

# Renaissance School of the Arts

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## Parent & Student Handbook

Updated: June 27, 2022

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# 1. About RSA

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## Mission

Renaissance School of the Arts believes that artistic endeavors foster growth and success in all aspects of learning. Our inclusive community celebrates self-expression and enables students to discover and develop their own unique potential.

## Vision

Empower the next generation of creators, innovators, and collaborators.

## About

Renaissance School of the Arts (RSA) is an educational organization serving homeschoolers, as well as the Hampton Roads community at large. Established in 2004 with just a handful of members, it has grown into a cooperative of over one hundred families. Our membership includes an eclectic mix of professional instructors and talented families. Classes are offered Tuesdays and Thursdays in a variety of areas including the visual and performing arts, language arts, S.T.E.M., and fitness and well-being. RSA embraces diversity, welcoming members and instructors without regard to race, color, ethnicity, religion, sex, gender identity and expression, sexual orientation, national origin, or differing abilities. RSA operates as a private, non-profit organization with 501(c)(3) status

## Core Values

**Cooperative:** We believe that shared talents provide greater opportunities for success, and that shared responsibilities build valuable relationships and a stronger community.

**Arts-Focused:** We believe in the power of the arts to inspire growth, to push boundaries, to build confidence, and to encourage acceptance.

**Experience-Driven:** We engage minds and inspire creative collaboration through art shows, live performances, social events, and interactive community experiences.

**Inclusive:** We value diversity and respect individuality. We believe that open minds lead to better ideas, bigger innovations, and brighter futures.

## 2. Registration – General Information

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### Agreement

Payment of registration fees means that you and your children acknowledge and agree to the policies specified within this document. Please read this handbook carefully and contact [info@rsahomeschool.org](mailto:info@rsahomeschool.org) if you have questions or concerns.

### Academic Year

The academic year at RSA consists of two semesters: a fall semester of 12 weeks and a spring semester of 15 weeks. All important dates can be found on the [calendar page](#).

Below are the dates for the 2022-2023 school year:

- September 12<sup>th</sup> - 16<sup>th</sup> (First week of classes)
- November 21<sup>st</sup> - 25<sup>th</sup> (Thanksgiving Break)
- December 12<sup>th</sup> - January 8<sup>th</sup> (Winter Break)
- March 6<sup>th</sup> - 10<sup>th</sup> (Spring Break)
- April 24<sup>th</sup> - 28<sup>th</sup> (Last week of classes)

### Co-op Hours

RSA meets on Tuesdays and Thursdays, 10:00 AM – 5:00 PM.

**Tuesday classes** vary in length, please keep this in mind when registering for classes. There is no set lunch period on Tuesdays; attendees can eat as fits their schedule, in the kitchen, lounge, or outside.

On **Tuesdays**, RSA offers a drop off option for teens 14 years old and up. Teens must sign in when they arrive and sign out when they leave. They are expected to be responsible and respectful of the facility, volunteers, instructors, and other students. Attending without parental supervision is a privilege reserved for our teens who are ready for this special program.

Some classes and private lessons for younger students are also held on Tuesdays. If students younger than 14 attend, they must have a parent/guardian on location while attending. The young students and parents must leave within 15 minutes after their last class ends.

**Thursday Classes** are 45 minutes long with a 15 minute break in between. There is a mid-day lunch break from 11:45 AM - 1 PM. Performances are sometimes scheduled during this break.

On **Thursdays**, a parent or responsible adult must be on site when a student under the age of 18 is present on location at RSA.

## Registration

RSA is an inclusive, secular program that welcomes families and students of all religions, personal beliefs, cultures, and backgrounds. Although our school programs may meet in church locations, we are not affiliated with any church or location, and are grateful for their caring and open-minded support of our diverse community. We proudly view RSA as a safe space for individuals from every background, creed, and expression. Applying for membership in RSA indicates a willingness to participate in this community.

Any family with school-age children can join RSA. Most of our members are homeschooled, but we do have some members from public and private schools who attend afternoon classes at RSA.

## 3. Registration – Process

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### Right to Terminate/Refuse Registration

Repeated failure to comply with the policies outlined here may result in a family being asked to withdraw from RSA without refund of registration or class fees. RSA administrators reserve the right to refuse registration at their discretion.

