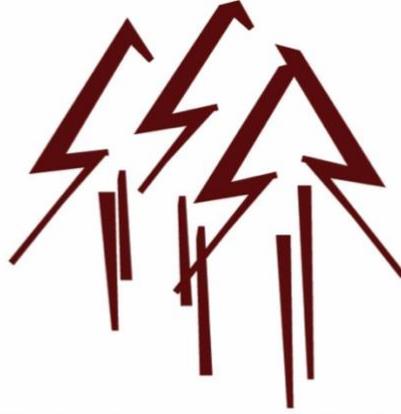


2021-2022 Student Handbook



REDWOOD ADVENTIST ACADEMY

Redwood Adventist Academy

Rooted in Jesus...Growing in His Light.

385 Mark West Springs Rd
Santa Rosa, CA 95404

weloveredwood.com
707-545-1697
admin@weloveredwood.com

Table of Contents

Faculty and Staff.....	5
School Hours	6
Aftercare Hours	6
Mission Statement	6
Accreditation.....	6
Outdoor School Program	6
Forest Kindergarten	6
Redwood’s Core Values	7
Admissions Process	8
Admissions Procedures.....	8
Non-discrimination Policy.....	8
Exceptional Students	8
Kindergarten Entrance Age	8
Academic Placement	8
Access to and Transfer of Student Records.....	9
Media Release Liability	9
Student Withdrawal	9
Acceptance of Transfer Students	9
International Students	9
Health Examination	10
Immunizations	10
Medical Exemptions	11
Medications.....	11
Financial Information	11
Payment Plans.....	11
Unpaid Accounts	12
Returned Check Fee.....	12
Settlement of Student Accounts.....	13
Refunds	13
Textbooks	13
Student Accident Insurance	13
Academic Information	13
Grading System	13
8 th Grade Graduation Requirements	14

Report Cards	14
Communication with Families	15
Late Homework and Credit Recovery	15
Academic Honesty	15
Standardizing Testing	16
Library	16
Community Service	16
Student Life	17
Arrival at School.....	17
Visitors.....	17
Field Trips.....	17
Lunch Program	17
Lost & Found.....	17
Things to Leave at Home.....	18
Leadership Opportunities.....	18
8 th Grade Class Officers.....	18
Parent Participation Plan.....	18
Attendance Policy.....	18
Tardies	18
Excusing Absences	19
Pre-Arranged Absences	19
15% Rule	20
Dress Code.....	20
Forest Dress Code.....	21
Standards & Discipline	21
Grievance/Problem Solving Procedure.....	22
Bullying	22
Weapons & Incendiary Devices	23
Public Displays of Affection	24
Leaving School Grounds	24
Student Sexual Harassment Policy	24
Tobacco, Drugs & Alcohol.....	24
Search and Seizure Policy	26
Child Abuse Reporting Obligations.....	26
Law Enforcement Involvement	27
Computer & Internet Usage Policy.....	27

Cell Phones & Other Personal Electronic Devices.....	27
Property Rights	28
Privacy	29
School Emergency Procedures	30
For Parents and School Employees	30
Safety Measures and Staff Training	30
During an Emergency	31
State of Emergency Guidelines	31
Inclement Weather and School Closures.....	31
Emergency Student Release Procedure	31
Emergency Contact Information.....	32
Church Addresses for possible Evacuation	32
Media Release.....	33
Redwood’s Core Value Commitment.....	34
Computer & Internet Usage Policy Form.....	35
Redwood’s Cell Phone Policy	36
Renweb – Parents Web.....	37

Faculty and Staff

Shaun Lazarus	Principal	shaun.lazarus@nccsda.com
Elisa Campbell	Vice Principal 3 rd and 4 th Grade Teacher	ecampbell@weloveredwood.com
Steven VandeVere	Vice Principal Kindergarten Teacher	svandevere@weloveredwood.com
Teresa Grosboll	1 st and 2 nd Grade Teacher	tgrosboll@weloveredwood.com
Cheryl Lane	5 th and 6 th Grade Teacher	clane@weloveredwood.com
Brian Lane	7 th and 8 th grade Teacher	blane@weloveredwood.com
Arianna Fiorello	Kindergarten Assistant	afiorello@weloveredwood.com
Trudy Brajnikoff	Office Manager	admin@weloveredwood.com
Aaron Meyer	Outdoor Education Coordinator	ameyer@weloveredwood.com
Althea Wright	Music Director	awright@weloveredwood.com
Angel Lepulu	Admin Assistant & After Care Coordinator	alepulu@weloveredwood.com
Marth Falcon-Flores	Spanish Teacher	mfalconflores@weloveredwood.com
Marylou Lamberton-Alcaraz	Home and School Leader	homeandschool@weloveredwood.com
Don Carpenter	Board Chairman	kadontrucking@gmail.com
Greg Schramer	RAA Foundation	greg.raafoundation@gmail.com

School Hours

Monday – Thursday 8:30 a.m. – 3:00 p.m.
Friday 8:30 a.m. – 12:00 p.m.

Aftercare Hours

Monday – Thursday 3:15 p.m. – 5:00 p.m.
Friday 12:15 p.m. – 5:00 p.m.

Mission Statement

Redwood Adventist Academy promotes academic excellence, instills Christ-like values, cultivates social skills and develops physical talents in order to help students of all faiths make intelligent life choices based on eternal principles.

Accreditation

Redwood Adventist Academy is a K-8 private school owned and operated by the Seventh-day Adventist church, accredited by the Western Association of Schools and Colleges, the National Council for Private School Accreditation, and the Pacific Union Conference of Seventh-day Adventists.

Outdoor School Program

We believe there are a lot of benefits for development and learning to be found in nature. RAA is blessed to have over 22 acres in beautiful Sonoma County, CA which includes farmland, fields, woodland, and stream access. Our staff is dedicated to creating outdoor learning experiences across all grade levels to further the physical, mental, and spiritual growth of our students. Each experience will be planned with intentionality to connect our core subjects with the nature around us.

Forest Kindergarten

We are pleased to offer a Forest Kindergarten program here at Redwood. Our certified staff take our kindergartener's out every afternoon for nature hikes, imaginative play, and exploration. This program does not take the place of our academics, rather it goes hand in hand with it. Our kindergarten goal at Redwood is to teach the whole child, and give him/her an experience they will not find anywhere else in Sonoma County.

