

Renaissance School of the Arts

Instructor Handbook

Updated: June 30, 2022

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1. ABOUT RSA

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. OUR INSTRUCTORS

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. 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.

Background Checks

RSA's liability insurance policy requires us to check the full names of all adult participants against the Virginia State Police Sexual Offender Database records. All potential instructors must agree to complete a background check before beginning instruction.

3. HOW TO BECOME AN INSTRUCTOR

Mission

The first step in considering if you would like to be an instructor at RSA is to read the Mission and About statements. If these statements resonate with your philosophy, then you might be a good fit with RSA

Policies

Before submitting a course proposal, please read the entire Instructor Handbook. It is important that you understand RSA's expectations and how RSA works before submitting a course proposal.

RSA's School Year

RSA's school year begins in mid-September and ends by the end of April most years. It is broken up into two semesters. The fall semester is 12 weeks long and the spring is 15 weeks long with a one-week spring break.

Co-op Hours

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

Tuesday classes vary in length, 50 minutes and 80 minutes. 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 50 minutes long with a 10 minute break in between. There is a midday lunch break from 11:50 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.

Instructors are asked to commit to the full school year when they sign up to teach at RSA.

Qualifications

RSA is looking for qualified instructors to teach various classes in the performing and visual arts, as well as in language arts, S.T.E.M., and fitness and well-being. Qualified instructors have degrees or certifications, as well as work experience, in the disciplines in which they would like to teach. Previous experience teaching the subject matter is also desired.

4. COURSE PROPOSAL

Submission for Course Proposal

Beginning the second week of December 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-January. Proposal to include:

- Description of course
- Age of students
- Monthly tuition
- Supply fees and what this includes (consumable materials, students will bring items home, etc. Parents should clearly understand what this fee includes)
- Preferred Payments - Checks, Venmo, Paypal, Cash App, Zelle, etc
- 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 as basic as, "Teach this subject to these ages" or quite structured including topics and methods.

5. CLASSES/FEEES

Class Selection

RSA has an Instructor & Class Selection Committee that is in charge of selecting the instructors and the classes that will be offered at RSA for the upcoming school year.

The committee takes into consideration many factors when selecting which classes to offer. RSA's mission emphasizes arts education but also includes a balance of other classes in the S.T.E.M., fitness, language arts, languages and cultural areas. RSA serves families with children from preschool age to high school. RSA is always looking for unique classes and well as time-tested favorites that will appeal to its members. RSA rents facility space and must best fit classes to the space available. All of these factors come into consideration when selecting classes.

Enrollment

Instructors and RSA administration make a determination in the minimum and maximum number of students allowed to enroll for each class. Factors that influence these numbers include: space available, safety, and instructor's required minimum/maximum in order to effectively offer the class. are

Class enrollments are (with exceptions listed below) done on a first-come-first-serve basis. Class rosters are compiled by the RSA registrar. Rosters will be published on the website after registration opens.

Instructors may not add students to their own rosters. Only students who are on a roster are permitted in the classroom.

Students who are outside of the ages listed for a class may not enroll unless the family completes RSA's Application of Age Waiver student has written permission of both the instructor and the Executive Team.

Enrollment exceptions:

- Instructors who are also RSA members may have their students enrolled in a class that they are teaching prior to opening enrollment to any other students.
- Members of the RSA Leadership Team, which includes all directors and several other key roles, serve as beta-testers prior to enrollment becoming available.
 - This ensures that there are no problems with the enrollment roll-out.
 - It is also a perk for the volunteers in these positions that put in an abundance of hours to help make sure RSA continues to run.

Fees

Tuition Payments to Teachers

Payments are made directly to the instructor, each month from September to November and from January thru March. April's Tuition is covered by the April Prepayment made in August, and no tuition is due in December as it is included in September's Tuition.

All tuition payments are due the first week of class each month. Instructors are encouraged to implement a \$5 late fee or 10% of the monthly tuition, whichever is greater for tuition paid later than the 22nd. *If tuition is more than one month late, the student should not be permitted to attend class until payment is received.*

Instructors are responsible for collecting fees directly from students. [Here is some information about accepting electronic payments.](#) [More information here](#) Course description and the welcome email to parents should include your preferred methods of payment such as Checks, VENMO, Paypal, CashApp.

