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## **Redwood Day School Philosophy, Policies, Governance, and Finances**

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### **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 rigorous 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**

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#### **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 20 individuals who are elected for three-year terms - including two faculty trustees who serve two-year terms - as well as the Head of School and the Parents' and Guardians' Association President, who serves as RDSPGA 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 Lower School Director, who is responsible for grades K-5; the Chief Financial Officer; the Director of Admissions; the Director of Financial Aid; the Director of Advancement; the Technology Director; the Director of After-School & Athletics; 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 and guardians is the policy on the use of the School's name and its family 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 and guardians 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 might, through a letter addressed to the Board of Trustees (care of RDS), file a grievance.

## **School Administration**

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### **Head of School – John Loeser**

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 & Middle School Director – Clarence Perkins**

The Assistant Head of School and Middle School Director is responsible for overall curriculum development for 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 or guardians have questions about general Middle School policies or procedures, they should make an appointment with the Middle School Director. Parents and guardians 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 families, and ensuring adherence to school policies. If parents or guardians have questions about general Lower School policies or procedures, they should make an appointment with the Lower School Director. Parents and guardians who have questions about their child's progress are asked to speak directly with the classroom teacher.

### **Chief Financial Officer – Na'eem Salaam**

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

### **Director of Admissions – Cheryl Ting**

The Director of Admissions oversees admissions processes and procedures on behalf of the School. She is responsible for coordinating and facilitating events related to prospective students and families. The Director of Admissions collaborates with the Director of Advancement on marketing

and public relations efforts to ensure that Redwood Day School and its mission are visible to the broader community. Please contact Cheryl Ting with any enrollment questions.

### **Director of Financial Aid – Katrina Lappin**

The Director of Financial Aid oversees the School's need-based financial aid program. She works with the Financial Aid Committee to develop and implement policy, and assists returning and new families with the financial aid application process. Families are encouraged to contact Katrina Lappin with any financial aid questions.

### **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 maintain a strong relationship with the Parents' and Guardians' Association. She coordinates the School's public relations and marketing efforts in collaboration with the Director of Admissions, as well as coordinating all internal and external communications, including the Friday Folder and website content.

### **Director of After-School & Athletic 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 families, 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 email systems and the technological aspects of the website, as well as teaching model lessons in the Middle and Lower Schools.

### **Senior Executive Administrator – Derek Clark**

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

## **Finances and Fundraising**

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### **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 following, re-enrollment contracts for the next academic year are mailed to parents and guardians 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 each student. Tuition payments may be made in a variety of ways:

- One-Pay: All tuition (less the deposit) and fees for the year prepaid on or by 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 (less deposit) payable in ten equal monthly payments (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 (\$80) and a new student fee (\$100). Families may voluntarily pay \$50 to support the Parents' & Guardians' Association. Redwood Day School does not require payment of any other fees.

Extended Care: Parents and guardians may include the cost of Extended Care (available from dismissal until 6:00 p.m.) with their tuition payments by indicating the desired number of hours on their enrollment contracts. Extended Care can be purchased as "unlimited usage" or by the hour. The value of unused hours for non-unlimited users will automatically roll over to the following school year or can be refunded at year-end. Additional Extended Care hours also can be purchased during the year on an "as needed basis."

### **Financial Aid**

Redwood Day School is committed to an economically diverse community. The financial aid program aims to support this commitment to diversity by providing strictly need-based tuition assistance to a broad range of families. Families must apply for financial assistance each year by the stated deadlines (available from the Financial Aid Office in October), which are generally early December for returning families and mid-to-late January for new families. The School utilizes School and Student Services by the National Association of Independent Schools as an outside resource to help determine a family's need. This application is supported by other materials, such as federal tax returns. Families are encouraged to contact Katrina Lappin with questions about the program or to request a financial aid packet (also available on the RDS [website](#)).

## 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 tuition and the actual cost of educating your child at RDS. Each fall, all parents and guardians, 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' and Guardians' Association Fundraising

The Parents' and Guardians' Association (PGA), 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' and Guardians' Association meet with the Head of School to discuss program areas and site enhancements that fundraising by the Association might support. The PGA conducts several fundraisers each year. They include the Book Fair, the Spring Gala & 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 grade to which they are applying, and who will contribute academically, socially, and personally to the diversity and balance of the 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 mid-November, and priority assessments are held on weekdays in early-December. Priority applicants will be notified of enrollment decisions in mid-December, and priority admissions contracts will be mailed with RDS re-enrollment contracts in late January. Priority applications received or assessments scheduled after the stated priority deadline will be considered with the general application pool.

