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Redwood Day School
3245 Sheffield Ave.
Oakland, CA 94602
(510) 534-0800
www.rdschool.org

Administration

Head of School	Mike Riera 534-0804, x223 mriera@rdschool.org
Assistant Head & CFO	Jeff Wieler 534-0804, x235 jwieler@rdschool.org
Assistant Head & Middle School Director	Warren Sepkowitz 534-0804, x230 wsepkowitz@rdschool.org
Lower School Director	Denise Breland 534-0804, x305 dbreland@rdschool.org
Upper School Director	Ray Wilson 534-0804, x205 rwilson@rdschool.org
Director of Outreach, Admissions & Financial Aid	Diane Johnson 534-0804, x222 djohnson@rdschool.org
Director of Advancement	Sarah Lehman 534-0804, x237 slehman@rdschool.org
Technology Director	Daniel Johnston 534-0804, x246 djohnston@rdschool.org
Director of After-School & Enrichment Programs	Meredith Spencer 534-0804, x245 mspencer@rdschool.org
Sr. Executive Administrator & Assistant to Head of School	Beth Frankland 534-0804, x238 bfrankland@rdschool.org

To reach the Front Office, call 534-0800.

To reach a teacher or staff member directly, call 534-0804 and the 3-digit extension.

To report an absence, leave a message at 534-0804, x280.

To reach X-Care directly between 3 p.m.-6 p.m., dial 534-0804, x250.

2009—2010 Board of Trustees

Executive Officers

Joseph Di Prisco, Chair
Michael Kass, 1st Vice Chair
Warren Hogg, Vice Chair
Dan Whalen, Vice Chair
Robert Menicucci, Finance Chair
Deborah Sosebee, Secretary

Trustees

Kevin Brown
Ces Butner
Greg Call
Bob Egan
Francis Enderle
Ike Eze
Darlene Fujii, Chair Emerita
Jane Green
Galen Hoskin
Ellen Jaffe
Katy Keim
Carlos Plazola
Pat Scott
Leah Aguilera, Faculty
Adele Madelo, Faculty

Ex-Officio

Mike Riera, Head of School
Margaret Gee, Parents' Association
President

2009-2010 Parents' Association

Executive Board

President	Margaret Gee rdspabiz@gmail.com	510-451-5446
Vice President.....	Michelle Wilson mlmcmillan@aol.com	510-757-5998
Treasurer	Tony Rimac rimac3@yahoo.com	510-336-9662
Recording Secretary	Andrew Tilin atilin@mac.com	510-336-9662
Communications Secretary	Brenda Kienan brenda@tauberkienan.com	510-655-8253
Parent-at-Large.....	Tim Boucher atandm@sbcglobal.net	510-208-3781
Room Parent Coordinator	Laura Abrams lsabrams@cpsma.berkeley.edu	510-336-0272
Lower School Participation Coordinator	Debbie Degenshein debbies@mac.com	510-663-2120
Middle School Participation Coordinator	Tracey Borst rmenicucci@earthlink.net	510-339-7004
Ex-Officio Past President	Vacant	

RDSPA Committee List and Contact Information:

Art-K-8	Malia Connor	mconnor@rdschool.org
Book Fair	Siggi Duesberg..... Debbie Edack.....	ssachs@calmail.berkeley.edu dedack@mac.com
Caring	Lisa Kaplan..... Dana Wiltsek	lisak_k@yahoo.com Dana.Wiltsek@mac.com
Crab Feed	Nina Greenwood..... Ellen Jaffe	Ngwood@aol.com ejaffe@pacbell.net
Faculty Appreciation	Jennifer Edmister..... Jennifer Wineman.....	toejrb@earthlink.net jen@manmans.com
Fall Picnic	Amy Briggs..... Alicia Fenrick	abriggs@manatt.com aliciafenrick@comcast.net
Generations' Day	Ryan Helton..... Deborah Hamilton	RHelton@rdschool.org deb.hamilton@comcast.net
Governance	George Horton	georgeleehorton@yahoo.com
Green	Carolyn Call..... George Horton	carolynsc@sbcglobal.net georgeleehorton@yahoo.com
Hospitality	Erica Kisch..... Marylou Karp.....	ericakisch@yahoo.com mk2567@att.com
Library	Susan Weeks..... Leslie Rossman Nelson.....	susan@emerystreet.com lrossman@pacbell.net
Lice Busters	Monica Lent..... Lori Wheeley	lent.monica@gene.com wyldweeds@aol.com
Prism	Shari Unitan (Education)..... Leah Hoskins (Activities)..... Carolyn Chun (Communications)...	msmft1@comcast.net mamahoskin@gmail.com Carolyn.y.chun@bankofamerica.com
Speaker Series	Helena Weiss-Duman	helenawd@comcast.net
Scrip Sales	Rob Vawter.....	Robvawter@gmail.com
Spring Fundraiser	TBD	

Room Parents

Room parents for each grade section have not finalized as this book goes to press. Please refer to the Redwood Day School Website, on the Parents' Association page at http://www.rdschool.org/Community/Parent_Association/ or contact Room Parent Coordinator Laura Abrams. The list will be published in the Student Directory in September.

Redwood Day School Philosophy, Policies, Governance and Finances

Welcome!

Please accept our warm welcome to you and your children. We look forward to a wonderful school year.

Philosophy

We seek to discover the potential of each RDS student and to help that young person become the most academically prepared, thoughtful, skilled, caring person possible. Through our academic program and our social and emotional work with children, we aim to prepare our students thoroughly for high school and life, and to help them develop a true love of learning and an understanding of the rich possibilities found in diverse people and cultures.

Structure and Governance

Board of Trustees

The Redwood Day School Board of Trustees establishes policies for the operation of the School and sees that those policies are executed properly. To implement these policies, the Board is responsible for monitoring and supporting the Head of School, for approving and monitoring the School's annual budget (which includes setting tuition and arranging for sufficient fundraising for operations and capital projects), and for maintaining the long-term health of the institution. The Board of Trustees is currently composed of 21 individuals who are elected for three-year terms, two faculty trustees who serve a two-year term, as well as the Head of School, and the Parent Association President, who serves as a PA liaison. Each trustee serves on at least one of the Board's committees: Executive, Finance, Strategic Planning, Buildings and Grounds, Diversity, Trustees, or Advancement.

Administration

The Head of School is appointed by the Board of Trustees and is responsible for the implementation of the Board's policies, for the day-to-day operation of the School, for hiring faculty, and for overseeing curriculum and admissions. Other administrators of the School are responsible for specific functional areas under the Head's supervision. These administrators include: the Assistant Head & Middle School Director, who oversees curriculum development K-8 and supervises grades 6-8; the Upper School Director, who will oversee the new Upper School; the Lower School Director, who is responsible for grades K-5; the Assistant Head & Chief Financial Officer; the Director of Outreach, Admissions, and Financial Aid; the Advancement Director; the Technology Director; the Assistant to the Head; the After-School Programs Director; and other support personnel.

Policies

Board policies are adopted by votes of the Board of Trustees. Operational policies are created by the Head of School. Of particular importance to parents is the policy on the use of the School's name and its parent roster. **Policy expressly forbids the use of the school directory and other lists for other than authorized school business. The School name may not be used in a manner that suggests that the School endorses any program or idea unless expressly approved by the Board of Trustees through formal resolution.** It is not possible to list all policies in this handbook, but parents can request information about school policies from the Head of School or Chair of the Board of Trustees. In the event that a member of the community feels that a policy has been violated, and after making all good-

faith efforts to address the issue with school administration, including the Head of School, said individual may, through a letter addressed to the Board of Trustees (care of RDS), file a grievance.