Redwood's Core Values

At Redwood Adventist Academy we work to instill four core values into our students: Responsibility, Perseverance, Integrity, Respect. Our teachers strive daily to embody these values and demonstrate them in action to set a positive example for students. At RAA we understand that character development is a journey, and we are committed to guiding and supporting our students through the process. When a student enrolls, we ask him/her to sign a commitment agreeing to abide by these values. We expect our students to demonstrate these values in the way they interact with others, the way they approach their schoolwork, and the way they care for themselves. Our goal is for our graduates to represent these four values in their personal, spiritual, and professional lives.

Responsibility – Owning my words and actions

Perseverance – Never giving up even when it's tough

Integrity – Doing what is right regardless of the situation

Respect – Valuing myself, others and the environment



Admissions Process

Admissions Procedures

Students are admitted to Redwood after completing the following steps:

- Submit a completed application, fees and any required documents
- Recommendation forms have been received by RAA
- Take placement tests, if required
- Interview with the Admissions Committee

All new students will be on entrance probation for one quarter.

Non-discrimination Policy

Redwood Adventist Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Redwood makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in administration of its educational policies, admissions policies, scholarship or loan programs, and extracurricular programs.

Exceptional Students

Seventh-day Adventist schools frequently do not have the equipment or staff necessary for the support of special education students. Due to this, Redwood Adventist Academy is unable to accept students who have exceptional mental, physical or social needs which would require special staff or equipment.

Kindergarten Entrance Age

State law requires that students beginning kindergarten must be at least five years old by September 1, and those beginning first grade must be at least six by the same date. Parents of kindergarten and first grade enrollees must provide a copy of a birth certificate or evidence of date of birth.

Academic Placement

Placing a student in the proper grade is essential to their growth and development at Redwood Adventist Academy. When grade placement is happening, the following will be considered.

1. Students Age
2. Students emotional, physical, and social development.
3. Scholastic achievement as determined by;
 - MAP testing scores (if applicable)
 - Teacher observation of the student's ability to reason and properly express ideas.
 - Teacher evaluation of academic progress.

Access to and Transfer of Student Records

Parents of currently enrolled or former students have the right to access cumulative and permanent student records maintained by Redwood relating to children in the family or individual students. Parents may inspect and review records during regular school hours. Access will be granted no later than five days following the date of request. Procedures should include notification to the parent of the location of all official student records, if not centrally located, and providing qualified certificated personnel to interpret records where appropriate.

Media Release Liability

Parents are asked to sign a media release form allowing Redwood Adventist Academy to use photographs, names, and other appropriate information in marketing materials, the website, printed materials, newsletters, and other information. Parents can choose whether or not their student's images, name, or other information is used. A copy of this document can be found on pg. 33.

Student Withdrawal

If you need to withdraw your student from Redwood, parents are asked to make an appointment to talk with the principal. Withdrawal requests should be made in writing.

Acceptance of Transfer Students

Students transferring to Redwood from another school must have a cleared account from that school, provide scholarship and citizenship recommendations from the former school, and provide physical and mental health records no more than 12 months old. Entrance tests and interviews may be required before final acceptance.

International Students

International students wishing to attend Redwood will be considered for acceptance after:

The student has completed a student application for school entrance and meets all general entrance requirements.

- A current immunization record including baby records and tuberculosis skin test result has been received
- The physical exam form, completed in English or translated to English by a physician and received
- The student’s transcript or report card (translated to English) has been evaluated for academic or grade placement.
- The parent/guardian has provided sufficient documentation of their ability to pay all tuition, fees and incidental charges for the year, along with provisions for air fare in case of emergency or disciplinary action.

Upon acceptance, the student’s I-20 will be activated by the Northern California Conference of Seventh-day Adventists Office of Education. International students must maintain a C or above in all subjects by the second quarter after entrance to Redwood Adventist Academy or they may be required to withdraw. International students must live with a biological relative who is over 21 years of age or in a school-approved home-stay program with a host family.

Health Examination

California state law (AB4848) requires a physical exam for all students entering school for the first time in either kindergarten or first grade, and in seventh grade (including a scoliosis exam). Forms are available in the school office.

Immunizations

State law requires that each child entering school or transferring to Redwood Adventist Academy must present updated immunization records before the first day of class attendance. Required vaccinations are:

Grade	Number of Doses Required of Each Immunization				
K-6th admission	4 Polio doses	5 DTaP doses	3 Hep B doses	2 MMR doses	2 Varicella doses
7th - 8th grade	K-6 doses	+ 1 Tdap			

DTaP = diphtheria toxoid, tetanus toxoid, and acellular pertussis vaccine

Hep B = hepatitis B vaccine

MMR = measles, mumps, and rubella vaccine

Varicella = chickenpox vaccine

Medical Exemptions

As of January 1, 2016, state law SB 227 required all students to have proof of proper immunization on file at the school prior to entering. On that date, the previous exemptions based on personal beliefs became unavailable for the vaccines that are required for entry into school in California.

Students who come to Redwood are required to have received all mandatory vaccinations for their grade level, unless they can provide a medical exemption provided in writing by a physician.

Medications

The school cannot dispense aspirin, Tylenol, or other over-the-counter medications. A Self Medication Administration Consent Form, available in the office, must be completed and filed with the office before students are allowed to carry medication for their own use. Medication must be in its original prescription container.

Financial Information

Student tuition and fees help Redwood fund the programs that we offer. The total cost and operation of the school is not covered by tuition alone. We are thankful that through member contributions, Redwood's operational expenses are heavily subsidized by the Northern California Conference of Seventh-day Adventists and our school's constituent churches. A large portion of the operating income comes from offerings by church members and by monthly subsidy payments of the constituent churches.

In order to complete registration, all students must have 100% commitment of funds required for tuition and fees and a signed Financial Contract on file. Please refer to the current year's Financial Payment Plans or contact the business manager for details.

Payment Plans

Families have the option of choosing one of the following payment plans:

1. Yearly: one payment for the total amount made before school begins (3% discount).
2. Semester: two equal payments before each semester begins (2% discount).
3. Ten Month: 10 equal monthly payments (August through May).

