other Information
Tetanus Diphtheria Pertussis (Tdap)	1	Whooping Cough booster usually given at 11 years and up
Varicella (Chickenpox)	2	Usually given at ages 12 months and 4-6 years

In addition, the K-12 immunization requirements apply to 7<sup>th</sup> graders who:

- Previously had a valid personal beliefs exemption filed before 2016 upon entry between Kindergarten and 6<sup>th</sup> grade
- Are NEW admissions

**\*No student will be admitted to school even for the first-class period without written evidence of immunizations, signed by their primary physician.** More information on the July 1, 2019 law can be found at: <http://eziz.org/assets/docs/IMM-1080.pdf>

## 6-12 Admissions and Enrollment

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### Transfer of High School Credits

RAA reserves the right to make decisions on acceptability of credit. International transcripts may require day/hour specifications in order to be granted credit. Credits will be transferred onto the RAA transcript once the student has obtained RAA credits and the previous ***official*** transcript has been received by the Registrar.

### Special Enrollment/Part-Time Students (Grades 6-12)

The following guidelines apply to special enrollment students:

1. Part-time status students are responsible for tuition and any other fees/charges that are associated with individual classes or other school activities. Refer to the Financial Brochure for more information.
2. Course requests will be considered based on availability after full-time students have been scheduled.
3. Students are strongly encouraged to enroll in back-to-back classes.
4. Students must be picked up promptly at the end of each class as no supervision will be provided beyond class time.
5. Students may participate in all spiritual activities and must attend chapels.
6. Students may not participate in class trips or overnight trips unless the trip is directly connected to the academic class in which they are enrolled.
7. Students must be enrolled part-time in order to play sports. In order to participate in a CIF sport, a student must appeal to the Administrative Committee.
8. Part-time students do not receive an RAA diploma (8<sup>th</sup> or 12<sup>th</sup> grade); nor do they participate in the class banquets or graduation ceremonies.

# K-12 Admissions and Enrollment

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## **Acceleration/Retention of Incoming Students**

It is not the policy of RAA to recommend either acceleration or retention for any child who is not currently a student of RAA. This would include children entering from another private or public school. However, when it is believed that either action is the most beneficial course for a child, the Administrative Committee will make a recommendation for student placement.

RAA follows the directives of the Education Code of the Pacific Union Conference of Seventh-day Adventists which states that the following factors are to be considered in grade or level placement:

1. Chronological age
2. Emotional, physical and social development
3. Teacher evaluation of academic progress

### **In addition, the RAA policy for acceleration requires the following:**

1. A student must be in attendance at RAA for at least one year before the acceleration process may be initiated.
2. A student's standardized test scores in each test area must be above the 90<sup>th</sup> percentile ranking.
3. A written recommendation must be submitted by the student's last teacher.
4. A student must have maintained a 3.5 GPA for the previous two years.

### **Other considerations will include:**

1. The ability of the child to work independently or in groups and to follow specific directions for completion of coursework during class time.
2. Class size of the grade requested will be reviewed.

## **CONTINUOUS ENROLLMENT**

RAA utilizes Continuous Enrollment for the convenience of our returning families. This means students are expected to return and will remain enrolled until graduation or until their guardian opts them out.

The non-refundable Continuous Enrollment fee is applied the first week of March. Families who opt out are able to opt back in if they change their decision, but will only be admitted if there is space available in that grade.

# K-12 Admissions and Enrollment

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## RETURNING STUDENTS

Students who would like to return after a year or less away are able to participate in a modified application process during which grades, standardized test scores and medical documentation may be updated, rather than completing an entirely new application.

Students who have been gone for more than a year must complete the entire admissions process.

## WITHDRAWAL MID-YEAR

Students who leave during the school year must make sure all fines are paid and the student account is up-to-date. Additionally, all Chromebooks and textbooks must be returned. Administration will also conduct an exit interview with the student. A withdrawal form facilitates this process and must be completed before leaving.

## WITHDRAWAL AFTER OPT-OUT

Students who decide not to return after the opt-out period has closed will not be reimbursed for the re-enrollment fee.

## REGISTRATION

All families are expected to keep their documentation updated and provide additional documentation prior to the start of school, as requested. Registration for the next school year includes:

- **Medical Clearance:** All students' medical documents must be up-to-date including immunizations and physicals.
- **Financial Clearance:** All student accounts must be up-to-date including paying for the first month's tuition.
- **Agreements:** All agreements must be reviewed and signed.
- **Review Family Portal Information:** All information on FACTS Family Portal must be current.

## K-12 Financial Information

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Please refer to the current school year's financial brochure located on the website:

- Go to **[www.redlandsacademy.org](http://www.redlandsacademy.org)**
- Click on ADMISSIONS
- Click on FINANCIAL INFORMATION (for tuition) or FINANCIAL AID

# K-12 Code of Conduct and Lifestyle Commitment

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*By signing the RAA Enrollment or Re-Enrollment Packet, each student and parent has agreed to uphold and abide by the guidelines and policies set forth in this handbook.*

## INTRODUCTORY STATEMENT

As a member of the Seventh-day Adventist Church school system, RAA upholds the teachings of the church and holds students to a high standard of excellence. RAA, as an academic institution, pursues the mission of academic and Christian values that are essential for success. Behavior that distracts other members of this school community from pursuing this goal will result in an appropriate response from faculty, staff, and school Administration. This code of conduct policy is intended to guide students to make intelligent choices based on eternal principles and to correct behavior that is not in harmony with the standards of the Seventh-day Adventist Church and the RAA community.

## LIFESTYLE COMMITMENT

Every RAA high school student will be expected to read and sign a *Lifestyle Commitment* form each year they attend. RAA exists to provide a Christ-centered environment where students and staff are challenged to:

- Love and serve their Creator Redeemer,
- Value themselves and others,
- Respect diversity,
- Think critically, and
- Take responsibility for their choices.

By attending RAA, students choose to adopt a Christian lifestyle. Each student agrees to accept the moral and ethical responsibility associated with education in a Christ-centered school community, whether on or off campus. RAA knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment will extend beyond the years spent at RAA, to become a lifetime commitment to the eternal principles of honor, integrity, and morality.

**Students and parents at RAA are required to sign the following pledge for acceptance as part of their registration process.**

“As a student of RAA, I pledge to support the administration’s efforts to provide a positive, safe and orderly environment by **first**, promising to read, become familiar with, and follow the policies outlined in the RAA School Handbook, and **secondly**, by choosing to be a student who **both on and off campus**:

- Seeks to develop physical, mental, and spiritual energies to serve and honor God.
- Respects and protects the rights of all people.
- Practices principles of honesty, integrity, and morality.
- Pledges to make consistent and lasting progress toward achieving my highest academic potential.
- Refuses to use or support the use of nicotine, alcohol, or drugs.
- Endeavors to influence and assist fellow students in supporting these ideals.

# K-12 Code of Conduct and Lifestyle Commitment

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## STUDENT EXPECTATIONS

### Students will:

1. Demonstrate their personal integrity by:
  - a. Attending school daily and being on time for class.
  - b. Being honest at all times by not cheating, plagiarizing, stealing, or engaging in any kind of deception.
  - c. Choosing to not use, possess, promote, furnish, or influence others to use alcohol, tobacco/nicotine, drugs, or other harmful substances at ANY time, whether on or off campus.
  - d. Choosing appropriate social media etiquette that is consistent with a Christian lifestyle.
  - e. Using appropriate speech or language that is consistent with a Christian lifestyle.
2. Encourage beneficial relationships by:
  - a. Respecting themselves and others and treating others the way they want to be treated.
  - b. Acting in a safe manner by refraining from or participating in any form of harassment or bullying.
  - c. Encouraging and building up rather than intimidating, threatening, or fighting with others.
  - d. Cooperating with all faculty and staff members and not being insubordinate.
  - e. Avoiding any interpersonal impropriety including, but not limited to, any form of sexual harassment and/or sexual activity on or off campus, the use of or sharing of pornography.
3. Help to ensure that their campus is a safe and clean environment by:
  - a. Respecting the environment and disposing of trash in its proper place.
  - b. Not bringing firearms, knives, chains, weapons, mace, matches or any type or incendiary device, or any look-alike or potentially harmful instrument on campus or to any school-related activity.
  - c. Not tampering with the fire alarm system or any school equipment.
  - d. Not entering any building or room that is locked or unlocked without permission and supervision.
  - e. Not defacing, damaging, destroying, vandalizing or tampering with any school or student property.
4. Positively represent their school as a serious, Christian place of learning by:
  - a. Dressing in a dress code (*as outlined in the School Handbook*) that is neat, clean, modest, and does not have any modifications except those that help clothing to fit better within the school guidelines.
  - b. Not bringing anything on campus that might detract from the desired spiritual and academic environment on campus.
  - c. Avoiding inappropriate displays of affection.

Any violation of any of these guidelines will result in disciplinary action by the school Administration and may lead to more serious consequences by law enforcement entities. **When students enroll at RAA, they become representatives of the school and are expected to conduct themselves in ways that honor the school, whether on or off campus, at any school-sponsored activity, or during vacations.** *RAA shall have the sole discretion to interpret, administer, and implement all student behavior expectations and policies.*



# K-12 Code of Conduct and Lifestyle Commitment

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## PARENT EXPECTATIONS

RAA is committed to student success and recognizes the importance of giving students an opportunity to succeed. All members of the school community are committed to ensuring a physically and emotionally safe environment for students, teachers and staff. A student's success is impacted by the supportive involvement of the student's parents and guardians.

### Parents will:

- a. Conduct themselves in a courteous manner with students, teachers, Administration, and other parents while on campus.
- b. Demonstrate support for the school policies and guidelines delineated in this handbook.
- c. Foster student cooperation with school guidelines.
- d. Know and understand the attendance policy. For any absence or tardiness parents are to call the Attendance Hotline (dial 909-793-1000, follow prompt to Attendance Hotline).
- e. Attend all parent/teacher conferences and generally keep teachers informed of changes in their child's home environment.
- f. Attend school functions, especially those in which their child has a part.
- g. For the safety of their student, parents must drop off and/or pick up their child no earlier or later than times specified for school, co-curricular or extracurricular activities. RAA **cannot** assume responsibility for students who are left on campus after the designated pick-up time.
- h. Be aware of their student's current academic standing by utilizing FACTS SIS.

***Should the point be reached where it is determined that a student's parent or guardian has engaged in inappropriate conduct or demonstrated an uncooperative, destructive, discourteous, scandalous, rumor-driven, threatening, hostile, or divisive attitude towards a student, another parent, teacher, administrator, any staff member, or the school in general, the school reserves the right to remove services from the student. The process outlined in the withdrawal/expulsion policy will be applied.***

## TEACHER EXPECTATIONS

RAA educators not only serve as teachers, but also as spiritual mentors, guiding students in both intellectual growth and biblically-based character development. Our educators are deeply committed to academic excellence, setting high standards in the classroom while providing the personalized support each student needs to succeed. Through thoughtfully designed instruction, continuous assessment, and a passion for lifelong learning, they strive to equip students with the knowledge, skills, and critical thinking abilities necessary to be constructive members of society.

# K-12 Code of Conduct and Lifestyle Commitment

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## Teachers will:

- a. **Integrate Faith and Learning** – Consistently incorporate biblical principles and a Christian worldview into all subject areas and classroom activities.
- b. **Model Christlike Character** – Demonstrate Christian values through behavior, communication, and relationships, serving as a role model for students.
- c. **Deliver High-Quality Instruction** – Plan and implement engaging, rigorous, and standards-based lessons that promote student learning and academic growth.
- d. **Foster a Safe and Nurturing Environment** – Create a classroom atmosphere where students feel respected, supported, and motivated to reach their full potential.
- e. **Assess and Monitor Student Progress** – Use formative and summative assessments to evaluate learning and adjust instruction to meet individual needs.
- f. **Communicate Effectively with Parents** – Maintain regular, open, and constructive communication with families about academic progress, behavior, and spiritual development.
- g. **Engage in Ongoing Professional Development** – Pursue continuous growth in both pedagogy and spiritual maturity to better serve students and fulfill the school's educational goals.
- h. **Differentiate Instruction to Support All Learners** – Provide appropriate accommodations to ensure students with disabilities can thrive academically, spiritually, and socially within an inclusive, Christ-centered classroom environment.
- i. **Encourage Spiritual Growth** – Lead prayer, worship, and devotional activities, and support students in developing their personal relationship with Jesus.