School Administration

Head of School – Mike Riera

The Head of School is the Chief Executive Officer of the School. As such, the Head is responsible for all aspects of school life. The Head of School implements Board policies, creates the annual school budget, and represents the School in its relations with others in the neighboring and educational communities. The Head is responsible for all personnel, curricular, and co-curricular decisions, and reports regularly on school growth and progress to the Board of Trustees.

Assistant Head & CFO – Jeff Wieler

The Assistant Head and CFO is responsible for the School's non-academic affairs including finances, insurance, payroll and personnel administration, and facilities management. Parents who need to discuss their tuition bill should call the Business Office. Extended Care charges should be discussed with the Extended Care Director.

Assistant Head & Middle School Director – Warren Sepkowitz

The Assistant Head of School and Middle School Director is responsible for overall curriculum development from grades K-8 and has direct responsibility for all aspects of the Middle School, including scheduling, overseeing faculty budgets, organizing outdoor education and extracurricular programs, and communicating with parents. In addition, the Middle School Director serves as Coordinator of High School Placement. If parents have questions about general Middle School policies or procedures, they should make an appointment with the Middle School Director. Parents who have questions about their child's progress are asked to speak directly with the classroom teacher or advisor.

Lower School Director – Denise Breland

The Lower School Director is responsible for the academic program and faculty/student support within the Lower School. Responsibilities include developing and implementing curriculum, scheduling, overseeing class budgets, communicating with parents, and ensuring adherence to school policies. If parents have questions about general Lower School policies or procedures, they should make an appointment with the Lower School Director. Parents who have questions about their child's progress are asked to talk directly with the classroom teacher.

Upper School Director – Ray Wilson

The Upper School Director is responsible for creating the program and curriculum, hiring, and ensuring the successful opening of Redwood Day's Upper School. He has an office at our Sheffield site and parents are encouraged to speak with him about plans for the new Upper School.

Director of Outreach, Admissions and Financial Aid – Diane Johnson

The Director of Outreach, Admission and Financial Aid oversees all areas that bridge the RDS community and the community at large. She coordinates work in admissions, financial aid, public/private partnerships, and prospective student/family events, and collaborates with the Director of Advancement on marketing and public relations efforts to keep RDS and its mission in the public eye.

Director of Advancement – Sarah Lehman

The Director of Advancement is responsible for all fundraising in support of the School's mission, including the Annual Fund and capital campaigns. She supervises Advancement staff to coordinate special events and a strong relationship with the Parents' Association, in addition to collaborating with the Director of Outreach on marketing and communications efforts.

Director of After-School & Enrichment Programs – Meredith Spencer

The Director oversees all student-related activities after school including extended care, enrichment classes and athletics. Responsibilities include program development and oversight for X-Care (grades K-5) and X-Plus (grades 6-8), communicating with parents, coordinating coaches and referees and parent volunteers for middle school sports, and acting as a liaison for RDS and the middle school sports league.

Technology Director – Daniel Johnston

The Technology Director supports administrative, lower, and middle school staff to integrate technology into the classroom and administrative systems at RDS. The Director is responsible for the purchase, maintenance, and use of all network, office, and classroom technology. He oversees the development and management of the school website and email systems, and teaches model lessons in the middle and lower schools.

Senior Executive Administrator – Beth Frankland

The Senior Executive Administrator serves as the Assistant to the Head of School, and is responsible for the central coordination of administrative activities. She oversees the front office and provides support and direction of the day-to-day functions of the School at large. She also serves as the administrative liaison to the Board of Trustees

Finances and Fundraising

Budget

Each year the Board of Trustees approves the budget for the upcoming academic year as a financial expression of policy decisions. A breakdown of operating revenue and operating expense can be found in the Annual Report.

Payments

Tuition and fees for the following year are set in January by the Board of Trustees. Immediately afterwards, re-enrollment contracts for the next academic year are mailed to parents of current students. Please refer to the enrollment contract or call the Business Office for additional information.

Tuition: When families send in enrollment contracts for the upcoming year, a non-refundable deposit of 10% of full tuition, plus the new student fee if applicable, is required to hold a place for the student.

Tuition payments may be made in a variety of ways:

- One-Pay: All tuition (less the deposit) and fees for the year prepaid July 1.
- Two-Pay: 50% of tuition and all fees payable July 1; remaining 40% of tuition payable December 1. A service charge of \$250 is added to the July installment.
- Ten-Pay: Tuition payable in ten equal monthly payments (less deposit) beginning June 1 and ending March 1. A service charge of \$35 is added to each payment. Tuition insurance of \$250 is required and paid on the June installment.

Fees: The School charges an application fee and a New Student Fee (\$100). Families may voluntarily pay \$50 to support the Parents' Association. Redwood Day School does not require payment of any other fees.

Financial Aid

RDS is committed to providing financial aid to families on the basis of need. The school subscribes to the School and Student Services for Financial Aid (SSS) in Princeton, New Jersey, which acts as a resource in computing the financial need of families. Parents must submit an application, available from the RDS Admission Office, to SSS by mid-December so that aid for the following year can be granted by late January. RDS also requires that the most recent tax returns be sent to the School each year a family applies for financial aid. Other information may also be required. You may request a copy of RDS Financial Aid Policies from the Admissions Office, or view it online at the RDS website. For further information, contact the Director of Outreach, Admissions & Financial Aid.

The Annual Fund

Coordinated through the Advancement Office and the Advancement Committee of the Board of Trustees, the Annual Fund helps to close the gap between what tuition covers and the actual cost of educating your child at RDS. Each fall, all parents, board members, faculty, alumni, friends, and many of our grandparents receive a letter asking for a tax-deductible contribution to the School. In addition to providing essential revenue for the operating budget, a broadly supported Annual Fund also demonstrates to corporations and foundations from which we seek funding that RDS is an organization worthy of support. Because participation is important, we count on every family to participate, even if the gift is modest.

Capital Deposit

The Capital Deposit program enables Redwood Day School to finance the acquisition, construction, improvement, and maintenance of needed school facilities. The funds deposited may be directly applied by Redwood Day School to further these purposes or may be held as capital and reinvested to enable Redwood Day School to earn additional funds or obtain other financing. *Except as may be provided in a financial aid award, a \$1,000 per child Capital Deposit is required each year. Deposits are due May 1.* Capital Deposits accumulate without interest and are refundable upon the child's departure from RDS. For information on how to donate these funds back to the School, please contact the Advancement Office, 534-0804, x237.

Parents' Association Fundraising

The Parents' Association, incorporated during the 1997-98 school year, raises funds to support a variety of school programs. Each fall, as budget planning is conducted for the subsequent school year, the officers of the Parents' Association meet with the Head of School to discuss program areas and site enhancements that fundraising by the Association might support. Several fundraisers are conducted by the Parents' Association each year. They include the Book Fair, Crab Feed, the Spring Fundraiser, and Scrip sales. *All fundraising activities must receive prior approval from the Advancement Office.*

Admission and Priority Applications

In selecting students for admission, RDS looks for children and families who will flourish at RDS, who are developmentally prepared for the desired grade, and who will contribute to the variety and balance of each class and the RDS community.

Priority Applications

Priority K-8 applications are available for siblings of currently enrolled students, and faculty/staff children. The priority application deadline is in late November or early December. Priority applications received after this deadline will be placed in the general application pool. Priority applicants will be notified of enrollment decisions in early January. Contracts will be mailed with RDS re-enrollment contracts in late January. All families are encouraged to apply to more than one school.