- Payments are due by the 25th of each month, and are late after the 25th. When payment is received by the 10th of the month and the account is current, a 1% discount is earned.
4. Twelve Month: 12 equal monthly payments (July through June)
- Payments are due by the 25th of each month and are late after the 25th. When payment is received by the 10th of the month and the account is current, a 1% discount is earned. Discount only available if payment is made with cash or check.
 - Families who are receiving financial aid are required to use the 12-month payment plan

Discounts are given if the account is paid with cash or by check. If entering mid-year, the payment schedule will be adjusted accordingly. Statements are mailed around the fifth of each month.

Limited financial aid is available through our constituent churches and the RAA Foundation. Apply for church financial assistance directly with your church. Applications for tuition assistance through the RAA Foundation and private donors are available in the Office. The application deadline is June 30 of each school year. No financial aid can be promised to students who miss this application deadline.

Unpaid Accounts

It is expected that tuition will be a priority for each family. Accounts are due and payable upon receipt. A late fee of \$25 will be assessed if payment is not received by the 25th day of each month. Bills must be current by the 15th of the next month. To participate in extracurricular activities, such as trips or sports, you must have your school bill current or have financial arrangements approved by the finance committee. All special arrangements must have Finance Committee approval. Those whose accounts are not current may not charge trips or put other costs such as clubs and sports on their bill. If an account becomes two months delinquent, the student(s) will be put on economic suspension until the account is current. Delinquent accounts reaching 90 days past due may be forwarded to a collection agency.

Returned Check Fee

A \$20 charge will be made for all checks returned by the bank for any reason.

Settlement of Student Accounts

Parents pay their accounts directly to the school through FACTS online. Children of a parent owing an account in another school will not be accepted by RAA before that account is paid or satisfactory arrangements are made with the former school. If a student is enrolled at Redwood without the knowledge of a bill owed to a former school, the student will not be allowed to continue until arrangements are made with the former school.

Refunds

Application and Registration fees are not refundable. Tuition refunds will be prorated (based on number of weeks in attendance) for withdrawing students.

Textbooks

K-8 textbooks are provided as a part of the student fees and are to be returned to the school at the end of the school year or upon withdrawal. Replacement fees will be charged for damaged and lost books.

Student Accident Insurance

Students are covered by a limited accident insurance policy during classes and school sponsored activities. The school should be notified immediately if a student injury claim needs to be placed. You can pick up insurance paperwork at the school office. Claim forms should be mailed within 10 days of incidents.

Academic Information

Grading System

K-2nd grades are skill based. These skill scores reflect the student's mastery level of various skills determined necessary to pass that grade level. At the end of the first quarter teachers will schedule a parent-teacher conference to review the grading process and progress of each individual student. K-2nd use the following scales:

Kindergarten Grade Scale

I = independent

P = progressing

NT = needs more time to develop

1st – 2nd Grade Scale

E = Excellent

S = Satisfactory

N = Needs to Improve

1st – 2nd Levels of Understanding

1 = I don't understand, needs help to start

2 = I understand some, but a bit confused

3 = I understand and can work by myself

4 = I understand and can teach a friend

Grades 3-8 use the following scale. Courses use the following scale for grading:

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 0-59%

I Incomplete work

E Excused

M Missing

An incomplete is usually given when a student has missed school due to illness and has work that has not been turned in. All incompletes must be made up within the time allowed. If the work is not completed within the allotted time, the incomplete work will receive an "F".

8th Grade Graduation Requirements

To receive an 8th grade diploma, students must demonstrate minimum required competencies in math, reading, language, social studies, and science as demonstrated by approved standardized tests. Standardized test scores will be screened at the beginning of the 7th and 8th grade years and discussed at the first quarter parent-teacher conference.

Report Cards

Grades are issued four times a year; at the end of each academic quarter. Grades for the first and third quarters are progress grades and will be given to parents at Parent-Teacher conferences. Semester grades are mailed to parents.

Communication with Families

Redwood wants to stay in contact with students and parents/guardians, as well as friends of Redwood such as alumni, constituent church members, and the community regarding audience appropriate information including student progress, school events, special announcements and more.

We will use several different methods of communication: phone calls, texts, emails, grade updates from teachers and through Renweb grade software, regular Renweb updates, newsletters, handouts, Facebook, church bulletin announcements and more. To facilitate effective communication, each parent must have a valid e-mail registered in Renweb. To learn how to access your Renweb account, or to set up an account, please see pg. 37 of the handbook.

Parent-Teacher Conferences are scheduled at the end of the first and third quarters. Teachers meet with parents individually to explain students' progress, answer questions, and discuss concerns. Every parent is encouraged to attend these important scheduled events. One-on-one conferences with teachers at other times are welcomed; make appointments with individual teachers to discuss your student's progress.

Late Homework and Credit Recovery

Assignments are due on the date given by the teacher. Students need to work with their teacher in regards to their late assignments. Work missed due to excused absences will be accepted according to individual teacher policies. A note excusing the absence must accompany excused absence homework.

Academic Honesty

Cheating is taking dishonest advantage of teachers and/or other students. Cheating includes, but is not limited to the following behaviors:

- glancing during a test or quiz
- non-sanctioned "team" work on an assignment
- habitual absenteeism on test/assignments days
- failure to cite sources adequately on assignments
- copying a research paper or assignment, changing answers
- possession or use of cheat notes
- stealing a paper, test, or answer key
- carrying a test out of a room
- copying from someone else's paper or test
- excessive "outside assistance" on an assignment
- allowing another student to copy from one's examination
- communicating in any way with another student during the examination

- including the use of digital message devices
- taking photographs of a test or quiz
- Inventing or altering data for a lab experiment or field project
- Submitting another person's work as your own
- Changing academic records outside of normal procedures
- Resubmitting returned and corrected academic work under the pretense of
- grader evaluation error

The general policy for a student who cheats will be to receive a grade of 0 (zero) however, teachers will decide on the infraction after counseling with the student. Communication with parents will take place and it will include a conference. Please see the discipline policy on pg. 21 for more on this.

Standardizing Testing

All students from kindergarten to 8th grade take the MAP growth skills test. The test results give teachers and parents information that is used to measure student growth and progress throughout the year. These take place three times a year. Any student needing accommodations when taking these tests must make arrangements prior to the test week.

Library

Once a week each class has a library period. During this time students are allowed to check out a book to be returned the following week. A fine of 10 cents per day will be charged for all overdue library books. A minimum fine of \$5 will be charged for taking books or magazines from the library without checking them out. Lost books will be charged according to their replacement value.

