

REDWOOD PREPARATORY CHARTER
TIMBER WOLVES



Family Handbook

Redwood Preparatory Charter
1480 Ross Hill Road Fortuna, CA 95540

Our School Philosophy

Mission Statement

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

Vision Statement

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

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

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

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

Core Values

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

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

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

Hours of Operation

Monday through Friday

TK 8:00 - 12:00

Kindergarten

8 a.m. – 2:00 p.m. .

Grades 1 - 8

8 a.m. – 3:15 p.m.

Fridays & Minimum Days

Grades TK

8:00 – 11:45

Grades K - 8

8:00 - 12:00

Enrichment

3:30 p.m. – 4:30 p.m.

After School Care

M - Th (2:00 Kindergarten) 3:15 p.m. – 5:30 p.m. Friday 12:00 - 5:00

Attendance

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

Excused Absences

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

Independent Study

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

Truancy

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

Health and Safety

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

Procedures for Campus Visitors

All campus visitors must sign-in at the school office and wear a visitor badge while on campus.

Fingerprinting Policy for Volunteers

All volunteers must be fingerprinted.

Do I need to be fingerprinted if I am a volunteer or employee of another government agency or outside organization?

Yes! Agencies are not allowed to share confidential information. RPC is liable for all volunteers registered through the school and must receive clearance on its own. So for example if you work for or were previously employed by places like but not limited to Humboldt County, CR or HSU, you still require fingerprinting with RPC. If you work or have worked at another school and have been fingerprinted through HCOE (Office of Education) you may provide proof of fingerprint clearance and do not need to be reprinted.

Volunteers who continue volunteering beyond one school year will not need to get fingerprinted again.

TB Tests

New volunteers must complete a TB questionnaire (Good for 2 years and then a new form must be completed)

Role of Staff as Mandated Child Abuse Reporters

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

Immunizations

All students enrolled and staff will be required to provide records documenting immunizations as is required at public schools pursuant to Health and Safety Code Section 120325-120375, and Title 17, California Code of Regulations Section 6000-6075. Kindergarten and 7th grade students who do not have complete immunizations must provide an electronic CAIR medical exemption from a California licensed physician. If students are not immunized and do not have a waiver, they may not attend school. Additionally, the school requires all incoming TK/ Kindergarten students to show proof of recent dental screening, as outlined in state legislation as of 1/1/2007.

Medication in School

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

Any medications that can be administered at home must be given at home.

Vision, Hearing/Scoliosis

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

Food Service

Redwood Prep serves breakfast daily from 7:30 to 8:00 a.m.

Emergency Preparedness

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

Drug Free/Alcohol Free/Smoke Free Environment

Redwood Preparatory Charter is a drug, alcohol and tobacco free workplace.

Facility Safety

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

Comprehensive Sexual Harassment Policies and Procedures

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

Transportation

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

Parent Involvement

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

- * Supervise a club - Yearbook, Chess, Gardening etc.

- * Chaperoning field trips

- * Serve on a parent advisory group (family events planning, facilities committee, fundraising, parent council, Dream It Be It Board of Directors, coaching, etc.)

All volunteers must submit:

- *Fingerprints

- *TB Form

- *Volunteer Agreement

- ***Coaches must also receive training for CPR/First Aide and any other relevant issues.

Participation in RPrep Extracurricular Activities

Eligibility Requirements

5th & 6th Grade Eligibility for Athletics, Band, Student Council & Yearbook:

Eligibility at 5th and 6th grade will be determined by work completion and upholding behavior standards. Students engaging in behavior as set in the Redwood Prep discipline matrix may be ineligible to participate. Initial eligibility to participate in an extracurricular activity will be determined by the classroom teacher. Students must obtain a signed permission slip from their teacher before they may start practice or attend a meeting.

After initial eligibility has been met and students begin an activity, if they are not completing classwork, homework, and/or exhibiting concerning behavior, parents and the teacher will meet together to create a plan for improvement. Students will be given a two week probationary period to meet the expectations outlined in the plan for improvement. Students failing to meet the improvement expectations, will lose eligibility for either the season (athletics) or until the start of the next trimester (band, student council & yearbook). Grades will not be a factor in determining eligibility until students reach 7th grade.