## **Parent & Guardian/School Relations**

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### **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 and guardians are encouraged to assist in the education of their children by taking an active interest in their children's work and life at school. You can support your child's education by getting to know classmates, teachers, and other families 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/Guardian Support**

Parents and guardians who have chosen to send their child to Redwood Day School have made an informed decision; therefore, we assume parental/guardian 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 and guardians 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 and guardians do not receive a satisfactory response, they should then take their concern to the Division Director, who will work with the parent/guardian 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 parents, guardians, 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**

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### **The General Calendar**

The academic year begins at the end of August or early September and ends by mid-June. Faculty returns to school in late August to prepare for the return of students. Parents and guardians of all Lower School students have an initial pre-conference meeting (mini-conference) or conversation with classroom teacher during the first month of school. In Middle School, advisors will contact parents and guardians of all new students for a telephone or on-site conference. The online calendar can be located at: <http://www.rdschool.org/community/news-events/calendar>.

## Conferences/Progress Reports

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

In Lower School, K-5 students are assessed on specific skills, and core teachers issue narrative evaluations after each trimester; specialists write comments for each child one trimester per year. 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 addition, students receive a snapshot of their current grade in each of their core classes. The twice-yearly conferences are held with the student's advisor.

Electronic progress reports are sent approximately ten to fifteen days after the close of the trimester.

## Standardized Testing

As an accredited member school of the California Association of Independent Schools (CAIS), we administer standardized tests to all students in grades 3-8. The School administers the CTP IV from the Education Records Bureau (ERB) and believes that the tests can be an effective tool in a student's educational career. Test results allow the School to evaluate curriculum, to assess a child's development over the course of many years, and to compare our students with those in public, suburban, and independent schools. Redwood Day School holds that these tests provide only one picture of a student's academic assessment that is neither complete nor definitive.

During the eighth-grade year, students who apply to religious or independent high schools will be required to take one or more standardized tests as part of the admission process. The school offers a test preparation course during the fall.

As a school that emphasizes academic excellence, RDS feels that 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/news-events/calendar>.

Parents and guardians will want to note in their own calendars information about early dismissal days, holidays, parent/guardian/student/teacher conference days, and special events.

To avoid conflicts, parents and guardians scheduling group meetings at the School, class events, and RDSPGA events must fill out a Room Request Form. This form is available from the Advancement Office.

## Forms and Mailings

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

- medical and emergency form (information required by state law)

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- publication of student work and images policy
- acceptable use of technology policy and contract
- field trip authorization form (required for all children before going on any field trip)
- DMV field trip form (required for all volunteering to be a driver for field trips, etc.)

*Parents and guardians 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, cooking, and physical education are part of our program. Lower school also has gardening classes; middle school also has drama and Friday afternoon activity groups. 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/curriculum>.

## The School Day

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### Arrival and Dismissal

#### Lower School

Lower School students may arrive daily between 7:45 – 8:15 a.m. for early morning supervision in the Helen Dittmer 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 am and go to the gym, where the Middle School faculty provides supervision. Middle School classes begin promptly at 8:10 a.m. Students are not allowed in classrooms without adult supervision. Middle School students are dismissed at 3:20 p.m. unless otherwise notified.

Students are dismissed at:

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

Lower School parents and guardians should arrive for pick-up five minutes after your child is dismissed; Middle School parents and guardians should pick up between 3:30 and 3:45. 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.

**Half Day dismissal times** are:

- 11:45 a.m.** for kindergarten and 1st grade
- 11:50 a.m.** for 2nd and 3rd grades

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**11:55 a.m.** for 4th and 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.

**Early dismissal times** are:

**2:00 p.m.** for kindergarten

**2:05 p.m.** for 1st and 2nd grades

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

**2:15 p.m.** for 5th grade

**2:30 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 or guardians 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 and guardians are requested not to remove their children for travel during regular instructional periods or to extend school holidays.