If a check is returned for insufficient funds, the parent of the student is required to pay the full amount with any additional bank charges. You may implement a policy that after one returned check, you will require cash or e-payment.

Procedure for Late Payments:

Week 1, Payment Due on the 15th, but not paid: Contact parents to remind them to pay on Week 2 to avoid late fees.

Week 2: Any missing payments by end of day should be reported to RSA leadership (**Jody Luck, JodyLuck@RSAHomeschool.org**). Info should include:

- Student Name
- Parent Name
- Class Name
- Class Fee
- Date instructor contacted parent. RSA will contact parents during this week.

Week 3: Should be paid up (including any late fee). Any payments still missing should again be reported to RSA for follow up. RSA will notify parents that if not paid in full on week 4, the student may be removed from class.

Week 4: Should be paid up (including late fee). Any student still unpaid can be removed from class (up to instructor's discretion, but instructor acknowledges that RSA is not liable for lost monies).

Sample Late Tuition report:

“October tuition for my student Jay Brown, in my 10 am Tuesday Basket-weaving class was not paid on Week 1 or Week 2. I contacted the parent, Suzanne Brown on (date), via text, reminding her that her tuition was due and it should be paid at the next class meeting. Jay attended class today but the tuition was not paid.”

Supply Fees

Supply fees are for actual costs of consumable supplies that the students will use up and/or take home. Supply Fees will be paid to the instructor along with the prepaid tuition to allow you to purchase your supplies prior to the start of classes. Please note that there are only two weeks between these fees being due and the start of class, so plan accordingly.

Last Month Prepayment

Families are required to pre-pay the last monthly fee (April payment) for each class they are registered for prior to the start of classes to reserve their spot in the class. For your information, here is the family prepayment policy:

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.

These prepayments should be a benefit to instructors in several ways:

- you may use the funds to pre-pay your class fees
- you are covered in the event that a family drops the class; their prepayment becomes their paid notice.
- you are covered if a family falls behind on tuition and must be removed from class

You are responsible to:

- communicate with families right away as your registrations come in. They will need to know how to pay you in a timely manner. Do not accept pre-payments prior to August 15.-keep records of payment. E-payments help with this, cash and check payments will need to be managed otherwise, possibly paid in person at Meet and Greet.
- communicate promptly with RSA personnel as we try to manage rosters
- understand that this money must be refunded if for some reason you do not complete your teaching contract.

Instructor Fees to RSA

When you see your class fees on the schedule, you will notice they include an **extra \$5/student/month to be paid to RSA between the 23rd and the end of each month, ie, your \$40 class will be listed as \$45.** Fees not paid by the end of the month will incur a \$5 late fee or 10% of the amount due, whichever is greater. If an Instructor is more than 2 months behind on fees, and a satisfactory arrangement cannot be worked out with the Financial Director, then the Executive Team may terminate the contract with the instructor and look for a replacement.

* The \$5 fee does not apply to instructor's children enrolled in their classes.

Payments may be made via Check or Paypal. To avoid a late fee, pay the \$5/student on ALL MONEY COLLECTED. A roster will be emailed after the 15th, with an invoice based on the students registered on the HSL website. If there is a discrepancy between the roster and the instructor's records, the instructor should pay the fee on tuition collected to date, and mark up the roster to indicate if a student has not attended or hasn't paid that month. The corrected roster should be emailed to donnakuzio@rsahomeschool.org.

Instructors are independent contractors and may offer reduced tuition or discounts for

prepayment; however the \$5 to RSA is non-negotiable.

Note: If a student registers after the first week of the month, the fee is \$1.25/week except for the month of September when no fees will be accessed for students who register from the September 19th - 30th.

