Sequoia Career Academy

STUDENT & FAMILY HANDBOOK

2026–2027

Focusing on the future of every student

Fully accredited by the Schools Commission of the
Western Association of Schools and Colleges

Inside This Handbook

This handbook explains Sequoia Career Academy's mission, expectations, policies, family partnership practices, and important school procedures.

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PLEASE KEEP THIS HANDBOOK Families are encouraged to review it with their student and refer to it throughout the school year.

Welcome to Sequoia Career Academy

As a member of the student body and family of Sequoia Career Academy, you are part of an important and exciting revolution in public education. All students are welcome at Sequoia Career Academy regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or immigration status.

We invite you · as a student or family member · to become fully involved in the activities of this charter school. This handbook will help acquaint you with the mission and operations of the school. We encourage you to become familiar with its contents. If you have any questions, please check with your Advisement teacher, the Academic Activities Advisor (Ms. Katrina Cavender), the Office Manager (Mrs. Kerri Thies), or the Principal (Ms. Melinda Decker).

Mission of the Academy

OUR MISSION The mission of Sequoia Career Academy is to prepare students for a successful future with a focus on career education in a safe, challenging, and well-managed charter school.

Our focus is on preparing you for a successful future. This means that we take a long view of what is important for you. We have designed our school to help you develop the skills you will need in further schooling, in the workplace, and in a healthy, adult life.

Focusing on career education means we will introduce students to a variety of different careers beginning in 4th grade and continuing through senior year. Students will be enrolled in various career education courses, including Career Technical Education (CTE) courses at the high school level. We are here to help you plan your future and teach you the skills you will need to follow your path.

We strive to provide this preparation in a school that is physically and emotionally safe. You are a critical part of ensuring this safety by behaving respectfully toward others. If you see a condition that you think is unsafe or if you feel unsafe for any reason, it is your responsibility to report this immediately to any member of the staff. It is also your responsibility to behave in a way that is safe for yourself and others.

We strive to provide this preparation in a school that is challenging. If work is too hard or too easy, you will be bored. We will work closely with you to determine what level of work is just right. Sometimes you will have to learn or do things that don’t interest you or you will have to do work that does not always seem meaningful; we encourage you to challenge yourself to be your best self. We will hold you to a standard of work ethic and behavior that is meaningful no matter what path you choose.

Finally, we strive to provide a charter school that is well-managed. Charter school laws provide a special opportunity to improve the quality of public education, and we intend to make sure that we live up to the expectation of that opportunity. With your help, our procedures and processes will be efficient, our information will be timely and accurate, and every dollar we spend will be used to help students achieve. We welcome your ideas.

Values Shared by Staff and Students

The mission of Sequoia Career Academy is supported by the values of the Board of Directors of Charter Academy of the Redwoods, a non-profit, public benefit corporation which manages the charter school. It includes four statements:

- **All people have value.** It is each person’s responsibility to strive continually to enhance that value.

- **All people have unlimited potential to learn.** People learn at different rates and in different ways and have the right to learn in an environment that accepts those differences. Learning is an activity of joy that requires great, sustained effort.
- **All people are challenged to higher levels of performance by high expectations.** It is each educator's, parent's, and community member's responsibility to set high expectations and invest the resources needed to help each student meet the challenge. It is each learner's responsibility to seize the value of that investment and achieve.
- **All people benefit from respect.** An environment in which people and things are respected is essential to the emotional safety and academic growth of everyone.

Your actions are expected to be consistent with these values.

History and Legal Authority for Operating

Changes to California's initial charter school legislation were implemented on January 1, 1999 in ways that make it much simpler for individuals to establish public schools that are independent from local public school districts. For the first time, non-profit entities could be established as the fiscally and operationally responsible party. The new law also specifies that one of the key purposes of charter schools is to compete with other public schools thereby promoting innovation and improvement of all.

Because of this law, Charter Academy of the Redwoods has been established as a non-profit public benefit corporation. Incorporated in August, 1999, the 5-member Board of Directors held its first meeting September 9, 1999. The Corporation acts under authority of the Articles of Incorporation filed with the California Secretary of State and in keeping with its By-laws and the Brown Act (open public meeting law). The Corporation is responsible for the management of Sequoia Career Academy, a charter school that opened in September 2002.

Sequoia Career Academy operates under the terms of a charter granted by Ukiah Unified School District, the school district within whose boundaries the school is located. The new charter expires July 2027. Ukiah Unified is responsible for general oversight of the Academy, including fiscal and programmatic auditing, and is the Local Educational Agency (LEA) responsible for the oversight of special education services. The Academy is responsible for providing all services to students with Individualized Educational Plan (IEP) under laws that govern Special Education.