### **Absences and Lateness**

Parents and guardians are asked to telephone the School by 8:30 a.m. each day when a child is absent. Middle and Lower School parents and guardians should call the School absence line (534.0804, x280). Your child's teacher(s) will be informed of his or her absence. If a student is not in class by 8:30 a.m. and the School does not have a reported absence, parents or guardians will receive a call from the School. Students are responsible for all work missed during absences. Families should identify a "homework buddy" in advance who will secure assignments, papers, etc. for when their child is absent. Lower School parents/guardians/students should contact their teacher directly regarding missed assignments, while Middle School parents/guardians/students can obtain missed assignments from the RDS website. Please do not call the 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 Front Office to get a tardy slip.

#### Middle School

Middle School begins promptly at 8:10 a.m. All students who arrive late must check in at the Front Office, obtain a tardy slip, 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. Families will be notified if a student is frequently tardy.

In order to ensure 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 a teacher gives permission. After twenty minutes, either the parents or guardians 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 guardians and ask them 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 without the assistance of medication. This is especially important in light of 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 a member of the Extended Care staff. 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 or guardian indicating time and dosage information. Students may not keep medication (other than prescription inhalers or EpiPens) in their classrooms, backpacks, or in pockets. A log of all medications and first aid administered is kept 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**

The Helen Dittmer Library is open at 7:45 a.m. each day for Early Morning Care and remains open throughout the day. Kindergarten through fifth 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 and guardians 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/district/servlet/presentdistrictloginform.do>.

## **Student Life**

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### **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 each 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:

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- 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 Redwood Day 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 or guardian to inform the parent/guardian of the problem. Alternatively, the Division Director may find it more appropriate to call the parent or guardian directly, with consultation from the teacher involved. A parent/guardian/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
- sexual activity
- possession of weapons (including knives, guns, or any type of tool/gadget that may be used as a weapon)
- possession of pornographic or sexually explicit material

### **Academic Integrity**

Academic integrity is essential at Redwood Day School.

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 Assistant 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 results of this 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 Helen Dittmer Library, and in the computer lab to students who have returned a completed and signed 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 or harassing material or messages
- harassing
- 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 and guardians) 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 email and files.

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- 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.
- This 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.
- Email is never private. The recipient of your message can easily send it on. Don't send email 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; flip-flops.
- **Shorts, Skirts, and Dresses:** the hems of shorts, skirts, and dresses should be appropriate for school (i.e., 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 are 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, students need to be able to run and climb; flip-flops and open-toed shoes are not allowed.

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 and guardians 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 and guardians 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, waste-free lunches, in reusable containers and to send drinks in thermoses or reusable containers. Students, faculty, and staff who bring waste-free lunches will be honored for their efforts to reduce waste and improve the environment on Waste-Free Wednesdays.

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 microwave use for Middle School students. Hot water is available. **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 and guardians order lunches directly through Kid Chow's website: <http://www.kid-chow.com>.

It is the collective responsibility of students to be certain that the campus is clean and litter-free. Students will be asked to help clean up should they not properly dispose of their individual waste. All compost, recyclables, and trash must be deposited in the appropriate containers. Students are allowed in the school buildings during lunch and lunchtime recess 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, and/or 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 first grade, is given to complement work done in class. In the early grades, up to one-half hour per night, Monday - Thursday, is the norm. In fourth and fifth grades, students work from 45 minutes to an hour each night. Other than on-going larger projects, it is the School's philosophy that weekend homework in the Lower School is to be 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 that 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

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required homework when due may lose all or partial credit for the assignment. Parents and guardians 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 buildings or on the playground will be put on the Lost & Found racks, which are located in a closet on the second floor of the Lower School near the business offices. 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 donated to local charities at the end of the month.

### 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 students on campus use any of these items, 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 – he or she must request permission and use the phone in the office or X-Care/X-Plus.*

### Student Supplies

In K-4th grade RDS provides books, workbooks, paper, pencils, and supplies. In 5th-8th grades, students are asked to provide three-ring binders, notebook paper, subject dividers, highlighters, pencils, and pens (please see supply list posted on website). In 4th-8th grades, 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. Sixth-graders can campaign for the offices of 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. Meetings are held once a week during lunch with a faculty advisor.

Additional leadership opportunities include student representation on the RDS Sustainability Council. In order to be considered, rising sixth- to eighth-grade students submit a statement of interest to the Sustainability Council. The Sustainability Council Chair and the Middle School Director review submissions and appoint representatives to serve for the following year. Meetings are held once a month during Study Hall or after school.