Parent/School Relations

A Partnership between School and Home

Redwood Day School strives for an active, ongoing positive relationship between home and school, a relationship that enables us to focus on the best interests of each student, and one that is based on mutual respect, trust, and open communication.

Parents are encouraged to assist in the education of their child by taking an active interest in their child's work and life at school. You can support your child's education by getting to know classmates, teachers and other parents through volunteer activities, attending Back-to-School Nights, and getting involved in class events and field trips throughout the year. If, during the course of the school year, your child is having difficulties or if any concerns arise, please notify your child's teacher or advisor immediately.

Statement of Parental Support

Parents who have chosen to send their son or daughter to Redwood Day School have made an informed decision; therefore, we assume parental support of our philosophy of education and its expression in day-to-day school and classroom programs. The education of your child is a joint venture of family and school. Your support of our policies and decisions and your willingness to communicate with us directly whenever concerns or questions arise are of utmost importance. This crucial partnership must be based on trust and mutual respect. The underlying foundation of the teacher/student relationship is also based on respect. In this regard, it is vital that if parents have opinions, concerns and/or comments about a teacher's program or decisions, that they take the issue directly to the person in question. If parents do not receive a satisfactory response, they should then take their concern to the division director, who will work with the parent and teacher to come to a final resolution. In all cases, it is appropriate to voice these concerns from adult to adult, not to students.

At Redwood Day School we expect our students to show respect, courtesy, kindness, and consideration towards others. We expect our parents, faculty, and staff to model the same high standards of respectful, professional behavior in all their communications – verbal and electronic - with others at the School. While the School encourages proper communication and will steadfastly attempt to address your concerns, parents and guardians must bear in mind that persons who engage in insulting or abusive behavior or who demonstrate a conspicuously uncooperative or destructive attitude toward any teacher or staff member will not be tolerated. Their actions may lead to the cancellation of their child's contract through non-renewal or involuntary withdrawal.

The School Year

The General Calendar (www.rdschool.org/community/School_Calendar/)

The academic year begins at the end of August or early September and ends by mid-June. Faculty return to school in late August to prepare for the return of students. Parents of all Lower School students have

an initial pre-conference meeting (mini-conference) or conversation with the classroom teacher during the first month of school. In Middle School, advisors will contact parents of all new students for a telephone or on-site conference.

Conferences/Progress Reports

Progress reports are issued in the fall, winter, and spring. School is dismissed for student/parent/teacher conferences twice per year: once in the fall and again in the spring. All students are active participants in the conferences. Parent-only conferences may be scheduled anytime if there is a concern about a student.

In Lower School, narrative evaluations are issued by the core teacher after each trimester; specialists write comments for each child one trimester per year. In kindergarten – 2nd grade, children are assessed on specific skills. In 3rd - 5th grades, both achievement and effort are considered.

In Middle School, letter grades (A-F) are used for achievement and numbers (1-4) for effort, along with written comments in each subject area by core teachers after the first and second trimesters. Specialists write comments for each child once during the year. In the third trimester, the student's advisor sends a narrative elaborating on the social-emotional progress of each of their advisees. In addition, every three weeks students receive an updated version of their current grade in each of their core classes. The twice-yearly conferences are held with the student's advisor.

Progress reports are mailed approximately 10-15 days after the close of the trimester. Beginning in 2009-2010, in an effort to use less paper and postage, reports will be emailed to each family.

Standardized Testing

Students in grades 3 - 8 are given the ERB/CTPIV tests annually. These tests are required of us as members of California Association of Independent Schools (CAIS), and the results are used to assess the School's curriculum, guide faculty in determining individual needs, and compare our students' progress to public, suburban, and independent school norms.

Eighth-graders may be required to take one or more standardized tests as part of the high school application process. Test Prep classes are offered in the fall of 8th grade.

As a school that emphasizes academic excellence, RDS feels examinations provide students with confidence and experience in preparing for and meeting challenging test situations.

Master Calendar

The Master Calendar can be found on the school website:
http://www.rdschool.org/Community/School_Calendar

To avoid conflicts, parents scheduling group meetings at the School, class events, and RDSPA events must fill out a Room Request Form. This form is available from Ryan Helton in the Advancement Office: rhelton@rdschool.org.

Parents will want to note in their own calendars information about early dismissal days, holidays, parent/teacher/student conference days, and special event dates. These dates are summarized on the annual school calendar and are available on the website. Additional events or changes in dates or times are reflected in the online calendar and in the calendar distributed each week in the Friday Folder.

For general inquiries about the master calendar, contact Beth Frankland: bfrankland@rdschool.org.

Forms and Mailings

Before the start of the school year, several important forms are mailed which parents are asked to review carefully and sign before the start of school, including:

- medical and emergency form (information required by state law)
- publication of student work and images release
- acceptable use of technology policy & contract
- field trip authorization form (required for all children before going on any field trip)
- a copy of a current car insurance form with a minimum liability coverage of \$300,000 and valid driver's license (required of any parent who will drive on field trips)

Parents are asked to inform the Front Office immediately whenever there is a change in any information on their child's information or emergency forms, or any change to their driver's license status or auto insurance.

Curriculum

Curriculum is explained annually at the fall Back-to-School Nights. Language arts, mathematics, social studies, science, Spanish, art, music, drama, and physical education are part of our program. Use of computers to support curriculum begins in kindergarten. Curriculum in each subject for each grade can be found on our website: http://www.rdschool.org/Learning_at_RDS/curriculum.

The School Day

Arrival and Dismissal

Lower School

Lower School students may arrive daily between 7:45-8:15 a.m. for early morning supervision in the RDS Library. Arrival time is **8:15 a.m.** for all Lower School students. Class begins promptly at **8:30 a.m.**

Middle School

Middle School students may arrive daily from 7:45–8:05 a.m. and go to the gym, where supervision is provided by Middle School faculty. Middle School (6th - 8th grades) classes begin promptly at **8:10 a.m.** Students are not allowed in classrooms without adult supervision.

Students are dismissed (after shaking hands with their teacher in front of the School) at:

- 3:00 p.m.** kindergarten & 1st grades
- 3:05 p.m.** 2nd grade
- 3:10 p.m.** 3rd grade
- 3:15 p.m.** 4th & 5th grades
- 3:20 p.m.** 6th – 8th grades

Lower School parents should arrive for pick-up five minutes after your child is dismissed; Middle School parents should pick up at 3:30. Carpool drivers should not arrive at the front curb until five minutes after the oldest child in the carpool is dismissed. Students are required to go directly to their carpool, After-School classes, the Extended Care Program, or interscholastic sports. Any student not

picked up by 3:30 (K-5) and 3:45 (6-8) will be signed into Extended Care. See “Carpool, Public Transit, and Parking” section for details.

There are occasional early dismissal days throughout the school year.

Noon dismissal times are:

11:45 a.m. for kindergarten & 1st grades

11:50 a.m. for 2nd & 3rd grades

11:55 a.m. for 4th & 5th grades

12:00 p.m. for 6th – 8th grades

Any student not picked up by 12:15 p.m. will be signed into Extended Care.

2:00 p.m. dismissal times (Oct 21, Jan 27, March 17) are:

2:00 p.m. for kindergarten

2:05 p.m. for 1st & 2nd grades

2:10 p.m. for 3rd & 4th grades

2:15 p.m. for 5th grade

2:20 p.m. for 6th – 8th grades

Any student not picked up by 2:30 p.m. will be signed into Extended Care.

