

# Renaissance School of the Arts

---

## Member Handbook

Updated: July 16, 2023

# Table of Contents

---

<b>1. About RSA</b>	<b>5</b>
Mission	5
Vision	5
About	5
Core Values	5
Instructors	6
Submission for Course Proposal	6
<b>2. Registration – General Information</b>	<b>7</b>
Agreement	7
Academic Year	7
<b>3. Registration – Process</b>	<b>8</b>
Registration	8
Right to Terminate/Refuse Registration	8
Membership Registration Process	8
Opening Enrollment	9
<b>4. Registration Fees &amp; Class Fees</b>	<b>10</b>
Family Membership Fees	10
Class Fees	10
Supply Fees	11
Prepaid Tuition & Supply Fees	11
Returned Checks	12
<b>5. Parent Volunteers</b>	<b>12</b>
<b>6. School Day Policies</b>	<b>13</b>
Instructor Absences	13
Family Absences	13
Co-op Hours	13
Tuesday Policies	13
Teen Drop-Off, Tues.	14
Thursday Policies	15
<b>7. Supervision of Children</b>	<b>16</b>
RSA Tuesdays	16
RSA Thursdays/Other Events	16
Sign Out Procedure	17

Missing Child	17
Child Safety	17
<b>8. Illness/Absence</b>	<b>18</b>
Illness	18
Absences	
<b>9. Communication</b>	<b>19</b>
Communication	19
Website Forum	19
Social Media	19
School Closings	19
<b>10. Opportunities</b>	<b>20</b>
Opportunities	20
Fundraisers	20
<b>11. Visitors/Tours</b>	<b>21</b>
<b>12. Conflict Resolution</b>	<b>21</b>
<b>13. Code of Conduct</b>	<b>22</b>
Conduct	22
Behavior	22
Prohibited	23
Language	23
Public Displays of Affection	23
Sexual Behavior	24
Cell Phones	24
<b>14. Harassment</b>	<b>24</b>
General Statement of Policy	24
Sexual Harassment	24
Reporting Procedure	25
Investigative Procedure	26
Response Action	26
Reprisal	26
Non-Harassment	27
<b>15. Code of Conduct Infractions</b>	<b>28</b>
Consequences	28
Suspension/Probation/Expulsion	28
<b>16. Additional Policies</b>	<b>29</b>
Executive Team Responsibilities and Authority	29



# 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.

## Instructors

RSA 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. 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.

### Submission for Course Proposal

In the spring semester 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 course for consideration. Interested parties should refer to: [Instructor Addendum](#).

## 2. Registration – General Information

---

### 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 2023-2024 school year:

- September 11<sup>th</sup> - 15<sup>th</sup> (First week of classes)
- November 20<sup>th</sup> - 24<sup>th</sup> (Thanksgiving Break)
- December 11<sup>th</sup> - January 5<sup>th</sup> (Winter Break)
- March 4<sup>th</sup> - 8<sup>th</sup> (Spring Break)
- April 22<sup>nd</sup> - 26<sup>th</sup> (Last week of classes)

### 3. Registration – Process

---

#### Registration

**RSA is an inclusive, secular program that welcomes families, students, and instructors 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.**

All families interested in joining RSA's community are welcome to apply for membership. Most of our members are homeschooled, but we do have some members from public and private schools who attend afternoon classes at RSA. Registration typically opens in the summer for the following school year, and remains open throughout the entire school year.

#### 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.

#### Membership Registration Process

1. Check the [Registration](#) for class schedules and registration information.
2. Read this handbook thoroughly.
3. New families can join RSA after yearly registration opens. RSA also accepts new registrations throughout the school year.
4. 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.
5. After you have been approved, you will complete the registration process.
  - Returning families who qualify for priority early registration [those who paid a Family Registration Fee for the previous school year and are in good standing with RSA] may register between **July 17 and 30th, 2023**; the fee is **\$100**.



- The family registration fee (returning or new) is **\$125** during Early Bird Registration (**July 31-Aug 10, 2023**).
  - For any family registering after the Early Bird period ends (**Aug 11** and later), the fee is **\$150**.
6. The entire family membership process may take several days and must be complete before families will be able to enroll their student in classes. Part of the registration process is to sign up for a volunteer position. You will be given this link once your application is approved.

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

## Opening Class Enrollment

Instructors are permitted to enroll their children in their own classes prior to class enrollment 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 enrollment process by reading through all classes and looking for mistakes and inaccuracies to ensure clarity when enrollment opens.