## **Extra-Curricular Activities**

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### **Extended Care**

Our after-school programs for grades K-5 (X-Care) and Middle School students (X-Plus) are designed to provide a safe and engaging place for students to interact from dismissal-6:00 p.m. We strive to provide the necessary balance between structure and free play. We offer sports, games, and daily activity clubs taught by our staff. We serve two snacks daily: an organic fruit snack at dismissal and a prepared snack at 4:30. We make it a priority to use quality, locally grown ingredients and avoid processed foods.

Supervised Study Hall is held Monday-Thursday in the Helen Dittmer Library for all students enrolled in Extended Care from 3:30-4:30. Study Hall is voluntary, or parents and guardians can enroll their children for one or all days that Study Hall is offered.

All students must be signed out daily at the Front Office 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 in-service days, conferences, and some school holidays. Pre-registration and payment are required. Extended Care is also available on early dismissal school days.

To reach Extended Care staff between 3:00 and 6:00 p.m., please call 534.0804, x201. For any questions about the program, please contact Meredith Spencer, Director of After-School & Athletic Programs at 534.0804, x245.

Enrichment classes are also offered after school to all students in fall and spring. Classes 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**

We believe that birthdays at school should be acknowledged, but should not be elaborate celebrations. In Lower School, birthday celebrations and snack guidelines are provided by core teachers on Back to School Night(s). Middle School advisories celebrate birthdays once each trimester. In choosing a snack, please stay cognizant of our emphasis on nutritious and healthy foods. Parents, guardians, and students must check with the teacher or advisor in advance to discuss grade-level guidelines and any food allergies among classmates. In addition, we insist that all celebrations within school are modest in scope and amenities.

### **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 by the room parents/grade-level parents of that particular classroom (Lower School) or grade (Middle School) in consultation with their respective Parents' and Guardians' Association Parents-at-Large. Lists should be used only 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. Please see the PGA's Code of Online Conduct: [http://www.rdschool.org/community/parents-association/meeting-notes/PGA\\_CodeOnlineConduct2010-11.pdf](http://www.rdschool.org/community/parents-association/meeting-notes/PGA_CodeOnlineConduct2010-11.pdf).

## 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 7th-8th grade students. These are planned by Student Council and in conjunction with other East Bay independent schools. Sixth-graders may only attend the Spring 6th grade-only dance. Dances are chaperoned by school employees. The dress code and all school rules of conduct also apply 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. Parents and guardians must complete permission and emergency forms each year. Room parents/grade-level parents coordinate transportation. We require your driver's license information (name as it appears on your license, license number, issuing state, and expiration date) and auto insurance information (name of your insurance carrier, policy number, and expiration date). We do not require copies of your insurance policy. This information will be forwarded to our insurance broker, who will then run a DMV record check and provide us with a list of authorized drivers. Your privacy will be maintained – only a trained and bonded employee of the broker will see your report, and it will not be used for any other purpose. **Parents/guardians must be on the approved list in order to drive children on school-related trips.**

Any vehicle used to transport students must be in a safe mechanical condition, including seatbelts for each person. **Children weighing less than 100 pounds must not ride in the front seat.** Drivers are expected to refrain from talking or texting 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 athletics for grades 6-8, including co-ed cross country, flag football, and soccer (fall), boys and girls basketball (winter), and co-ed track and field, ultimate Frisbee, and volleyball (spring). Sports are played interscholastically with other independent and public schools in the East Bay. For further information on the athletics program, please contact Meredith Spencer, Director of After-School & Athletic Programs at 534.0804, x245.

## Details for Parents and Guardians

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### Asbestos Hazard Emergency Response Act (AHERA) Notification

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This required schools to be inspected to identify any asbestos-containing building materials. All Redwood Day School buildings have been inspected by an outside environmental firm. Any suspect materials were

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sampled, tested, and rated according to conditions and potential hazard. No hazardous conditions were identified, and all asbestos-containing materials (ACM's) were found to be in good condition.

It's important to know that virtually all buildings constructed before the 1970's probably were built using at least some materials that contained at least some minimal level of asbestos. Examples include 9" floor tiles, sheet rock joint compound, pipe insulation, tile mastic, etc. Such materials are not considered dangerous if they are encapsulated (putting carpet over floor tiles), inaccessible (insulated pipes buried in walls) or in good condition (sheet rock joint compound that isn't flaking and is sealed with paint).