Fee Schedule

August: - Meet & Greet - April Prepayment and Supply Fees Due from families to instructors
August 31 - Instructor Fees Due on April Prepayment

September 15 - Regular Monthly Tuition due
September 23 - Late Fees Applied to Tuition.
September 23 - Instructor Fees Due
September 30 - Last Day to Pay Instructor Fees without Late Fee

October 15 - Regular Monthly Tuition.
October 23 - Late Fees applied to Tuition.
October 23 - Instructor Fees Due
October 31 - Last Day to Pay Instructor Fees without Late Fee

November 15 - Regular Monthly Tuition.
November 23 - Late Fees applied to Tuition.
November 23 - Instructor Fees Due
November 30 - Last Day to Pay Instructor Fees without Late Fee

December - NO TUITION DUE

January 15 - Tuition & Spring Supply Fee Due , if required
January 23 - Late Fees applied to Tuition.
January 23 - Instructor Fees Due
January 30 - Last Day to Pay Instructor Fees without Late Fee

February 15 - Regular Monthly tuition.
February 23 - Late Fees applied to Tuition.
February 23 - Instructor Fees Due
February 28 - Last Day to Pay Instructor Fees without Late Fee

March 15 - Regular monthly tuition.
March 23 - Late Fees applied to Tuition.
March 23 - Instructor Fees Due
March 30 - Last Day to Pay Instructor Fees without Late Fee

April - NO TUITION DUE

To enroll after August, two tuition payments (the enrollment month and final month) are required for each class as well as supply fees.

Add/drop

Instructors may choose to allow additional registrations during the school year if the class has not reached its maximum class size. Families adding classes after the school year starts will be responsible at registration for paying both the April Prepayment, and the currently due monthly class fee (prorated for partial month if applicable), as well as any Supply fee.

Students are permitted to drop a class but it must be submitted through the website and 30 days notice must be given. The Last Month Prepayment will then cover class fees during this 30 day period, whether or not the student continues to attend class.

Absences and Substitutes

RSA allows for one weather-related/act of nature closure per semester. Families pay tuition for the first closure. Any subsequent closures will be prorated.

Instructors are not to cancel classes without consulting the Instructor Liaison.

Every instructor should have a designated substitute. Instructors are to notify the Instructor Liaison who their substitute is and all substitutes are to be cleared with the Director of Human Resources. *We are aware that not all classes are conducive to having substitute teachers.

If an instructor must miss class due to illness or family emergency, it is the instructor's duty to notify the Instructor Liaison and to ensure that the approved substitute will be available to fill in. It is also the responsibility of the instructor to provide the substitute with a lesson plan.

Any absence not covered by an approved substitute will require the instructor to offer prorated tuition or if at the end of the year, a refund to the students.

Multiple canceled classes (or classes without an approved substitute) may be cause for RSA to cancel the Independent Contractor Instructor Agreement or fail to invite the instructor to teach in future years.

Illness

It is expected that all instructors 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 you or members of your family have had fever, vomiting, or have shown symptoms of a contagious disease within the past 24 hours.

If any instructor is found to be sick during the school day, they 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](#).

Many of your students may be medically fragile or come from a family with compromised members. Thus, 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. Before we return to classes in the fall, RSA will indicate which level of our COVID-19 policy is to start the school year. However, COVID is a rapidly changing virus; RSA will change mitigation levels, as indicated in the policy, to respond to these changes.

Engaging in a contract with RSA acknowledges that mitigation measures may level up as required by COVID rates either in the community OR within the organization. Instructors should be willing to follow the necessary mitigation measures at school, regardless of personal opinions.

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

6. ADDITIONAL POLICIES

Executive Team Responsibilities and Authority

The Executive Team consists of homeschooling parents and/or instructors at RSA who share a commitment to providing the best educational opportunities we can for the families in this community. We also have a responsibility to the facilities to serve as caretakers of the property during co-op hours and to 'give back' to our hosts as much as we can.

On occasion, a question will arise not covered by the policies outlined in the Parent & Student Handbook or the Instructor Handbook. In this case, the Executive Team reserves the right to improvise policy and asks that all involved parties abide by that decision.

7. COMMUNICATION

Communication is done through a variety of platforms at RSA:

Homeschool Life Website

RSA has a management site (HSL) where instructors may view rosters and manage their classes. Instructors should ask to join [HSL](#) and then notify leadership so their profile and instructor accounts can be merged.

Website (HSL) 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 notifications 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

RSA Discord Manual for Instructors:

The RSA Discord server is an optional resource for instructors to connect with their students for live on-line classes and/or outside-of-class discussions; and allow the RSA community to engage with one another outside of class times.