### Registration Process

1. Check the [Registration](#) for class schedules and registration information.
2. Read this handbook thoroughly.
3. New families can join RSA at any time, even before or after we open up registration. When you complete an online [application](#) to join our organization, it can take up to a day or two for approval. At that time you will receive an email welcoming you to RSA.
4. After you have been approved, you will officially become a member when you pay the annual family registration fee.
  - Returning families [those who paid a Family Registration Fee for the previous school year and are in good standing with RSA] who register by the deadline (**June 30, 2022**), the fee is **\$100**.
  - The family registration fee is \$110 during early bird registration (**July 1 to July 15, 2022**).
  - For any family registering after the early bird period ends (**July 16, 2022** and later), the fee is **\$125**.
4. Once RSA has received the family registration fee, (it may take a day or two) the family will be able to enroll their student in classes for their child.
5. Sign up for your volunteer position with the Placement Specialist by emailing [info@rsahomeschool.org](mailto:info@rsahomeschool.org). Your registration is not complete unless you have been



assigned a volunteer position.

6. Enrollment in our program lasts for the remainder of the RSA school year and until registration begins again in the spring for the next school year.

## Opening Enrollment

Instructors are permitted to enroll their children in their own classes prior to registration opening. They do not get to enroll their children in other classes, just the ones they teach. To enroll their children in other classes, they must wait until enrollment opens for them.

Beta testers for enrollment are Board Members, the Executive Team, and the Registration Specialist position. These volunteer positions get the 'perk' of being the first to enroll in classes. While doing so, they assist in the registration process by reading through all classes and looking for mistakes and inaccuracies to ensure clarity when registration opens.

The next families that are able to enroll are returning families that pay the **\$100** registration fee by the current member deadline (**June 30, 2022**).

After that date, current members may enroll with new families and they no longer receive the current member discount. Early Bird registration begins **July 1 to July 15, 2022** and the fee for all families that register at this time is **\$110**.

RSA accepts rolling registration at any time throughout the year. After the early bird registration ends (starting **July 16, 2022**) the fee goes up to **\$125** and remains at that price for the entirety of the year.

## 4. Registration Fees & Class Fees

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### Registration Fees

The registration fee for the 2022-2023 school year is \$125 (see above for possible discounts).

Registration fees are non-refundable and are separate from the class fees. They are payable to RSA via PayPal [through the website](#) or checks mailed to:

Renaissance School of the Arts  
Attn: Registration  
PO Box 176  
Carrollton, VA 23314

Registration fees cover rental of the facilities, supplies (such as cleaning wipes, hand sanitizer, etc), our damage fund, liability insurance, website and domain registration, and assorted other operational expenses.

All families, continuing or new, need to register with RSA every year.

### Class Fees

By registering for a class, you are agreeing to pay for all classes, not just the ones you are able to attend, even if your student stops attending a class altogether. If your child wishes to [drop a class](#), please read our policy.

Class fees are listed in the class description. A fee schedule is sent out each year for you to track due dates and amounts due.

Payments are made directly from families to teachers; checks should be left in the teacher's folder (with the child's name on the check), and cash payments should be made directly to the teacher. Some teachers also accept PayPal or electronic payments. Credit card and e-payments may be subject to convenience fees.

## Supply Fees

Supply fees are set by the instructors and cover actual costs of consumables and materials used in class. Supply fees are used to purchase in advance, so may not be refundable if classes are dropped.

## Prepaid Tuition and Supply Fees

**Families are required to pre-pay one month of Class Fees, and any applicable Fall Supply Fees for every class they are registered for, prior to the start of classes.**

**Registrations are not considered complete until these Fees are received.** If the Fees are not paid by the deadline, the student will lose their registration space in the class. (They are welcome to register again if space is available.)

**The Deadline for paying these Fees is 9 pm on the day after the Meet and Greet.**

These fees are paid directly to the Instructor. Please do not pay these fees prior to August 15. Families who wish to pay these fees in person may do so at the RSA Meet & Greet in August. If these fees are not paid at the Meet & Greet, families are responsible for making other arrangements to get payment, either electronically or in-person, to the Instructor before 9 pm on the day after the Meet & Greet.

Anyone registering for a class after the Prepaid Tuition Deadline is responsible for promptly paying the one month Class Fee within 48 hours, or their class spot will not be held. Supply fees may be different after the deadline, so the amount will need to be verified with the instructor then paid promptly. Supplies may not be immediately available in class for students registering after the Supply Fee deadline.

For students who remain in a class throughout the school year, this pre-paid monthly fee will be applied to April class fees; so no class fees will be due in April, the last month of RSA's school year.