7th & 8th Grade Eligibility Requirements

Extracurricular Eligibility Checks (2021-2022): Dates will be reviewed at Back to School Night.

Trimester 1
Fall Midterm
Trimester 2
Winter Midterm
Trimester 3

**Eligibility for students with IEPs and 504 Plans will be determined in accordance with these plans.

7th & 8th Grade Eligibility for Athletics:

Eligibility will be based on grades and behavior and will be determined at eligibility checks throughout the school year.

Grades - Students must meet the minimum requirements at eligibility checks to participate in athletics. Students must earn at least a 2.5 in each curricular area: Math, Science, Language Arts & Social Studies and 70% in iGradePlus. Students will be given a one week warning prior to eligibility checks to bring their grades up. The responsibility to make-up missed assignments, schedule test retakes or any other actions to improve scores rests solely with the students. If grades do not meet the minimum requirements, they will lose eligibility for the rest of that season.

Behavior- If students earn 3 detentions within a season, they will become ineligible to play for the remainder of the season. For low level behavior, students will receive 2 warnings before being assigned detention.

7th & 8th Grade Eligibility for Band, Yearbook & Student Council:

Eligibility will be based on grades and behavior and will be determined at eligibility checks throughout the school year.

Grades - Students must meet the minimum requirements at eligibility checks to participate in extracurricular activities. Students must earn at least a 2.5 in each curricular area: Math, Science, Language Arts & Social Studies and 70% in iGradePlus. Students will be given a one week warning prior to eligibility checks to bring their grades up. The responsibility to make-up missed assignments, schedule test retakes or any other actions to improve scores rests solely with the students. If grades do not meet the minimum requirements, they will lose eligibility until the next eligibility check.

If a student becomes eligible, they may return to the activity after the next check with permission from the staff advisor.

Behavior- If a student earns 3 detentions they will meet with the Director, Activity Leader and Parents to determine further eligibility. This policy differs from athletics because of the yearlong duration of the activity.

Detention- Reflection & Planning for Change:

Students who demonstrate behaviors from the RPC discipline matrix, will attend detention. Detention will be served after school on Thursdays from 3:30 to 4:00 p.m.

During this time, students will be expected to reflect and plan future actions for improved behavior. Students will complete a reflection and/or a restorative activity.

***Dates and times of detention may vary based on the availability of staff to supervise.

Player' s Code of Conduct

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

Parent' s Code of Conduct

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

9. I/we know that the uniform issued to our child must be returned at the end of the season in good condition and failure to do so will result in a minimum \$75.00 penalty.

7th And 8th Grade Promotion Policy

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

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

REQUIREMENTS FOR PROMOTION FROM 7TH AND 8TH GRADES:

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

- Students must achieve a yearly cumulative average of 70% (3.0) or higher in all core subjects. Cumulative averages are based upon assessments of content standards with up to 20% (additional 1.0) added for participation in each core subject. Participation includes effort, attendance, project completion, homework, and collaboration.
- Math 70% - 3.0
- Language Arts 70% - 3.0
- Science 70% - 3.0
- Social Studies 70% - 3.0
- Technology/Art/Drama/other 70% - 3.0
- Promotion of any 8th grade student not attaining at least a 70% final average in each of their core subjects will be reviewed by our Middle School Promotion Team (All Middle school teachers, School Director, Intervention Teacher, SPED teacher) Promotion team will

meet to discuss promotion or retention of students not meeting benchmarks.

- Let it be noted that this Promotion Team referral is in addition to previously implemented Student Study Team's, interventions, and family communication.
- Promotion team will meet at the beginning of the third trimester each year to determine which student(s) need to be reviewed.
- Promotion team will make a recommendation for next steps (i.e. summer school, retention, further interventions, etc.)
- All 8th grade students must complete and log 12 hours of community service at a local non-profit organization.
- 7th & 8th grade students not meeting yearly cumulative average requirements will be referred for summer school.

OTHER REQUIREMENTS:

- Students with IEP Plans have customized programs which may override the above requirements. The IEP plan will describe the conditions by which the student will be assessed and identified for promotion/retention.