## K-12 General Information and Guidelines

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### Operating Hours (Start of School and Dismissal times)

Office	Monday – Thursday Friday	7:45am – 4:00pm 7:45am – 1:00pm
Elementary Grades K-2	Monday – Thursday Friday Minimum Days (Monday-Thursday)	8:15am – 2:30pm 8:00am – 11:45am 8:15am – 11:45am
Elementary Grades 3-4	Monday – Thursday Friday Minimum Days (Monday-Thursday)	8:15am – 2:45pm 8:00am – 12:00pm 8:15am – 12:00pm
Elementary Grade 5	Monday – Thursday Friday Minimum Days (Monday-Thursday)	8:15am – 3:00pm 8:00am – 12:15pm 8:15am – 12:15pm
Middle School (6-8)	Monday – Thursday Friday Minimum Days (Monday-Thursday)	*8:15am – 3:15pm *8:00am – 12:30pm *8:15am – 12:30pm
High School (9-12)	Monday – Thursday Friday Minimum Days (Monday-Thursday)	*8:15am – 3:15pm *8:00am – 12:35pm *8:15am – 12:35pm
<i>KidsCare (K-12)</i>	Monday – Friday ( <i>Gym</i> )	6:30am – 7:30am
<i>KidsCare (K-8)</i>	Monday – Thursday ( <i>KidsCare/800</i> )	2:45pm – 6:00pm
<i>KidsCare (K-8)</i>	Friday ( <i>KidsCare/800</i> )	12:00pm – 4:00pm
<i>KidsCare (K-8)</i>	Minimum Days (Monday-Thursday) ( <i>KidsCare/800</i> )	12:00pm – 6:00pm

*\*Students with a music class will begin before 8:15 Monday-Thursday or 8:00 on Friday; please see class schedule for specific beginning and ending times.*

# K-12 General Information and Guidelines

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## Family/Student Drop-off and Pick-up Times

In order to ensure that student pick-up is accomplished in an effective and safe manner, it is requested that families **pick up all their children at one time, based upon the grade of the oldest student in the family.**

### DROP-OFF

#### **ELEMENTARY (K-5)**

6:30-7:30am – Supervision in the gym (Fee applies)

7:30-8:15am – Supervision on playground (no charge)

#### **MIDDLE SCHOOL & HIGH SCHOOL (Grades 6-12)**

6:30-7:30am – Supervision in Gym (**Fee applies**)

7:30-8:15am – Free Supervision at lunch tables (M-FRI)

### PICK-UP

#### **ELEMENTARY (K-5)**

##### Monday-Thursday

2:30-2:45pm – Grades K-2

2:45-3:00pm – Grades 3-4

3:00-3:15pm – Grade 5

##### Friday & Minimum Days (Mon-Thurs)

11:45am-12:00pm – Grades K-2

12:00-12:15pm – Grades 3-4

12:15-12:30pm – Grade 5

#### **MIDDLE SCHOOL & HIGH SCHOOL (Grades 6-12)**

3:15-3:30pm Monday-Thursday

12:30-12:45pm Friday

12:30-12:45pm Minimum Days (M-TH)

## Siblings Leaving Campus Together at the End of School

Older students who will be walking, riding bikes or driving home with younger siblings, but who will not be leaving campus immediately after school, may pick up their sibling(s) at *KidsCare* when ready to leave campus. Written permission by a parent/guardian granting students permission to walk, ride bikes, or be driven home by a sibling must be on file in the School Office.

# K-12 General Information and Guidelines

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## Leaving Campus During the School Day (K-12)

### Signing Students Out

**RAA is a closed campus.** As such, students are expected to stay on campus during the school day unless they are signed out by an authorized adult. Authorized adults are individuals specifically designated in writing by the student's parent or guardian. RAA faculty and staff are not authorized to take students off campus unless it is for a school-approved activity for which a parent permission form is required. Students with prior written permission may drive a sibling to and from school.

*\*Students may NOT sign themselves out unless there are prior arrangements and permissions from parents/guardians to do so.*

## KIDSCARE (Before- and After-School Care)

RAA offers before- and after-school care for the safety of the students and the convenience of the parents. Students in grades **K-8** are billed for before- and after-school care. Students in **K-8** are not billed until 30 minutes after dismissal. The fee structure takes into account the staggered dismissal times.

### BEFORE-SCHOOL CARE

Monday-Friday 6:30am - 7:30am

**6-12** No charge from 7:00-7:30am on the days the student has a music class before the start of school

*\*No charge will be incurred 30 minutes before class begins.*

### AFTER-SCHOOL CARE

#### Monday-Thursday

**K-2** No charge until 3:00pm

**3-4** No charge until 3:15pm

**5** No charge until 3:30pm

#### Friday and Minimum Days

**K-2** No charge until 12:15pm

**3-4** No charge until 12:30pm

**5** No charge until 12:45pm

**K-8** 1:00pm-4:00pm (Fridays)

**K-8** 1:00pm-6:00pm (Monday-Thursday Minimum Days)

There will be a late charge if students are picked up AFTER closing. Charges are included in the statement and are due and payable in accordance with your FACTS account.

***\*\*Please note that if your student has left or is picked up without checking out or notifying the supervisor, you will be charged through 6:00pm.***

## K-12 General Information and Guidelines

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### HOT LUNCHES

RAA contracts with a food provider for lunches to be served Monday-Thursday, with a sack lunch option for minimum days and Fridays. It is recommended that parents prepay for their students on a weekly basis using FACTS Family Portal or the RAA app. Parents may also purchase a same-day lunch online prior to 9:00am.

***\*Students that require a last-minute lunch will be subject to a higher charge on their account.***

## 9-12 General Information and Guidelines

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### Signing Out

Some high school students (primarily juniors and seniors) may not have 6<sup>th</sup> or 7<sup>th</sup> period classes. In this case, with written permission from a parent/guardian, students with no class(es) at the end of the day may sign themselves out in the School Office at the conclusion of their last class. This applies to students who drive themselves to and from school, or who are dropped off and picked up by an authorized adult. In the event that a student with permission to leave early becomes ill or has a medical appointment to attend and must leave prior to their agreed-upon departure time, a parent/guardian will be contacted to grant permission for the student to leave campus. A student leaving before the end of the school day should not return to campus during the school day.

***\*Please note that all students need to be present for at least 50% of the school day in order to participate in after-school activities such as sports, banquets, etc.***

### Driving Privileges

Because RAA is a closed campus, students are not allowed to drive themselves off campus during school hours, including lunch time, unless the School Office receives written or verbal parental permission for a specific appointment; if this is the case, the student must be sure to sign out at the School Office. Students that leave campus without permission are subject to disciplinary actions taken by Administration.

**The following requirements are to be followed by student drivers in order to operate a vehicle for the purpose of transportation to and from school:**

1. Students must have a current valid driver's license.
2. Students must register their vehicles with the School Office as follows:
  - Submit a completed Vehicle Registration Form available at the School Office. A parent's signature is required.
  - Provide copies of Driver's License and Proof of Insurance to the School Office.
  - Students are issued parking permits to be affixed to the rear windows of each registered vehicle.
3. Student vehicles are to be locked at all times and parked only as follows:
  - Students may park in the Student and Faculty parking lot closest to the baseball field.
  - Students may park on the street in front of the school if space is not available in the Student and Faculty parking lot.
  - Students are **not** permitted to park in any parking spaces with specific designations (visitors, school staff, etc.)
  - RAA assumes no responsibility for vehicles parked on or off campus. Students have the option of taking alternative transportation to and from school including, but not limited to, parents dropping them off at school, arranging a ride with another family with parental approval, walking, or riding a bike.
4. Students may not leave campus in a vehicle without written parental consent. *(Forms are available at the School Office.)*

## 9-12 General Information and Guidelines

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5. Students are expected to follow all of the applicable state driving laws including age restrictions for driving other people. Students that drive are not permitted to take other students off campus during school hours, after school or on school-sponsored outings and events.
6. Vehicles are to be operated by their designated drivers only.
7. Students are to operate vehicles in a safe and legal manner at all times.
8. Students are not to be loitering in the parking area during school hours.
9. A student must have permission from the RAA Office to briefly visit their cars at any time during school hours.

### **Students may have their driving privileges revoked for any of the following:**

1. Leaving campus without permission
2. Violation of a traffic law or parking requirement
3. Excessive speeding on or off campus
4. Transporting unauthorized individuals or other students without permission from Administration
5. Transporting or storing contraband items or materials

***RAA Administration also reserves the right to revoke a student's driving privilege for reasons not listed above.***

### **Skateboards, etc.**

Skateboards, roller skates, roller blades or scooters are not to be used on campus at any time. If used for transportation, it must be turned in to the teacher/sponsor until the student is ready to leave campus.

### **Transportation To and From School Functions**

Students are required to use school transportation to and from school-sponsored functions when the school provides transportation. A parent may arrange for their student to use non-school transportation after a school-sponsored event. This arrangement has to be made 24 hours prior to the function and RAA assumes no liability once the student has left the event. For a school function where transportation is not provided, the school assumes no responsibility for the students except while they are in attendance at the function.

### **Communication**

Except in cases of EMERGENCY, students and teachers are **NOT** to be personally called during school hours. In order to maximize the use of instructional time, calls to the School Office with requests to deliver messages to students should be made only in case of an emergency.



## 6-12 General Information and Guidelines

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### **Lockers and Student Belongings**

Middle and high school students are provided with lockers for their convenience and for the safety of their personal belongings. The school assumes no responsibility for damage to or loss of personal property left on school premises. Students should take the following precautions:

1. Keep lockers locked at all times.
2. Do not give any locker combination out to another person.
3. Report any theft or damage to prevent further loss.
4. Administration reserves the right to inspect the contents of lockers without prior notice to the student.
5. Students must clean out the locker which was assigned to them by removing all of their belongings before final checkout at the end of the school year. Those who do not will be charged a fee of \$25.

## K-12 General Information and Guidelines

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### Library Procedures

Library books are loaned out for a period of one week. Any material taken from the library must be checked out by the Librarian. Items not returned will result in a charge to the student for the value of the item based on the designated vendor's cost.

### Class Parties On Campus

When there are parties to celebrate holidays or birthdays, the following guidelines will be observed:

1. As a general rule, classroom parties should take place during lunch/recess time.
2. We enjoy recognizing birthdays in the classrooms, however, it is very difficult to hold birthday parties at school. With that in mind the following will apply to birthdays. If food is sent to school to recognize a birthday, it must be simple single serving items such as cupcakes, cookies, donuts, etc. No presents, balloons, party favors, gift bags, etc.
3. Holiday parties at Thanksgiving, Christmas, and Valentine's may take 30 minutes of class time in addition to lunch/recess. Other holiday parties must take place during lunch/recess only. These parties may be catered or potluck as the teacher directs.
4. Always beware of student allergies when planning food in the classroom. Please check with the teacher before bringing food to the classroom. Many processed foods contain nut products that may cause an allergic reaction.
5. We would ask that food brought to school or catered for parties be vegetarian.
6. Invitations for parties can be distributed by the teacher IF every student in the class gets one OR they are given to just girls or just boys. A parent needs to give the invitations to their child's teacher and the teacher will distribute them to the students. The school cannot give out phone numbers or addresses of families to another family due to privacy issues.

### Lunch and Food Delivery

The office does not accept food deliveries such as Door Dash, Uber Eats, etc. at any time of day (*including before, during, and after school*). This also includes deliveries made to the parking lot, through the fence or any other areas of the campus. If your student does not have lunch for the day, you may order hot lunch in your FACTS Family Portal or from the RAA app.

# K-12 General Information and Guidelines

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## Educational Field Trips

Field trips offer students exciting, hands-on opportunities to explore the world beyond the classroom and engage with their community. At RAA our field trips are thoughtfully designed to enrich classroom learning by making real-world connections to the concepts being taught.

Properly supervised and planned educational field trips are an important part of our instructional program. We will endeavor to give students and parents adequate notice via the school calendar and weekly email reminders. A signed permission form from a parent or guardian is required for student participation in all field trips. In order to provide the best learning environment for our students, all parents (chaperones) participating in a school-sponsored field trip must follow these rules and expectations:

1. The appropriate clearance/background check is required prior to participation in a school activity. (Please see *Volunteer* section for more information.)
2. Chaperones who provide transportation must meet insurance requirements, including completing a transportation information form, and providing a copy of both their driver's license and proof of auto insurance to the School Office.
3. No siblings or other relatives are allowed on field trips. Parents who go as chaperones need to concentrate on the supervision of their assigned students and not be distracted. Each teacher will have specific instructions or responsibilities assigned to the chaperones for that particular field trip. *(Please keep in mind that guidelines established by the sponsors during the trip will be regarded equally with those set prior to the trip.)*
4. Students and adult chaperones are expected to remain on the field trip for the duration of the field trip, starting and ending at RAA, during which time chaperones will provide supervision of students and assistance to the teacher/sponsor in any way the teacher/sponsor requires. Chaperones are expected to supervise children other than their own as required by the teacher/sponsor, even when there is one parent for each student in attendance.
5. Students are expected to avoid associating with strangers with or without a chaperone.
6. If bus transportation is used, all chaperones must travel with the whole group and not drive their own vehicles, unless asked by the teacher for a specific purpose.
7. Chaperones are expected to adhere to the expectations of the school or teacher during the field trip.
8. Volunteer drivers are not to make any unplanned stops (restaurants, etc.).