If a student drops a class, the pre-paid fee will cover their 30-days paid notice to the instructor.

September class fees will be due to Instructors by September 15, the first week that classes meet in September.

## Returned Checks

Should one of your checks be returned for insufficient funds, you are responsible for any bank fees in addition to the amount of the check. If a check has been returned for insufficient funds, RSA and/or RSA instructors may revoke check writing privileges and require cash or electronic payments.

# 5. Fundraising

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## Fundraisers

Over the course of the school year, RSA will hold several fundraisers. These fundraisers help offset the costs of facilities, programs, and other expenses, and keep the annual registration fee down. While participation in these fundraisers is not mandatory, we strongly encourage all families to participate in these fundraisers.

Please consider including RSA in your charitable giving. We are a 501(c)(3) charitable organization. A letter for your tax records will be provided in January of each year.

## Kroger

RSA participates in Kroger's Loyalty Card for Community Rewards program. Please consider going to [Kroger's site](#) and using RSA's organization number, **AE671**, to register your Kroger's Loyalty Card to help support RSA.

## Scrip/Raise Rite Gift Cards

In addition, RSA participates with [ShopWithScrip](#), also known as [Raise Right](#) on their mobile app, using RSA's code **DCDA94ED6199L**. You can buy gift cards for the places you shop and a percentage of your order will go to RSA.

## RSA Merchandise

If you are looking for RSA merchandise, we participate with [Bonfire](#). Check out our store to find something to wear on School Spirit Days.

## 6. Parent Volunteers

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### Parent Volunteers

RSA is an educational cooperative entirely operated by our member volunteers. Daily operations of our large school, along with planning, scheduling, recruiting, and choosing instructors, organizing events, recitals, shows, fundraising, marketing, location coordination, etc. are all accomplished by our very talented and hard-working parents and students. We are proud to be such a successful educational organization, and credit the many dedicated parents and students of our community for our success.

By registering your child with RSA, you agree to perform a volunteer job to contribute to our cooperative.

Sign up for your volunteer position with the Placement Specialist by emailing [info@rsahomeschool.org](mailto:info@rsahomeschool.org). It may take a few weeks after registration opens for the Placement Specialist to call all the families to determine volunteer positions, so please be patient. Your registration will be complete once you have been matched with a volunteer position.

# 7. Classes

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## Enrollment in Classes

Please carefully read class descriptions, class fees, the class schedule, and the yearly schedule before making your class registration.

Class enrollments are done on a first-come, first-served basis. After payment has been received you may register for classes.

## Out of Age Requests

Parents wishing to enroll a child, who is younger OR older than the minimum or maximum age listed for a class, must be approved by the Administrative Director ([administration@rsahomeschool.org](mailto:administration@rsahomeschool.org)). To request an age waiver, please complete this [application](#).

For each class, the curriculum is set by the instructor. Instructors determine which age ranges that they feel their class curriculum is best suited for. We work with ages instead of grades because homeschoolers tend to be a very flexible group when it comes to grades. A child may be working at one grade level for math and another for social studies. Age seems to work best for us (RSA) because it encompasses a general academic fit, general emotional maturity, and peer interaction.

**Cut off date for class ages is September 30th each year.**

All children that fall within the stated age range by September 30th of the school year are eligible to register for the class, regardless if they will age out of the class before the end of the school year.

We do recognize that some children may benefit from a class even if that child falls outside the age range. For this reason, we have a policy in place that allows the parents to request a waiver for their out-of-age children to attend the class.

Because we want to give children within the age range the first opportunity to attend a class, we will accept applications but will not make any decision until July 16th prior to the start of the school year. We do accept requests on a rolling basis, so if you file the request, it will be reviewed within about a week of submitting the application, if it is past this deadline.

The decision is made by a small committee which includes the instructor. No request will be granted that is submitted directly to the instructor. All requests must be made through the proper application process.

When making the decision the committee is considering:

- Is this a good fit for the student?
- Information provided by the parent as to the readiness of the child.
- Is there a comparable class in the student's own age range?
- Is this a good fit for class dynamics? (The committee must consider the other students already registered for the class.)
- How close to the age range is the student AND what are the overall ages of the other registered students (for instance in a 10-13 year old class, are they mostly 10-11 year olds or are they mostly 12-13 year olds?)
- Will this unduly burden the instructor?