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, send her a private message and let her know that you are an RSA member

- Give her the email address that you used to register with RSA
- After she confirms that you are a registered member, she will set you up on the server
- **If you have any questions or concerns regarding Discord, please email info@rsahomeschool.org and direct your question to Shannon Johnson.**

School Closings

Generally, RSA follows the school closings of Suffolk Public Schools and Isle of Wight County 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 PM the evening before. There will be a forum email and a Facebook notification.

8. CLASS MANAGEMENT

Classroom Management

Only children enrolled in a class should be present in the classroom. The Executive Team must approve all classroom guests and classroom assistants. Classes are to be held in the room assigned or outside on the church property if the instructor wishes, but may not leave church grounds without Executive Team notification and consent.

If a student is providing a significant distraction in the classroom, whether for behavior or illness, or the instructor needs any other support during the class hour, an Executive Team member is available during each hour to assist. It is the instructor's discretion as to whether a child needs to return to his/her parent for the remainder of the class, so that instructional time may continue. No corporal punishment is permitted.

9. CONFLICT RESOLUTION

Conflict Resolution

RSA recognizes that whenever people are working and learning in groups, conflicts will arise. Should a conflict arise involving students, parents or instructors, 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, parents are encouraged to 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) to set up a meeting to discuss the situation. The administration may then facilitate a meeting to resolve the issue to hear all sides of the story before any action is taken.

10. CODE OF CONDUCT

Conduct

RSA does not have custodial or maintenance crews. Each member must 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 faculty, and for our host facility. The following rules of conduct are required from RSA members. Instructors should be aware of these rules and understand that parents are responsible for their own children's behavior and must ensure that they are acting in accordance with the RSA Code of Conduct

Prohibited

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

- Tobacco products (vaping included)
- Alcohol
- Illegal drugs
- Weapons (including guns, pocket knives, etc)

Behavior

Students, parents, instructors, and volunteers are expected to be kind and respectful to each other at all times.

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.

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. Some examples are verbal slurs or abuse; suggestive, offensive, or derogatory comments; sexist remarks about someone's body, clothing, or sexual activity; insults of a sexual nature; requests or demands for sexual favors; catcalls or other suggestive or insulting sounds or gestures; unnecessary and unwanted physical contact; and physical assault.

Individuals who have complaints of sexual harassment should report them immediately to the RSA Executive Team (executiveteam@rsahomeschool.org). Complaints will be considered confidential, and each complaint will be thoroughly investigated. If the evidence supports the allegation that sexual harassment has occurred, corrective action, including the possibility of dismissal, will be taken.

11. Code of Conduct Infractions

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.

12. HARASSMENT

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 Defined

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
- Unwanted reference to one's physical appearance, sexuality or to sexual activities
- Unwanted physical contact
- The demand for sexual favors accompanied by implicit or explicit threats against one's job security, class grades, or success
- Any comments or actions which denigrate 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 Executive Team (executiveteam@rsahomeschool.org). Any complaints of alleged sexual harassment made to these designated persons 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 designated persons, 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. A determination of the appropriateness (or lack thereof) of the particular action will then be made from the facts by the Executive 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.

Response Action

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 Team. 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.

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.

13. COVID-19 SAFETY GUIDELINES

Safety Guidelines for RSA 2022-23 (Covid-19 Mitigation)

- We will stay informed, flexible and adaptable to changing circumstances

- Stay home when you, your child or a family member has:
 - Temperature of more than 100.4
 - Cough
 - Shortness of breath or low oximeter reading (less than 90%)
 - Indicators of illness or known exposure to Covid-19
- Face coverings
 - RSA reserves the right to reimplement a face covering policy as needed.
- Hand washing and hand sanitizer use:
 - We will be encouraging hand washing and/or hand sanitizer use on arrival and intermittently during the day
 - Entrance doors, and classrooms are supplied with sanitizer
- Individual Desk/ Table Top cleaning:
 - Students and instructors will wipe down their desk top/table top area before exiting their classroom
 - Wipes are provided
- Volunteers will wipe down common area surfaces between classes, including:
 - Door handles
 - Faucets
 - Water fountains
 - Handrails
- Soap, paper towels and sanitizer are supplied and regularly restocked
- Anyone presenting symptoms while at RSA will be immediately isolated and the primary contact number will be called.