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

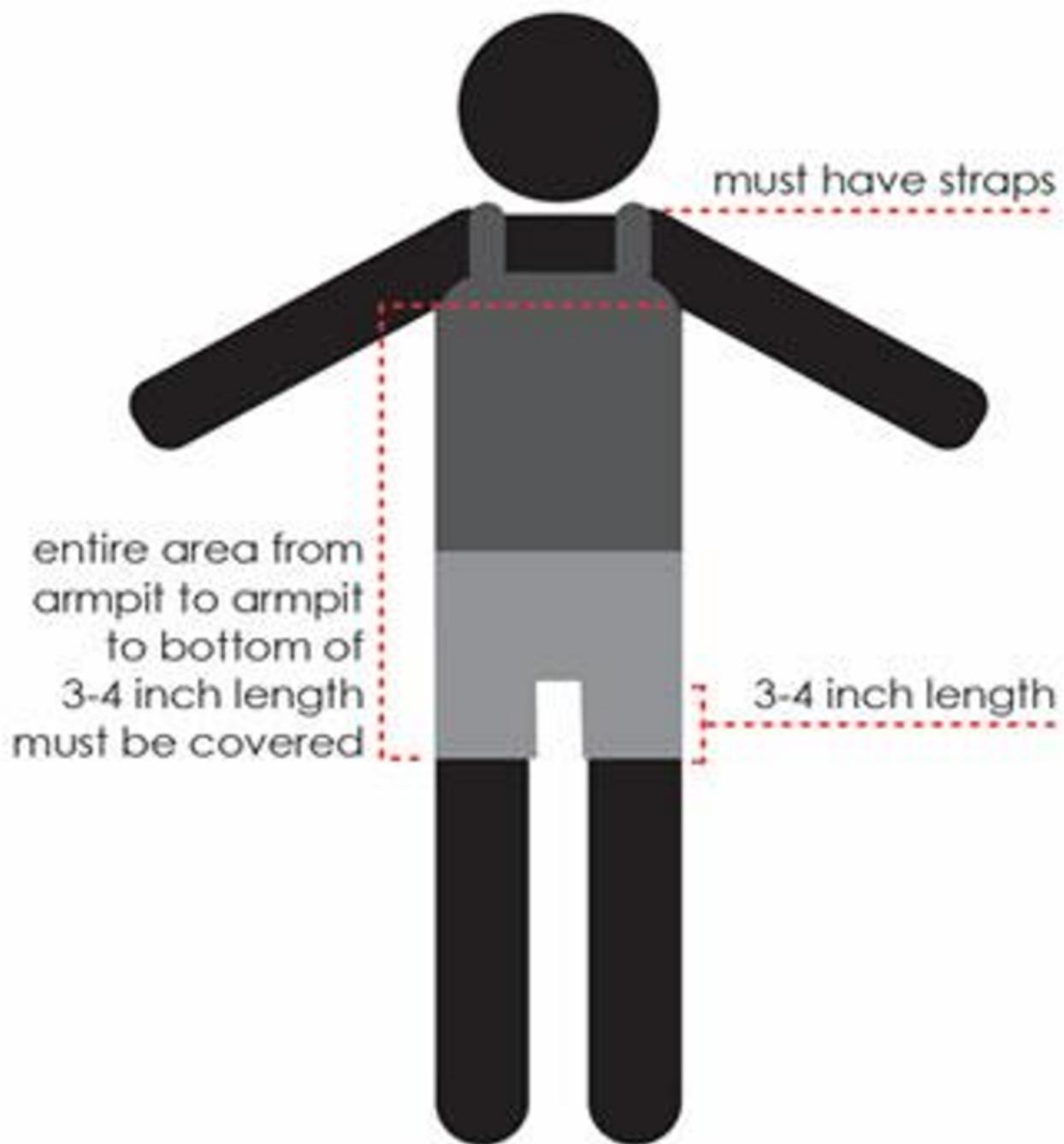
Building a Positive and Respectful School Climate