## K-12 General Information and Guidelines

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### Grades 6-12: Special Permission to Leave Early/Stay Late on a Field Trip

On certain middle school or high school field trips bus transportation is provided to and from RAA. Students remain under RAA's care while on campus, during transportation, throughout the field trip, and until they return to RAA. Occasionally, parents/guardians desiring to attend the field trip may drive their own vehicles for the purpose of leaving the field trip early or staying late with their students. In this case, a special permission slip must be completed **24 hours prior to the field trip** which releases students into the care of their parents/guardians. Without this permission granted in advance, students are required to remain with RAA from the start of the day until their return to RAA via bus transportation.

### Volunteers

Anyone wishing to volunteer as a field trip chaperone at RAA must complete the appropriate background checks and abide by the volunteer guidelines as outlined in the *School Volunteer Commitment Form*.

#### Parent Volunteer Driver/Chaperone Requirements:

- Must be at least **25** years of age.
- Receive a packet of instructions and forms from the Volunteer Coordinator in the School Office.
- Complete and submit the Contact, Volunteer Commitment, and Vehicle and Insurance Information forms to the Volunteer Coordinator in the School Office (every year).
- Provide a copy of driver's license and current proof of car insurance (prior to expiration date).
- Private vehicles must carry at least California's required minimum insurance which is 15,000/\$30,000/\$5,000. However, it is strongly recommended that private vehicles carry at least \$100,000/\$300,000/\$50,000 and preferably \$250,000/\$500,000/\$50,000.
- Complete the Sterling Volunteers online volunteer training module and DMV background check and receive clearance (every 2 years). There is no cost for parents or legal guardians to process the volunteer screening.
- Have a good record of safe driving.
- Understand that, in the event of an accident, the vehicle owner's/driver's auto insurance is "primary" and Adventist Risk Management insurance will provide coverage for that which is not covered by the primary insurance. This will be made available once the vehicle owner/driver has filed a claim with their primary insurance company.
- For overnight trips or assisting a teacher in the classroom with any regularity (*weekly or monthly*), parents/guardians must also complete the Department of Justice (DOJ) and FBI Live Scan fingerprinting (one time only) and receive clearance at their own expense.
- Also, for overnight trips or regularly assisting a teacher in the classroom (*weekly or monthly*), parents/guardians must complete a 2-hour Mandated Reporter Training online and undergo Assessment for Tuberculosis (*as per SECC health and safety protocols*).

## K-12 General Information and Guidelines

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### Volunteer Coach Requirements:

- Complete and return the following forms every year: Contact Information, Volunteer Commitment, and Vehicle & Insurance Information.
- Provide a copy of your driver's license and proof of auto insurance prior to expiration.
- Complete the Sterling Volunteers online volunteer training module and DMV background check and receive clearance (every 2 years).
- Complete Department of Justice Live Scan fingerprinting (one time only) and receive clearance. RAA will reimburse the cost of the Live Scan for coaches. Submit receipt to Volunteer Coordinator.
- Complete 2-hour online Mandated Reporter training and return Certificate of Completion to the Volunteer Coordinator.
- Tuberculosis Assessment (every 4 years) which must be signed by a healthcare professional
  - (*California Health and Safety Code 121540*). Parents/guardians pay all fees related to receiving the TB screening.
- Sign the CIF Code of Ethics (one time unless CIF makes changes).
- Sign the Security Procedures document.
- Provide references.

### Custody Disputes

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will adhere to the specifications of the document to the best of our ability. The school will remain neutral in any custody dispute. In any legal dispute between parents, school personnel will be provided a copy of the court judgment. The School is not responsible for enforcing court judgments.

# K-12 Health and Safety Information Guidelines

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## Student Health

Maintaining a healthy learning environment is critical to every school. Students learn best when they are healthy and strong. We request that parents ensure that their students are feeling healthy and free from illness before bringing them to school. Students must stay home from school if they exhibit **any** of the following symptoms:

- Congestion and/or runny nose
- Cough
- Difficulty breathing
- Fatigue and/or muscle/body aches
- Fever of greater than or equal to 100 degrees
- Headache
- Loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

Other symptoms for which students should remain at home until symptom-free for 24 hours include:

- Stiff neck or headache with fever
- Any rash with or without fever
- Unusual behavior change, such as irritability, lethargy, or somnolence (*a state of strong desire for sleep, or sleeping for unusually long periods*)
- Jaundice (*yellow color of skin or eyes*)
- Skin lesions that are “weepy” (fluid or pus-filled)
- Colored drainage from eyes or ears
- Brown/green drainage from nose with fever or complaints of illness
- Legitimate symptoms or complaints that prevent the student from participating in his/her usual school activities with or without the presence of fever
- A need for more care than the school staff can safely provide
- Any other health conditions not listed will be addressed based on SECC and/or state health policy

# K-12 Health and Safety Information Guidelines

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## Student Medical Conditions

It is the responsibility of the parents to inform the school if their child has any medical conditions which may warrant more attention (*allergies, chronic illnesses or any physical limitations*). It is recommended that parents meet with the school's Health and Safety Coordinator in the School Office to discuss the student's medical needs and any special medical instructions.

## Medication Administration

According to Southeastern California Conference guidelines, school personnel are not to diagnose any health condition or give any internal medications, except as indicated below. In addition, school personnel may not apply any external ointments, antibiotics or any similar first aid cream to cuts or scrapes. If a student receives such an injury on campus, school personnel will thoroughly clean the injury with warm water and cover it with an adhesive strip and/or provide ice for pain or to prevent swelling.

Any student who is required to take medication during the regular school day, as prescribed by a physician, may be assisted by school personnel if the school has the following information on file:

- A Physician's Order for Administration of Oral Medication by School Personnel form completed by the student's physician detailing the method, amount, and the time schedule by which such medication is to be administered. (*The medication must be in the original prescription container.*) Please request a form from the School Office.

School personnel are not authorized to administer any over-the-counter medications. When such medications are required, parents/guardians may bring medications to school and administer them to their child, or complete (along with the student's physician) the Self-Medication Administration Consent form which permits the student to carry and administer the medication themselves.

Any condition that would keep a child from attending or participating in a school activity, such as physical education, must have a written directive from a physician outlining restrictive behavior or limitations.

## Emergency/Disaster Plan

RAA has implemented a plan for major emergency situations including earthquake preparedness. Our school has formulated a site plan that incorporates SECC procedures. Staff members are organized to address emergency contingencies including first aid and search and rescue.

# K-12 Health and Safety Information Guidelines

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## RAA Emergency Procedures:

1. The school will communicate via FACTS or ParentSquare. Please **DO NOT** telephone the school. While we do understand your concern, all telephone lines may be needed for emergency communication. Furthermore, all staff members will be engaged in keeping students safe and reuniting them with their families in an expedient manner.
2. The school will notify you via an automated ParentSquare call or text if the students will be dismissed at an unusual time, or if the students have been moved to another location.
3. RAA's off-site evacuation center is located directly across the street at Arrowhead Christian Academy (ACA). Their address is 105 Tennessee Street.
4. In case of a citywide disaster, tune to local radio station KSGN 89.7 FM to obtain further information.
5. Staff members in charge of student release will retain students on campus until you or your designee can come for them.
6. Students will only be released to the adults listed on their Authorized Pick-up List. *(Forms to make additions/changes are available in the School Office.)*
7. During a lockdown situation remain calm and be assured that we will do all that we can to keep all of the students safe.

## Hazardous Materials

Hazardous chemicals and other toxic materials can be found in certain areas of the school. RAA may have some materials known by the state of California to be potentially harmful. Please be assured that the school properly manages all of these materials.



# K-12 Academic Information

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## K-12 MAP (Measures of Academic Progress) Testing

MAP Testing has replaced the Iowa Assessment testing. It is completed on school-provided Chromebooks, rendering immediate insights for teachers “to find common areas of need among their students, identify students who could benefit from intervention, and determine which instructional strategies are generating the most academic growth”. Tests may include Math, Reading, Language Arts, and Science, depending on grade level. These tests are administered three times throughout the course of the school year as directed by the Pacific Union Conference.

## PSAT/SAT Testing (Grades 9-12)

While RAA does not require the SAT for graduation, we understand that some students may need it for college admissions or scholarship opportunities. For this reason, RAA provides the option to take the PSAT (junior year) and SAT (senior year) as part of our support for each student’s post-secondary goals.

## Math Placement Test for 8<sup>th</sup> Graders

Students entering the 8<sup>th</sup> grade that meet the Math Proficiency requirements will be eligible to take Algebra I during their 8<sup>th</sup> grade year. It is important for both students and parents to understand that the grades for Algebra I will be recorded on the high school transcript and will be included in the GPA calculations.

## Grading

Grade point averages are based on the following scale:

A	4.0	Superior
A-	3.7	
B+	3.3	
B	3.0	Above average
B-	2.7	
C+	2.3	
C	2.0	Average
C-	1.7	
D+	1.3	
D	1.0	Below average
D-	0.7	
F	0.0	Failing

Advanced Placement (AP) classes are based on the following GPA scale:

A = 5	B = 4	C = 3
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## 9-12 Academic Information

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### Grade Level Designation

A student must have earned the following minimum number of credits in order to move onto the next grade level.

- **Freshmen**  
Successfully completed the 8<sup>th</sup> grade
- **Sophomores**  
Completed one year of high school or a minimum of 60 credits
- **Juniors**  
Completed two years of high school or a minimum of 120 credits
- **Seniors**  
Completed three years of high school or a minimum of 180 credits

### Advanced Placement Policy

The following criteria must be met in order for a student to enroll in an AP class:

- Students who enroll in AP classes are encouraged, but not required, to take the AP exam. A fee is charged to those who choose to take the exam.
- Must have at least a 3.5 cumulative GPA
  - At least A- grade in previous year's course in area of study (for example: student must earn at least an A- in World Geography in order to be eligible for AP World History)
- Approval from the instructor of the course
- Submission of Class Eligibility form (available in Registrar's office)

Note: RAA reserves the right to adjust these criteria when necessary to maintain appropriate class size

### Honor Roll

In order for students to qualify for the honor roll the student must be enrolled as a full-time student and is required to have the following grade point averages:

<b>Principal's List</b>	<b>3.90 - 4.00</b>
<b>Honor Roll</b>	<b>3.75 – 3.89</b>

## 9-12 Academic Information

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### National Honor Society (NHS)

Students may apply to NHS if they meet all of the following criteria:

- Have successfully completed at least three (3) semesters of high school
- Been enrolled for a period equivalent to one semester at RAA. Transfer student with an existing membership at another school must request their membership to be transferred.
- Have a minimum cumulative unweighted GPA of 3.75 (on a 4.0 scale)
- Good behavioral standing
- MAP scores within grade level – shows signs of effort
- Held at least two leadership positions (class or ASB officer, varsity, Pathfinders, church, etc. during high school only)
- Have completed the required community service hours (*100 hours before NHS application; 200 hours by graduation*)
- Submit an application within the specified deadline
- Seniors – graduation requires a committee-approved community service project. Please see the NHS sponsor for details.

### Dual Enrollment Classes

To participate in the dual enrollment classes students must meet the GPA and curriculum requirements as outlined by La Sierra University. Class size is limited. Upon completion of the course, students will receive high school credit and the grade will be recorded on their RAA transcript. To obtain university credit, students must have completed the university's application and made payment at the beginning of the course. The class credit will also be recorded as university credit on their La Sierra University transcript and must be requested directly from La Sierra University. This university credit is transferable to most universities.

### Official Student Transcripts and Replacement Diplomas

Official transcripts must be printed and mailed. Unofficial transcripts can be emailed upon request. Both official and unofficial transcripts must be requested in writing either by email or by visiting the RAA website at [www.redlandsacademy.org](http://www.redlandsacademy.org) and selecting the **Academics** tab, then **Request Transcript**. Replacement diplomas are available for a fee.

## 9-12 Academic Information

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### Academic Probation Policy

It is the desire of RAA for all students to be academically successful. To maintain satisfactory academic progress, a student must maintain the following:

- Obtain at least a 2.0 GPA for each quarter,
- Have no more than two D grades in any class, and
- Have no F grades in any class.