About Charter Schools

Charter schools now operate in 42 states with over 1000 schools in California alone. Publicly funded, charter schools provide an opportunity for all students to attend a school that has a published, approved document (called a charter) that explains to the community what the school will be like. Many of the rules and regulations that traditional public schools must adhere to are waived for charter schools. They cannot charge tuition, teach religious doctrine, or discriminate in admission. They must teach to the state standards and give the annual standardized tests.

Each charter school is unique. Some are large and look very much like traditional schools while others are small, housed in industrial facilities or forested settings. Most charter schools focus on meeting the needs of a certain kind of student as Sequoia Career Academy is focused on meeting the needs of students who are motivated to catch up and get ahead academically.

The number and nature of charter schools is growing dramatically in California and throughout the country. It is the hope of legislators that charter schools will bring competition to the public educational arena and spark improvement for all schools.

For more information about charter schools, a good resource is the web page for the State of California Department of Education. From there you can also access information nation-wide.

Contact Information

Charter Academy of the Redwoods

Board of Directors Chairperson: Jay Joseph; Clerk: Sandra Boyce; Directors: Rebecca Brown, Rachel Donham, Andrew Sellars

Officers Selah M. Sawyer, President; Elna A. Gordon, Secretary/Treasurer

Corporation Office Located on the Redwood Collegiate Academy campus

Sequoia Career Academy

Office Staff Selah Sawyer, Co-Executive Director; Melinda Decker, Principal; Kerri Thies, Coordinator of Operations

Address 1031 N. State Street, Ukiah, CA 95482

Phone (707) 463-7080

Fax (707) 463-7085

Campus Locations Grades 4–7 are served on the fairgrounds; grades 9–12 are on the main campus; and grades 8–12 share the Redwood Collegiate Academy campus.

STUDENT REFLECTION Write the school name and mission in your own words.

What We Expect of Students

Academic Probation

Students who average less than “acceptable” in any quarter or who have failed to pick up, complete, or turn in independent study work may be placed on Academic Probation. This is notice to the student and family that achievement must improve. Students in grades 4-12 who are on academic probation may be required to make up the work during Tutorial, Bonus Days, and/or summer session. They may also be required to attend a mandatory tutorial.

Attendance

Regular attendance is one of the most important factors in student success. Being present each day helps students build strong relationships, stay engaged in learning, and develop the habits that prepare them for success in college, careers, and life. At Sequoia Career Academy, we are committed to partnering with families to support consistent attendance and address barriers that may prevent students from coming to school.

California law requires schools to monitor student attendance. A student who is absent without a valid excuse for three (3) or more days in a school year, or who is tardy or absent for more than 30 minutes on three (3) occasions without a valid excuse, is considered truant. When attendance concerns arise, our goal is to work collaboratively with students and families to identify challenges, provide support, and connect families with available resources through our tiered attendance process. Depending on a student's attendance pattern, this process may include parent communication, attendance meetings, and referral to the School Attendance Review Team (SART) when appropriate.

Students are expected to attend school every day, on time, unless an absence is necessary for one of the excused reasons outlined below. Absences of more than three (3) consecutive days or ten (10) cumulative days due to illness require a healthcare provider's note to be considered excused. Absences that do not meet the criteria established by California Education Code and Charter School policy will be considered unexcused.

Excused absences include:

- Personal illness
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometric, or chiropractic appointments

In addition, a student's absence may be excused for justifiable personal reasons, including:

- Appearance in court
- Attendance at a funeral
- Observation of a religious/cultural holiday or ceremony

When a student returns to school after an absence, a parent/guardian should notify the school office of the reason for the absence as soon as possible by calling 707-463-7080 or providing a written explanation. Timely communication helps us accurately document attendance and ensure students receive the support they need.

Behavior Code

We have a one sentence Code and we expect it to be followed when you are in dress code or are representing the school: All students and staff will respect themselves, others, and things at all times and in all situations.

All volunteers, family, and community members involved in school activities are expected to adhere to this Code as well. Efforts to counsel and educate any one who violates the Code will be made. Students who

violate the Behavior Code may be suspended by any member of the staff or, for serious or repetitive violations, subject to an expulsion hearing. The school is open to all students but you must earn the right to continue your enrollment. To ensure respect for yourself, others, and things, follow the school-wide, classroom, building and safety rules as well as these requirements:

Controlled Substances: Possession of any quantity of a controlled substance (e.g., illegal drugs, alcohol, tobacco) is cause for immediate suspension pending a Discipline Hearing and may be referred to the designated law enforcement agency for follow up. Their actions, including arrest and report to the district attorney, will be determined entirely by them.

Addressing staff: Many students have relationships outside school with staff (ex. family member, neighbor, friend). To create a respectful environment for everyone, all students are expected to address staff by title and last name. Adult family members may address staff by first name.