Please see the [COVID 19 Policy](#) for the most complete details.

14. FORMS

The following forms can be found at the end of this document.

- Liability Waiver
- COVID-19 Liability Waiver
- Independent Contractor Instructor Agreement

In order to become an Independent Contractor Instructor for Renaissance School of the Arts, each instructor must read this Instructor Handbook in its entirety. In addition, each instructor must sign and submit a Liability Waiver, COVID-19 Liability Waiver, Independent Contractor Instructor Agreement and pass a background check.

Renaissance School of the Arts Liability Waiver for Instructors

Release:

Release, covenant not to sue, waive, and discharge Renaissance School of the Arts, its independent instructors, its affiliated instructors, advisers, executives, board members, volunteers, participants or other family members, or the hosting facility, their officers, employees, board members, administrators, instructors, volunteers, participants or other families participating in Renaissance School of the Arts or hosting facility (hereinafter referred to as "Releasees") from all liability for any loss or damage and any claim or damage on account of injury to the person or property or resulting in death of Instructor while Instructor is participating in Renaissance School of the Arts activities or any other activities on the premises of the hosting facility.

Assumption of Risk:

Instructor agrees to indemnify Releasees from any loss, liability, damage or cost Instructor may incur due to the presence of Instructor in or on the premises of the hosting facility. Instructor realizes transportation to and from Renaissance School of the Arts or any time off campus is the Instructor responsibility.

Instructor assumes full responsibility for and risk of bodily injury, death or property damage while in or on the premises of hosting facility and/or while working for any purpose participating in the co-op activities.

Instructor expressly agrees that this release waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Virginia and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Instructor, in consideration of being permitted to participate in Renaissance School of the Arts, for Instructor, and Instructor heirs, executors, administrators, and assigns, releases and forever discharges all Releasees, and their heirs, administrators, and executors of and from any and every claim, demand, action, of whatsoever kind or nature, either in law or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage participation in Renaissance School of the Arts or any activities in connection with Renaissance School of the Arts or on the host facility's properties.

Instructor releases all hosting facility and Renaissance School of the Arts officials, professional personnel, instructors, volunteers and all others listed as "Releasees" above from any claim whatsoever on account of first aid, treatment or service rendered to the Instructor during participation in Renaissance School of the Arts. I understand that I will be solely responsible for and will promptly pay any expenses which may be incurred in providing treatment to the Instructor.

Acknowledgment of Understanding:

Instructor states that he or she has carefully read the above release and knows and understands the contents of the release and their significance and sign this release as Instructor's own free act.

This agreement shall be binding on each member of the Instructor, their personal representatives, assigns, heirs, and next of kin.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Instructor Signature: _____ Date: _____

COVID-19 Safety Acknowledgment -Liability Waiver and Release of Claims

COVID-19 Safety Information

While participating in events held or sponsored by the Renaissance School of the Arts (RSA), the measures set forth in this policy must be followed at all times to reduce the risks of exposure to COVID-19. RSA cannot guarantee that its members, volunteers, or others in attendance will not become infected with COVID-19.

In light of the ongoing spread of COVID-19, individuals who fall within any of the categories below should not engage in RSA events or other activities. **By attending an RSA event, you certify that you do not fall into any of the following categories:**

1. Individuals who exhibit any kind of 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 prior to RSA event either internationally or to a community in the U.S. that is experiencing sustained community spread of COVID-19 and have not yet waited five days and tested negative; or
3. Individuals who believe that they may have been exposed to a confirmed or suspected case of COVID-19 and have not yet waited 5 days to test clear.
4. Individuals who have been ill and have not yet passed the benchmarks outlines in “When to Return” in this document.

Duty to Self-monitor

Participants and volunteers agree to self-monitor for signs and symptoms of COVID-19 (symptoms typically include fever, cough, and shortness of breath) and, contact RSA at info@rsahomeschool.org if they experience symptoms of COVID-19 within 14 days after participating or volunteering with RSA.