### Academic Advisement

Students that fall below any of the above standards at the end of the quarter will be placed on Academic Advisement for the next quarter. Academic Advisement requires a student to:

- Grades 3-5: Attend a meeting with a parent, teacher, and administrator at the beginning of the probationary term to develop a plan for success.
- Grades 6-12: Meet with a parent, teacher, and administrator to review grades, discuss academic standing, and develop a plan for success. An Academic Success Contract will be signed by all and then placed in the student's cum folder. Students on Academic Advisement cannot participate in athletics or other school activities (as specified by Administration) until grades have been cleared by Administration.

Students that continue to need academic support can receive individual interventions in an effort to help them be successful.

### Academic Probation

#### Grades 6-12

Requirements for Academic Probation include non-participation in athletics and/or other school-related activities. Any student who wishes to attend an RAA school-sponsored activity while on Academic Probation is required to write a letter to the Administrative Committee. This letter should include the activity the student is attempting to attend and what progress he/she is making toward improving his/her grades. This letter should be submitted at least one week prior to the activity.

### Academic Dismissal

The final decision as to whether a student will be allowed to continue as an RAA student after being placed on Academic Probation for two consecutive semesters will be made by the Administrative Committee.

Parents will be notified of a student's placement on Academic Advisement or Academic Probation by a letter from the Registrar/Guidance Counselor.

## 9-12 Academic Information

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### Dropping or Adding a Class

In order for a student to drop or add a class:

1. The student should attend the old class until the Class Schedule Change form (*available from the Registrar*) has been completed by the student, parent/guardian, and instructor, and has been signed by the Registrar/Guidance Counselor. Only once signatures are obtained should the student attend the new class.
2. The student may drop a class during the first four (4) weeks of a semester without any record on their transcript.
3. The student may drop a class up to two (2) days after quarter grades are posted for 1<sup>st</sup> and 3<sup>rd</sup> quarters and receive a “W” (Withdrawn) on their transcript.
4. Classes dropped after that time will result in the student receiving a “WF” (Withdrawn/Fail) on their transcript.

### Classes Repeated

When a student chooses to repeat a class to improve a grade, both classes and grades will remain on the transcript. However, the better grade will be the only one figured in the GPA calculation. Credits for only one class will count toward total credits to graduate.

### Incompletes

A student may receive an Incomplete (I) in a subject because of illness or at a teacher’s discretion. If a student has not been able to turn in sufficient work to merit a grade, the work must be completed by the end of the next grading period. If the work is not completed within this time limit, the “Incomplete” automatically becomes an “F”.

### Off-Campus/Online Classes

Core classes required for graduation must be taken on campus. Issues arising from schedule conflicts, credit recovery, or classes not offered at RAA may be permitted if:

- they are taken from an *accredited school*.
- they are approved by the Registrar/Guidance Counselor prior to the start of the course.
- proof of enrollment and schedule of completion is turned in to the Registrar.

Online students must have periodic meetings with the Registrar to ensure timely completion. When the course has been completed, the student is responsible to submit the official transcript from said school to receive credit from RAA. *Note: RAA reserves the right to not accept credit for classes taken without approval.*

## 9-12 Academic Information

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### Community Service

Students shall participate in a minimum of 35 clock hours of community service/service learning for each year of attendance in an Adventist school, or 100 hours cumulatively by graduation. Community service forms may be found in the School Office. NHS members must complete 50 additional hours of community service each year of membership.

### Credit for Physical Education

Credit for physical education must be earned during 9<sup>th</sup> and 10<sup>th</sup> grade with a maximum of 20 semester credits in formal physical education classes. Credit for third-year physical education must be earned during the 11<sup>th</sup> or 12<sup>th</sup> grade years in:

1. Formal physical education classes and/or
2. A hybrid 11<sup>th</sup>/12<sup>th</sup> grade PE class which includes credits for varsity sports.
3. Students may play a Varsity sport for five (5) units of P.E. credit or two (2) sports for a maximum of 10 units of P.E. credit.

### FACTS SIS

FACTS SIS is a secure online communication tool designed to assist parents, students, and teachers with sharing school information. Participants will be given directions to obtain a password and then have access to information related to their classes: progress reports, assignment information, and much more. Activation instructions for participants are available on the website:

- Go to **[www.redlandsacademy.org](http://www.redlandsacademy.org)**
- Click on PARENTS
- Click on CREATE NEW PARENTSWEB ACCOUNT

### Procedures for Withdrawing from RAA

Forms for withdrawal from RAA are available in the Business Office. It is the student's/parent's responsibility to obtain all necessary signatures before turning the form back into the Business Office and paying any balance due on the account. All transcripts and cumulative files will be transferred when requested by the new school.

### Access to and Transfer of Student Records

RAA is a private religious school that does not accept federal funds. As such, it is not subject to the provision of the Federal Educational Rights and Privacy Act (FERPA). However, student records will only be available and accessible to authorized personnel, the student or the parent/guardian.

## 9-12 Academic Information

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### Access

Student records are legal documents which are kept in a secure location. These documents include attendance records, report cards, cumulative folder history, behavioral notations, and health documents. Access to student records is available through and managed by the Registrar. Parents are legally allowed to have copies made of their child's school records.

### Transfer

School records are transferred to other schools upon "school to school" request. Student records may not be taken by hand to another school. All student records are transferred to other schools upon an official notification from the educational institution via mail, school fax, or email.

### High School Graduation

**Full-time students** who have completed all graduation requirements are eligible to participate in graduation activities. Graduation activities for the 12<sup>th</sup> grade are planned and conducted by Administration and class sponsors. In order to participate in graduation activities, students must meet the established criteria for academic requirements, citizenship standards, as well as financial clearance by three (3) weeks prior to the date of graduation. Part-time students are not eligible to participate in graduation exercises.

#### **The graduating class is comprised of students who meet the following criteria:**

1. Completed at least 240 units of required classes for Standard diploma; 270 units for a College Preparatory diploma
2. Completed any required online courses and official transcripts have been received
3. No "Incompletes" in a class required for graduation
4. Completed 100 hours of community service (25 hours for every year of attendance).
5. NHS members must complete 200 hours of community service (50 hours for every year of attendance).

### Senior Graduation Contract

Prior to the beginning of the senior year, each senior will receive a graduation contract stating the classes, community service hours and/or number of credits required for completion of high school at RAA. If a student is taking any credit recovery classes from a different provider, the transcript must be received in the School Office three (3) weeks prior to graduation.

## 9-12 Academic Information

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### Senior Probation Contract

Any senior in danger of failing a course required for graduation will be placed on contract by the teacher of that course by the first Monday after 4<sup>th</sup> quarter midterms are due.

Each probation contract must:

1. Outline the deficiencies.
2. Include a plan for passing the class.
3. Include any deadlines the student must meet. In lieu of any stated deadlines, 8:00am the Friday before finals before graduation will be the default deadline for turning in any work for consideration of getting off of probation and participating in graduation.
4. Be agreed upon and signed by the student, teacher, and Administration.
5. State that the student must keep current with assignments in the class. Work on previous material in accordance with the probation must not supersede the regular daily assignments.

In order to participate in graduation exercises seniors must pass all classes and be in good behavioral standing.



## **8<sup>th</sup> Grade Academic Information**

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### **8<sup>th</sup> Grade Graduation**

Graduation activities for the 8<sup>th</sup> grade are planned and conducted by Administration and class sponsors. In order to participate in 8<sup>th</sup> grade graduation activities, students must meet the established criteria for academic requirements, citizenship standards, as well as financial clearance by three (3) weeks prior to the date of graduation.

### **Graduation Cords**

Cords worn at graduation for Honor Roll designate a four-year cumulative GPA of 3.5 or above. As such, they are for high school graduation only.

# 9-12 Academic Information

## High School Diploma Options by Grade Level

College Prep Diploma – 270 Credits	
Religion (10 per year of RAA attendance)	40
English	40
Math (must include Algebra I)	30
Science	30
Social Studies (must include US Govt/Econ & US History)	30
Physical Education	30
Health	5
Modern Language (same language)	20
Technology	5
Fine Arts	20
Electives	20

Grade 9	Credits
Bible I	10
English I	10
Algebra I or Geometry	10
Biology	10
Freshmen Seminar	5
Computer Apps/Coding	10
Health	5
Physical Education	10
Fine Art (any year)	5

Grade 10	Credits
Bible II	10
English II	10
Geometry or Algebra II	10
Chemistry or Physical Science	10
World History or AP World Hist.	10
Spanish I	10
Physical Education	10
Fine Art (any year)	5

Grade 11	Credits
Bible III	10
English III or AP Lit & Comp	10
Algebra II or Pre-Calculus	10
Science (next level)	10
US History	10
Spanish II	10
Phys Ed or Varsity (Jr/Sr years)	5
Fine Art (any year)	5

Grade 12	Credits
Bible IV	10
English IV	10
US Govt/Economics	10
Phys Ed or Varsity (Jr/Sr years)	5
Fine Art (any year)	5
Elective	10

Standard Diploma – 240 Credits	
Religion (10 per year of RAA attendance)	40
English	40
Math (must include Algebra I)	20
Science	20
Social Studies (must include US Govt/Econ & US History)	30
Physical Education	30
Health	5
Technology	5
Fine Arts	5
Electives	45

Grade 9	Credits
Bible I	10
English I	10
Algebra I	10
Biology	10
Freshmen Seminar	5
Computer Apps/Coding	10
Health	5
Physical Education	10

Grade 10	Credits
Bible II	10
English II	10
Geometry	10
Physical Science	10
World History	10
Physical Education	10

Grade 11	Credits
Bible III	10
English III	10
US History	10
Phys Ed or Varsity (Jr/Sr years)	5
Fine Art (any year)	5
Electives	20

Grade 12	Credits
Bible IV	10
English IV or College English	10
US Govt/Economics	10
Phys Ed or Varsity (Jr/Sr years)	5
Electives	15

Dual Enrollment – La Sierra	Credits
College English (12 <sup>th</sup> )	10
Personal Finance (12 <sup>th</sup> )	5
Topics in Management (12 <sup>th</sup> )	5

English	Credits
AP Lit & Composition (11 <sup>th</sup> )	10
College Writing (12 <sup>th</sup> )	10

Fine Arts	Credits
Art	10
Photography	5
Graphic Design	5
Yearbook	10
Bellissimo (handbells)	5
Concert Band	5
Jazz Band	5
Kantorei Concert Choir	5
Redlanaires Concert Choir	5
Subito (handbells)	5

Mathematics	Credits
AP Calculus (12 <sup>th</sup> )	10
Statistics	10

Physical Education	Credits
Varsity sports:	5 cr./per
Any grade: Baseball, Basketball, Cross Country, Flag Football, Golf, Soccer, Softball, Swimming and Volleyball	sport
Varsity for credit for 11 <sup>th</sup> /12 only	

Science	Credits
AP Chemistry (rotating years)	10
AP Biology (rotating years)	10
Anatomy & Physiology	10

Social Science	Credits
AP World History (10 <sup>th</sup> )	10

Technology	Credits
STEM	10
Computer Coding	5

AP Options	Credits
AP World History (10 <sup>th</sup> )	10
AP Lit & Comp (11 <sup>th</sup> )	10
AP Chemistry/Biology (12 <sup>th</sup> )	10
AP Calculus (12 <sup>th</sup> )	10

## 9-12 Co-Curricular Activities

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### Varsity Sports Program

#### Eligibility Requirements

To become eligible for Varsity or Junior Varsity participation, a student must fulfill the following requirements:

1. RAA, along with CIF, requires each athlete to have a yearly sports physical examination before participating in any athletics.
2. Each athlete, pursuant to the CIF Bluebook guidelines, must have a cumulative 2.0 GPA.
3. RAA students on Academic Probation may not be eligible to participate in Varsity athletics.
4. Student must conduct himself/herself in an appropriate manner as established by the Code of Ethics and as directed by the Head Coach of the sport, Athletic Director and Administration.
5. Student must not have any association with or use of drugs, alcohol, or tobacco at any time.
6. Parents/guardians must complete and submit a permission form each year in order for their child to participate in RAA athletics.

#### Participation Requirements

Each student athlete must maintain eligibility requirements throughout the season. Furthermore, a student may lose eligibility to participate for one or more games through any of the following:

1. RAA students must not have any Fs during the previous grading period.
2. Student has an absence on game day.
3. Student left school early during the day due to illness.
4. Student must be present for the entire school day in order to participate.
5. Student violated any of the rules or Code of Ethics as determined by Head Coach, Athletic Director or Administration.
6. Student must not have any association with or use drugs, alcohol or tobacco at any time.

## 9-12 Co-Curricular Activities

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### Criteria for Student Office

Associated Student Body (ASB) and class officers are elected in the spring for the following school year. The exception is the Freshmen class officers who will be elected in the fall of their Freshmen year. All applicants for ASB office must be in grades 10-12 and be full-time students of RAA.