Electronics: Electronic devices are prohibited at Sequoia Career Academy unless a student and their parent/guardian has a signed Electronics Use Policy and Release of Liability on file in the office. This policy is only applicable to laptops, tablets and iPods. As part of the Use Policy, all approved electronics must display an office provided sticker and must NOT be used without staff permission and supervision. Under NO circumstances should an approved electronic device be in use during break or lunch. If the use policy is violated all privileges may be revoked. Sequoia Career Academy assumes no risk for lost, stolen or damaged electronic devices.

Cell Phones: Cell phones must be SILENCED or TURNED OFF and placed in the classroom phone storage at the beginning of each class period. Devices may be retrieved at the end of the period and should be out of sight at ALL OTHER TIMES, including break and lunch, except when granted explicit permission by a teacher to use it for academic purposes within their class. Cell phones are highly distracting. Therefore, it may be confiscated if not properly stored. Please help us enforce this rule. Sequoia Career Academy assumes no risk for lost, stolen or damaged cell phones

Food, Gum and Drinks: You may eat and drink only in the food services area of the building where lunch is served and the area designated on the main campus. Do not bring gum or chew gum while on campus unless you have a written medical prescription. You may bring water into the classroom; however, do not eat, drink, or chew on anything other than water in class.

Gossiping; Spitting; Doodling on Desks, Tables, or Materials; and Other Rude Behavior: These behaviors are considered highly disrespectful, and will receive consequences.

Bullying: Bullying can take the form of a direct attack –like teasing, taunting, threatening, stalking, name-calling, hitting, coercion, and stealing -- or be more subtle through spreading rumors and intentional exclusion. Either way, bullying is a serious violation of our behavior code and will result in the appropriate consequences. Furthermore, the use of any electronic device to harass, intimidate, or bully will also be treated as a serious threat to the safety of other students and the appropriate consequences will apply.

Ramps: All classroom ramps are to be used properly. Do not sit on, slide down, or crawl through the railings.

Classrooms: Do not enter a classroom unless a staff member is present. This protects you and the school.

Behavior Probation

We value learning and socializing that are physically and emotionally safe. Students who are disruptive will be warned and put on probation. Students on Behavior Probation may be required to attend Detention weekly and will not be allowed to participate in field trips or special activities. The length of probation will be determined by the staff. The purpose of this time is to help the student understand immediate change in behavior must be

made. Probation may conclude with reinstatement to good standing, voluntary transfer, or an expulsion hearing.

Buildings

Sequoia Career Academy is located on several campuses. The main campus and the fair buildings are leased buildings and all students are expected to help maintain its attractive appearance and safety. Students who damage the building or its contents will be expected to pay the cost of restoring it and may be expelled.

On the Redwood Collegiate Academy campus the ramps are to be used appropriately. Students are not to go through the handrails or hang/play on them in any way. In addition, students are not to be in the classrooms unless a staff member is present.

Cards and Gambling

Students may play card games during breaks and lunch; however, such activities may not be done in class or during study time, may not interfere with instruction, and may not delay return to class as breaks end. Cards may be confiscated at any time a staff member feels that the activity is potentially disruptive; decks of cards must be an appropriate design. Gambling is not permitted in any form.

Discipline

To help students immediately improve their behavior, staff may send students outside or to an isolated area. During this time, usually five minutes, students are expected to commit themselves to the Behavior Code. Other misbehavior may have more stringent consequences. Students who miss class due to behavior may expect to notify their parents of the lost class time.

Dress Code

Academy students are required to adhere to the Dress Code both as an issue of safety and of school pride. The code is:

- Students are required to wear a shirt, bottom (pants/sweatpants, shorts, skirt, dress, leggings), and shoes (activity-specific shoes may be needed for certain classes, such as Fitness or Science Labs).
- Undergarments should not be visible at any time.
- Clothing that could pose a safety risk to the wearer or others is not allowed. This includes but is not limited to, studded bands, chains, or any other items that might be harmful.
- Hats and beanies are permitted in class as long as they do not cover the student's ears or face, obstruct another student's view, or become a distraction to the learning environment.Hoods are not permitted in class.
- Headgear that obscures the face is not allowed, except for medical masks or items worn for religious reasons.
- Clothing and accessories that may indicate gang affiliation are not allowed. This includes, but is not limited to:
  - Red or blue lanyards, bandanas, belts, or headbands.
  - No more than two red or blue items can be worn at a time.
  - Items or clothing that symbolize gang affiliations, including but not limited to "N", "S", "M", Sureno, Norteno, 3, 4, 13, 14, 33, 44, 81, 707, XIII, XIV, X4, X3, WSK, PAK, ATC, VXL, MBZ, CVC, LNX, "Califas" or other known gang-related symbols.
  - Symbols associated with hate groups or white supremacy, including those related to Neo-Nazi or KKK imagery, are not allowed.