AHERA requires that schools develop an asbestos management plan to monitor any known or suspected ACM. The plan has several ongoing requirements, including notification, developing an ACM management plan, designating an asbestos coordinator, training the support staff about asbestos and how to deal with it, and notifying short term workers such as sub-contractors of the locations of any known or suspected ACBM. This management plan is available for inspection.

To insure that ACM's remain in good condition, at least every six months, the designated asbestos coordinator inspects all areas known or suspected ACM's are located. Any deterioration will be handled immediately by qualified personnel.

Every three years, the school is required to be re-inspected to determine if any known or suspected asbestos-containing building materials (ACM) have changed and to make recommendations on managing or removing the ACM.

It is Redwood Day School's intention to comply with all federal and state regulations controlling asbestos, and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan upon request. To do so, please contact:

Heather Hougey  
510.534.0804, x233

## Assemblies

School assemblies are generally held on Wednesdays from 10:50 -11:35 a.m. in the gym and/or multipurpose rooms. Programs include class performances, invited guests, school announcements, honorings, 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. The assembly schedule is posted on the School website calendar, and parents and guardians are always welcome to attend.

## Donations

Donation offers of computer equipment, office furniture, or other gifts-in-kind 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.

## Electronic Correspondence

At Redwood Day School we save an immense amount of paper by using email as our primary mode of communication with families. We need your help in making sure we have the most current contact information for you and that you are actually receiving our emails. We use these email lists to send out report cards, middle school three-week reports, billing statements, weekly letters from lower school teachers and division directors, information on scheduling parent/teacher conferences, and emails from room parents. **Without a correct email address in our system, you will not receive important information from teachers, report cards, or billing statements from our Business Office.** We also send out our weekly Friday Folder electronically with news of school events and learning highlights.

Families enter the RDS email system through the information they supply on their contracts each year. In the summer, we send home a printout of the information we have on file for you and ask that you return it with any changes. Even with the correct information in our system, you still may not get our email if your mailbox is full. Also, some email providers filter our email correspondence into your junk mail box by default. For information about setting your junk mail filters to pass through email from our various lists, please visit <http://www.rdschool.org/community/parent-resources/email-rds>.

- **You** can let us know when your contact information changes by filling out a form on our website:  
<http://www.rdschool.org/community/family-resources/change-address>.
- For questions about the information we have on file for your family please contact the Registrar
- For questions about your child's snapshots or progress reports feel free to contact the teacher or advisor of concern or their division heads, Denise Breland or Clarence Perkins
- For questions about billing please contact the Business Office
- For technology questions please contact the Technology Office

## Emergency Preparedness

Students participate in regularly scheduled fire, earthquake, and shelter-in-place 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 and guardians, those 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

The electronic Friday Folder contains 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 Secretary of the RDSPGA or Director of Advancement at for approval

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of items submitted for the Friday Folder. All items must be submitted by Wednesday at noon of the week of distribution (PGA 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 and guardians to read the contents of the Friday Folder every week.* The Friday Folder is also available on the website.

### Website and Electronic Communication

Our website, [www.rdschool.org](http://www.rdschool.org), provides current information on topics ranging from admission to Parents' and Guardians' Association information to sports team schedules. The website also contains updated calendar information. **Each parent or guardian has an individual user name for login and a personally selected password.**

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

### Image Use Policy

Redwood Day School regularly uses photos and videos of current and former students and samples of their work in a variety of media to illustrate the vibrant life of our educational community. These media may include school publications (including e-newsletters, Annual Report, and other print publications), the School's website, advertisements, admissions materials, and social media. It is our policy that individual students' images will never be identified by name when used in this way and that samples of students' class work will never be identified with their last name. Families who prefer that images of their child(ren) or samples of their work not appear in school-related publications, promotional materials, or social media are asked to inform the Director of Advancement in writing.

### Head Lice Policy: No Nits (Lice Eggs)

No family 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. To decrease the duration of outbreaks, RDS 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, or Jeanne Coyne Song for Middle School, 534.0804, x226. Because lice are easily spread, it is helpful if you can tell us who else may have been exposed at a sleepover, 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.)

Parent/guardian volunteers will check all students in the class to determine the extent of the outbreak. To the extent possible, we try to 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. Other families in the class will receive an email notice that there has been an outbreak, along with information on treatment.