RAA students seeking to run for student office must:

- Obtain an application from the ASB sponsor.
  - Obtain one (1) letter of recommendation from a staff member.
  - Be in good academic and behavioral standing.
  - Hold the same office for no more than two years during their four years in high school.
- Exceptions to this policy can be made by the faculty sponsor.

### GPA requirements are:

#### Executive Officers (requires a 3.0 GPA)

- President
- Executive Vice President/Class Representative
- Religious Vice President
- Social Vice President
- Community Service Director

#### Supporting Officers (requires a 2.5 GPA)

- Secretary/Treasurer
- Communications Director
- Audio Tech Director
- Visual Tech Director
- Historian
- "Inklings" Editor
- Yearbook Editor

Students are expected to maintain these standards throughout the term of office. To maintain a leadership office, a student must:

- Maintain a cumulative GPA of 2.5 with no Ds or Fs on a quarter or semester report card
- Maintain current conduct in citizenship
- Uphold the Academic Integrity Policy

## 9-12 Co-Curricular Activities

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Officers who fall below these criteria will be placed on probation for one quarter. If they have not remedied their issues, or if it happens a second time during their term, they will be asked to resign their office for the remainder of their term. A serious violation of school academic and behavioral policies may result in immediately forfeiting their elected office or being ineligible to run for office in the future.

*\*A student may hold only ONE major office (ASB, Class, Yearbook Editor, Campus Ministries) at any time. Club office positions are not governed by this policy. Students may hold as many club office positions in which they are interested.*

### School Club Policy

Clubs are authorized for the purpose of granting a place within the school for students to meet during non-instructional time. Clubs can be initiated by teachers or students. In accordance with the PUC Education Code C28-124 the “purposes, objectives, or goals must be clearly stated, and these purposes must be in harmony with the philosophy and objectives of the school”. Clubs are to be more academic in nature and not to address social or civil issues.

The following process must be followed in order to form a club:

1. An RAA staff member must be willing to sponsor the club.
2. A *Petition to Start a Club* form must be obtained from and submitted to the School Office.
3. Approval must be received from: Administrative Committee, Faculty Committee, and School Board (*in that order*).

Once a club has been approved, it may enjoy privileges including:

1. Being included in the yearbook.
2. Fundraising opportunities.
3. Setting up an agency fund with the Business Office.
4. Communicating club activities in the weekly RAA email communication.

## K-12 Attendance Policy

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RAA believes that the classroom experience cannot be duplicated. Success in school is directly related to a student's attendance. Students who are absent from class miss a variety of significant learning experiences that could harm them academically and place an unnecessary burden on the teacher and student.

The school strives to be fair and understanding with all students and families regarding absences. The school desires the support and cooperation of students and families in school attendance. We highly discourage parents from removing students from school for vacation, celebrations, shopping, driving tests, business appointments, etc., as these events will count against a student's absence record.

### Reporting Absences

Parents should call the **Attendance Hotline (909-793-1000, follow prompts)** by 7:45am on the day of the absence if their student will be absent from class or classes.

1. Explanation must include:
  - a. Date of absence
  - b. Student's name
  - c. Student's grade
  - d. Reason for absence
2. While discouraged, if a student needs to leave class for an appointment, the student must be signed out in the School Office by a parent, legal guardian, or other adult named on the Authorized Pick-up List. In the case of elementary students, the classroom teacher must also be notified.

# K-12 Attendance Policy

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## Excused and Unexcused Absences

Please refer to the list of excused and unexcused absences

<b><u>Unexcused</u> Absences that COUNT toward the absence limit, include, but are not limited to:</b>	<b><u>Excused</u> Absences that DO NOT COUNT towards the absence limit, include, but are not limited to:</b>
<ul style="list-style-type: none"><li>▪ Illness without a doctor's note</li><li>▪ Family vacation or work trip</li><li>▪ Truancy</li><li>▪ Skipping Class</li></ul>	<ul style="list-style-type: none"><li>▪ Illness with a primary doctor's official note</li><li>▪ Medical appointment with a doctor's note</li><li>▪ Court-ordered appearance</li><li>▪ Class field trips (including Washington D.C. and Senior Class trip)</li><li>▪ Leadership Conference</li><li>▪ Music-related events</li><li>▪ Death of an immediate family member</li><li>▪ School sports and tournaments</li><li>▪ College Days visitations may not exceed 3 days per visit<ul style="list-style-type: none"><li>○ School-sponsored event</li><li>○ Family Visits</li></ul></li><li>▪ Other event or trip as approved by Administration</li></ul>

## Make-up Work for a Prearranged Absence

The following guidelines apply to making up work for a prearranged absence:

- Students will receive make-up assignments upon returning to school.
- Due to a variety of factors, teachers are not able to provide assignments before the student leaves on a prearranged absence.
- Work must be made up by the deadline provided by the teacher.
- Parents and students should keep in mind that while each teacher will make every effort to assist students in getting caught up, it may be necessary for students and parents to spend extra time working at home reviewing concepts that were missed during the absence.

# **K-12 Attendance Policy**

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## **Illness During School**

Any student going home early due to illness must be signed out by a parent, guardian, or other designated adult on the student's Authorized Pick-up List at the School Office. Failure to do so will result in an unexcused absence for each class missed.

## **Truancy**

A student is considered truant if he/she is any place that is not in accordance with school regulations.

### **The following instances constitute truancy:**

- Not attending school without parent's/guardian's authorization
- Loitering on campus during class time without a pass
- Leaving campus for any non-school related reason without following the prescribed checkout procedures
- Leaving/skipping study hall

### **Consequences for Truancy**

- Conference with Administrator or Counselor and parent/guardian contact
- Student is unable to make up school work missed while truant.
- Any other consequence as determined by Administration



## 9-12 Attendance Policy

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### High School Only

#### 20% Rule = 18 per semester

High school student absences in excess of 20% during a quarter may result in withholding credit. ***The student may submit a petition to Administration to receive credit due to extenuating circumstances.***

1. 20% Rule: Any student who is absent from a class for 20% or more of the periods in a semester for any unexcused reason will not receive credit in that class. Where special circumstances exist (*i.e., prolonged illness*), a student may petition the Administrative Committee for reinstatement to the class.
2. If a student misses a whole day of classes, they will receive an absence in each class. This DOES count toward the 20% absence policy in each class, unless excused.

#### College Visits

Besides the one-day visit for Juniors to La Sierra University, juniors and seniors will be allowed to attend **two college visitation events per year** under the *School-Related Absence* attendance excuse.

Absences will be excused up to three (3) days per visit. Any further college visits will be counted as absences against the minimum absence rule.

# K-12 Attendance Policy

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## Tardiness

Tardiness is defined as a student being late to school or to class up to 15 minutes, after which they will be considered absent. All unexcused class tardies will count toward the total number of tardies.

Reporting the tardy does not necessarily mean the student will be excused.

When a student is tardy (late) for the beginning of school, the student should sign in at the School Office and the parent/guardian may call the **Attendance Hotline (909-793-1000, follow prompts)** to indicate the reason for being tardy.

## Excessive Tardiness (Beginning of Day)

It is the parents' responsibility to help their children develop the habit of punctuality. If a student is habitually late, the school reserves the right to develop a special attendance contract with the family.

## CONSEQUENCES FOR TARDIES (Grades K-5)

**10 Tardies:** A warning letter is emailed to parents.

**15 Tardies:** Parents will receive a call from Administration.

**20 Tardies:** Administration will meet with the parents to discuss the matter.

**30 Tardies:** Administration will provide an attendance contract and the student will be charged \$30 for every tardy thereafter.

**35+ Tardies:** Administration will meet and reserves the right to request withdrawal.

*\*Please note that Administration will consider excessive tardies in the student's re-enrollment for the next school year.*

## CONSEQUENCES FOR TARDIES (Grades 6-12)

**10 Tardies:** A warning letter is emailed to parents of excessive tardies.

**15 Tardies:** Students will serve lunch detention and parents will receive a call from Administration.

**20 Tardies:** Students will serve lunch detention and parents will meet with Administration.

**25 Tardies:** A \$30 fine will be charged, students will serve lunch detention, and an attendance contract will be served.

**30+ Tardies:** Administration will review the contract and reserve the right to request withdrawal.

*\*Please note that students under attendance contracts may NOT participate in extracurricular activities.*

*\*\*Please note that Administration will consider excessive tardies in the student's re-enrollment for the next school year.*

# K-12 Attendance Policy

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## **Prearranged Absences**

There may be times when it is imperative for a student to be absent for a full day or more for reasons including some of those stated above. In such cases, the student must prearrange the absence. A *Prearranged Absence* form is available in the School Office and must be turned in with all necessary signatures at least one week before the absence is to occur. Please give ample time and consideration to your student's teachers in preparation for the materials needed. A prearranged absence will ensure that students are allowed to make up work upon returning to school.

## **Absence Limit**

Any student who accrues more than the 20% unexcused absences allotted will be placed on an attendance agreement and possibly an academic or behavioral agreement.

## **Prolonged Illness**

If there is a situation in which a student has a prolonged illness that directly affects their attendance, parents may petition the Administrative Committee for an exception to the policy above. Administration reserves the right to determine school enrollment based on student need and school resources.

## **Expectations**

We understand that in many cases absences from school are unavoidable due to health problems or other circumstances. However, chronic absenteeism can have a drastic impact on your student's education. Please note that chronic absenteeism may have an impact on:

- A student's athletic eligibility.
- A student's National Honor Society membership.
- A student's Student Association, Class, Campus Ministries, or Club leadership/office eligibility.
- A student's placement into Honors, Advanced Placement, or college courses.

## K-12 Expectations and Guidelines for Student Behavior

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*“The object of discipline is the training of the child for self-government.*

*He should be taught self-reliance and self-control”*

(Education, E.G. White).

Building integrity in our students is an essential component to RAA’s ethical code. Therefore, it is expected that RAA students will exhibit positive behavior which honors God and shows respect towards themselves and others. Students are expected to follow the school rules at all times.

Please note that in the event that a student should choose to violate a rule during an on-campus or off-campus related activity, an appropriate disciplinary action will be determined.

### **Academic Integrity**

Students are expected to maintain academic integrity at all times. Examples of academic integrity include, but are not limited to:

- Doing one’s own work
- Using only study aids that are explicitly allowed by the teacher
- Not using others’ work as one’s own

Consequences for academic dishonesty may include, but are not limited to:

- Zero grade on the assignment
- Failing the class for the quarter (*after repeated offenses*)
- Notification to parent
- Parent Conference
- Academic Contract
- Teacher(s) may determine academic consequence at their discretion.

### **Public Display of Affection**

School is a place for education and learning. RAA maintains a hand-off policy.

### **STUDENTS OF AGE**

Students who turn 18 years of age prior to graduation from RAA surrender their non-minor rights while on campus or during any school-related activity. They are required to abide by all school rules and policies. This includes, but is not limited to, permission slips, off-campus privilege forms, and parent-teacher communication forms, all of which require parental involvement, approval, and signature.

# **K-12 Expectations and Guidelines for Student Behavior**

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## **Student Behavior During Field Trips/Tours**

- School regulations for behavior and dress are to be followed.
- Students are to remain within general sponsor supervision at all times.
- Students will adhere strictly to nighttime curfew and morning arising times as established by sponsors.
- Students are expected to avoid associating with strangers with or without a chaperone. This includes exchanging personal or social media contact information.

## **Consequences for Field Trip/Tour Guidelines Violations**

- All disciplinary actions while away from school will be determined by the administrative designee.
- Students may be sent home at his/her family's expense, with no refund of fees.
- Further disciplinary action may be recommended upon completion of the trip.
- Excessive behavioral concerns may result in a recommendation to Administration that a student may not attend day and overnight field trips.

## **Materials Brought on Campus**

All materials brought to RAA should be in line with the standards and values represented by the school.

## **Search and Seizure**

The school search policy is effective for all students in attendance. Such measures are necessary when there is a reasonable concern for safety. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students.

- The administration and staff of RAA have the right and responsibility to search a student and their property when there is reasonable suspicion of possession of drugs, weapons, alcohol, or other contraband that violates school rules, policies, or the law. Searches may include a student's person, clothing, backpack, automobile, and other personal belongings.
- School property including, but not limited to, desks, lockers, school-issued computers or electronic devices, classrooms, common areas, athletic equipment, school vehicles, email accounts, and digital platforms like Google Classroom are all subject to search at any time, especially when Administration deems it necessary for safety.
- Whenever possible, personal searches will be conducted by a same-gender staff member and in the presence of another adult employee.

# K-12 Expectations and Guidelines for Student Behavior

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## Harassment/Bullying Policy

RAA is committed to providing all students with a harassment-free school environment. Incidents of harassment should be reported in accordance with the procedures indicated below which allow the school authorities to take appropriate action. Students who harass others are subject to discipline up to and including expulsion. Harassment will not be tolerated on our school campus. Involvement in such activities will seriously jeopardize a student's standing at RAA.