Community Service

Based on the teachings of Jesus, the greatest value that a Christian can hold is to be a servant. Jesus also said that others will "know we are Christians by our love." Redwood is committed to showing love through service. Students are given many opportunities to serve each other and our community through these ways.

- Community service days
- Reading buddies (cross-grade helpers)
- Campus clean-up

Student Life

Arrival at School

Parents who require before school care for their child/ren daily must inform the office in advance and those parents requiring before school care in an as and when needed must inform the office the day before to ensure there is adequate supervision for the number of students. Before school care is from 7:30am – 8:15am at no charge. Students are encouraged to arrive between 8:15am – 8:25am to be in class on time.

Visitors

We welcome parents and prospective students to visit our school. Student visitors must make arrangements with the school office at least one day before their visit. All visitors, parents and guests must check in with the office, and display their visitor sticker while visiting classrooms or students.

Field Trips

Classroom field trips are an important part of the educational process. Parents are encouraged to participate; however, siblings from other classrooms should not be taken on these outings. Eligibility to participate in field trips is at teacher discretion, and may be affected by grades, citizenship, and attendance. Any school-sponsored activity that occurs during school hours or on a school day is for Redwood students only.

Lunch Program

At this time, we do not offer a hot lunch. There may be a time where 8th graders do a lunch fundraiser. When that happens, the administration will let parents know through Renweb or through the newsletter. Please send your child with a lunch every day. Each classroom will have 1-2 microwave ovens to heat food at lunchtime.

Lost & Found

Lost and found articles should be turned in at the office. Unclaimed items will be donated at the end of each quarter. Please mark your items so they may be returned to you if lost.

Things to Leave at Home

School is a place for learning. We strive to eliminate as many distractions as possible that would infringe on your student's academic success or the success of another. Students must leave all personal toys, games, equipment, and other devices at home. When teachers plan an enriching or fun activity, they will provide all of the necessary resources. In the event that the teacher gives permission to bring personal items for a special event, students must follow all school and classroom guidelines.

Leadership Opportunities

We at Redwood want to provide leadership opportunities for our students. Leadership roles can take many different forms. Our teachers work to provide leadership opportunities through classroom activities, group discussions, chapel programs, and inter-grade cooperation.

8th Grade Class Officers

Class officers for 8th grade are elected using first quarter grades to determine eligibility. Should any officer's grades, citizenship, or attendance fall below the required criteria, they will be placed on probation for a minimum of one midterm grading period and no more than two. A new election could result from a failure to bring grades up during this time period.

Parent Participation Plan

We love when parents take an active role in our school and offer to volunteer. We wouldn't be where we are today with our volunteers. If you would like to contribute this way, please contact your student's teacher or administration. We look forward to working with you.

Attendance Policy

Individual classroom teachers monitor attendance in their class. In the case of illness, parents are asked to notify the front office before 8:30 am.

Tardies

Students who are not at school by 8:30 am will be marked tardy. If you feel the tardy should be excused, please send an email to the administrator and teacher explaining the situation

1. Stop by the school office to sign in and make sure to get a tardy pass before going to their classroom.
2. Be sure the teacher changes an absence to a tardy
3. Turn in a note to the office if the tardy is due to an excusable reason

Excusing Absences

Students must bring written excuses from parents or guardians to the office, with the following information: name of student, date of absence, reason for absence, parent's signature. If the absence is due to a medical or dental appointment, the excuse must come from the physician or dentist. Absences can be excused for two weeks. Make-up work for excused absences is determined by individual teachers but will not exceed two weeks. Make-up work for unexcused absences is not allowed. An exception may be made at the discretion of the teachers.

Excused Absence and Tardies

- Illness
 - ☞ Students need to be fever free for at least 24 hours before returning to school
- Medical/Dental Appointments
 - ☞ Please try to arrange for these appointments to happen after school if possible
- Death in the immediate family
- Emergencies - accident or unavoidable circumstances
- Court appointments
- School Sponsored Trips
- Prearranged Absences
 - Notification is to be given at least 48 hrs. in advance of absence for approval by administrator and impacted teacher. If not done then the tardy and absence will be unexcused. See the pre-arranged absences section below.

Pre-Arranged Absences

Absences authorized by parents and approved by teachers and administration are pre-arranged absences. In order for pre-arranged absences to be excused, students must:

1. Provide a written explanation of the absence from the parent

2. Obtain a Pre-Arranged Absence Form from the office
3. Ask each teacher to record classwork that will be missed and may be made up, the effect of the absence, and their signature.
4. Parents should sign the form, then return the form to the office for final approval by Administration.

Completed Pre-Arranged Absence Forms must be turned in to the office at least **7 days** prior to the scheduled absence. If the faculty and staff believe the absence will be a significant academic hardship on the student or if any teacher indicates disapproval, parents will be contacted and advised against the absence.

15% Rule

Students absent from class for more than 15% of the periods in a semester for any reason, including family trips, excused or unexcused, except for school-related field trips and tours, may not receive credit in that class. For example, in a class that meets four class periods during the week, no more than 10 class periods may be missed in a semester. Parents whose students are close to exceeding the 15% rule will be notified by Administration.

Dress Code

At Redwood we believe that students should be dressed for success. Our dress code is created to give our students the guidelines needed for that success. Below are the guidelines that we ask our students to abide by.

- Hair must be well-groomed, neat and clean, and avoid extremes in color and style.
- Nail polish and cosmetics must avoid extremes in color.
- Clothing must be clean, in good repair, have no tears or rips, and fit properly. Undergarments must always be covered. Pants must be suspended from the waist. Clothes with gang-related appearance, inappropriate images or messages are not allowed.
- Wearing hoods, hats or sunglasses are not permitted in classrooms or chapel.
- Closed toe shoes must be worn at all times.
- Skirts, shorts, pants and leggings must be modest.
- Swimming suits must be one piece. Swimming suits are only permitted when authorized by the school.
- Clothing with low necklines (front or back), made of sheer materials, or that expose bare shoulders or midriffs are not acceptable. Sleeveless shirts may be worn; however, halter- tops, crop tops and clothing with straps with a width less than three inches are not permitted for school and classroom attire. Armscye must be well fitted so as not to expose excessive skin or undergarments.
- Jewelry: Studs are allowed to be worn in the ears. No hoops or dangling earrings. No rings on fingers. Chains or necklaces may be worn; however, it must be worn under the shirt. A student may be asked to remove any jewelry that could be considered unsafe or distracting.