- Items with inappropriate references or images, including drugs, alcohol, tobacco, profanity, weapons, sexual content, hate speech, or violence, are not permitted.

Promotion and Graduation Ceremony

- Students may wear nice slacks, pants, capris, or jeans that do not have rips, tears, holes, etc. Leggings may be worn under a skirt/dress or long blouse.
- Students may wear a nice button-up shirt, blouse, polo shirt or sweater. T-shirts and school-logoed shirts are not permitted.
- Students may wear skirts or dresses that are no shorter than mid-thigh. Any skirts shorter than mid-thigh must have leggings underneath.
- All jackets must be formal or dressy in nature (i.e. button-down blazers, cardigans). Everyday coats are not permitted.
- No skin shall be visible from a student's armpits to mid-thigh.
- Underwear may not be visible at any time.
- All items must be school appropriate and safe as outlined in the daily dress code.

It is your responsibility to dress according to the Code every day. Violations will be handled immediately.

Staff also adheres to a Dress Code.

Expulsion

If a student is expelled they may not be on the fairground or school property during the hours of 8:00-5:30 while school is in session, or during a school activity, including but not limited to Family Fun Night, Demonstration Night, Showcase, or the Promotion/Awards/Graduation Ceremonies.

Extended Vacation

The school calendar provides full one- and two-week vacations in late

November, late December/early January, mid-February and late March, and several three or four-day weekends. We encourage you to schedule your vacations to be consistent with these breaks. Extending your vacation beyond those provided by the school compromises your student's ability to complete quality work that is comparable to that offered in the classroom. If you find that you must miss school for out-of-the-area travel, please let the office know at least one week in advance to arrange for independent study.

Fairgrounds

Sequoia Career Academy is the guest of Redwood Empire Fair which is governed by a Board of Directors and managed by Mrs. Jennifer Seward. Mrs. Seward has an office staff and grounds crew. In keeping with the Behavior Code, all fair Directors, management, and staff will be treated with respect

Graduation Requirements

Students at Sequoia Career Academy may earn a General Diploma

by completing course requirements. Parents and students are expected to track their progress and be aware of any missing credits well in advance of 12th grade.

Subject	Credits
English	40 credits

Math	20 credits (Algebra required)
Science	20 credits
Social Studies	30 credits (must include world and US history, gov't/econ)
Independent Living	20 credits
Electives	90 credits
Total	220 credits

Course requirements may be met through alternate means for transfer students upon approval by the Director. Seniors must have all credits and adhere to the behavior code to participate in graduation ceremonies.

Seniors who are absent more than 10% of the year may not be permitted to participate in the graduation ceremony.

Harassment

Sequoia Career Academy is committed to an environment free of unlawful harassment and prohibits harassment of any sort including but not limited to: sexual, verbal, visual, or physical conduct; threats or demands; or retaliation. Any student who has been subjected to any form of harassment is expected to immediately tell a staff member. If the matter is not resolved, a written complaint is to be submitted to the Co-executive Director. The complaint is to be specific and include the names of the individuals involved and the names of any witnesses. The Director will undertake a thorough and objective investigation and attempt to resolve the situation.

Honors

Sequoia Career Academy students earn honors in attendance. Students also earn academic honors. Students earn Academic Achievement Honor Roll for earning "Honors" and "credit" in each required course with accompanying privileges. Students who earn "Honors" above 90% and "credit" in each required course earn Director's Academy Achievement honors.

Horseplay and Public Displays of Affection

To ensure personal safety and comfort, our saying is: "Keep your hands, feet, body, and objects to yourself and keep your verbal and body language appropriate to a positive learning environment."

Experience has shown two things: successful students follow this practice as a matter of habit AND students who do not follow it consistently end up hurting others or themselves, usually accidentally. In keeping with this we do not allow public displays of affection (e.g., hand-holding, hugging, kissing...). Your behavior should enable you and those around you to achieve high academic goals.

Independent Study

Short-term independent study is used to provide students with an opportunity to complete work that would be missed due to a brief absence from school. Students who are unable to attend school for 3 days or more are expected to make up their work. This work may be requested from the office at least five days in advance of the absence or as soon after return to school as possible. The work assignments will generally be available the day before the absence is to occur.

Students requesting such work must be in good academic standing. Students who are not in good standing are expected to complete missing assignments and revise previously submitted work that did not meet the standards for an “acceptable” or better. It is important to recognize that the Sequoia Career Academy academic program is a challenging one and that much of the work requires direct instruction and classroom participation. This support is not available when students are out of the classroom.