## Notification of Class Schedules and Add/Drop

Class rosters will be available on the website 1-2 weeks after the enrollment window opens. Instructors prepare and buy supplies well in advance of the beginning of the semester; we ask that families view placement on a class roster as a commitment to the teacher.

**The deadline to withdraw without penalty is 9pm on the day after the Meet and Greet.**

After this date, families are responsible for tuition payment in full for the first month of classes as well as any applicable supply fee.

## Drop a Class

If you wish to drop a class, go to the Drop A Class link on the website: [Drop a Class](#)

By completing this, you are giving the instructor 30-days notice. You are required to continue paying the instructor for each class during this period, whether your child attends or not. The time stamp on the drop form begins your 30-day notice.



## 8. Instructors

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### Instructors

Unlike many cooperatives that exist for homeschoolers (where the parents volunteer taking turns teaching classes), our instructors are recruited from all over Hampton Roads. They are chosen for their expertise, education, knowledge, skills, and abilities in a particular subject area. RSA's instructors love what they do and are able to share that passion with our students. You will sometimes notice paid instructors who also happen to be parents of homeschooled students who attend RSA. However, they are not chosen because they are family members; they have had to apply for these positions along with other applicants. All instructors who have children who attend RSA also meet all of their RSA membership responsibilities, such as signing up for volunteer tasks, and assisting with day-to-day operations.

RSA performs background checks on each instructor.

### Submission for Course Proposal

Beginning the first week of February of each school year, RSA will open a link on its website for submitting course proposals. Any adult inside or outside of RSA's membership may submit a potential course for consideration. Current instructors must also submit a course proposal even if they'd like to offer the same course(s) they are currently teaching. These courses may be for group classes or private tutoring. Course proposals will be due by mid-March. Proposal to include:

- Description of course
- Age of students
- Monthly class fee
- Supply fees and what this includes (consumable materials, students will bring items home, etc. Parents should clearly understand what this fee includes.)
- Instructor biography

Note: RSA may write the course proposal and solicit for independent contractor instructors to teach accordingly. Instructors may choose not to teach the proposed course; however, if they accept, they are agreeing to teach as the course is laid out. Proposals generated by RSA may be something along the lines of, “Teach this subject to these ages.”

# 9. Tuesday High School Drop-Off Program

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## High School Drop-off for Tuesday Classes

Independent students, **who must be 14 years or older**, may attend Tuesday drop-off classes at RSA, held at St. Andrew Presbyterian Church. Students are eligible **IF** they are capable of self-supervising, and demonstrate responsible behavior. The student and parent must read and sign the Code of Conduct. Attending without a parent/guardian is considered a privilege, which can be suspended at any time for inappropriate behavior or failing to follow RSA rules and policies.

Assistance and light supervision is available for students if needed, when students are between classes. Students are required to sign in when arriving and sign out when leaving the building for safety purposes, however students are not under the direct supervision of RSA or RSA volunteers, if they choose to leave the facility at any time. Parents are still responsible for their children while they are participating in the Drop-Off Program.

It is the intent of the Tuesday High School Drop-Off program to provide a variety of interesting and educational classes, as well as some time for socializing and a lunch break. While students are welcome to attend for the entire day, RSA requests that parents support this program in two ways: First, by organizing your teen's classes so that there are not consecutive empty periods scheduled, and second, by volunteering for a position on Tuesdays.

**Students may not arrive more than 15 minutes before their first class begins and they must leave the facility within 15 minutes of their last class ending.**

# 10. Supervision of Children

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## Supervision of Children on RSA Tuesdays

All children (13 and under, or not enrolled in the Tuesday High School Drop Off Program) present at RSA on Tuesdays at St. Andrew Presbyterian Church location are required to be supervised by a parent/guardian (or adult designated by the parent/guardian) the entire time they are on the premises, except while they are attending a class.

While students are in registered classes, the RSA instructors will provide supervision.

## Supervision of Children on RSA Thursdays and at Other Events

All children present at RSA on Thursdays at Ebenezer United Methodist Church (EUMC) location are required to be supervised by a parent/guardian (or adult designated by the parent/guardian) the entire time they are on the premises, except while they are attending a class.

While students are in registered classes, the RSA instructors will provide supervision.

If the parent/guardian needs to leave the premises (only while their child is in a class and supervised by the instructor), they must sign out at the front desk, leave an emergency number, and return by the time the class ends. If a parent chooses to have a designated adult provide supervision for their child at any other time, they must sign out at the front desk, leave an emergency number AND the name and contact information of the adult who will be providing the supervision on premises.