No student may leave school alone unless the Front Office has a signed release from the parents allowing him/her to take public transportation, or to walk or ride a bike to and from school. This release must be updated annually.

Attendance

Students are expected to be at school on time. Parents are requested not to remove their children for travel during regular school instructional periods or to extend school holidays.

Absences and Lateness

Parents are asked to telephone the school’s absence line (534-0804, x280) by 8:30 a.m. each day when a child is absent. Your child’s teacher will be informed of their absence. If a student is not in class by 8:30 a.m. and the School does not have a reported absence, parents will receive a call from the School.

Students are responsible for all work missed during absences. Students often find it convenient to have a “homework buddy” who will secure assignments, papers, etc. if they are absent. Lower School parents/students should contact their teacher directly regarding missed assignments, while Middle School parents/students can obtain missed assignments from the RDS website. Please do not call the Front Office to request your child’s homework.

Lower School

Lower School begins promptly at 8:30 a.m. Students should be in their classrooms between 8:15-8:25. In the first few minutes of class, the tone is set, announcements are made, and social interactions are set in motion for the rest of the day. Any student who arrives after 8:30 a.m. must go to the office to get a tardy slip.

Middle School

Middle School begins promptly at 8:10 a.m. When a middle school student has three unexcused tardies, that student will serve detention on Tuesday morning from 7:30-8:05 a.m. The Middle School director will contact the parents to let them know of the detention. Tuesday mornings may not be convenient, but the detention is a reminder for students to be fully present at all of their classes.

All students who arrive late must check in at the Front Office and obtain a tardy slip. Students must explain their tardiness and provide a written excuse when appropriate (e.g., medical or dental appointment). When an appointment is anticipated, please inform the teacher in advance. Excused absences include health appointments, sickness, traffic accidents (not traffic), and extreme situations, such as a death in the family. Most other reasons will result in an unexcused absence or tardy.

In order to insure that students have the best opportunity to learn, it is vital that students are on time. Students who are chronically tardy will meet with the Lower or Middle School Director. The outcome of this meeting will be an agreed-upon plan that will include specific consequences for continued tardiness. We appreciate your collaboration in getting your children to school on time.

Sick Room and Medications

When students are injured or feeling ill, they go either to the Front Office or Middle School sick room. Students are allowed in the sick room only when permission is given by a teacher. After twenty minutes, either the parents are called and the student is sent home, or the student returns to class. If a student is running a fever, the Front Office will notify parents and ask them to come to school to pick up their child as soon as possible. Students are required to remain at home for at least 24 hours after they are free from vomiting, diarrhea, or fever. This is especially important in light of recent flu outbreaks.

If students need to take medication during school hours or at Extended Care, the medication must be kept in the Front Office and administered by office personnel or the Extended Care Director. All prescription medications must be in the original container with the child's name and dosage information on the label.

Non-prescription medications must be labeled with the child's name and accompanied by a signed note from the parent indicating time and dosage information. Students should not keep medication (other than prescription inhalers) in their classrooms, backpacks, or in pockets. A log of all medications and first aid administered is kept in the sick room in the Front Office.

Books

Students will be given textbooks to use during the year. These are to be covered for protection. Students are responsible for the books assigned to them and are expected to return them in good condition when the work is completed or at the end of the academic year. Families will be billed for lost or damaged books.

Library

Redwood Day School's library is open at 7:45 a.m. each day for Early Morning Care and remains open throughout the day. Kindergarten through 5th grades have a scheduled library period weekly during which time the Librarian reads stories, and gives instruction in library use, literature appreciation, and research skills. Parents often assist with weekly classes by helping to check out and shelve books. Middle School students use the library during class for research projects. The library catalog is available online at <http://books.rdschool.org>.

Student Life

Behavioral Guidelines

The goal of Redwood Day School is to ensure a community where everyone is safe, respectful and responsible for their personal behavior. Our goal is to provide the student with the support needed to make the learning environment positive for everyone. In cases of inappropriate behavior, it is the School's intent to match logical consequences to infractions. We expect that all students will:

- Respect school property
- Respect ethnic, racial, physical, religious, cultural, gender, sexual orientation, gender identity and expression, philosophical (i.e. differences of opinion), and intellectual differences
- Stay within the confines of school property during school hours
- Use appropriate language (swear words and unkind words are unacceptable)
- Show respect for students and adults
- Listen when others are speaking
- Accept consequences when rules are broken

If the disruptive behavior continues (or in the case of a serious infraction), the student will be asked to come to the appropriate division director's office and may be asked to call a parent to inform the parent of the problem. Alternatively, the division director may find it more appropriate to call the parent directly, with consultation from the teacher involved. A parent/teacher/student conference may be set up at this time.

There are some extreme cases in which a student may be suspended or expelled. They include, but are not limited to:

- continued classroom disruption
- vandalism
- fighting, bullying, name calling, teasing, making derogatory/insulting remarks
- academic dishonesty
- possession or use of drugs, alcohol, and/or cigarettes on school property or at a school function
- inappropriate sexual activity
- possession of weapons (including knives, guns, or any type of tool/gadget that is used as a weapon)
- possession of pornographic or sexually explicit material

Academic Integrity

Academic integrity is essential at Redwood Day.

In Lower School, core teachers guide students to understand when work should be done collaboratively, and when it should be done independently. Violations of academic integrity will be addressed directly by the teacher. Any serious violations will also be brought to the attention of the parents or guardians and the Lower School Director.

In Middle School we have created an honor code for our students. Students must do their own work on tests. Teachers will clearly delineate whether work is to be completed individually or collaboratively on homework assignments, projects, and lab write-ups.

If it is determined that a Middle School student has violated our policy of academic integrity, the following will take place:

1. Parents/guardians will be notified;
2. Students will not receive credit for their work;
3. A detention will be assigned to that student during which time the Asst. Head of School/Middle School Director and the student will be able to discuss further the importance of academic integrity.

Academic and Behavioral Probation in Middle School

A student in Middle School will be placed on academic probation during the following trimester if he/she receives any of the following combinations of grades at the end of a trimester:

1. Two or more grades of “F”
2. One grade of “F” and two or more grades of “D”
3. Four or more grades of “D”

Students may remove themselves from probation by completing the following trimester with:

1. No grade of “F”
2. No grade of “F” and no more than two grades of “D”

At the end of each trimester, the Middle School Academic and Behavioral Committee shall meet. This committee is comprised of the three grade-level deans and the Middle School Director. They will review the academic and behavioral records of students eligible for probation or expulsion and make recommendations to the Head of School concerning appropriate action.

Sexual Harassment

Sexual harassment violates Title VII of the Civil Rights Act of 1964, regulatory guidelines of the Equal Employment Opportunity Commission, California law, and school policy. Sexual harassment will not be tolerated and will result in suspension and/or expulsion.

Examples of Sexual Harassment

- unwelcome leering, sexual flirtation or propositions
- unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic verbal comments about an individual’s body, or overly personal conversation
- sexual jokes, stories, drawings, pictures or gestures
- spreading sexual rumors
- teasing or sexual remarks
- touching an individual’s body or clothing in a sexual way
- cornering, or blocking normal movements
- displaying sexually suggestive objects
- any act of retaliation against an individual who reports a violation of the School’s sexual harassment policy or against an individual who participates in the investigation of a sexual harassment complaint

In the event an individual believes he or she is the subject of sexual harassment, the first and best thing to do is to let the other person know that his or her conduct is unwelcome and unacceptable. If this does not resolve the problem, the situation should be reported to one of the division directors or the Head of School. If an individual is not satisfied with the first round informal process, the situation may be appealed to the Head. If the Head's resolution is not satisfactory, appeal should be made to the Chair of the Board of Trustees, for review by the Executive Committee of the Board, whose decision shall be final. All appeals must be in writing and submitted within 30 days of the decision being appealed.