It is the staff’s option to approve or deny a student’s request for independent study. Decisions are based on a GPA of at least 2.00, three days minimum absence, five days notice of absence, and previous fulfillment of independent study contracts. Students who have requested independent study but failed to pick it up, complete it, or turn it in may be put on Academic Probation, and required to go to summer school.

Independent study that is used to take the place of regular attendance in the classroom is called “long-term.” We do not offer long-term independent study.

Our Compact

Attaining high levels of achievement requires the combined effort of the student, his or her family, and the staff. Sequoia Career Academy students and families are invited to enter into a compact that details some of these efforts. Your copy is on the last page of this Handbook.

Passwords

You will be issued a user name and password for any computer applications. It is important that you remember them and keep them secure–that is, do not share them with anyone else.

Performance Review

The staff regularly reviews the achievement of each student. Concerns related to academic, emotional, social, or physical development should be used to build on areas of strength and focus on barriers to achievement.

Promotion and Retention

Students in grades 4-8 must pass all classes with an Acceptable or Honors, or receive a teacher referral, to be promoted to the next grade. Students in grades 9-12 should earn a minimum of 35 credits per year to be promoted to the next grade. Credits are earned by receiving a passing grade in each class per semester. Students who do not meet these promotion requirements will be required to attend summer school, and may be retained. Students who attend summer school or similar programs to make up credits may request promotion.

State Testing

Parents who wish for their students to opt out of academic or physical testing must submit a written request prior to the beginning of testing. We strongly encourage all students to participate in all phases of the testing program and will happily work with students to provide the most productive environment.

Supplies

Students at Sequoia Career Academy will be provided with any supplies needed to participate in the academic program.

Title IX

CAR prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at https://caredwoods.org/District/1788-Untitled.html.

What We Expect of Student Families

We expect parents/guardians to make an informed decision before enrolling a student. Once the student has enrolled, parents/guardians are partners in enforcing the Academic, Behavior, and Uniform Codes of the school. We ask parents/guardians to adhere to the Behavior Code in all dealings with staff, students, and other parents/ guardians.

Activities and Participation

Though not required, family participation is important to the success of your student and your school. The most important activities to attend are **Showcase**, which is held two times a year, **Honors Assemblies** held 3 times a year, **Family Fun Nights** are open to the entire family, is held twice a year and include fun activities for all as well as an opportunity for parents to talk with teachers and administration about school related matters. Our **Parent Advisory Meetings** are also open to the entire family and are held 3 times per year. Students attending must be accompanied by a responsible adult. **Promotion/Graduation Ceremony** on the second to last day of school. In addition, we would like each student · family to volunteer for activities and to use PowerSchool to be current about student progress. Please contact the school if you are interested in volunteering.

Attendance

Students are expected to attend school every day, on time, and remain at school for the full instructional day. Consistent attendance is one of the most important factors in student success, and we appreciate our partnership with families in helping students develop positive attendance habits.

If your child will be late, please notify the school office by **9:00 a.m.** Please note that students arriving after this time may not be able to order lunch. If your child will be absent, please notify the office by **9:15 a.m.** by calling **(707) 463-7080**. You may leave a voicemail at any time.

Absences due to illness that exceed three (3) consecutive days or ten (10) cumulative days require a healthcare provider's note to be considered excused. Absences that do not meet the criteria established by California Education Code and Charter School policy will be considered unexcused.

If you know your student will be absent in advance, please contact the school as early as possible to discuss available options, including Independent Study when appropriate. Planning ahead helps students stay engaged in their learning while away from school.

Students arriving late or leaving school early must sign in or out through the school office. A parent/guardian signature is required for early check-out, and only individuals listed on the student's emergency contact card or otherwise authorized by the parent/guardian may pick up a student before the end of the school day.

When attendance concerns arise, our goal is to partner with families to identify barriers, provide support, and help students maintain regular attendance so they can be successful in school.

Communication

Keeping in touch is essential to supporting student success. If you have a question or concern regarding a specific class, your first point of contact should be the teacher whose class your question or concern relates to. The teacher is responsible for answering questions, providing information about your student's progress, and addressing classroom-related concerns. If, after communicating with the teacher, your concern has not been resolved or requires additional assistance, please contact the Principal.

If you have a question regarding daily school operations or an issue that occurs outside of the classroom, please contact the office or Principal directly.

Families may also communicate with school staff via email or ParentSquare. If you feel a request has not been addressed in a timely manner, please notify the Principal.

Detention

One consequence for not following the Behavior Code is detention. Depending on the behavior issues, detention is generally scheduled for Wednesday during our enrichment hour after lunch. Repeat infractions may result in a student being placed on Behavior Watch or Behavior Probation. We expect parents to be aware of the behaviors that are resulting in detention and to work with the student to support immediate improvement. Failure to attend detention may result in further consequences. If you need to make other arrangements, this must be done with the office before the day of detention.