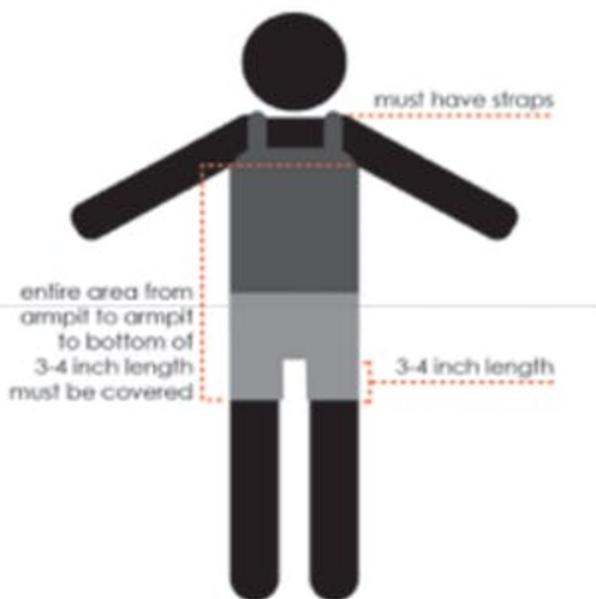
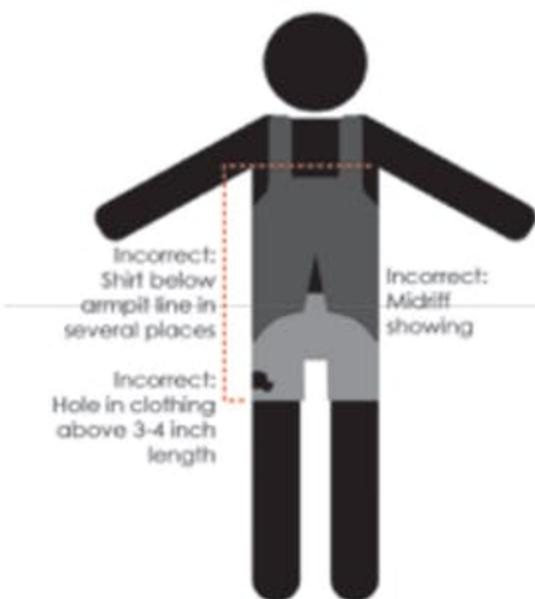
Redwood Preparatory Student Dress Code

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

Prohibited Attire:

1. Clothing and accessories that advocate, advertise or symbolize any type of alcohol, drugs, tobacco, gambling, weapons, or acts which are illegal, violent, obscene, or hazardous to one's health.
2. Clothing or accessories that are gang related
3. Clothing, accessories, or hairstyles that are offensive or are degrading on the basis of gender identity, sexual orientation, cultural, religious or ethnic values to the rights of any person as determined by school staff
4. Students must wear or bring shoes that allow them to fully participate in all school activities.





STUDENT INTERNET USE POLICY AND AGREEMENT

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

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

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

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

STUDENT RESPONSIBILITIES

1. Use Limited to an Educational Purpose

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

a. Educational Purpose

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

b. Inappropriate Use

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

2. Plagiarism

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

3. Copyright

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

4. Communication

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

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

In instances of misuse or suspected misuse, in addition to any disciplinary actions appropriate, the Student's parent or guardian may be granted access to the Student's email files.

5. Illegal, Dangerous Activities and Hacking

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

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

6. Obscene Materials

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

7. Supervision and Student Privacy

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

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

8. Commercial Activities

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

9. Information About Others

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

10. Violation of Policy

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

11. Training

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

PERSONAL TECHNOLOGY POLICY FOR 5-8TH GRADE

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

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

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

Consequences for inappropriate technology use:

- 1st offense – the personal technology device is confiscated until the end of the school day. The student's name will be noted for a 1st offense.
- 2nd offense – the personal technology device will be held in the office and can only be picked up by a parent. The student must provide 1 hour of energy replacement for his/her teacher within 24 hours of the offense. The student's name will be noted for a 2nd offense.
- 3rd offense – the student may be placed on a in-house suspension. For the remainder of the school year, the student will check any personal technology device brought to school into the office each morning where it will be held until dismissal. The student's name will be noted for a 3rd offense.