### Types of Harassment

**Sexual Harassment** – Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures. The target of the harassment and the aggressor do not have to agree about what is happening; sexual harassment is subjective. Harassment can be a one-time event or occur multiple times.

**Bullying** – All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the right of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal or non-verbal digital assaults, such as threatening, teasing or name-calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Our school expects students and/or staff to immediately report incidents of bullying to the Principal or Vice-Principal. Staff members are expected to immediately intervene when they see or hear of a bullying incident.

Parents will be notified when their student has been involved in acts of bullying. Students who bully may be subject to discipline. Law enforcement will be notified if appropriate.

**Threatening/Intimidation** – This is defined as intentionally threatening or intimidating school personnel or students which causes reasonable fear of life or well-being, or materially disrupts the school environment.

### Reporting Harassment Procedure

Students who have experienced harassment should report the incident to school personnel as soon as possible. If the harassment is between students, the students should report the incident to the classroom teacher or any available teacher. The students may also report to a school administrator. If

## K-12 Expectations and Guidelines for Student Behavior

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the harassment comes from an adult, the student should report directly to a school administrator. Bullying or harassment of any type will not be tolerated at RAA, and may result in one or more of the following:

- Suspension of 1-5 days
- Meeting with Administration, student, and parents
- Other appropriate disciplinary action which may include expulsion
- Students are subject to discipline on a case-by-case basis. The level of discipline will be determined by the student's behavior history.

### Electronics

#### Electronic Communications

Verbal, nonverbal, or written communications, on and off campus, including video, pictures and graphics on classroom computers, personal electronic devices, smartphones or other devices must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action.

#### K-12 Use of Electronic Devices on Campus

Use of ANY electronic devices is only allowed **before the start of school and after the school day has ended.** **The use of personal electronic devices between classes and during lunch is not allowed.**

During the school day, in the event that a student needs to communicate with his/her parents, the student should ask the teacher on supervision to allow them to make a call to the parent at the office. After school at both pick-up time at the bleachers and at KidsCare, students should only use their phones for communication purposes.

***Parents, please do not text your child during the school day.***

***\*Violation of this policy will result in the electronic device(s) being confiscated and held in the School Office until the end of the school day.***

# K-12 Expectations and Guidelines for Student Behavior

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## CONSEQUENCES FOR ELECTRONIC DEVICE USE

**All infractions will be recorded in FACTS.**

**Infraction #1:** Verbal warning from the teacher and the warning is noted in the student's behavior record in FACTS.

**Infraction #2 & #3:** The device is confiscated and may be picked up by the student after school in the office.

**Infraction #4:** The device is confiscated must then be picked up in the office in person by a parent (NO exceptions).

**Infraction #5:** The device is confiscated. The student serves lunch detention and the device must be picked up in the office in person by a parent (NO exceptions).

**Infraction #6 & #7:** The device is confiscated. The student will serve lunch detention and the device must then be picked up in the office in person by a parent (NO exceptions). A \$30 cash fine will have to be paid at the cashier at the time the device is picked up.

**Infraction #8:** Students will be recommended to the Administrative Committee to be considered for withdrawal.

## SCHOOL CHROMEBOOKS

RAA-issued Chromebooks are required when needed during school hours.

It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that pertain to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking or email
- Arranging a meeting with an online contact without school or parental approval
- Using obscene language
- Harassing, insulting or stalking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password or sharing your password with others
- Browsing in another person's folders, work or files
- Using profiles or any other technology to bypass the school's filtering, including using other wireless networks such as mobile hotspots, etc.
- Intentionally wasting resources
- Using the network for commercial purposes



# K-12 Expectations and Guidelines for Student Behavior

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## One-to-One Chromebook Program and Technology Agreements

RAA is excited to offer a One-to-One Chromebook program to enhance the educational experience for students in grades K-12. The goal of the program is to create a collaborative learning environment for all students where technology is readily available as a tool for learning under the guidance of Christian teachers. Chromebooks are issued to K-12 students upon receipt of a signed Chromebook agreement from a parent/guardian. A leasing fee is included with tuition.

***\*The policies, procedures, and information below apply to all Chromebooks used at RAA. Teachers may set additional requirements for Chromebook use in their classrooms.***

The distribution of a Chromebook to each student is a **privilege**, not a right. This equipment is, and at all times will remain, the property of RAA and is lent to the students for educational purposes only for the academic school year. Students need to understand that nothing on their Chromebook is private. RAA may inspect the Chromebooks and review materials therein at any time with or without notice.

## Google Workspace G Suite for Education Agreement & Permission

### Parent/Guardian: Agreement and Acknowledgements

I give permission for RAA to create and maintain a Google Workspace account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

At RAA, we use Google Workspace to enhance our students' educational experience. Google Workspace is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more that is utilized by tens of millions of students and teachers around the world. At RAA, students will use their Google Workspace accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn digital citizenship skills.

***\*Please review the technology agreement found here:***

### Frequently Asked Questions

<https://www.redlandsacademy.org/editoruploads/files/Admissions/23-24FAQ-GoogleSuites.pdf>

If you have questions about our use of the programs or the choices available to you, please contact [admissions@redlandsacademy.org](mailto:admissions@redlandsacademy.org).

# **K-12 Expectations and Guidelines for Student Behavior**

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## **PARENT/GUARDIAN AGREEMENT AND ACKNOWLEDGEMENTS**

Your child will be utilizing various programs to improve and personalize his/her education this year. For this to happen, you must be willing to follow the guidelines and rules outlined in this document as well as agreeing to the following items:

1. I will ensure my child follows their portion of the agreement.
2. If a program is not working correctly, I will report that problem to RAA.
3. If I suspect security on my student's school computer is compromised, I will notify RAA immediately.
4. I understand that the use of educational programs is a privilege, not a right, and that the privilege may be revoked at any time for inappropriate conduct or prohibited actions. I further understand that such action may result in my child's suspension or expulsion from RAA.
5. I understand and agree that RAA is not liable for any loss of data due to actions taken by the user.

## **STUDENT AGREEMENTS AND ACKNOWLEDGEMENTS**

The Internet and educational programs used at RAA are important learning tools and should be treated as such. This means you must be willing to follow the guidelines outlined in this document and accept the following responsibilities.

1. I will not modify any of the software including my school device's operating system and other programs contained on the device unless instructed to do so by an authorized member of RAA's staff.
2. I will not modify RAA browser settings.
3. If I suspect security on my computer is compromised, I will notify RAA immediately.
4. I will update my computer if directed to do so by an authorized member of RAA's staff.

## **Digital Citizenship Agreement for Parents/Guardians and Students**

RAA is pleased to offer students access to the Internet to enhance their learning experience. Access to the Internet and programs on it are powerful resources for expanding the educational experience of each student. Access to the Internet will allow students to explore thousands of libraries, databases and educational programs, connecting students to information and learning tools available around the globe.

## **K-12 Expectations and Guidelines for Student Behavior**

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Unfortunately, some materials accessible online may be illegal, defamatory, inaccurate or offensive. However, RAA believes that the benefits access brings exceed any disadvantages and so has chosen to make the Internet and programs on it available to their students.

While RAA supports access to technology, using the Internet and educational programs found within is a privilege. Since the network is provided for students to conduct research and communicate with others for learning purposes, access is given to students who agree to act in a considerate and responsible manner. Students are to display Christian conduct on the school computer network, as well as honor the school standards and agreements they have signed. School staff will guide students toward resources acceptable within the framework of general school standards. If a student should access inappropriate materials, the school will not be liable and the student will be subject to disciplinary action including, but not limited to, forfeiting network privileges.

### **Personal Responsibility**

The student will accept personal responsibility for appropriate use of all parts of the system and will report any misuse. Misuse can come in many forms, and may include, but is not limited to, any message(s) sent or received that indicate or suggest pornography, hate sites, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues. The student understands that all the rules of conduct described in the School Handbook apply when using the network.

### **Acceptable Use**

The use of the student's access code and activity must be in support of education and research. The student is personally responsible for their conduct at all times when using the Internet. Prohibited activities include, but are not limited to, the following:

1. Sending or displaying offensive messages or pictures
2. Distributing personal information about themselves or any other student on sites using chats, blogs, social networking or email
3. Arranging meeting with an online contact without school or parental approval
4. Using obscene language
5. Harassing, insulting or stalking others
6. Damaging computers, computer systems or computer networks
7. Violating copyright laws
8. Using another person's password or sharing your password with others
9. Browsing another person's folders, work or files
10. Implementing ANY technique designed to conceal Internet activity or bypass RAA filters to access blocked and/or inappropriate content
11. Intentionally wasting resources

## **K-12 Expectations and Guidelines for Student Behavior**

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12. Using the network for commercial purposes, product advertisement or political lobbying
13. Transmitting any material in violation of any United States or other state organizations
14. Using electronic information and resources in a way that violates local, state, and federal laws
15. Illicitly downloading, copying or burning of copyrighted materials
16. Using the Chromebook webcam for anything other than educational purposes including capturing an individual's image or voice without getting their express permission to be filmed
17. Participating in activities that would disrupt others' use of the network

### **Parent/Guardian Agreements and Acknowledgements**

Your child will be utilizing the network and Internet and will be connecting with others in those mediums. This means you must be willing to follow conduct guidelines outlined in this document and accept the following responsibilities.

1. I will ensure my child follows their portion of the agreement.
2. I understand and agree that RAA does not claim responsibility for students' actions on the Internet and will not hold RAA responsible for any negative experiences connected with utilizing these tools.

### **Student Agreements and Acknowledgements**

The network and Internet are a digital way of connecting with others. This means the student must be willing to follow conduct guidelines outlined in this document and accept the following responsibilities.

The student will practice good digital citizenship by:

1. Honoring his/her family's values regarding Internet and network use.
2. Not releasing personal information to strangers when using the network or Internet.
3. Never sharing accounts and/or passwords assigned to the student with other students or non-family members.
4. Following the policies and guidelines of RAA.
5. Abiding by all local, state and federal laws whenever the student using the network, Internet or educational programs.

# K-12 Expectations and Guidelines for Student Behavior

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## Substance Abuse Policy and Philosophy

RAA believes in and promotes a drug-free school environment. In cooperation with home, church, and other segments of the community, the school operates a program to help students remain free of all controlled substances, tobacco, and alcohol. A Prescribed Intervention Program is the approach used in working with students under the drug-free school environment.

## Prescribed Intervention Program

1. Documentation regarding the drug-related activities of a student is conveyed to the Principal and/or Vice Principal.
2. The parent(s) and student shall meet with the Principal/Vice Principal to discuss the drug-related activity of the student.
3. The administrative team reviews:
  - a. The circumstances surrounding the drug-related activity.
  - b. Any disciplinary action(s) taken by Administration.
  - c. The response of the student and parent(s) to such drug-related activity.
4. The student and parent(s) shall sign a statement agreeing to random drug testing. Any drug testing must be completed within the time frame specified by the administrative team. The student/parent(s) are responsible for any fees incurred regardless of testing results.
5. It is the responsibility of the parent(s) to arrange for an appointment with the professional assessor within the prescribed timeline.
6. The administrative team shall prescribe an individualized program based on the evaluation of the professional assessor. The program may include:
  - a. A drug education class
  - b. Personal counseling
  - c. Outpatient treatment
  - d. Inpatient treatment
  - e. Drug testing
  - f. Any additional recommendation(s) by the team

# K-12 Expectations and Guidelines for Student Behavior

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## Discipline Policy

In order to provide clear rules and guidelines for student conduct and expectations for consistent and timely discipline, RAA has established standards of consequences that range from verbal warnings to expulsion from school. RAA is following a Progressive Discipline model which processes negative behaviors through a series of interventions and supports. With progressive discipline we strive to achieve the following:

- 1) **Approach:** The administration is committed to a holistic approach in the review of each situation. Our stance is to provide a restorative and redemptive process that will help all of our students grow and make better choices moving forward. This process is not a “one size fits all”, but rather takes into account many factors when determining appropriate disciplinary action.
- 2) **Collaboration:** We understand that guiding our students is a team effort. We are committed to working in lockstep with parents for the growth and development of their student(s), no matter which direction it takes them.
- 3) **Discernment:** The administration also understands that negative behaviors may be a result of a learning disability, or anything else that may be inhibiting their educational experience. The response to the intervention process allows us to best determine educational accommodations for students, should we find they need them.

## Progressive Discipline

As stated above, RAA is following a progressive discipline model. With this model, Administration works with teachers and parents to provide opportunities for students to grow and change their negative behaviors. The following charts are a *guideline* for RAA Administration to best determine where a negative behavior falls and what types of interventions or discipline should be provided. The following is divided into three (3) levels of increasingly disruptive behaviors and discipline.