General Support

Please be sure your student is prepared to learn by arriving promptly at school every day rested and ready to learn; is attired in a clean, appropriate dress code with a dress code coat for cold weather; is completing in and out of class assignments on time; and is taking any concerns or problems to the Staff.

You know your student better than anyone else. We hope you will join us in setting high expectations for your student’s achievement. We also hope that you will work with us as partners in preparing your student for the future by reinforcing the basic skills of communication and respectful behavior.

Non-Custodial Parents

We are happy to provide copies of routine mailings (such as the

monthly school calendar and updates), report cards and progress updates, and other documents to any guardian or non-custodial legally authorized parent. Please ensure that we have accurate contact information and copies of current legal documentation.

Visiting

We encourage you to visit your student at school. To ensure the safety of our students and staff, it is required that you sign in at the office so we know who is on campus. The parking lot is off-limits to students during school hours. If you need to meet with your student and cannot leave your vehicle, the office must be notified in advance. Please help us protect your student.

Showcase

Community and achievement are the focus of Academy activities, and two evenings a year we gather to showcase our achievements to parents. Students and parents/guardians are expected to attend. This is a wonderful event and we look forward to seeing you.

Topics of Interest

Use this section as an alphabetical reference for school programs, procedures, and services.

Advanced Placement (AP) Test Fee

We do not offer AP classes; however, students may meet these college-level requirements through individualized programs. The state provides reimbursement for fees incurred by low income students who take AP tests. If you are interested in this program, please notify the Principal.

After-School Tutorial

Students who are on Academic Probation or who have earned less than

“Developing” in a previous semester class may be required to attend After School Tutorial as scheduled until the requirements are fulfilled, grades are improved, and the staff approves. Students may also drop in to after school tutorials to complete work as needed.

Automatic Detention

Students may expect to receive an automatic detention without any

additional warning for any of the following rule violations: crossing N. State Street at Magnolia or at Garrett without a crossing guard or being out of bounds on the fairgrounds (i.e., behind Carl Purdy Hall, in or behind the RV garage or barns, around the pond...).

Before- and After-School Supervision

We provide student supervision from 8:00 am to 4:00 pm for students not

participating in electives. If a student is participating in electives

supervision is provided until 4:45 pm. We ask that you arrive and depart during these times. Please let us know in advance if you need other arrangements for an unusual occasion.

IMPORTANT Students who are crossing North State Street at a location that does not have a street light **MUST** be assisted by the school’s crossing guard. Crossing guards will be on duty at Magnolia Street and Garrett Drive thirty minutes before classes begin. Crossing guards will also be on duty when classes are dismissed. Students who need to cross the street on foot should not arrive at school before or after the crossing guard is on duty.

Bicycles, Scooters, Rollerblades, and Skateboards

Students may ride bikes, scooters, rollerblades, and skateboards to and from school. **However, they must dismount at the N. State Street entrance to the school and at the entrance to the fairgrounds.** Bikes, scooters, rollerblades, and skateboards are to be locked up by 8:25 am. **In no case are bikes, scooters, rollerblades, or skateboards to be ridden on school or fair property.** Students must have a helmet to ride any wheeled vehicle and must lock their bike securely. Although the school is providing a designated parking and storage area, Charter Academy of the Redwoods assumes no responsibility for loss, damage, or theft.

California High School Proficiency Examination

For information about the CHSPE, an examination through which

students can leave high school without a diploma, see the state web site:

www.cde.ca.gov/statetests/chspe/. The web site explains the purpose of this test for early departure, the cost, the test dates, deadlines for registration, and other important information.

Cheating

All academic work is to be completed by the student without collusion. Cheating will be dealt with immediately and without equivocation. All written work will be the product of the student's individual best effort with the final product the complete responsibility of the student. The school will not allow cheating to unfairly help those who cheat; the academic consequence will be a zero on the assignment and a disciplinary referral.

College Courses

If you are interested in preparing for college one of the best ways is to take a college class! Most colleges, including Mendocino College, require that you obtain permission from the secondary school you are attending. Students who are interested in working toward a college degree while in high school may request to participate in the Associate Program. If you are interested in taking advantage of this opportunity and are in good academic and behavior standing, please contact the Principal. Students in 11th and 12th grade that are in good academic standing can participate in our college program. As part of the college program, the school covers all fees and textbook costs associated with the college course.

Community Assemblies

On alternating Wednesday, students in grades 4-12 participate in a school assembly. These assemblies are planned and implemented by a different grade each week. They may include performances, interactive games about class curriculum, competitions, or team building activities. Family members are encouraged to attend (assemblies are 12:45 pm to 1:50 pm).