School Bullying Policy

Redwood Preparatory Charter School believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

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

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

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

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

Examples of cyber bullying include but are not limited to:

- Sending cruel, vicious and sometimes threatening messages, via cell phone text messages, Instagram, Snapshot, or other social media

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

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

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

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

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

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

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

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

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

Student Discipline Policy

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

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

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

Suspension and Expulsion

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

A. Grounds for Suspension and Expulsion of Students

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

B. Enumerated Offenses

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director/Principal or designee's concurrence.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

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

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



REDWOOD PREPARATORY CHARTER SCHOOL DISCIPLINE MATRIX

INAPPROPRIATE BEHAVIORS	FIRST OCCURANCE	SECOND OCCURANCE	THIRD OCCURANCE
LEVEL 1 – MILD BEHAVIORS			
<ul style="list-style-type: none"> • Disrespectful behavior toward students or staff • Defiance • Disruptive or unsafe behaviors • Destruction of property (under \$100) • Inappropriate language, gestures, or clothing • Being in unsupervised area 	<ul style="list-style-type: none"> • Warning • Loss of Recess/Free Time • Mediation • Parent contact • Restorative Activity • Meeting with Administrator 	<ul style="list-style-type: none"> • Detention • 1 day in another class • Parent contact/conference • Restorative activity 	<ul style="list-style-type: none"> • Parent Conference & Institution of a Behavior Plan/Contract • Student Study Team Meeting • Restorative activity • n-House Suspension • Detention • Loss of Eligibility for Extracurriculars.
LEVEL 2 – MODERATE BEHAVIORS			
<ul style="list-style-type: none"> • Violation of technology agreement • Vandalism • Stealing • Possession or use of tobacco products • Off Campus w/o Permission 	<ul style="list-style-type: none"> • Warning • Detention • Parent contact or conference • Community restitution • Financial restitution • Suspension 	<ul style="list-style-type: none"> • Parent conference • Community Restitution • Financial Restitution • Institution of Behavior Plan • Suspension 	<ul style="list-style-type: none"> • Institution of a Behavior Plan • Loss of Technology • Suspension • Notification of law enforcement if appropriate
LEVEL 3 – SEVERE BEHAVIORS			
<ul style="list-style-type: none"> • Harassment, including sexual harassment • Threatening, attempting, or causing physical harm to anyone • Fighting • Robbery or extortion • Receiving or possession of stolen property • Possession or use of alcohol • Possession of knife, explosive, or other dangerous object 	<ul style="list-style-type: none"> • Parent contact/conference • Suspension • Notification of law enforcement if appropriate • Institution of Behavior Plan 	<ul style="list-style-type: none"> • Parent Conference with Re entry Contract • Referral for SST • Notification of law enforcement if appropriate • Suspension 	<ul style="list-style-type: none"> • Parent Conference with Re-entry Contract • Notify Law Enforcement • Suspension • Possible referral for expulsion • 5 Day Suspension

<ul style="list-style-type: none">• Assault and battery• Hate violence• Terrorist threat			
<ul style="list-style-type: none">• Brandishing a knife• Sale of controlled substance• Possession of a firearm• Sexual assault	<ul style="list-style-type: none">• 5 Day suspension• Notification of law enforcement• Mandatory referral for expulsion		



Family Handbook

Please Sign the Online Version or this Signature Form

If you sign using this form, please submit to the

Redwood Prep Office.

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

Signature of Child/Children:

Signature of Parent/Guardian:

Date:



REDWOOD PREPARATORY CHARTER TIMBER WOLVES

1480 Ross Hill Road, Fortuna, CA 95540 • (707) 682-6149
Charter #1304 • Tax ID# 27-4062747

Complaint Board Policy # 1

Adopted/Ratified: August, 2011

Revision Date: August 8, 2018

TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn and negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Redwood Preparatory Charter School (RPC) prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation. In addition, bullying encompasses any conduct described in the definitions set forth in this Policy. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, RPC will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. RPC school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, RPC will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with which RPC does business, or any other individual, student, or volunteer. This Policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. RPC will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator:

Krista Croteau
Director
(707) 682-6149

DEFINITIONS

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with school because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; and
- Deferential or preferential treatment based on any of the protected classes above.