- Students who violate the dress code must change clothes or wear school-provided attire.

Forest Dress Code

We are blessed at Redwood to have many outdoor areas where students can learn and play. At some of these spots, the students may get wet or messy. Below are some guidelines for clothing when your student is out in the forest.

- Hats and sunglasses are permitted
- Rain boots or crocs are great to have for creek time
- If not provided by your class, rain pants are a great idea to help keep your child clean

Standards & Discipline

At Redwood we understand that character development is a process, and we seek to use redemptive forms of discipline in place of punitive punishment. This can include counseling, conflict resolution, and restorative opportunities. This list below is not exhaustive. There may be other discipline issues that arise that are not on this list. When that happens, the administration is tasked with using their best judgement to address the issue appropriately within our policy. Parents will be informed of all discipline concerns regarding their student via email.

The teacher will at times request to have an in-school conference with a student. This may happen if the following happens:

- Ignoring teacher instructions
- Being disruptive in class
- Making light of Redwoods standards and values
- Making inappropriate jokes
- Using profane or vulgar language

It may become necessary for a student to fill out a Think Sheet. If a Think Sheet needs to be filled out, the teacher may deem it necessary to send a student to the office to meet with administration. This may happen if the above persists or the following happens:

- Dishonesty, cheating, or theft
- Deliberate destruction of school or another student's property
- Inappropriate public displays of affection
- Bullying
- Disrespecting staff members or tampering with their property
- Repeatedly caught with phone out
- Unkind language towards students or staff

If a student's actions cause disruption to the class or physical/mental harm to others, it may become necessary for a teacher to immediately send a student to the office, call a student's parent or guardian to request an in-person conference, and/or for a teacher and the administration to request that a student be picked up immediately. This may happen if the above continues or the following behaviors take place:

- Physical violence with the intent to harm that is done to another student or staff
- Possessing and/or displaying obscene literature or materials
- Use or possession of drugs, alcoholic beverages, tobacco, or giving these to others
- Making or possessing unauthorized keys for school buildings, vehicles, or equipment
- Tampering with fire alarms or anything associated with them
- Possession of weapons, dangerous materials, or incendiary devices
- Hazing, initiation, or acts that injure, degrade, intimidate or disgrace others
- Leaving school campus without permission
- Sexual harassment of students or teachers

Grievance/Problem Solving Procedure

Parents and others have a right to discuss grievances. However, an orderly procedure for resolution is important. Students are the school's prime concern. The following steps will be used for resolving differences, based on the Biblical model found in Matthew 18:15-17:

1. Schedule a conference with the teacher or person with whom you're facing conflict.
2. *If not resolved*, schedule a conference with the teacher and principal.
3. *If not resolved*, request another conference, which will include one or more of the following: school board chairperson, pastor, or NCC Office of Education representative.
4. *If not resolved*, request a school board review. The issue to be reviewed must be submitted in writing at least one week prior to the next Board meeting. Should the problem involve a school employee, it will be reviewed in executive session. A final resolution will be made at this level. All parties will be officially notified in writing of the Board's decision.

NOTE: Should a grievance be lodged against a family member of a staff member, the staff member will need to remove themselves from the decision-making process relative to the issue at hand.

Bullying

Redwood's definition of bullying is when someone repeatedly and purposefully says or does hurtful things towards someone who has a hard time defending himself/herself. At Redwood we aim for a ZERO tolerance towards bullying. The staff, teachers and board of Redwood believe that every student should enjoy our school equally and feel safe and accepted, regardless of color, race, gender, popularity, athletic ability, intelligence, religion, or nationality. We are committed to ensuring a physically and emotionally safe environment, and we believe that

students have a right to learn without fear. Students should not intimidate or harass other students through words or actions including pushing, shoving, hitting, spitting, threatening, name calling, picking on, making fun of, laughing at, and socially isolating others. When these actions are intentional, repetitive or severe, they are considered bullying. Bullying causes pain and stress to victims and is not justifiable or excusable. The victim is never responsible for being bullied.

Students and staff should immediately report any incidents of bullying to the principal or administration. Staff members are expected to intervene immediately when they see or hear bullying in progress. Parents will be notified when their student has been involved in acts of bullying. Students who bully will be subject to discipline.

We ask parents to follow these guidelines with their student to help prevent bullying at Redwood:

- Keep themselves and their children informed and aware of school bullying policies.
- Work in partnership with the school to encourage positive behavior, valuing differences, and promoting sensitivity to others.
- Discuss regularly with their children's feelings about school work, friendships and relationships.
- Inform faculty of changes in students' behavior or circumstances at home that may change a child's behavior at school.
- Alert faculty if any suspected bullying has occurred.

Weapons & Incendiary Devices

Any weapon or device that may cause harm or injury to property or another person will not be permitted on campus or any school sponsored function. Students may not bring items such as:

- Firecrackers
- Knives
- Lighters
- Firearms (or look-alikes)
- Matches
- Any other weapons or dangerous objects

Violations will be dealt with immediately by the administration and possibly the fire marshal or sheriff, as appropriate to the situation. Student may subject the student to severe disciplinary action. According to California state law, any explosive devices brought on campus will result in immediate expulsion of the student.

Public Displays of Affection

Redwood Adventist Academy is a place of learning and growth, and we want our students to focus on academics and healthy social relationships. We want parents to be very involved in their child's interpersonal relationships and development. Therefore, inappropriate or excessive public display of affection is not permitted on campus or at school sponsored events. Kissing and overly affectionate or excessive handholding or hugging is not permitted. Our goal is to foster healthy relationships and high academic achievement.

Leaving School Grounds

No students are permitted to leave the school grounds during the day without permission from the principal or vice-principals. Students are not permitted to leave school with anyone other than their parent/guardian without a written request from parents/guardians. The written request must be approved by the principal or vice-principals and be on file in the school office.

Student Sexual Harassment Policy

Redwood is committed to providing a school environment free from sexual harassment. Harassment should be reported so school authorities may take appropriate action. Sexual harassment includes unwelcome sexual advances, requests, and other conduct. It can be spoken, written, or physical, including offensive pictures, graffiti, jokes, and gestures. Sexual harassment occurs when the offensive behavior or material makes someone feel uncomfortable. If offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment.

Students should immediately report sexual harassment to school authorities. If the harassment is between students, students should report the incident to any teacher, counselor, vice-principals, or principal. If the harassment comes from an adult, the student should report directly to the principal.