Internet Use

Redwood Day School provides Internet access in most classrooms, the school library and in the computer lab to students who have returned completed an *Acceptable Use of Technology Policy and Contract* and participated in an Internet orientation lesson. The Acceptable Use agreement will be given to students during the first weeks of school. Internet use is subject to the following guidelines:

1. Acceptable Use

- Internet access will be allowed solely as part of the educational objectives of Redwood Day School.
- When using any organization's network or computing resources through the Internet, students must follow the rules of that network.
- Students must be supervised by an adult when using the Internet.
- When in doubt, students must ask their teacher before going ahead.

2. Unacceptable Use

Students may not send or receive anything that violates the Redwood Day School Behavioral Guidelines or the laws of the United States or the State of California.

This includes but is not limited to:

- Violations of copyrighted material
- Threatening material or messages
- Harassing material or messages
- Material or messages containing personal information such as names, phone numbers, or addresses
- Obscene or pornographic material or messages
- Sexist, racist, homophobic or inflammatory material or messages
- Advertising items for sale (or any commercial use).

When in doubt, students must ask their teacher before going ahead.

3. Limits on Internet Services

Because access to the Internet provides connections to other computer systems located all over the world, users (and parents) must understand that neither Redwood Day School nor any school staff member controls the content of the information on those other systems. Some of the information available is controversial and may sometimes be offensive to some individuals. Use of any information found on the Internet is at the student's own risk. ***Our staff will make good faith efforts to monitor student use and create projects that minimize this risk.***

4. Security Responsibilities

Students who violate security responsibilities will lose their Internet access privileges.

- Students must never under any circumstances use the Internet when a teacher is not present.
- The School reserves the right to look at all e-mail and files.

- Students must never send material or messages containing personal information such as names, phone numbers, or addresses. If any Internet correspondent asks to meet a student in person or offers a student gifts or money, it must be reported at once to his/her teacher.
- If a student identifies a possible security problem, he/she must notify the classroom teacher at once.

5. Vandalism

If students commit vandalism, they will face school disciplinary action, and may be reported to the police.

- Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system, disrupting the use of the network by others in any way.
- Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses, or hacking.

6. Network Etiquette

When students use the Internet, they must follow the generally accepted rules of network etiquette. These rules include the following:

- Always be polite. Never send, or encourage others to send, abusive messages. Never swear, use vulgarities, or use other inappropriate language.
- Cite references for any facts you present.
- E-mail is never private. The recipient of your message can easily send it on. Don't send e-mail that you wouldn't want the whole world to see.

Dress Code

The dress code is based on the principle that the dress of students, teachers, and the administration has a direct impact on the educational climate of the school. RDS continues to have a dress code to provide guidelines for the standards in attire that allow for creativity, independence, and comfort for each person, while encouraging respect for the educational environment and the dignity of the school. Students will dress for school in clean and neat attire.

- **Not allowed** – torn, holey, skin-tight or excessively baggy clothing; pajamas worn as clothing; undershirts worn as outer shirts; bare midriffs; spaghetti straps; underwear that shows.
- **Shorts, Skirts and Dresses** – The hems of shorts, skirts and dresses should be appropriate for school (e.g., should extend past the end of fingertips when standing). No short shorts are allowed.
- **Hats** - are not to be worn inside school buildings; they may be worn outside during recess and break and should be worn appropriately.
- **Shoes** – must be worn at all times on school property. No “wheely” shoes allowed. Only athletic (non-marking) shoes may be worn on the gym floor. Comfortable, practical shoes are best for school. Keep in mind that in Lower School especially, kids need to be able to run and climb; flip-flops and open-toed shoes are not recommended.

Should there be any question of whether a student is inappropriately dressed, the student will be sent to consult with the division director. If the attire is determined to be inappropriate, parents will be notified, and the child may be required to return home to change. Redwood Day School encourages parental guidance in helping children make clothing choices that are responsible and suitable. Parents are responsible for sending their children to school dressed in a manner conducive to the learning process, and they should play an active part in helping the child develop pride in his/her appearance.

Food and Lunch

The school does not provide lunches to students. Please be certain that your child has an adequate lunch each day. We encourage families to pack nutritious, protein-packed lunches, in reusable containers. Except on rainy days or special occasions, food is to be eaten outdoors at the tables. Students should not bring items that require kitchen preparation; there is no microwave available for Lower School students, and only limited use is allowed for Middle School students. Hot water is available for dehydrated foods, e.g., cup-a-soup. **No candy, gum, or caffeinated beverages are allowed. Drinks in glass bottles are not allowed.** Pre-packaged lunches are available for purchase through Kid Chow. Parents order lunches directly through Kid Chow's website: <http://www.kid-chow.com/>.

After fifteen minutes of lunch, students are excused by the playground supervisor for recess. It is the collective responsibility of students to be certain that the campus is clean and litter-free. All trash and recyclables must be deposited in the appropriate containers. Students are allowed in the school buildings only with permission of the playground supervisor and only to use the restroom or in the case of injury.

Homework

At Redwood Day School homework assignments are made with one or more of the following in mind:

- To prepare students for upcoming lessons by gathering data, experimenting with ideas, drafting writing assignments, reading background materials;
- To extend or make more meaningful a concept introduced at school by transferring or applying the concept to the home or community environment;
- To encourage creativity, originality, and curiosity by integrating diverse concepts;
- To engage students in purposeful practice relevant to his or her learning;
- To avoid strictly rote skill-building without a context of learning, investigation and challenge, especially when the student may have already mastered the skills involved in the assignment.

Homework, beginning in 1st grade, is given to complement work being done in class. In the early grades, up to one-half hour per night, Monday - Thursday, is the norm. In 4th & 5th grades, students work from 45 minutes to an hour. Other than on-going larger projects, it is the School's philosophy that weekend homework in the Lower School is avoided, honoring time for family and relaxation.

In the Middle School, classes that meet daily will have homework on Monday-Thursday evenings. Students in 6th – 8th grades should expect 1-1/2 to 2 hours of homework daily (20 - 30 minutes for each core subject). Homework assignments are posted on the RDS website. Students may have assignments which require some weekend work. In addition, longer-term assignments presume weekend attention by students. In such cases, classroom teachers will present outlines of project due dates. Students are expected to carry their planners to all classes and to record homework assignments on the day they are given and on the day they are due. Students who do not complete their required homework when due may lose all or partial credit for the assignment. Parents are encouraged to check student planners as a way to support their children. Students and parents should check with individual teachers on homework expectations and specific policies.

Study Hall is offered Monday-Thursday for students enrolled in X-Care/X-Plus. Please see section on After-School Enrichment Programs.

Chronic failure to complete homework/class work may result in academic probation and/or non-renewal of the student's enrollment agreement. Please refer to the Absences & Lateness section for information about homework in the event that your child is absent.

Lost & Found

Items left or misplaced throughout the building or on the playground will be put on the Lost & Found racks, which can be found in the Lower School building, ground floor, near the elevator. Valuable items will be left with the Front Office. Please check the Lost & Found periodically to help avoid the large accumulation of items that occurs monthly. Unclaimed items are delivered to local charities throughout the year.