Children ages 9 and under are not allowed outside the EUMC facility (yard, parking lot, playground) without the supervision of a parent, instructor, or designated adult. Students 9+ may take themselves to SEA classes.

Students walking to the Ruritan for classes must be in groups of 3 or more and aged 12+. Students under 12 walking to the Ruritan must be accompanied by a supervising person aged 16+

## Missing Child

If a child is discovered to be missing during RSA program times, please adhere to the following procedure:

Instructor (if student is missing from a class) or parent/guardian (if otherwise missing) checks immediate area. If the student is not found, the instructor or parent/guardian will report the missing child to the front desk volunteers.

The volunteers will immediately notify the RSA supervisor on duty, via the walkie-talkie, that a child is missing and request all parents, staff, and volunteers to assist in the search inside and outside, as well as supervise all doors to the outside of the building. A thorough search will take place, including notifying the EUMC/ St. Andrew office of the missing child. If the child is found, all contacted persons will be notified that the search has ended. If the child is not found in a reasonable period of time, the RSA Administrator on Duty along with the parent/guardian will notify local law enforcement and request assistance.

## Child Safety

To help ensure the safety of all children, when a child is alone with an instructor, the door will remain open unless there is a window from the hall into the classroom. RSA supervisors and volunteers will be making rounds throughout the building and checking in on classes throughout the day.

# 11. Illness/Absence

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## Illness

It is expected that all families will be responsible community members by following these guidelines.

Do not attend RSA during the contagious stages of an illness including, but not limited to: a serious cough, rash, pink eye, fever, or vomiting.

Do not attend if members of your family have had fever, vomiting, or have shown symptoms of a contagious disease within the past 24 hours.

If any member of a family is found to be sick during the school day, the family will be asked to leave for the day.

By attending RSA, or an RSA sponsored event, you certify that you **do not** fall into any of the following categories:

1. Individuals who currently or within the past 10 days have experienced any symptoms associated with COVID-19, which include fever, cough, and shortness of breath among others;
2. Individuals who have traveled at any point in the past fourteen (14) days either internationally or to a community in the U.S. that has experienced or is experiencing sustained community spread of COVID-19; or
3. Individuals who believe that they may have been exposed to a confirmed or suspected case of COVID-19 or have been diagnosed with COVID-19. These individuals should follow the plan in our COVID-19 policy.

RSA takes a careful view of COVID 19. As the situation changes and recommendations are altered, RSA strives to keep up and adjust our COVID-19 procedures. By September 1, before we return to classes in the fall, RSA will update our COVID-19 policy to start the school year. However, COVID is a rapidly changing virus; RSA will update its policies and procedures regarding COVID-19 to respond to these changes.

**Enrollment in RSA acknowledges that mitigation measures may level up as required by COVID rates either in the community OR within the organization. Disenrolling due to elevated Covid mitigation measures does not qualify for any refunds.**

Please note that the CDC guidelines for schools and childcare facilities do state that our type of organization may need to implement higher levels of mitigation measures than the outside community.

## Absences

If you or your student will be absent, please email [info@rsahomeschool.org](mailto:info@rsahomeschool.org) to notify RSA and list the classes your child(ren) are in so the appropriate instructors can be notified.

# 12. Communication

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## Communication

Communication is done through a variety of platforms at RSA:

### Website Forum

Each RSA instructor has access to the [RSA forum](#) from the RSA website after you login.

All communications from RSA will be posted on the forum. The forum sends an email to the email used for registration with RSA.

### Social Media

In addition to the RSA forum, RSA utilizes a variety of social media platforms, including: Facebook, Instagram, and Discord.

- Public [Facebook](#) page
- Private [Facebook](#) Members' Group (request to join)
- [Instagram](#)
- RSA [Discord](#) server

## School Closings

Generally, RSA follows the school closings of Suffolk and Isle of Wight Public Schools, however, there are occasional exceptions. Public schools delay opening in order to allow ice to melt, fog to disperse, or temperatures to warm up. Since RSA begins later than public schools, a late opening on their part may not result in a delay or closure for RSA.

We will make every attempt to make this decision and post an email by 9:00 PM the evening before. There will be a forum email as well as postings on our social media pages.