### An example of progressive discipline:

3 Infractions - Interventions include, but are not limited to: classroom management, a teacher email/phone call

Disciplinary Action: **Meet with Principal/Vice-Principal**

6 Infractions - Interventions include, but are not limited to: classroom management, teacher support, teacher communication to parents

Disciplinary Action: **Parent/Teacher Meeting**

## K-12 Expectations and Guidelines for Student Behavior

9 Infractions - Interventions include, but are not limited to: classroom management, teacher support, teacher communication to parents

Disciplinary action: **Suspension, behavior support plan, other targeted interventions, or any other intervention planned by parent/teacher meeting**

Discipline in excess of nine (9) infractions will be at the discretion of Administration.

Level 1 Disruptive Behaviors	Level 1 Corrective Strategies & Supports
<p><b><i>Examples of Level 1 infractions include, but are not limited to:</i></b></p> <ul style="list-style-type: none"> <li>▪ Dress Code violations</li> <li>▪ Use of cell phones on campus during the school day (<i>see more details in electronics policy</i>)</li> <li>▪ Classroom behavior detrimental to the teaching environment</li> <li>▪ Unauthorized access to school property (<i>climbing fences, propping doors, roof access, etc.</i>)</li> <li>▪ Defiance/disrespect/non-compliance</li> <li>▪ Public display of affection</li> <li>▪ Inappropriate language or references</li> <li>▪ Any other minor disregard for student regulations or policies</li> <li>▪ Use of racial slurs, derogatory/biased language or symbols</li> <li>▪ Lying or cheating</li> <li>▪ Misuse of school property</li> <li>▪ Leaving campus without authorization</li> <li>▪ Food delivery violation</li> <li>▪ Truancy to include leaving campus</li> </ul>	<p><b><i>Infractions are generally minor violations that are usually first-time offenses and are considered warnings.</i></b></p> <ul style="list-style-type: none"> <li>▪ Verbal warning</li> <li>▪ Restorative practice</li> <li>▪ Parent notification</li> <li>▪ Teacher/Student communication</li> <li>▪ Visit with Principal/Vice Principal</li> </ul> <p><i>*Students are given three chances for intervention before the student is written up and sent to the Vice Principal or Principal. There should be at least one teacher to parent contact as a part of those interventions.</i></p> <p><i>In addition to interventions, consequences may include one or more of the following:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Community Service</i></li> <li>▪ <i>Lunch Detention</i></li> </ul>

***RAA Administration reserves the right to define what constitutes “inappropriate” behavior.***

## K-12 Expectations and Guidelines for Student Behavior

<b>Level 2</b> <b>Disruptive Behaviors</b>	<b>Level 2</b> <b>Corrective Strategies &amp; Supports</b>
<p><b><i>Examples of Level 2 infractions include, but are not limited to:</i></b></p> <ul style="list-style-type: none"> <li>▪ Three Level 1 infractions</li> <li>▪ Major classroom disruption</li> <li>▪ Willful disrespect toward a student or teacher</li> <li>▪ Insubordination</li> <li>▪ Dishonesty that includes falsifying excuses/signatures/phone messages</li> <li>▪ Plagiarism or cheating (<i>see Academic Integrity policy for further details</i>)</li> <li>▪ Defiance of authority</li> <li>▪ Possession of or involvement with pornographic material</li> <li>▪ Language, gestures, or behavior that is vulgar or obscene (<i>may include insults</i>)</li> <li>▪ Theft, invasion of privacy, possession of stolen property or destruction of another's property (<i>1<sup>st</sup> offense</i>)</li> <li>▪ Throwing food or drink or smearing another's clothing or person</li> <li>▪ Inappropriate electronic posting/digital communication or involvement on social media of anything that defames students, school personnel or entities as deemed inappropriate by RAA Administration</li> <li>▪ Purposeful vandalism (<i>1<sup>st</sup> offense</i>)</li> <li>▪ Willful disobedience of the School Handbook policies</li> <li>▪ Truancy to include leaving campus (<i>2<sup>nd</sup> offense</i>)</li> </ul>	<p><b><i>The following are the corrective strategies and supports after a student has committed ONE Level 2 infraction:</i></b></p> <ul style="list-style-type: none"> <li>▪ Teachers file the discipline form citing what happened with detailed accounts.</li> <li>▪ Administration questions the student and possibly begins an investigation.</li> <li>▪ Parents are notified of offense and a meeting is scheduled with an administrator, if necessary.</li> <li>▪ Administration provides restorative practice and determines an appropriate consequence.</li> <li>▪ Parents are provided with a copy of what is documented.</li> </ul> <p><i>*Students will have three chances for redemption and restoration before more serious consequences are applied.</i></p>



## K-12 Expectations and Guidelines for Student Behavior

<p><b>Level 3</b> <b>Disruptive Behaviors</b></p>	<p><b>Level 3</b> <b>Corrective Strategies &amp; Supports</b></p>
<p><b><i>Examples of Level 3 infractions include, but are not limited to:</i></b></p> <ul style="list-style-type: none"> <li>▪ Nine (9) Level 1 or 2 infractions</li> <li>▪ Immoral or scandalous conduct (<i>any speech, writing</i>) on or off campus at any school function or at any time</li> <li>▪ Defiance of authority and/or school policies of a serious nature</li> <li>▪ Theft of or destruction to another's property</li> <li>▪ Possession of any weapon including, but not limited to, knives, firearms (<i>real or imitation</i>) or pepper spray (<i>moderate infraction</i>)</li> <li>▪ Possessing, or being under the influence of any controlled substance or intoxicant (<i>including alcohol, nicotine, or any drug paraphernalia</i>) as an RAA student</li> <li>▪ Lighting fires of any type and/or possessing, using or threatening to use any incendiary or explosive devices</li> <li>▪ Direct involvement as principal or accessory in any malicious mischief</li> <li>▪ Any inappropriate sexual activity, excessive physical contact, or other activities with sexual overtones or sexually explicit acts</li> <li>▪ Fighting or hostile actions towards another individual</li> <li>▪ Threats, harassment or bullying (<i>verbal, written, electronic, sexual, physical, etc.</i>), hazing or any willful act that may cause injury (<i>mental or physical</i>) to another person</li> <li>▪ Use of a racial slur (<i>moderate infraction</i>)</li> <li>▪ Use of derogatory/biased language including that which is sexual, gender-related or religious in nature (<i>moderate infraction</i>)</li> <li>▪ Cheating, plagiarism or academic dishonesty (<i>3<sup>rd</sup> offense, see Academic Integrity Policy for further details</i>)</li> <li>▪ Cheating or plagiarism on a final exam, AP exam, or placement test</li> </ul>	<p><b><i>Level 3 infractions are serious violations of RAA's rules, regulations, and policies</i></b></p> <ul style="list-style-type: none"> <li>▪ After nine (9) minor infractions, teacher will provide written documentation to administrator.</li> <li>▪ Parent must have been contacted by teacher at least three (3) times.</li> <li>▪ Administration questions student and begins an investigation.</li> <li>▪ Parents are notified of the offense and a meeting can be scheduled with the Administrative Committee.</li> <li>▪ Administration provides restorative practice and assigns an appropriate consequence.</li> <li>▪ Parents are provided with a copy of what is documented.</li> <li>▪ The Administrative Committee will assign a plan of action that will provide support appropriate for the student.</li> <li>▪ Targeted intervention(s) will be implemented.</li> </ul> <p><i>Consequences will include one or more of the following:</i></p> <ul style="list-style-type: none"> <li>▪ Any combination of Disruptive Behaviors levels' consequences</li> <li>▪ Off-campus suspension</li> <li>▪ Disciplinary probation contract that could include counseling or community service</li> <li>▪ Liability for damages</li> <li>▪ Loss of office</li> <li>▪ Ineligibility to participate in extracurricular activities (<i>including Varsity/Clubs</i>) for a determined length of time</li> <li>▪ Possible withdrawal or expulsion</li> <li>▪ A student may be placed on a corrective contract and will have specified goals and behaviors to meet for a specified amount of time. Failure to meet goals and behaviors may result in withdrawal.</li> </ul>

## K-12 Expectations and Guidelines for Student Behavior

<b>Level 4</b> <b>Disruptive Behaviors</b>	<b>Level 4</b> <b>Corrective Strategies &amp; Supports</b>
<p><b><i>Examples of Level 4 infractions include, but are not limited to:</i></b></p> <ul style="list-style-type: none"> <li>▪ Furnishing, distributing, selling, purchasing, transporting of any controlled substance or intoxicant (<i>including alcohol, nicotine, or any drug paraphernalia</i>) as an RAA student</li> <li>▪ Possession/use of any weapon including, but not limited to, knives, firearms (<i>real or imitation</i>) or pepper spray (<i>major infraction</i>)</li> <li>▪ Selling, distributing, or giving one's prescription medication to another student</li> <li>▪ Use of derogatory/biased language or racial slur (<i>severe infraction</i>)</li> <li>▪ Distribution of any hate literature</li> <li>▪ Any sexual or other physical assault on or off campus</li> <li>▪ Direct involvement as principal or accessory in any crime where a student arrest takes place</li> <li>▪ Conspiracy or the act of a serious dishonest behavior that includes falsifying legal documents</li> <li>▪ Construction and use of websites or social media sites that defame students, school personnel or other entities as deemed inappropriate by RAA Administration</li> <li>▪ Hazing or any willful act that may cause injury to another person</li> </ul>	<p><b><i>Level 4 infractions are severe violations of RAA's rules, regulations, and policies</i></b></p> <ul style="list-style-type: none"> <li>▪ Report of student offense is given verbally or in writing to Administration.</li> <li>▪ Administration questions student and begins an investigation.</li> <li>▪ Parents are notified of the offense and a meeting is scheduled.</li> <li>▪ The Administrative Committee determines the consequences.</li> <li>▪ Suspension, withdrawal, or expulsion</li> <li>▪ Parents are provided with a copy of what is documented.</li> </ul>

**Special Note:** *In some cases, more than one category of discipline may apply. In an effort to increase the potential for a timely and honest resolution of a discipline situation, students who exhibit truthfulness and integrity in the discipline process may receive a reduction in the discipline response. RAA Administration reserves the right to define and determine any consequence for an infraction if they deem it appropriate. Each case will be dealt with uniquely and according to school policy. \*\*Should the student flow through the levels of Intervention, Administration will work with the parents, teacher(s), and resource coordinator to best collect data and set goals for the consideration of an eventual psycho-educational assessment. We will provide parents guidance on how to go about this process with their local unified school district.*

# K-12 Expectations and Guidelines for Student Behavior

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## Student Behavior Agreements

Student agreements are issued as a corrective and preventative strategy. The Administrative Committee reserves the right to place a student on an agreement at ANY point as a tool for corrective strategy. Should a student not meet the requirements set forth by the agreement, RAA has the right to request for withdrawal from the school.

## Suspension Information

Suspensions usually range from 1-5 days but are at the discretion of the Administrative Committee. While on suspension, the student may not be on campus without the express permission of a campus administrator. The student shall not participate in any school-related or school-sponsored activities during the suspension period.

The following suspension policy applies to students in grades 6-12 who are suspended:

1. Homework: Students on suspension will communicate with their teachers to collect assignments. They are responsible to continue working while on suspension and must turn in all classwork and homework assignments upon their return to campus.
2. Class Officers: A student who is suspended may lose the privilege of holding a class or ASB office.

## ADMINISTRATIVE AUTHORITY

If deemed necessary, Administration can suspend a student for up to 10 school days. Students are responsible for the work they will miss because of suspension and are to turn in their work upon their return to school.

Discipline matters deemed severe enough to warrant action by the school's Administration may begin a process that could lead to the student's dismissal. A committee may be made up of the Principal, Vice-Principal, and one other RAA personnel members. Progressive discipline will generally apply. However, there may be circumstances when progressive discipline is not appropriate and immediate removal may be necessary.

## REDEMPTION

A student will begin the school year with a clean slate. Depending on the student's behaviors, however, his or her past discipline will be taken into account as part of the intervention plan moving forward. Students will always go through the process of Restorative Practice and the discipline assigned will always reflect a careful and thought-out process.

# K-12 Expectations and Guidelines for Student Behavior

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## CRIMINAL ACT

If a student is convicted of violating a criminal statute, on or off campus, the student will be asked to withdraw from school. RAA reserves the right to involve the police and/or other law enforcement agencies when deemed necessary.