Students who sexually harass others are subject to discipline up to and including suspension/expulsion from school. Staff members who engage in sexual harassment are subject to discipline up to and including termination.

Tobacco, Drugs & Alcohol

In compliance with California State Law (Health and Safety Code Sections 11357 and 11360) and Pacific Union Conference Education Code 1554, Redwood is firmly committed to being a drug-free school. Substance abuse is a serious problem that can have far-reaching effects for those involved. Our school wants to see students be physically and emotionally capable of

success, and therefore we must take steps to ensure that students are not exposed to harmful substances on campus.

Redwoods core values to not tolerate the use of tobacco, alcohol, or drugs” on and off campus. Redwood prohibits the possession, sale, distribution, or use of any illegal substances. These substances include, but are not limited to: alcohol, marijuana, hallucinogenic substances, cocaine, cocaine-related substances, methamphetamines, narcotic drugs and anabolic steroids. Drug paraphernalia is also prohibited. The use of tobacco products, abuse of household substances as inhalants, or misuse of prescription or nonprescription medications will be treated as violations of the school’s substance abuse policy. Substance is a serious problem and our school wishes to be redemptive with students with substance problems.

By enrolling a student at Redwood, parents give their permission and consent to permit school personnel to search students for illegal drugs during school hours or when students are involved in school-sponsored events, whether or not students are on school premises. This may include searches of lockers, desks, backpacks, vehicles and other personal possessions owned or used by the student(s), including clothing. Searches may:

- Include the use of specially trained dogs and law enforcement officers
- Be conducted at any time
- Be held on a random basis
- Be done without any prior notification to the students or their parents

Students suspected of violating the school’s substance abuse policy may be required to submit to drug testing at a clinic approved by the school’s administration and will be accompanied by a school representative within two hours of the drug testing request. Parents will be notified of drug testing. Parents may meet their student and school representative at the drug-testing site. A positive test will be at the expense of the parent. If the test results are negative, school personnel will assist the student in continuing a successful school program. Every attempt will be made by school personnel to ensure confidentiality. A student requested to submit to drug testing may withdraw from school rather than proceed. Students who admit to violating the substance abuse policy may not be tested at the discretion of the administration.

If the student admits to a problem prior to testing:

- The student will be required to enter a rehabilitation program as approved by Redwood.
- The student will be required to submit to random drug testing for the remainder of the school year.

Suspicion leading to drug testing will be determined through any or all of the following:

- Firsthand or corroborated reports of substance use from students, parents, staff or individuals from the community
- Discovery of illegal substances or drug paraphernalia in the possession of the student
- Observation of erratic behavior suggesting a student is under the influence of a controlled substance

- Observation of any symptoms that may be caused by controlled substances, such as sensitivity to light, the smell of alcohol, etc.
- Students who approach counselors, administrators, teachers, coaches or other staff members for help regarding substance abuse will be assisted in the spirit of counseling. The same will be true for students referred to any staff member by friends for intervention. These cases will not be considered disciplinary matters and will be referred to a counselor and parents/guardians.

Violating Redwood's substance abuse policy will result in the following actions:

- Suspension from school. The case will be referred to the Discipline Committee to determine a recommendation for possible dismissal.
- Students and parents/guardians will conference with the principal
- Students may be evaluated by an outside agency.
- Students and parents/guardians may request an appearance before the Discipline Committee to appeal recommendations.
- If the appeal is upheld, students will be placed on probation with requirements including involvement with a support group, participation in an approved substance abuse counseling program, random drug testing and other provisions deemed necessary or appropriate.

Search and Seizure Policy

Redwood's search and seizure policy is designed to balance the privacy of individual students while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, clothes, and/or backpack or other personal items, when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, phone, or other technology may also be searched when there is reasonable suspicion that devices contain information relevant to a serious violation of a school rule or policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted. School property may be searched at any time for any reason.

Child Abuse Reporting Obligations

In accord with Conference policy and state law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, although such a policy would be followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that

a report of reasonable suspicion of abuse be made. School staff will make such reports to the proper authorities for their investigation and review.

Law Enforcement Involvement

In the case of suspicion of possession of weapons, controlled substances, and/or refusal to comply by students, law enforcement may be called to mediate or investigate incidents. Students may be immediately suspended pending further investigation. Parents will be notified when it is necessary to involve law enforcement.

Computer & Internet Usage Policy

We are excited to offer Redwood Adventist Academy students access to our school network for internet use. Our goal is to make our internet access available to our students to further their learning. Students are allowed to use the internet for school assignments, conducting research, preparing class presentations, and to learn about how to use technology. We are aware students can find other material as well. If a student has been found to have violated our Computer and Internet Usage Policy, the student will be subject to the discipline policy. We believe that the benefits of using the internet and giving students access to it for educational purposes, outweighs the disadvantages.

Students are responsible for how they use the school network. Our core values should be followed not just on school campus, but anytime a student is on our network as well. Students are given access to our network as a privilege, students who do not follow the Computer and Internet Usage Policy on pg. 35 may have their privilege revoked.

We are pleased to provide students from 1st-8th with Chromebooks for the school year. This year we are excited to offer each Kindergartener an iPad for their use throughout the year. There is a \$25 per semester tech fee added to each student's bill to help support Redwood's technology program.

Cell Phones & Other Personal Electronic Devices

Students at Redwood are not allowed to bring personal electronic devices to school. If a parent desires for their students to have a cell phone for communication **after school hours**, that phone must be turned off and kept in their backpack. Students are responsible for knowing, understanding, and following this policy. If this policy is not followed, the following will happen:

1. If a staff member sees or hears the device, the student will be required to turn the device over to the teacher, parents will be notified, and the student will forfeit their device until the following school day.

2. If this happens again, the device will be kept by administration for one week. After that week the student will receive their device back.
3. If this happens a third time, the device will be kept by administration for the remainder of the semester. At the end of the semester, the student will receive their device back.

We understand that life is unpredictable, and it may become necessary for you to contact your child during the school day. Please call the office and we will be happy to have your child come talk to you there.

Phones, I-pads, and other personal electronic devices may not be used during tests or quizzes for any reason. Handheld electronic games are not permitted at school. Taking videos or pictures and posting them to social media during school hours is not permitted. Headphones should only be worn on campus at your teacher's discretion.