# 13. Discord

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## **RSA Discord Manual for Parents:**

### **Step 1: Download Discord**

- Download the Discord app onto your computer, phone, or tablet
- You can use a web browser if you prefer, but it is not recommended

### **Step 2: Create a Discord Account**

- Open the app and follow the instructions for creating an account

### **Step 3: Follow the Link below to the RSA server**

- Follow this link to the RSA server: <https://discord.gg/kkfuN6u>

### **Step 4: Change your nickname**

- You must change your nickname on the RSA server to reflect your actual name
- If you are an adult, use your first and last name
- If you are a child, you can use your first name and last initial
- If you go by a nickname in real life (like Bob for Robert), you can use that

### **Step 5: Notify Shannon Johnson**

- While on the RSA server in Discord, click on the name Shannon Johnson, to send a private message to Shannon, mention that you are an RSA member, and provide the email address that you used to register with RSA
- After Shannon confirms that you are a registered member, you will be set up on the server

**If you have any questions or concerns regarding Discord, please email [info@rsahomeschool.org](mailto:info@rsahomeschool.org) and direct your question to Shannon Johnson.**

## Online Discord Policy

RSA has a Discord server that was set up during COVID-19. The purpose of this server is to facilitate instructors connecting with their students for live on-line classes and allow students and the RSA community to engage with one another outside of class times.

While on our Discord server, whether in a class, in a text channel or meeting with others in a voice channel, all RSA members must agree to abide by the following rules:

- RSA members are legally responsible and liable for their posts and live interactions on Discord just as they would be if we were meeting in person.
- RSA members must conduct themselves in a courteous manner and be respectful of the authority of instructors, adult volunteers, parents, teen leaders, and others in leadership roles.
- RSA members will use appropriate language (family-friendly) at all times.
- RSA members will refrain from any type of intimidation, harassment, or bullying through words or actions. Members must agree to report any of these issues they witness to an Administrative staff member.
- RSA members will dress appropriately for video communications.
- RSA members should help others have a pleasant experience by making every attempt to include all participants in activities.

### Parent Acknowledgment:

I have read the RSA Code of Conduct and I support my child living up to the expectations it outlines. I also agree to live up to the expectations of the Code of Conduct while participating on RSA's Discord server. I will support the individual(s) in charge in maintaining appropriate behavior and in the development of good character. By joining the RSA Discord server, on behalf of myself and/or my child(ren), I agree to these terms.

### Student Acknowledgment:

I have read the RSA Code of Conduct and agree to live up to these expectations while participating on RSA's Discord server. I am aware that my actions and decisions affect others. I understand that my failure to act with good character could result in consequences, including dismissal from the event, class, or RSA program. I am willing to accept the appropriate consequences of my actions. By joining the RSA Discord server, I agree to these terms.

# 14. Opportunities

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## Opportunities

RSA has a yearly formal dance for teens, and various social, fundraising, and community service events in which families participate. There are occasional group trips with discount tickets to theaters, shows, arts events, and more. Events are planned by instructors, volunteers, and families, and we are always open to new ideas of fun events for homeschoolers!

We have a friendly and active group of teens at RSA who help to develop various social activities. For Graduating Seniors, RSA offers display tables as part of our Variety Show in April. a senior recital, and graduation ceremony.

## 15. Visitors/Tours

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RSA welcomes guest students, and their parents, who are expressing an interest in our organization and the services we offer. Tours are arranged by appointment only and tours are given by a member of the Executive Team. Please email [info@rsahomeschool.org](mailto:info@rsahomeschool.org) to schedule an appointment.

Visitors should be attending RSA with a specific purpose. A Visitor Waiver must be completed and the visiting student and parent of the visiting student must read and agree to abide by the RSA Code of Conduct while at RSA.

The parent of the guest student is responsible for him/her while at RSA. The guest student may visit a couple of classes briefly, with the permission of the instructors and accompanied by a director. The parent of the visiting student must remain on site and both parent and student must leave after a brief tour and class experience.

# 16. Conflict Resolution

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## Conflict Resolution

RSA recognizes that whenever people are working and learning in groups, conflicts will arise. Should a conflict arise involving your family we ask that the following procedure be followed:

1. Wait 24 hours.
2. Speak to the other person involved directly and in person, in a private setting. For an issue with content or behavior management within a class, please speak with the instructor first. Messenger, Facebook, text messages, and emails can be misunderstood or misinterpreted, and are not helpful in resolving differences.
3. If you cannot resolve the issue directly, please email the Resolution Specialist, Mary Ellen Bebermeyer ([maryellen2648@gmail.com](mailto:maryellen2648@gmail.com)) to set up a meeting to discuss the situation. The Administration may then facilitate a meeting to resolve the issue and attempt to hear all sides of the story before any action is taken.