Release and Waiver

I hereby release, waive and forever discharge any and all liability, claims, and demands of whatever kind or nature against the Renaissance School of the Arts and its affiliated partners and sponsors, including in each case, without limitation, their directors, employees, volunteers and members (the “RELEASEES”), either in law or in equity, to the fullest extent permissible by law, including but not limited to damages or losses causes by the negligence, fault or conduct of any kind on the part of the released parties, including but not limited to death, bodily injury, illness, economic loss or out of pocket expenses, or loss or damage to property, which I, my heirs, assignees, next of kin and/or legally appointed or designated representatives, may have or which may hereinafter accrue on my behalf, which arise or may hereafter arise from my participation with the activity.

Assumption of the Risk

I acknowledge and understand the following:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist;
2. I knowingly and freely assume all such risks related to illness and infectious diseases, such as COVID-19, even if arising from the negligence or fault of the RELEASEES; and

3. I hereby knowingly assume the risk of injury, harm and loss associated with the Activity, including any injury, harm and loss caused by the negligence, fault or conduct of any kind on the part of the RELEASEES.

While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and, I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the RELEASEES or others, and assume full responsibility for my participation; and, I willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases.

I have read this Liability Waiver, Release of Claims, and Assumption of Risk Agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without inducement. This waiver shall remain valid unless expressly revoked by the participant or parent or guardian of a minor, in writing, with receipt acknowledged by the released parties.

Name: _____

Email: _____

Signature: _____

Date signed: _____

Renaissance School of the Arts

Independent Contractor Instructor Agreement

I (printed name) understand that I am being offered a position as an Independent Contractor Instructor for Renaissance School of the Arts (RSA) for the 2022-2023 school year, teaching the following class(es):

As an independent contractor, I understand that:

- 1.) I will be directly paid by each individual student who registers for these classes (payments due monthly, on dates specified by RSA). I am responsible for collecting and keeping track of any payments, and communicating with my students and their parents about class requirements and any other needs or issues which arise.
- 2.) I am responsible for paying my own taxes, insurance (medical, liability, benefits, etc.). See www.irs.gov, “Self Employed Tax Center” for more information.
- 3.) RSA will provide classroom space, scheduling, and administrative support for classes offered. I am responsible for independently planning, implementing, and providing supplies for the courses listed above for the students, which must be communicated to them in the course description on the website, including what is covered by the supply fee. I agree to be reliable and prompt in my attendance and to participate in any recitals/shows/activities associated with my class/students (see #7 below). I understand that Independent Contractor Instructors are expected to communicate in a positive and professional way with all RSA families, students, staff, instructors and facility personnel.
- 4.) Independent Contractor Instructors will have the opportunity to propose courses for the following school year by submitting new course proposal(s) when requested. It is essential to turn in course proposals by the deadline in order to be considered as an instructor for the following school year. Decisions on courses to be offered will be made by the RSA Scheduling Committee and communicated to potential Independent Contractor Instructors. Instructors are chosen for the contract period of the current school year. Being offered an Independent Contractor position for a school year does not guarantee that the instructor will be retained to teach for the following school year.
- 5.) Because this is a responsible position and includes working with minor children, RSA requires background checks on all Independent Contractor Instructors. There will be an annual fee of \$30 to each instructor to cover background checks, use of website and associated expenses.
- 6.) RSA Independent Contractor Instructors will participate, encourage student participation and

assist students in preparing for the following RSA recitals/shows/events, including, but not limited to:

- RSA Variety Show (including rehearsal)
- Other: Winter Showcase
- Other: Global Cultures Celebration
- Other: Senior Showcase
- Other: Open Mic Night

I am being offered a position as an Independent Contractor Instructor at Renaissance School of the Arts (RSA) for the upcoming school year 2022-2023.

I have read and understand RSA's Mission Statement of Inclusiveness and agree to respect these as the beliefs upheld by RSA.

I have read and understand RSA's Instructor Handbook.

I have read, understand, and agree to abide by RSA's Code of Conduct.

I have read, understand, and have signed RSA's Liability Waiver.

I have read, understand, and have signed RSA's COVID-19 Liability Waiver.

I have read, understand, and agree to undergo a background check .

I agree to pay RSA an annual fee of \$30 that covers the background check and other administrative costs.

Independent Contractor Instructor's Signature _____ Date _____

Director of Human Resource's Signature _____ Date _____