It is also up to teacher discretion if a student is allowed to take a phone or electronic device with him/her on a school field trip. Please check with your teacher before bringing one on the trip. If allowed, its only purpose is to communicate with you, the parents.

Whether or not students are on campus or off, the way they present themselves and communicate their values to the outside world, reflects on the school and the values we hope to instill in our students.

Nonverbal, oral, or written communication through video, pictures, and graphics on school or personal computers, cell phones, tablets, and all other devices must demonstrate a positive purpose and basic Christian principals of decency. If a student has been communicating in appropriate content on or off campus, or misrepresenting the Christian values of the school, the student can be subject to disciplinary action.

Students are required to sign Redwood's phone policy before the first day of school. A copy of this can be found on pg. 36.

Property Rights

Students are expected to respect the property of the school and others. Students will be expected to pay for any damage to school property, and destructive behavior is subject to school discipline. The school assumes no responsibility for damage to, or loss of, personal property brought to school by anyone on the school grounds, in school buildings, or in student lockers at any time. The school also assumes no responsibility for personal property that is brought that is not in accordance with the handbook by a student and confiscated by a teacher or administration.

Privacy

The privacy of all students is important to the school. The school values your right to privacy and seeks to preserve and protect it. However, your right to privacy is not unlimited. This policy explains how your information is collected and used and defines your privacy rights as a student or parent/guardian.

As part of the administration process and throughout a student's enrollment, Redwood will occasionally request personally identifiable information, including but not limited to students' and parents'/guardians' names, addresses, email addresses, phone numbers, dates of birth and social security numbers. The school will also generate personally identifiable information about students in the form of student records, including academic, health, and disciplinary records. This information is necessary for the school to provide services to students and parents/guardians and will only be used by the school and its agents for that purpose.

The school does not sell, trade, or otherwise transfer to outside parties personally identifiable information. This does not include trusted third parties who assist the school in conducting business or providing services, so long as those parties agree to keep information confidential. The school may publicize student participation and achievement. This may include the use of photographs, videos, writing, and voice or performance recordings of students and parents for educational, promotional, and/or athletic purposes in publications, websites, videos, media outreach, communication with constituent churches, press releases, and other similar forums. Unless students/parents/guardians formally opt out, they agree to permit such use by the school. See the media release policy for more information.

Redwood is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, your records will only be readily accessible to authorized personnel, the student, and the parent/guardian. See the student records policy for further information about what your records contain and who may access them.

School property includes, but is not limited to, desks, lockers, school computers and electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectations of privacy in the use of school property. The school may search school property at any time for any reason pursuant to the school's search and seizure policy. See the search and seizure policy for more information.

Student property is generally defined as the student's own body and any item owned or worn by the student. Student property includes but is not limited to student-owned backpacks, bags, purses, computers and electronic devices, phones, clothes and student or parent/guardian owned vehicles. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules and policies. See the search and seizure policy for more information.

This policy may be changed from time to time by the school. Changes will be made available online or in writing and continued enrollment in the school constitutes your acceptance of any changes.

School Emergency Procedures

For Parents and School Employees

Redwood Adventist Academy is committed to providing a safe environment for students, staff, and visitors. We work closely with local safety officials – police, fire, emergency medical services, public health, and the emergency services program from the Northern California Conference of Seventh-day Adventists – to ensure our school is prepared for an emergency. This guide provides an overview of the safety measures Redwood has implemented and serves as a resource for parents. Please read the following important information carefully and keep this. Whether or not students are on campus or off, the way they present themselves and communicate their values to the outside world, reflects on the school and the values we hope to instill in our students.

Nonverbal, oral, or written communication through video, pictures and graphics on school or personal computers, cell phones, tablets, and all other devices must demonstrate a positive purpose and basic Christian principals of decency. If a student has been communicating in appropriate content on or off campus, or misrepresenting the Christian values of the school, the student can be subject to disciplinary action.

Safety Measures and Staff Training

Our staff works to ensure the emergency plan is current and all staff members are prepared to respond to a variety of school emergencies. We have numerous safety measures in place to provide a safe learning environment for our students. Parents can be confident that each staff member is assigned roles and responsibilities to perform during an emergency. Emergency drills are conducted throughout the school year so that students and staff have practiced effective and safe emergency responses.

It is important for parents to provide accurate emergency contact information to the school and to update information on the Renweb Database System. This will allow school staff to provide timely updates using the Renweb notification system, email, and text. It is critical that Redwood has access to your current phone numbers and email addresses during an emergency.

During an Emergency

During an emergency, it is critical that parents receive accurate and timely information and directions from administration before going to the school site. Redwood will do everything possible to make sure that accurate and timely information is released through Renweb to parents during emergencies.

If there is a school emergency during school hours and we have to evacuate, we will be going to either Santa Rosa SDA church or Healdsburg SDA church. Their addresses are below the emergency contacts section, pg. 32. Once parents have arrived there, they will need to show proper identification, photo ID, to pick up their child. We can only release a student to an adult that is an emergency contact. If you are a non-custodial parent, you must be listed on the student's emergency contact information as a guardian and show photo identification.

State of Emergency Guidelines

In the event of a state of emergency being declared for our area, Redwood will follow Sonoma County mandates. We will make them known to parents as soon as they are made available to us.

Inclement Weather and School Closures

Sometimes mother nature likes to make life a challenge. In the event that inclement weather or fires are in our area, we will let parents know through Renweb if school will be postponed or not. It will be our goal to let you know by 9:00 pm the night before, but if a situation changes overnight, we will let you know at 5:00 am in the morning. This notification will take place over email and text to the information that is in Renweb.