# 17. Code of Conduct

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## Conduct

RSA requires that each member cooperate to keep our facility clean, quiet, and orderly. It is very important that all RSA members realize we should demonstrate exceptional behavior for our peers, our instructors, and for our host facility. The following rules of conduct are required from RSA members. Students and their parents should read these carefully. Parents are responsible for their own children's behavior and must ensure that they are acting in accordance with these rules.

While present at RSA, we ask all families to respect these guidelines:

- All students are expected to abide by our Code of Conduct while at RSA
- All parents are responsible for cleaning up after themselves and their own children
- There is to be no playing in the restrooms
- There are many in our community with food allergies. Please clean up all food after lunch, and wash your child's hands, particularly if s/he will be in class with a friend with allergies
- Students may not climb the trees or run behind the bushes, and must respect our facilities' landscaping and plants, and not run or play in the parking lot
- Avoid all bullying behaviors, be they physical, verbal, or electronic
- Students are not to go into any class in session, they need to wait until the class is dismissed
- Students should not leave class without the teacher's permission or until class is dismissed

## Prohibited

The following items are prohibited at all RSA events, functions, or regularly scheduled classes:

- Tobacco products (vaping included) \*Adults: please note that our rental facilities may have additional rules around tobacco use on their property.
- Alcohol
- Illegal drugs
- Weapons (including guns, pocket knives, etc.)

## Behavior

While it is not expected that every student will include every other student in their social activities, students are expected to be kind and respectful to every other student.

## Language

RSA is a family-friendly learning and socializing atmosphere. All RSA members, children and adults, must not use language that is vulgar, offensive, or derogatory.

We understand that families have different standards for language at home, but while at school we need to respect our rental agreements and the fact that this is a group activity with a wide range of members.

## Public Displays of Affection

Student couples are encouraged to make responsible choices regarding sexuality. When they are together in public, however, they have a responsibility to others as well as to themselves to conduct themselves appropriately. Public displays of affection are unacceptable when they embarrass or make others uncomfortable. Examples of such behaviors include, but are not limited to, extended kissing or hugging, lying or sitting together inappropriately, and placing hands on each other in inappropriate ways.

## Sexual Behavior

At school and related events, students are expected to treat one another with dignity and respect. We encourage students to make responsible decisions regarding sexuality and to consider the consequences of their decisions in terms of their health, their relationships with others, moral considerations, and the law.

## Cell Phones

All RSA students are asked to keep cell phones in their bags, purses, backpacks or pockets throughout class times, unless otherwise given instructor permission. Phones must also be silenced to prevent disruptions.

# 18. Harassment

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Renaissance School of the Arts (RSA) does not and shall not discriminate on the basis of race, color, ethnicity, religion, sex, gender identity and expression, sexual orientation, national origin, or differing abilities. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members: our instructors, volunteers, students, and families.

## General Statement of Policy

Renaissance School of the Arts is committed to maintaining at all times a learning and working environment free of sexual harassment and intimidation. Sexual harassment of or by any board member, director, volunteer, instructor, parent, student or guest is strictly prohibited.

## Sexual Harassment

Sexual harassment is unacceptable. Sexual harassment is unwanted sexual attention that makes a person uncomfortable or causes problems in school, work, or in social settings.

Sexual harassment can include, but is not limited to, the following:

- Any unwanted physical advance or verbal approach of a sexual nature
- Subtle or overt pressure for sexual involvement
- Verbal slurs or abuse
- Suggestive, offensive, or derogatory comments



- Sexist remarks about someone's body, clothing, or sexual activity
- Insults of a sexual nature
- Catcalls or other suggestive or insulting sounds or gestures
- Unwanted reference to one's physical appearance, sexuality, or to sexual activities
- Unwanted physical contact
- Physical assault
- Requests or demands for sexual favors
- Demand for sexual favors accompanied by implicit or explicit threats against one's job security, class grades, or success
- Any comments or actions which denigrates a person based upon gender
- Unsolicited sexual gestures or comments or the display of offensive, sexually graphic materials

## Reporting Procedure

Any person who believes he or she has been the victim of sexual harassment by a board member, director, volunteer, instructor, parent, student, or guest of RSA, is encouraged to discuss the alleged acts immediately and confidentially with the director on duty at the location. To identify a director, find the nearest RSA volunteer and that person will help you locate the director on duty. Additionally, the report of the incident may be made to an RSA Director, Shannon Johnson ([shannonjohnson@rsahomeschool.org](mailto:shannonjohnson@rsahomeschool.org)) or Debbie Lawrence ([debbielawrence@rsahomeschool.org](mailto:debbielawrence@rsahomeschool.org)).