Money and Valuables

Money and valuables are not to be brought to school. **Cell phones, radios, iPods, MP3 players, electronic games, and TVs are not allowed on campus.** *If any of these items are used by students on campus, they will be taken away and held by the division director until a parent/guardian comes to claim the item. Cell phones are not to be used on campus; if a student must make a phone call at school – including after school – they must request permission and use the phone in the office or X-Care/X-Plus.*

Student Supplies

In Lower School, books, workbooks, paper, pencils and supplies are provided by the school. In Middle School, students are asked to provide 3-ring binders, notebook paper, subject dividers, highlighters, pencils and pens. (Please see supply list posted on website.) The School provides students with a yearly homework planner and calendar. Individual teachers may require additional supplies.

Student Government

The Student Council Executive Committee is elected in the spring to serve the following school year. Seventh graders campaign for the offices of President, Vice-President, Secretary, and Treasurer. Each fall, two class representatives from each Middle School grade are elected to serve on the Student Council for the first half of the year. Beginning in the 2009-10 school year, there will be student representation on the RDS Green Council. Representative elections take place again in early February for the remainder of the school year. Meetings are held once a week during lunch with a faculty advisor.

Extra-Curricular Activities

Extended Care

RDS provides a rich after school program. Extended Care - X-Care/X-Plus - is offered Monday-Friday from 3:00-6:00 pm. Outdoor sports, games, cooking, and arts & crafts activities are an integral part of the X-Care program. X-Plus is a program designed especially for 6th-8th grade students and allows them to create their own program activities with the guidance of a staff Activity Leader. Healthy hot and cold snacks are provided each day for both programs.

Supervised study hall is held Monday-Thursday in the library for all students enrolled in X-Care/X-Plus from 3:30-4:30. Study Hall is voluntary, or parents can enroll their children for one or all days that Study Hall is offered.

All students must be signed out daily by an authorized individual. Written authorization must be on file for any non-parent/guardian picking up a student or if a student leaves school unattended.

RDS offers Extended Care during many scheduled school holidays and early dismissal school days. Advance sign-up and payment is required for holidays.

To reach X-Care staff between 3:00 and 6:00 p.m., please call 534-0804, x250. For any questions about the program, please contact Meredith Spencer, X-Care Director, at 534-0804, x245.

Enrichment classes are also offered after school to all students in fall and spring. Classes usually begin in late September and late January, and require separate registration and payment. A schedule of classes, fees, and registration materials are available in the Friday Folder prior to the start of classes.

Birthdays

With prior teacher approval, special treats may be brought by the student to share with classmates on his/her birthday. In choosing a snack, please stay cognizant of our emphasis on nutritious and healthy foods. Parents and students must check with the teacher or advisor in advance to discuss grade-level guidelines or any food allergies among classmates. In addition, we insist that all celebrations within school are modest in scope and amenities. We believe that birthdays at school should be acknowledged, but should not be elaborate celebrations.

Class Email/Group Lists

Classes often set up classroom email lists to communicate with other parents/guardians in their child's classroom or grade. These lists should be set up in consultation with the Room Parent Coordinator and the room parents/grade-level parents of that particular classroom (Lower School) or grade (Middle School). Lists should only be used to inform the class/grade of activities to which *all* students and/or parents/guardians are invited or to disseminate information that is related to Redwood Day School activities.

Social Events and Parties

Planning private parties and gatherings should occur outside of school hours and invitations should be mailed so that those not invited do not feel excluded. Whenever possible, include the entire class (or all class members of the gender). Students are encouraged to refrain from discussing events unless the entire class is invited. No gifts, packages or invitations are to be brought to school unless it is a class party.

Dances

Dances are held several times a year for 6th - 8th grade students. These are planned by Student Council and in conjunction with other East Bay independent schools. Sixth graders may only attend dances held at RDS. Seventh and eighth graders may attend dances held at other East Bay schools. The school dress code also applies to dances.

Field Trips

Field trips are arranged by faculty and are an integral part of the curriculum. Entrance fees and costs are covered by tuition. Blanket permission and emergency forms are completed by the parents each year. Room parents coordinate transportation. **Each school year, parents are required to provide the Front Office with a photocopy of their driver's license and their auto insurance Declarations Page showing appropriate insurance coverage (minimum Liability Insurance coverage is \$300,000) if they plan to drive on field trips. Proof of renewal must also be provided if the policy or license expires during the school year. Parents will not be allowed to drive unless the office has this on file.** Any vehicle used to transport students must be in a safe mechanical condition, including seatbelts for each person. Children weighing less than 100 pounds should not ride in the front seat. Parent drivers are expected to refrain from talking on cell phones while transporting children on school events. In the

case of an emergency, the faculty member coordinating the activity is responsible for decision making and informing the school of events as they develop.

Interscholastic Sports

RDS offers a variety of after-school sports for grades 6-8, including co-ed flag football, soccer, and cross country (fall), boys' and girls' basketball (winter) and co-ed volleyball, baseball, track and field, and Ultimate Frisbee (spring). Sports are played interscholastically with other independent and public schools in the East Bay. For further information on the athletic program, please contact Athletic Director Meredith Spencer at x245.

Details for Parents

Assemblies

School Assemblies are generally held on Wednesdays from 10:50-11:35 a.m. in the gym. Programs include class performances, invited guests, school announcements, recognitions, multi-cultural programs, and enrichment programs. Occasionally, special assemblies are held on different days or at different times due to artist/speaker availability, or so that we can offer age-appropriate programs. Parents are welcome to attend any assemblies.

Donations

Donation offers of computer equipment, office furniture, etc. should be coordinated through the Advancement Office. Redwood Day School tries to keep its equipment current and compatible with existing assets. Therefore, please contact the appropriate staff member *before* bringing in your donation. Redwood Day School cannot use and will not accept broken or obsolete computer equipment, old furniture, or vehicles. People donating items to the School may request a tax-deductible gift form from the Advancement Office.

Emergency Preparedness

Students participate in regularly scheduled fire and earthquake drills throughout the year. Faculty and staff are regularly trained in emergency procedures. The School keeps emergency supplies (food, water, medical) in secured, fireproof on-site storage. Parents, particularly parents of younger children, may choose to provide their own "emergency kit," which will be placed in the School's emergency shed. Family-supplied kits must be sealed, have the child's name written clearly on the outside of the kit, and be no larger than 10" x 10" x 2."

Friday Folder

Friday Folders contain weekly letters from the Head of School, important weekly notices, reminders, updated calendars, and information about current activities in the School. Friday Folders are only for Redwood Day School-related communications and events. Parents should contact the Communications Chair of the RDSPA, Brenda Kienan (Brenda@tauberkienan.com), or Beth Frankland (x238) for approval of any items submitted for the Friday Folder. All items must be submitted by Wednesday at noon of the week of distribution. (PA deadline differs; check with Communications secretary.) The Friday Folder is distributed electronically to all families each Friday, except in the case of shortened weeks due to holidays, conferences, etc. ***It is important for parents to read the contents of the Friday Folder.*** The Friday Folder is also available on the website. If you currently do not receive the Friday Folder electronically, please sign up by sending a request to subscribe@rdschool.org from the email address you would like it sent to.

Website and Electronic Communication

Our website, www.rdschool.org, provides current information on topics ranging from admission to Parents' Association information, to sports team schedules. The website also contains updated calendar information. The user name is "rds" and the password is "engaged."

Notices are often sent out to the RDS community via classroom or grade-level email lists. Parents are asked to notify the School if their email address changes during the year.