Emergency Student Release Procedure

PARENTS WILL:

- Remain calm
- Wait for text notification before calling the school. Refrain from calling to keep school lines open for emergency services. Look for emails, web page, or text information from the school
- Bring a **photo ID** with you to pick up your child after you are notified to do so. Park only in areas designated for parents; if necessary leave room for emergency vehicles. Park a distance away and walk to school, if possible

- Follow directions of school personnel and cooperate with public safety officials
- Show photo ID at designated Student Release Area and wait for your child
- Pickup all children for whom you are authorized
- Leave campus or church site as soon as you are reunited with the students released to your custody

STAFF WILL:

- Verify photo ID and student release authorization information
- Direct parents and authorized persons to the Student Release Area, radio ahead or send runner for requested student
- Obtain signature from Parents and Authorized persons at pickup
- Release student to custody of authorized adult

STUDENTS WILL:

- Stay calm
- Not post to social media sites on smartphones or other devices
- Remain in the designated evacuation area until an authorized adult picks them up

Emergency Contact Information

Redwood Adventist Academy Emergency Hotline	707-545-1697
Redwood Adventist Academy Office	707-545-1697
Fire Department	911 or 707-838-5977
Sheriff's Department	911 or 707-565-2121
California Highway Patrol	911 or 707-588-1400
Sonoma County Information Hotline	211
American Red Cross (Sonoma County Chapter)	707-577-7600
Radio Station	AM 1610

Church Addresses for possible Evacuation

Santa Rosa SDA Church
 840 Sonoma Ave
 Santa Rosa, CA 95404
 707-578-8883

Healdsburg SDA Church
 429 Terrace Blvd
 Healdsburg, CA 95448
 707-433-1737

Media Release

Name of Student	
Name of School	
School Year	

This is to certify that I give permission to photograph and/or videotape my student for use on Redwood Adventist Academy's website, in various school publications, and in printed media. I understand that all rights, title, and interest in the photography for said media outlets belong to Redwood Adventist Academy and that I will receive no financial compensation for the use of these pictures and/or videotape. I further understand that Redwood Adventist Academy may edit, copy, alter, or revise the photographs and/or videotape for use in its media outlets and that Redwood Adventist Academy will retain control over the use and distribution of the photographs and/or videotape. I have read this form and I understand its meaning.

Signature of student's legal guardian or representative



Northern California Conference Office of Education PO Box 619015 Roseville CA 95661
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Redwood's Core Value Commitment

Choosing to enroll at Redwood means you have chosen to uphold and commit to our core values. Students agree to accept the responsibilities associated with education in a Christ-centered school, whether on or off campus. Students who are willing to make this commitment are welcome at Redwood.

We work to develop a culture based on our core values. We believe these core values is what sets us apart as a school and as Christians. We expect our students to learn and practice these core values in their daily lives. These core values are;

Responsibility – Owning my words and actions

Perseverance – never giving up even when it's tough

Integrity – doing what is right regardless

Respect – Valuing myself, others and the environment



Your Commitment

As a student of Redwood Adventist Academy, I pledge to support the Core Values of Redwood and be part of its culture.

Signed: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____



Computer & Internet Usage Policy Form

Students are responsible for good behavior on school chrome books and the school network just as they are in classrooms and on school property. The network is provided for students to conduct research and complete assignments. Access to computers is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right.

Students are responsible for their online behavior. They are expected to comply with Redwood's internet policy at all times. Students are responsible for how they treat theirs and others school chrome books.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Files stored on school computers are not private. Freedom of speech and access to information will be honored within reason.

My Commitment

1. I will only use technology at school and school Wi-Fi for teacher approved assignments and activities.
2. I will not vandalize or steal any computer equipment, hardware or software.
3. I will not change or delete any computer file that does not belong to me.
4. I will never knowingly circumvent, or try to circumvent security measures on computers at RAA or at any remote site.
5. While online, I will not use language that may be offensive to other users.
6. I will not place unlawful information on any computer or on the Internet, nor will I use the Internet illegally in any way that violates federal, state, or local laws or statutes. I will never falsify my identity while using the Internet.
7. I will not use copyrighted material from the Internet without author's permission. I will cite the sources where appropriate.
8. I will never use the Internet to send or obtain pornographic or inappropriate material or files.
9. I will never give out school or personal information such as name, address, phone number, or gender.
10. I will never knowingly give my password to others, nor will I use another person's password.
11. I am responsible for the damage that I cause to my chrome book or another student's chrome book.

Signed: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____



Redwood's Cell Phone Policy

Students at Redwood are not allowed to bring personal electronic devices to school. If a parent desires for their students to have a cell phone for communication **after school hours**, that phone must be turned off and kept in their backpack. Students are responsible for knowing, understanding, and following this policy. If this policy is not followed, the following will happen:

1. If a staff member sees or hears the device, the student will be required to turn the device over to the teacher, parents will be notified, and the student will forfeit their device until the following school day.
2. If this happens again, the device will be kept by administration for one week. After that week the student will receive their device back.
3. If this happens a third time, the device will be kept by administration for the remainder of the semester. At the end of the semester, the student will receive their de.

Your Commitment

As a student of Redwood Adventist Academy, I have read and understand the cell phone policy as stated in the handbook. I pledge to follow the above policy.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____



Renweb – Parents Web

Renweb is a school management system that Redwood Adventist Academy uses for grading, attendance recording and communication. Every family has a Renweb login which gives them the ability to:

- Update family contact, emergency, pick-up information.
- View assignments, grades, attendance and other school day information.
- Set up tuition payments and pay other school fees using the FACTS section.
- Record volunteer hours.
- View the school calendar, announcements and download forms.

To create your Renweb account

1. In your internet browser enter the following web address: RenWeb.com.
2. Click on the “Parents Web Login” link in the top left-hand corner.
3. Click the “Create New Parents Web Account” link 4. In the “District Code” box enter RAA-CA.
4. In the “Email” box enter the email address you provided to the school. If you have not provided the school with a working email address you will not be able to use Renweb.
5. Click on the “Create Account” button.
6. You will receive an email. Click on the link in the email.
7. Follow the directions in the email. You will be provided with an opportunity to create your user name and set your password.
8. Return to the login screen and reenter the District Code (RAA-CA), your email address, and your new password.
9. Click on either “Parent” or “Student” and then the “Login” button.
10. To access grades, click on “Classrooms.” This will bring up all of the classes that each of your children is enrolled in at the school. You will be able to find other school information pertinent to your child on this site, as well as the ability to email your child’s teachers directly. You will receive an automatic report twice a week, with your child’s grades on assignments turned in. You should access the Parents Web to view missing assignments, upcoming tests, and other classroom information that you need to know.

Your Renweb account can be accessed as listed above, by following these steps:

1. In your internet browser enter the following web address: RenWeb.com.
2. Click on the “Parents Web Login” link in the top left-hand corner.
3. In the “District Code” box enter RAA-CA.
4. In the “User Name” box enter the email address you provided to the school.
5. In the “Password” box enter your password.
6. Click on either “Parent” or “Student” and then the “Login” button.
7. Once you are logged in, click on “Family Information” and then “Change Password” to update your username.