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Students who have been sent home can return to school once they are free of lice and nits, 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. The parent/guardian needs to accompany the student to school for this check. If 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. 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-infects 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/guardians 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 after exposure.

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 this dedicated, specially trained group of parents/guardians to perform this duty. Your help will be greatly appreciated! Contact parents Monica Lent or Lori Wheeley if you are willing to help out.

Additional information about identifying/treating/preventing lice is available at the RDS website: <http://www.rdschool.org/community/family-resources/lice>.

### **Photocopying**

Photocopy machines are not available for student use. Parent/guardian use is limited to supporting school events and should be pre-scheduled with the Front Office to ensure 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 personnel in front of the School at morning drop-off and after school for pick-up to ensure safety. The side gate is to remain closed at all times, however, parents and guardians can use the keypad to dial the front office. 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 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 Office. To avoid disruption to the academic program and to ensure safety for the students, parents/guardians and visitors should not enter classrooms during the school day without the teacher's prior approval.

## **Parking, Carpool, and Public Transit**

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### **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 quickly when approaching school or in the parking lot.
- No students should be picked up or dropped off while your vehicle is stopped in the center lanes of traffic.
- All vehicles should pull to the end of the white zone on the curb for drop-off and pick-up.
- Vehicles must 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 family'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 vehicle as quickly as possible.

### **Carpooling and Public Transit**

All parents/guardians, faculty, and staff are encouraged to arrange carpooling or to use public transit whenever possible. A mailing list with addresses for your child's grade level was sent out in July. Returning families can also use your directory to find other nearby families to rideshare. Carpooling

saves time and money, helps the environment, and minimizes the number of cars requiring parking, thereby reducing the effects on our neighbors.

### **Sheffield Avenue Drop-Off**

Drivers of vehicles dropping off children should pull to the end of the white curb in front of the school entrance. *Drivers who have to leave their vehicle 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. Vehicles 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**

Students are dismissed at the following times: kindergarten and first grade at 3:00 p.m.; second grade at 3:05; third grade at 3:10; fourth and fifth grades at 3:15; and sixth through eighth grades at 3:20. Parents/guardians of Middle School students are asked to arrive at 3:30. ***All drivers should arrive five 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 the 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/guardians 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.

## Parking for Large Events

Parking for large events such as Back-to-School Nights, performances, art shows, 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, skateboards, and roller blades are not to be ridden on school grounds and must be locked up during and after school.

## Sustainability

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Members of the Redwood Day School community – students, faculty, staff, administrators, and parents/guardians – are working to foster environmental awareness and find ways to reduce the School's environmental impact. Many strategies are already in place: efficient lighting, artificial turf, and some drought tolerant plantings, organic compost bins, a water filtration device in the staff room to replace the use of bottled water.

Classes have environmental education as a part of the curriculum. Barbara Jerabek, Nature Program Coordinator leads our gardening program and teaches students how to care for plants and all living creatures that call the garden home. Everything that is grown is used. Our "Growing Up Green" program donates half of the items produced in our gardens to local shelters.

RDS established the Sustainability Council in 2009-10, and student leadership opportunities were created as six students were appointed to serve on the council. Our major push has been in the area of waste reduction:

- We compost all food waste (meat, bones, dairy products, fruits, and vegetables) and organic garden waste. The general rule is: if it was ever alive or came from something alive, it's compostable. We use commercial composting pick-up, as well as composting on site as part of our garden program.
- We compost soiled paper products: newspaper, paper towels, paper plates and cups (waxed or unwaxed).
- We recycle plastics #1-7, as well as glass, metal, and clean paper in a mixed receptacle.
- Faculty lounges and classrooms are stocked with reusable dishes and cutlery.
- Each faculty and staff member has his or her own personal reusable plate and mug.
- Event planners reduce the environmental footprint by carefully selecting compostable disposables for use at school-wide events. Drinks are served using large jugs and paper cups.
- A "Green Room" houses gently used or excess supplies that can be reused. Faculty and staff are encouraged to "shop" for supplies in the Green Room before making purchases.
- Hazardous waste and materials are safely stored and disposed of properly. We offer an annual electronic waste drop-off and have receptacles for battery and ink cartridge recycling.

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For further information about our sustainability efforts, please contact Meredith Spencer, Director of After-School & Athletic Programs at 534.0804, x245.