Head Lice Policy: No Nits (Lice Eggs)

No parent or school welcomes an outbreak of lice – but unfortunately, outbreaks are inevitable. Our goal is to minimize as best as possible the impact on families, staff, and most important of all, the educational process. So that we can decrease the duration of an outbreak, Redwood has a “no lice, no nits” policy.

We ask parents/guardians to notify us immediately if lice are found, by contacting Rebecca Denison for Lower School, 534-0804, x282, rdenison@rdschool.org, or Jeanne Coyne Song for Middle School, 534-0804, x226, jcoyne@rdschool.org. Because lice are easily spread, it is helpful if you can tell us who else may have been exposed at a sleep-over, play-date, or even a carpool. We ask that you also contact the other families of children who may have been exposed. (We do our best to keep this information confidential and limited to the group of teachers and administrators involved.) Before the student returns to class, the student needs to be checked by designated parents or RDS staff to be sure that the student is free from lice/nits. The parent/guardian needs to accompany the student to school for this check. We rely on a group of parent volunteers who have been trained to check for lice to perform our lice checks. If any lice or nits are found, the child will be sent home. The child may return to school only after all the lice/nits have been removed.

Parent volunteers will check all students in the class to determine the extent of the outbreak. To the extent possible, we will try and avoid disrupting the academic process. Students with lice or nits will be removed from class and sent home for treatment, along with information on treatment options. The other families in the class will receive an e-mail notice that there has been an outbreak, along with information on treatment.

Students who have been sent home can return to school once they are free of lice, but must be checked before returning to class with a new change of clothing, or bring in a doctor/nurse clearance note or a clearance certificate from “Lice Control” or another acceptable commercial company that removes lice and nits. There will be a follow-up check approximately a week later in case nits were missed, or in case the source of the infestation has not been remedied.

In extreme cases, if a student is continually re-infected with lice and consistently re-infests his or her classmates, that student may be asked to leave RDS until the School believes that the problem is fully resolved.

We must emphasize that lice outbreaks happen in all kinds of schools and all kinds of households. We try very hard to not make children feel bad or ashamed about having lice. We ask that parents cooperate with us in this effort to reduce the negative perception often involved in lice outbreaks.

Keeping RDS free of lice must be a joint effort between the School and families. Parents must remain vigilant when notified of an outbreak, and continue to perform head checks for several weeks if they were exposed.

Any parent/guardian who is willing to join the “Lice Buster Team” will be especially welcome. Our school staff is unable to dedicate the time to performing classroom checks so we rely on parents to perform this duty. Your help will be greatly appreciated! Contact parents Monica Lent (lent.monica@gene.com) or Lori Wheeley (wyldweeds@aol.com) if you are willing to help out.

Additional information about how you can identify/treat/prevent lice is available at the RDS website: http://www.rdschool.org/Community/Parent_Association/volunteer#lice

Photocopying

The school photocopy machines are not available for student use. Parent use is limited to supporting school events and should be pre-scheduled with the office to insure availability and sufficiency of supplies.

Religion

Redwood Day School is a non-sectarian school that fosters respect for all cultures and religions. Religious and cultural ceremonies are observed throughout the year. Accommodations for homework responsibilities are regularly made for children who participate in religious observances.

Security

Redwood Day School strives to maintain a safe and secure campus. We have staff security personnel in front of the School at morning drop-off and after school for pick-up to ensure safety; the side gate is open only when security is present in front of the School. At other times, please enter and exit through the front door that leads into the Gallery. All visitors are required to sign in at the front desk in the Gallery. We ask everyone to greet any unfamiliar person and introduce yourself to that person, directing him/her to the Front Office. This will help all of us become better acquainted with our own community. If you ever have reason to believe someone on our campus does not belong here, please notify the first staff member you see.

Telephone Calls and Messages

Except in cases of emergency, telephone messages to students are discouraged. Unless permission has been given by a staff member, students may not use the telephones in the Front Office. Student telephone calls must be made during non-instructional time. Please remember that students are not allowed to have cell phones on campus; we ask your cooperation in maintaining this policy.

Faculty may be contacted directly through voice mail, which can be accessed by dialing 534-0804, then the extension. Faculty and staff will make every attempt to return calls and email within 24 hours.

Visitors & Visiting Classrooms

All visitors to Redwood Day School must check in at the front desk. To avoid disruption to the academic program and to ensure safety for the students, parents and visitors should not enter classrooms during the school day without the teacher’s prior approval.

Parking, Carpool, And Public Transit

Traffic Policy

The purpose of Redwood Day School's traffic policy is to:

- reduce risk and improve safety
- support ease of access for our families
- maintain ease of access for all neighbors to move in and out of the neighborhood with minimal disruption during high traffic periods
- maintain good relations with our neighbors

Driving Rules

When driving to drop off, pick up, or to park for an extended period of time, the following rules are essential for safe entry and exit:

- Please use caution and do not drive fast when approaching school and in the parking lot.
- No students should be picked up or dropped off while the car is stopped in the center lanes of traffic.
- All cars should pull to the end of the white zone on the curb for drop-off and pick-up.
- Cars should never be left unattended at the front curb during drop-off or pick-up.
- Please respect the intentions of RDS staff who are directing traffic and follow their directions. They are there for your and your child's safety.
- No parking is allowed on the east side of Sheffield Avenue, Sausal Lane or McKillop Place.
- For student pick-up, please place the placard that was sent to you with your child's name and grade on your dashboard or visor. This system facilitates our getting your child into your car as quickly as possible.

Sheffield Avenue Drop-Off (7:45 A.M. – 8:15 A.M.)

Drivers of cars dropping off children between 7:45 a.m. and 8:25 a.m. should pull to the end of the white curb in front of the school entrance. *Drivers who have to leave the car must use one of the parking lots.* Once children are safely on the sidewalk, cars are expected to stay inside the cones and pull all the way up to the end of the white zone before entering the flow of traffic. Under no circumstances are children allowed to exit on the left side of the vehicle. Cars seeking to make a U-turn should do so only at the stop sign located at the corner beyond the School.

Sheffield Avenue Pick-Up (3:00 P.M. – 3:30 P.M.)

Students are dismissed at the following times: Kindergarten & 1st Grade at 3:00 p.m.; 2nd grade at 3:05; 3rd grade at 3:10; 4th & 5th at 3:15; and sixth through eighth grades at 3:20. Parents of Middle School students are asked to arrive at 3:30. ***All drivers should arrive 5 minutes after the time designated for the oldest child in the carpool*** to facilitate a smooth flow of traffic. If a driver arrives too early for pick-up, she/he will be directed to move away from the loading area.

Side Parking Lot Use

If you are visiting school for any extended period of time, please use the side parking lot. Children may be picked up after school by a parent, guardian, or childcare provider in front of school or in the yard and then escorted through the gate on the Lower School yard to the side parking lot. Parents must manage the children in their care to ensure their safety. Under no circumstances should children be allowed to walk to a parked car without an adult.

Because the driveway is narrow, it is essential that all drivers take extra precautions to assure a safe entrance and exit. When entering the parking lot itself, be sure to move counterclockwise around the parking lot. Please park along the fence and fill up the spaces in the center only after all fence spaces are taken up.

White Loading Zone

The white painted area directly in front of the School is specifically designated as a loading zone during the hours of 7:30-9:00 a.m. and 2:30-4:00 p.m. on school days. Do not leave your car unattended during these hours as it interrupts drop-off and pick-up. You may be ticketed by the City of Oakland.