Class enrollments are done on a first-come, first-served basis.

Parents wishing to enroll a child, who is younger OR older than the minimum or maximum age listed for a class, (age cut off is September 30) must be approved by the Administrative Director ([executiveteam@rsahomeschool.org](mailto:executiveteam@rsahomeschool.org)). To request an age waiver, please complete this [application](#). 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 August 15th prior to the start of the school year.

Returning families who have completed the family membership process may begin class enrollment on **July 25th, 2023**

New member class enrollment begins on **August 7, 2023**

You may adjust your classes during summer open enrollment time, until the prepaid tuition fee due date of August 31, 2023. After this date, families are enrolled in the class and responsible for tuition payment in full for the first month of classes as well as any applicable supply fee, and the Drop Class form must be filled out to drop a class.

## 4. Registration Fees & Class Fees

---

### Family Membership Fees

The family registration fee for the 2023-2024 school year is \$150 (see above for possible discounts).

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

Renaissance School of the Arts  
Attn: Registration  
3575 Bridge Road, Ste. 8  
PMB #153  
Suffolk, VA 23435

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

RSA Members in good standing are eligible to enroll in, and attend, classes. 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 go to the [Drop a Class](#) form. By completing this, you are giving the instructor 30-days paid notice, covered by the pre-paid month tuition.

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 to instructors are due by the 15th of each month.** If paying by check or cash, be sure to pay your instructors by the Tuesday or Thursday before the 15th. 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 two weeks late, the student may not be permitted to attend class until payment is received.*

**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). Cash payments need to be made directly to the instructor, in an envelope labeled with the child's name and class and date.** Some teachers also accept PayPal or electronic payments. Credit card and e-payments may be subject to convenience fees. **Please see the Instructor Payment Info tab at [www.rsatidewater.org](http://www.rsatidewater.org) for details about what form of payment each instructor accepts.**

## 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. Students joining a class mid-year may need to pay a higher supply fee since their supplies were not included in initial bulk purchases.

## 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.**

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

**The Deadline for paying these Fees is midnight on August 31, 2023**

Please do not pay these fees prior to August 24, 2023.

Anyone enrolling in a class after the Prepaid Tuition Deadline is responsible for promptly paying the one-month Class Fee + Supply 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.

**Please be aware that the fees due in August do not apply to September. 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. 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.

During your family membership registration process, you will be directed to RSA's BAND account where you will sign up for a volunteer position. Your membership process is not complete without this step.

## 6. School Day Policies

---

### Instructor Absences

Instructor absences will be announced on the RSA Forum and Member Facebook Group and posted on the front-desk whiteboard as soon as possible. In the event that there is no substitute planned or available, and the class does not meet, class fees will be prorated by the instructor for the following month. If a class is canceled, parents are responsible for supervising their children.

### Family Absences

For a planned absence, families are responsible for finding their own volunteer job coverage and notifying the Volunteer Coordinator in advance. For emergency absences, please contact [executiveteam@rsahomeschool.org](mailto:executiveteam@rsahomeschool.org) as soon as possible.

### Co-op Hours

- During the school year RSA meets on Tuesdays and Thursdays, 10:00 AM – 5:00 PM.
- All members are required to sign in when they arrive at RSA and sign out when they leave.
- Each class meets one day/week, either Tuesday or Thursday.
- **We use a different meeting location for Tuesdays than Thursdays, so there are some different policies for each day.**

### Tuesday Policies

- The “standard” Tuesday class is 50 minutes long, with a 10-minute break between classes; some private lessons are 30 minutes long, and some classes are longer than 50 minutes.
- There is no set lunch period on Tuesdays; attendees can eat as fits their schedule, in the kitchen, lounge, or outside. Please keep this in mind when registering for classes.

- Some classes and private lessons for younger students are also held on Tuesdays. All children (13 and under, or not enrolled in the Teen 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.
- Due to limited capacity in the teen and family lounges at our Tuesday facility, on Tuesdays, students and parents need to arrive no more than 15 minutes before their first class, and leave within 15 minutes after their last class ends.

## Teen Drop-off for Tuesday Classes

On **Tuesdays**, RSA offers a drop-off option for teens 13 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.