## APPEALS AND GRIEVANCE PROCEDURES

**Discipline Appeal Process:** Any appeal (by a student or parent) to a disciplinary decision made by the school must be made within 30 days from the date that the final decision took effect. It must follow the procedure as outlined in the Pacific Union Education Code:

1. Submit the appeal in writing to the Administrative Committee and work toward a resolution that will end the appeal.
  - While the appeal is being reviewed, the student will not be allowed to visit/be on campus or attend any school activity.
2. Only the parents and student will be permitted to meet with the Administrative Committee and work toward a resolution that will end the appeal.
3. If no resolution is met, submit an appeal in writing to the Personnel Committee, a subcommittee of the School Board. This is the final step and this committee determines the final outcome; which could result in expulsion from RAA. The parents and no other person(s) may be permitted to attend this meeting except with the express permission of the chair of this committee.

**Withdrawal/Expulsion:** A student may be requested to withdraw from school at any time if the student's behavior, attitude, or influence is determined by Administration and faculty to be detrimental to students and/or faculty. If the student refuses to withdraw, he/she will be recommended for expulsion, and his/her case will be reviewed and decided by the School Board's Personnel Committee. A student who has been asked to withdraw or is expelled may not be allowed to visit the school campus or attend any school activity for the remainder of the school year.

**Readmission to RAA:** Any student who has been asked to withdraw or is expelled shall be allowed to apply for readmission after attending another school for at least one calendar year from the date of withdrawal, and gaining a good reference from the school they attended. If a student desires to be readmitted to RAA they shall submit a written statement to the principal, who shall recommend admission or non-admission. The statement should include:

1. Reasons the student wants to return and why the request should be considered;
2. Evidence which supports the request; and
3. A supporting statement from the parent/guardian and others who may have assisted the student.

# **K-12 Expectations and Guidelines for Student Behavior**

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## **Grievances:**

### ***Student and Student***

1. The affected student makes a formal report to a teacher and/or fills out a report with the Vice Principal. A student/student conference should be held with a teacher or administrator to identify the problem and isolate the facts. This first step should resolve most problems.
2. A parent/student conference with the Vice Principal may be held if the concerns remain unresolved at the first meeting. A written record will be noted and signed by all parties.
3. Before further action is taken, a second parent/students/administrator conference should be held with the problem stated in written form by the students. Only first-hand information directly affecting the individuals concerned should be considered.
4. Any unresolved problems may be brought to the Administrative Committee. The written record should be consulted in the meeting. A written record of the decision will be provided by the Administrative Committee.

### ***Parent and Teacher***

1. A parent/teacher conference should be held to identify the problem and isolate the facts. This first step should resolve most problems. Parents must arrange an appointment to meet with teachers.
2. A parent/teacher conference with the principal may be held if the concerns remain unresolved at the first meeting. A written record will be signed by all parties.
3. Before further action is taken, a second parent/teacher principal conference should be held with the problem area stated in written form by the principal. Only first-hand information which directly affects the individuals concerned should be considered. A written record will be signed by all parties.
4. Any unresolved problems should be brought to the Administrative Committee. The written record should be consulted in the meeting. A written record of the decision will be provided by the Administrative Committee.

### ***Parent/Student and Administrator***

1. A parent/administrator conference will be held to identify the problem and isolate the facts. This first step should resolve the majority of problems.
2. A parent conference with the administrator/principal and the Administrative Committee may be held if the concerns remain unresolved at the first meeting. A written record of the meeting will be signed by all parties.
3. The third and final step for any unresolved problems would be to take them to the Administrative Committee and school board chair, if necessary. The written record should be consulted in the meeting. A written record of the decision will be provided to the parents by the Administrative Committee.

# K-5 Dress Code

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It is our desire that students at RAA are provided with guidelines for comfortable dress that are in line with the desired look for RAA students. Students are expected to dress in a manner that does not detract from a positive and productive learning environment. No clothing should display words or graphics pertaining to drugs, alcohol, weapons, etc. In areas of disagreement, the Administration reserves the right to render a final decision.

## **PANTS, SHORTS, SKIRTS, SKORTS**

Must be Navy Blue, Black, Khaki, or Navy Blue Plaid Skirts (*Please follow the Standard Dress Look Book.*)

- Shorts and skorts must reach to the middle of the student's thigh and be hemmed.
- Skirts must be knee-length.
- No jeans (denim material) of any color (except on Fridays)
- Grades K-3: Leggings may be worn as pants
- Grades 4-5: Leggings may not be worn as pants
- No sweat pants
- No holes or tears in clothing
- No undergarments showing at any time
- K-5 students may wear Navy Blue, Khaki, or Plaid Pinafore dresses

## **SHIRTS**

Solid-colored, collared, short- or long-sleeved **polo shirts** in Navy Blue, Light Blue, or White

Solid-colored **polo dresses** are acceptable, provided the length is to the middle of the student's thigh.

Solid-colored, collared, short- or long-sleeved **button-up shirts**

- Must cover the midriff (*between the chest and waist*) at all times
- No undergarments showing at any time
- Only small brand logos or insignias are acceptable on shirts (*ex. a small Nike swoosh or Adidas symbol, etc.*).

## **SWEATSHIRTS, HOODIES AND JACKETS**

Solid colors such as Black, White, Navy Blue, and Gray are acceptable.

- No logos or teams
- RAA sweatshirts are acceptable.
- Outerwear, such as sweatshirts and jackets, must fit properly.
- A collared shirt (*polo or button-up*) **must** be worn under sweatshirts/hoodies and jackets at all times.
- College sweatshirts are allowed **only** on Wednesdays (*College dress days*).

## **SHOES**

Closed-toe shoes must be worn at all times.

Appropriate footwear must be worn for P.E. classes, sports, science labs, etc.

- No sandals or flip flops
- No CROCS

# K-5 Dress Code

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## **JEWELRY**

No jewelry is allowed at RAA. Jewelry for special events will be determined and announced at the discretion of Administration.

## **WEDNESDAY DRESS (Grades K-12)**

- Bottoms (*pants, shorts, skirts, skorts*) which are in dress code for a regular school day only
- College t-shirts or sweatshirts (*any college*)
- ***Wednesday dress is not mandatory. Should the student not have a college shirt, they will wear their normal school attire.***

## **FRIDAY RAA SPIRIT DRESS (Grades K-12)**

- Denim/jeans bottoms (*pants, shorts, skirts*)
- RAA or Bulldog shirts (*or shirts which are in dress code*)

## **RAA SPIRIT DRESS (Grades K-12)**

Students are encouraged to demonstrate their school spirit by dressing up for spirit days. If, however, a student chooses not to dress up for a spirit day then regular dress code will apply.

## **HATS, CAPS, VISORS AND OTHER HEAD COVERINGS**

These may be worn only outside of the classroom. When entering any classroom, the gym, or office, please remove hats, caps, and other head coverings, including hoodies, unless approved by Administration.

## **ATTIRE FOR SPECIAL EVENTS AND ACTIVITIES**

All students must wear swimwear that is secure, comfortable, and appropriate for active movement in the water. Acceptable options include:

- One-piece swimsuits or tankinis
- Board shorts
- Optional swim shirts or rash guards for added coverage

## **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

1. The student will be warned by their teacher and allowed to stay in the classroom.
2. The student will be sent to the office, receive a warning from Administration and then be sent back to the classroom. Communications will be sent to parents via a phone call and email.
3. The student will be sent to the office and will not be allowed to return to class until a parent/family member brings the necessary item to the School Office.
4. The student is sent to the office where they will remain until the parent/family member can pick up the student.

\*If a student should reach #3 and #4, they are responsible for making up for any loss of class time and class work.



# STANDARDIZED ELEMENTARY DRESS CODE

## TOPS



*Polos, button ups/downs, polo dresses, button up dresses*



## OUTERWEAR



*Hoodies, jackets, sweaters, cardigans, vests, blazers, trench coats, winter coats, etc.*



## BOTTOMS



*Pants, shorts, skorts & skirts.*





## 6-12 Dress Code

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It is our desire that students at RAA are provided with guidelines for comfortable dress that are in line with the desired look for RAA students. Students are expected to dress in a manner that does not detract from a positive and productive learning environment. No clothing should display words or graphics pertaining to drugs, alcohol, weapons, etc. In areas of disagreement, the Administration reserves the right to render a final decision.

### **PANTS, SHORTS, SKIRTS, SKORTS**

Must be Navy Blue, Black, Khaki, or Navy Blue Plaid Skirts (*Please follow the Standard Dress Look Book.*)

- Shorts and skorts must reach to the middle of the student's thigh and be hemmed.
- Skirts must be knee-length.
- No denim of any color (except on Fridays)
- No wide-legged or cargo pants or shorts
- Grades 6-12: Leggings may not be worn as pants
- No sweat pants
- No athletic shorts, except RAA P.E. shorts worn for P.E. only
- No holes or tears in clothing
- No undergarments showing at any time

### **SHIRTS**

Solid-colored, collared, short- or long-sleeved **polo shirts** in Navy Blue, Light Blue, or White

Solid-colored **polo dresses** are acceptable, provided the length is to the middle of the student's thigh.

Solid-colored, collared, short- or long-sleeved **button-up shirts**

- Must cover the midriff (*between the chest and waist*) at all times
- No undergarments showing at any time
- Only small brand logos or insignias are acceptable on shirts (*ex. a small Nike swoosh or Adidas symbol, etc.*).

### **SWEATSHIRTS, HOODIES AND JACKETS**

Solid colors such as Black, White, Navy Blue, and Gray are acceptable.

- No logos or teams
- RAA sweatshirts are acceptable.
- Outerwear, such as sweatshirts and jackets, must fit properly.
- A collared shirt (*polo or button-up*) **must** be worn under sweatshirts/hoodies and jackets at all times.
- College sweatshirts are allowed **only** on Wednesdays (*College dress days*).

### **SHOES**

Closed-toe shoes must be worn at all times.

Appropriate footwear must be worn for P.E. classes, sports, science labs, etc.

- No sandals or flip flops
- No CROCS

### **JEWELRY**

No jewelry is allowed at RAA. Jewelry for special events will be determined and announced at the discretion of Administration.

# 6-12 Dress Code

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## **WEDNESDAY DRESS (Grades K-12)**

- Bottoms (*pants, shorts, skirts, skorts*) which are in dress code for a regular school day only
- College t-shirts or sweatshirts (*any college*)
- ***Wednesday dress is not mandatory. Should the student not have a college shirt, they will wear their normal school attire.***

## **FRIDAY RAA SPIRIT DRESS (Grades K-12)**

- Denim/jeans bottoms (*pants, shorts, skirts*)
- RAA or Bulldog shirts (*or shirts which are in dress code*)

## **RAA SPIRIT DRESS (Grades K-12)**

Students are encouraged to demonstrate their school spirit by dressing up for spirit days. If, however, a student chooses not to dress up for a spirit day then regular dress code will apply.

## **HATS, CAPS, VISORS AND OTHER HEAD COVERINGS**

These may be worn only outside of the classroom. When entering any classroom, the gym, or office, please remove hats, caps, and other head coverings, including hoodies, unless approved by Administration.

## **TATTOOS**

Tattoos of any kind should not be visible at any time.

## **ATTIRE FOR SPECIAL EVENTS AND ACTIVITIES**

Swimwear

All students must wear swimwear that is secure, comfortable, and appropriate for active movement in the water.

Acceptable options include:

- One-piece swimsuits or tankinis
- Board shorts
- Optional swim shirts or rash guards for added coverage

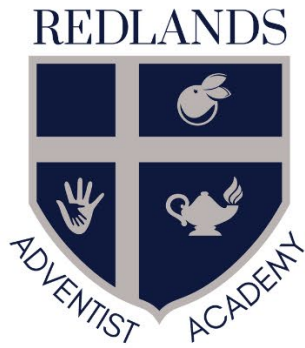
Semi-formal and Formal Attire (banquets, etc.)

- Dresses, gowns, and suits should be appropriate and in line with the values of RAA and the dress code policy.
- Whether or not jewelry will be permitted will be determined and announced at the discretion of Administration.

## **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

1. The student will be warned by their teacher and allowed to stay in the classroom.
2. The student will be sent to the office, receive a warning from Administration and then be sent back to the classroom. Communications will be sent to parents via a phone call and email.
3. The student will be sent to the office and will not be allowed to return to class until a parent/family member brings the necessary item to the School Office.
4. The student is sent to the office where they will remain until the parent/family member can pick up the student.

\*If a student should reach #3 and #4, they are responsible for making up for any loss of class time and class work.



# STANDARDIZED MIDDLE & HIGH SCHOOL DRESS CODE

## TOPS



*Polos, button ups/downs, polo dresses, button up dresses*



## OUTERWEAR



*Hoodies, jackets, sweaters, cardigans, vests, blazers, trench coats, winter coats, etc.*



## BOTTOMS



*Pants, shorts, skorts & skirts.*



### **Skirts & Skorts**

*Approved colors are navy blue, khaki, and black, also available from your preferred retailer. Skirts and skorts must be knee-length or longer.*