Complaint Procedure

Staff intends to serve students, their families, and the community in ways that benefit the student and reflect positively upon the school. In the event that an individual has reason to believe this intent has not been met, that individual is welcome to express their concerns to the Principal, Director or other staff, as deemed appropriate. In the event that an individual has reason to believe a state or federal statute has been violated, a complaint process will be followed. In the event that the complaint is about student enrollment procedures or policies, the Charter School Complaint form on the school's website (www.caredwoods.org) should be filled out and sent to: UUSD 511 S. Orchard Ave. Ukiah, CA 95482, spaulin@uusd.net.

Contact Information

It is required that we be able to contact an adult responsible for each student every minute the student is in our care. Please be sure that the Emergency Card has accurate names and numbers and that when you are out of the area we have alternative contact numbers.

Course Descriptions

The course catalog identifies every class offered at the Academy. It includes information about prerequisites, credit value, objectives, how to challenge a class, and other general information of interest.

Crossing North State Street

There are two places in front of our schools to cross State Street. Both are dangerous and may not be crossed without staff. One location is in front of Sequoia Career Academy at Magnolia Street; the other adjacent to Garrett Drive at Redwood Collegiate Academy. We provide crossing guards each morning from 8:00 a.m. to 8:30 a.m. and immediately following each dismissal. Students are required to use the crossing guard any time they cross N. State Street near the schools. Crossing without a guard will result in automatic detention for the first offense and potential suspension and/or expulsion from the school for the second offense. If you arrive late, call ahead for a guard.

Electives

Students will be able to choose from among several electives. These will be available from 3:55 pm - 4:45 pm Monday, Tuesday, Thursday and Friday for students in good standing who are not required to attend Tutorial. If you have any idea for an elective you would like to take or to teach, please let the office manager know. Some electives will be held at our sister school, Redwood Collegiate Academy, 1059 N. State St.

Emergency Evacuation

We have several emergency drills during the year. Some of these drills require that you leave the classroom while others require that you remain inside. It is important that when you hear the alarm you give your complete attention to the closest staff person. Leave your possessions (backpack, binder, purse...) and proceed immediately to the designated area. If you were in the office or bathroom or were outside when the alarm sounded, you need to join the staff person whose class you are assigned to at that time unless directed otherwise by a staff person.

Enrichment

On alternating Wednesday, students in grades 4-12 participate in activities provided by the staff. These activities offer a wide range of choices from physical activity and games to art and technology.

Extracurricular Activities

Special activities that relate to the Academy’s mission occur throughout the year. These activities will result from student interest and parent support and will vary accordingly. Check with your Advisor for offerings and to make your interests known. Students must be in good behavior standing to participate. After school activities, such as dances, require advance approval and school attendance on the day of the activity.

Family Fun Night

Two times a year students and staff organize an evening of fun activities for all ages. Students, friends, neighbors, and family members are welcome to attend. Students must be in good behavior standing and must be accompanied by the parent/guardian of a student.

Field Trips

Academy students will have various opportunities to make learning real by taking trips to places and people of interest. All trips related to an academic class will be free of charge, and paid for entirely by the school and/or class fundraising efforts. Some voluntary, specialty trips, such as the senior trip, may involve a cost and/or individual fundraising efforts for participating students. Students must have a permission slip on file to participate in off-campus activities. Chaperones and drivers with proof of adequate insurance, a current license, and clean DMV records are encouraged to join us.

Finals and Midterm Examinations

Students are given two major examinations or projects per semester. The Mid-term is given at the end of the 1st and 3rd quarters and covers work from that quarter. The Final is administered at the end of the 2nd and 4th quarters and covers work from the preceding semester. The 2nd semester final may also include work from the 1st semester.

Food Services

All students are eligible for free breakfast and lunch as part of the Community Eligibility Program. However, to remain eligible for this program, it is important that all families turn in an accurate lunch application. Occasional opportunities to go off campus are provided for high-achieving students. We use the Junior Building as a cafeteria and the adjoining grassy area for outdoor eating. It is difficult for the staff to deliver hot meals that are brought after school begins and we request that you make arrangements for food before the school day begins. The parking lot is off-limits to students.

Food Deliveries

To ensure students have adequate time to eat lunch, any food being dropped off for a student must be delivered to the main office before the start of the lunch period. Food deliveries that arrive after lunch has begun may not be delivered to students until the next available break in the school day.

Students who order food for delivery are expected to place their orders before school or during scheduled breaks. Food may not be ordered during class time, as doing so is disruptive to instruction.

If a parent or guardian is running late with a food delivery, they should contact the office before arriving. For student safety, students will not be sent to the gate or parking lot unless the office has been notified and has approved the pickup. Students are not permitted to leave campus or meet food deliveries at the gate without prior authorization from the office.