Independent students, **who must be 13 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 between classes. RSA requests that parents support this program in two ways: First, by organizing your teen's classes so that there are not consecutive empty class periods scheduled, and second, by volunteering for a position on Tuesdays; we have volunteer jobs that can be done as you drop off your student for their first class, or while you wait to pick them up from their last class.

**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 on Tuesdays.**

## Thursday Policies

- The “standard” Thursday class is 45 minutes long, with a 15-minute break between classes; some private lessons are 30 minutes long, and some classes are longer than 45 minutes.
- There is a midday lunch break on Thursdays from 11:45 AM - 1 PM. Performances and other social activities are sometimes scheduled during this break.
- 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. **There is no drop-off option on Thursdays.**
- We have large indoor and outdoor gathering areas on Thursdays, and **RSA members are welcome to hang out and socialize during our entire “school day” on Thursdays (even if all of your classes meet on Tuesdays)**. Some of our community social events are also held on Thursdays, including market days, Global Cultures Celebration, class performances, and more.

## 7. Supervision of Children

---

### 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.

All students on the playground or ball field need to have an adult present.

Students aged 9+ may take themselves to and from SEA classes, but may not otherwise be outside without the supervision of a parent, instructor, or designated adult.

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+. Students in Ruritan classes need to stay at the Ruritan until the close of class to walk back in a group, or be picked up by a parent. In the event of an emergency the instructor will help the student arrange for a ride or escort.

### Sign Out Procedure

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 might not return in time, they must have a designated adult to provide supervision for their child. 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.

## 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.

## 8. Illness/Absence

---

### 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, diarrhea 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.

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 should not attend RSA until they are clear.

RSA takes a careful view of community health. **Enrollment in RSA acknowledges that mitigation measures may be required based on illness levels within the community OR within the organization. Disenrollment due to elevated mitigation measures does not qualify for any refunds.**

### Absences

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

## 9. Communication

---

Communication is done through a variety of platforms at RSA:

### Website Forum

Each RSA member has access to the [RSA forum](#) from the RSA website after you log in.

All communications from RSA will be posted on the forum. The forum sends an email to the email used for registration with RSA. Members agree to provide a valid email address and check their email regularly for updates from 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
- [BAND](#)

### School Closings

Generally, RSA follows the emergency school closings of Suffolk and Isle of Wight Public Schools, however, there are 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.

RSA allows for one paid closure per semester due to weather-related/act of nature/widespread illness in RSA's community: Families pay tuition for the first closure. Any subsequent closures will be prorated.

# 10. Opportunities

---

## Opportunities

RSA has various social, fundraising, and community service events in which families may participate, as well as a semi-formal teen dance. There are occasional group trips with discounted 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!

For graduating seniors, RSA offers display tables as part of our Variety Show in April, a senior recital, senior toast at the teen dance and a graduation ceremony.

## 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.

## 11. Visitors/Tours

---

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 Leadership Team. Please fill out RSA's [Tour Request Form](#) 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 during the visit. Families may arrange to stay after their tour and experience RSA community life.

## 12. 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. 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.
2. 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.

# 13. Code of Conduct

---

## Conduct

RSA does not have custodial or maintenance crews. 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 respectful behavior for our peers, our instructors, and for our host facility. The following rules of conduct are required from RSA members. Students, parents and instructors 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.

## 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 regardless of age, sex, disability, religion, race, ethnicity, culture, sexual orientation, gender identity, or belief system.
- All language, dress, books, music, games, digital content, and any other media/materials used at or brought to RSA will be PG family-friendly.
- Conduct myself in a courteous manner and be respectful of the authority of instructors, adult volunteers, parents, teen leaders, and others in leadership roles.
- 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. Do not bring food or drinks into any class without the instructor's express permission
- 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, and take care not to damage vehicles.

- Refrain from any type of intimidation, harassment, or bullying (including cyber-bullying) through words or actions. Refrain from any kind of physical violence (or threats of) against another person. I agree to report any of these issues I see to an administrative staff member or supervisor.
- Students are not to go into any class in session, they need to wait until the class is dismissed.
- Be in the assigned program area (for example: classrooms, designated community areas, etc.) at all times. I will not leave the premises of RSA without signing out at the front desk.

## 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.)

## 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.

# 14. 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

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 a member of the RSA Executive Team [executiveteam@rsahomeschool.org](mailto:executiveteam@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.

# 15. 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.

## 16. 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 Member Handbook or the Instructor Addendum. In this case, the Executive Team reserves the right to improvise policy and asks that all involved parties abide by that decision.