Prohibited Unlawful Harassment under Title IX

Title IX (20 U.S.C. § 1681 *et. seq.*; 34 C.F.R. § 106.1 *et. seq.*) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex in education institutions is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by Redwood Prep.

Redwood Prep is committed to provide an educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of educational or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience
 - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct
 - Subjecting or threats of subjecting a student to unwelcome sexual attention or conduct or intentionally making the student's academic performance more difficult because of the student's sex
- Sexual or discriminatory displays or publications anywhere in the educational environment, such as:

- Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the educational environment
- Reading publicly or otherwise publicizing in the educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic, and
- Displaying signs or other materials purporting to segregate an individual by sex in an area of the educational environment (other than restrooms or similar rooms)

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

Prohibited Bullying

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student group or group of students that may constitute as sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

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

* "Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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

Electronic act means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
 - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above

- b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of “bullying,” above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated
 - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of “bullying,” above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 3. An act of “Cyber sexual bullying” including, but not limited to:
 - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of “bullying,” above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - b. “Cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 4. Notwithstanding the definitions of “bullying” and “electronic act” above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

GRIEVANCE PROCEDURES

1. Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Krista Croteau
Director
(707) 682-6149

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels she/he is a target of such behavior should

immediately contact a teacher, counselor, the Principal, Coordinator, a staff person or a family member so that she/he can get assistance in resolving the issue in a manner that is consistent with this Policy.

Redwood Prep acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

Redwood Prep prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of instances of misconduct prohibited by this Policy. Such participation shall not in any way affect the status, grades, or work assignments of the reporter.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

2. Investigation

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of Redwood Prep, the Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than seven (7) school days. If the Coordinator, or administrative designee determines that an investigation will take longer than seven (7) school days, he or she will inform the complainant and any other relevant parties and provide an approximate date when she the investigation will be complete.

At the conclusion of the investigation, the Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Coordinator or administrative designee reveal confidential information related to other students or employees, including the type and extent of discipline issued against such students or employees.

All records related to any investigation of complaints under this Policy are maintained in a secure location.

3. Consequences

Students or employees who engage in misconduct prohibited by this Policy will be subject to disciplinary action.

4. Uniform Complaint Procedures

When harassment or bullying is based upon one of the protected characteristics set forth in this Policy, a complainant may also fill out a Uniform Complaint Procedures ("UCP") complaint form at any time during the process, consistent with the procedures laid out in the Student/Family Handbook and UCP Policy.

5. Right of Appeal

Should the reporting individual find the Coordinator's resolution unsatisfactory, he/she may follow the Dispute Resolution Process found in this Student/Family Handbook.



REDWOOD PREPARATORY CHARTER SCHOOL

**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING
COMPLAINT FORM**

Your Name: _____

Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize Redwood Prep to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by the Charter School:

Received by: _____

Date: _____

Follow up Meeting with Complainant held on: _____



REDWOOD PREPARATORY CHARTER TIMBER WOLVES

1480 Ross Hill Road, Fortuna, CA 95540 * (707) 682-6149

Charter #1304 * Tax ID# 27-4062747

Complaint/Board Policy #3A

Adopted: August, 2011

Revision Date: August 8, 2011

Redwood Preparatory Charter School **Uniform Complaint Procedures (UCP) Annual Notice**

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties:

Redwood Preparatory Charter School has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

Redwood Preparatory Charter School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Consolidated Categorical Aid Programs
- Migrant Education
- Special Education Programs
- Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

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

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Krista Croteau - Director,
Redwood Preparatory Charter School
1480 Ross Hill Rd.
Fortuna, CA 95540
707-682-6149

*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The Redwood Preparatory person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal Redwood Preparatory's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving Redwood Preparatory's Decision. The appeal must include a copy of the complaint filed with Redwood Preparatory and a copy of Redwood Preparatory Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Redwood Preparatory's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Redwood Preparatory Charter School's UCP policy and complaint procedures shall be available free of charge.