Any complaints of alleged sexual harassment made to a Director will be discussed fully and confidentially with the person raising the complaint or concern and will require approval of the reporter prior to disclosure or direct investigation of the matter.

If, after discussion by the reporting person with one or more directors, it is agreed between the reporting party and the directors that a more detailed investigation is appropriate, the following investigative procedure will be utilized. At no point does reporting to RSA replace the need to report serious offenses to appropriate authorities.

## **Investigative Procedure**

Following discussion with one or more of the directors, and the agreement of the reporting party that an investigation should be undertaken, the complaint will be made fully known to the RSA Board of Directors. Once so advised, immediate follow-up in the form of a full investigation by the Board of Directors will take place.

In determining whether alleged conduct constitutes sexual harassment, the totality of circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred, will be considered. To assist in the investigation, incidents will be documented, including specifics such as dates, times, witnesses, if any, and a full and clear statement of what transpired.

## **Response Action**

A determination of the appropriateness (or lack thereof) of the particular action will then be made from the facts by the Leadership Team (with the assistance and advice of the RSA Board of Directors and legal advice, when necessary), and appropriate action will be pursued expeditiously in each case. If the evidence supports the allegation that sexual harassment has occurred, corrective action will be taken.

Any board member, director, volunteer, instructor, parent, student or guest of the school who engages in sexual harassment is subject to immediate and appropriate discipline, up to and including discharge or expulsion. The results of the investigation of each complaint filed under this policy will be reported to the complaining party by the Executive Director. The report will document any disciplinary action taken by RSA as a result of the complaint, and will become part of the personnel file or record of the disciplined individual. Complaints will be considered confidential, and each complaint will be thoroughly investigated.

## **Reprisal**

Retaliation against any individual who complains of sexual harassment is strictly forbidden by RSA, and anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion.

## **Non-Harassment**

RSA recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident constitutes sexual harassment or not requires an objective determination based upon all of the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties, and are prohibited by RSA, and can be cause for disciplinary action up to and including discharge or expulsion.

# 19. Code of Conduct Infractions

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## Consequences

RSA's first goal is to meet the needs of the students. We recognize that we have a variety of people, personalities, and abilities. However, the actions of one student must never infringe upon the health, safety, or ability to learn of other students. Most infractions or problems only need a prompt or brief instruction to correct and can be resolved quickly between students and instructors. Volunteer monitors, instructors, and the Executive Team have the responsibility and authority to give prompts/directions to the student. If prompting is received well by the student, we may not consider it necessary to contact the parent.

However, more serious problems, repeated issues, or poor follow-through will result in a discussion with the parent. Serious infractions, such as those causing harm to persons or property may result in a disciplinary report. Repeated problems without effort of correction from the student or when there is no cooperation from the students and parents will result in further measures, up to and including suspension from the program.

## Suspension/Probation/Expulsion

In order to provide a positive atmosphere for learning for everyone at Renaissance School of the Arts, we respond to serious or repeated unacceptable behavior in the following ways:

1. The parent may be asked to very closely supervise their student. They may need to attend class (at the discretion of the instructor) to help the student learn to participate appropriately.
2. Unacceptable behavior can result in a student being placed on probation for one to three weeks. During this period the student may not attend in-person classes or special events, but their place in class will be reserved and tuition is still due for that period.
3. If the behavior is not corrected when a child returns, they may be suspended from classes for the remainder of the year. Decisions for probation or suspension will be made by the Conflict Specialist, Leadership team, Parents, and Family Liaison.
4. We are aware that children need time to adjust to the characteristics of classroom instruction. We will make every effort to help children make that adjustment. Receiving a disciplinary report on a student does

not mean they are “fatally flawed” in our eyes, but we fully expect positive, personal growth from addressing rather than ignoring issues. The full cooperation of parents in these efforts greatly enhances a positive outcome for everyone.

4. Parents or students who engage in unacceptable behavior while at an RSA facility or event, **or on social media when other RSA students or staff are affected**, may be considered in breach of the registration agreement and the family will be at risk for dismissal from RSA.