Front Parking Lot Use

The front parking lot is reserved for visitors and emergencies. It should not be used for 8:00-8:30 a.m. drop-off or 3:00-3:30 pm pick-up. Also, at no time should anyone exit the front parking lot by backing onto the street. Do not park in unmarked stalls; we must leave the area next to the Middle School gate free for emergency vehicles.

Carpooling and Public Transit

All staff and parents are encouraged to arrange carpooling or to use public transit whenever possible. For major events, parents are requested to organize carpools to minimize the number of cars requiring parking, thereby reducing the effects on our neighbors.

Parking for Large Events

Parking for large events such as Back-to-School nights and art and science fairs may spill over onto the street as parking lots are filled. ***No parking is allowed on the east side of Sheffield Avenue, Sausal Lane or McKillop Place*** to assure accessibility of emergency equipment as well as ease of access for all neighborhood traffic. Additional parking is available on MacArthur Boulevard. Redwood Day School will provide traffic monitors before and after the events to direct the flow of traffic and to answer questions.

Bicycles

Bicycles may be ridden to and from school and are to be stored (locked) in assigned areas only. Bicycles, skate boards and roller blades are not to be ridden on school grounds and must be locked up during school and X-Care hours.

The Redwood Day School Parents' Association

Parents working together for our children



Mission:

The Redwood Day School Parents' Association (RDSPA) is a parent-run organization that enriches the School experience by building community among parents, faculty, and administration, fosters community and friendship, and supports our children's education through volunteerism and philanthropy.

Through its work the RDSPA:

- ❖ Promotes volunteer opportunities, parent education programs, and school events that foster community and encourage participation
- ❖ Supports the School's mission, philosophy and strategic plan
- ❖ Facilitates communication between the parent body and the School
- ❖ Sponsors fundraising initiatives that augment the School's resources

Every Redwood Day School parent is a member of the Parents' Association and is encouraged to participate. The Parents' Association committees include one-time and on-going opportunities; there are volunteer opportunities that will meet all parent/guardian's schedules.

We believe that parent involvement helps enrich and create a better environment for all RDS students and fosters a better community overall. To access more information about the RDSPA, including a current calendar of activities, please visit our section of the RDS website at:

http://www.rdschool.org/Community/Parent_Association

Committees are listed in alphabetical order below. If you are unsure how you can participate, please contact Debbie Degenshein (Lower School Parent Participation Coordination, 510-663-2120) or Tracey Borst (Middle School Parent Participation Coordinator, 510-339-7004) for additional information. Committee chair(s) contact information for all committees is below.

RDSPA Committees

Art – Grades K-8

Malia Connor – mconnor@rdschool.org

Under the guidance of the School's art instructors, parent volunteers work in the art room on a scheduled basis and assist students with class activities. Parent volunteers also provide support as needed for special activities, such as the annual spring art shows.

Book Fair
Debbie

Sigrid Duesberg – ssachs@calmail.berkeley.edu
Edack – dedack@mac.com

The Book Fair runs for a week in November. A wide range of books is available for all ages, and shoppers can buy books for themselves, for the library, and for classroom use. Events associated with the Book Fair include the middle school Book Bug Boogie, author visits, and a Teacher Preview. Volunteer activities include staffing and cashiering, set up and take down, event planning, decorations and promotion.

Caring

Lisa Kaplan - lisak_k@yahoo.com
Dana Wiltsek – Dana.Wiltsek@mac.com

The Caring Committee is a group of RDS parents who volunteer to help out when any family/member of the RDS community-at-large is in crisis or transition and needs some extra support such as meals, carpooling, grocery shopping, etc. By having a large group of volunteers, the responsibilities can be shared throughout the year, so no one person gets overburdened.

Crab Feed

Nina Greenwood - Ngwood@aol.com
Ellen Jaffe - ejaffe@pacbell.net

This casual fundraising event is held in late January or February. Planning tasks center around event planning, marketing, program publication, and volunteering at the event.

Faculty & Staff Appreciation

Jennifer Edmister – toejrb@earthlink.net
Jennifer Wineman - jen@manmans.com

The Faculty Appreciation Committee provides snacks for faculty and staff and organizes monthly luncheons. The committee provides faculty and staff with birthday cards, gift certificates and tickets to local cultural events.

Fall Picnic
Alicia

Amy Briggs - abriggs@manatt.com
Fenrick - aliciafenrick@comcast.net

The Fall Picnic is an annual social community building event at the beginning of the school year. Volunteers are involved in the event planning, publicity, phone calling, set-up/cleanup, organizing food and games, etc.

Generations' Day

Ryan Helton – rhelton@rdschool.org
Deborah Hamilton – deb.hamilton@comcast.net

This event, held the week of Thanksgiving, is coordinated by the Advancement Office, and is entirely staffed by RDS parents. Volunteer duties include set-up/cleanup, greeting guests, serving brunch, taking pictures and more.

Governance

George Horton – georgeleehorton@yahoo.com

The committee will recommend a framework for the structure and operations of the Parents' Association that will include the lower and middle schools, as well as the upcoming high school. As part of this work, the Committee recommends bylaws appropriate for this framework.

Green**Carolyn Call** – carolynsc@sbcglobal.net**George Horton** – georgeleehorton@yahoo.com

The Green Committee promotes sound environmental practices within and beyond the RDS community. Specific volunteer tasks will depend on individual interests, but may include staffing specific initiatives, gathering information, organizing, and communications.

Hospitality Erica**Kisch** - ericakisch@yahoo.com**Marylou Karp** - mk2567@att.com

Chairs coordinate with the Parents' Association, Director of Outreach & Admissions, and Division Directors to host events. Volunteer duties include providing set up and clean up of snacks, coffee, tea and goodies for Back-to-School Nights, Art & Music Nights, Science Fairs and more.

Library Susan**Weeks** – susan@emervystreet.com**Leslie Rossman Nelson** - lrossman@pacbell.net

Under the guidance of the school librarian, volunteers assist students with library activities (mostly during their child(ren)'s library hours) and help maintain library materials on a scheduled basis throughout the year.

Lice Busters:**Monica Lent** - lent.monica@gene.com**Lori Wheeley** - wylldweeds@aol.com

The Lice Busters committee works to reduce lice exposure at RDS by providing information to parents and conducting grade-level inspections at school.

Prism**Carolyn Chun (Communications)** -Carolyn.y.chun@bankofamerica.com**Shari Unitan (Education)**- msmft1@comcast.net**Leah Hoskins (Activities)** - mamahoskin@gmail.com

The Prism Committee consists of members of our community who gather to discuss diversity at RDS and the world at large. The Committee holds events to bring the community together to increase understanding, to enhance the richness of differences and to promote the beauty of our similarities. Activities include book clubs, parents' nights, and communication and distribution of information to faculty, students, parents and prospective families.

Scrip Rob**Vawter** – Robvawter@gmail.com

Scrip is a fundraising tool in which RDS receives a percentage of the proceeds of purchases made by RDS supporters (parents, staff, friends) at participating retailers (Safeway, Andronico's, etc.) Volunteer activities include marketing, making phone calls, distributing paper scrip, etc.

Speaker Series**Helena Weiss-Duman** – helenawd@comcast.net

This committee hosts several focused lectures and discussion groups throughout the year, including the Parent University in January. Programs are geared toward parenting children at various ages and grade levels. Tasks include scheduling speakers, publicity, phone calling, record keeping, planning evening meals and some clean up.

Spring Fundraiser (Auction)**TBD**

The auction is a cornerstone of our fundraising activities at RDS. Planning tasks center around event planning, marketing, program publication, data entry and acquisitions, and volunteering the day of the event.