Fourth-Quarter Rule

Any senior who commits an offense during the fourth quarter for which suspension is the consequence is on behavior probation and may not be allowed to participate in the graduation ceremony. The decision will be based on the student’s behavior history and the seriousness of the infraction. Any senior who is sent to a Discipline Hearing, will not be allowed to participate in the graduation ceremony.

Grades and Grade Point Averages

Students are not given traditional letter grades. Instead, you will receive progress updates that show course proficiency in terms of: High Honors, Honors, Acceptable, Developing, Credit and No Credit. You may also access progress information 24/7 through web-based Power School. Students who need a grade point average for college, sports, insurance, or other purposes may request grade equivalents from the Principal.

Graduation Fee

Seniors can purchase the graduation packet. This includes caps, gowns, and tassels. The cost is $30. Students may choose to borrow the cap and gown for the day of the ceremony instead of purchasing it, but all borrowed caps and gowns must be returned to the school office immediately after the graduation ceremony.

Graduation Requirements

The Academy offers a General Diploma. It requires completion of course work. Course work requirements may be met through alternate means for transfer students upon approval by the Principal. Seniors must have all credits and adhere to the behavior code to participate in graduation ceremonies. Seniors who are absent more than 10% of the year may not be permitted to participate in the graduation ceremony.

Hearing Testing

The school provides free hearing testing for all 8th graders and others upon request.

Homework Policy

Most of what you are used to as “homework” is done during the school day. **If you are behind in class requirements, you may be expected to do homework.** You may have some regular reading (usually the book you are studying for English), some physical activity if you are taking Physical Education, and preparation for a group project or exam. If you are earning less than “Acceptable” in any class, you may be given additional work to do at home until your progress increases.

Hygiene

Good hygiene, especially hand washing, is an important part of public health safety. Students, staff and visitors to campus are expected to thoroughly wash their hands before leaving the bathroom. Proper hand washing includes using soap and water for at least 15 seconds. Dry hands with paper towels and dispose of the towels in the dispenser provided.

Immunizations

We require evidence of compliance with all immunization policies prior to enrollment. Please be prepared to provide a copy of the immunization record.

Insurance

The school does not provide insurance for students. Please check with your insurance carrier for current information.

Internet Use

The Internet is a wonderful resource for academic achievement and Sequoia Career Academy is pleased to offer exceptional support through technology. Students will be issued access to this technology after demonstrating an understanding of and willingness to comply with the regulations for acceptable use. Rules include limiting the use of school computers to school work and never using the computer to plagiarize someone else’s work. Inappropriate use will result in loss of privilege.

Journals

Students may be issued a composition or spiral notebook to use in journal writing activities at the direction of all staff members. Journals are part of school work and their contents may be read and responded to by any member of the staff and are the property of the school.

Lice

Infestations of head lice are common among school-age children and we request your vigilance in minimizing any outbreaks at Sequoia Career Academy by checking and treating as needed. If you need information about controlling lice or independent study during treatment, please let us know. Parents of students diagnosed with live head lice will be notified. Once the student has begun treatment, they may return to school. Nits may persist after treatment, but successful treatment should kill crawling lice.

Mandated Reporting

Like all educators, every member of the Charter Academy staff is a “mandated reporter.” This means that we are required by law to report to Child Protective Services (CPS) any information we receive that a child is at risk for mental, physical, or emotional abuse or neglect. We take this responsibility very seriously and report any information given to us for CPS to investigate. Sometimes this information comes to us directly from the student in a conversation or a writing assignment. Other times it is based on observations that concern us. In keeping with the law, we do not investigate the matter nor do we inform the involved parties of our concerns or report.

Medication

For student safety, all medication to be administered at school:

- For student safety, all medication to be administered at school:
- must be labeled by a licensed pharmacist;
- must be in the original manufacturer’s container with the student’s name clearly written on the container;
- must be accompanied by a written statement from the doctor detailing the method, amount, and time schedule the medication is to be taken (this may be faxed and must be updated annually and when any changes are made);
- must be accompanied by a written statement by the parent/guardian indicating the desire that the school staff administer medication to the student as ordered by the health-care provider; and

STUDENTS CARRYING EMERGENCY MEDICATION must be handed to the school staff by the parent/guardian (not the student) except inhalers which may remain with the student.

Students who must carry an inhaler or EpiPen with them, must have additional letters from the doctor and parent stating the student is trained in the proper administration of the medication.

We recommend that you ask the pharmacist to divide medication into separate containers for home and school. The staff will NOT administer nor provide non-prescription medication such as aspirin, acetaminophen, allergy capsules, diet pills, Pepto-Bismol, etc. without medical authorization. Nor can a student bring these items to school and administer themselves. Please do not ask us.

Additionally, the school maintains EpiPens at each site in the event a student experiences an anaphylactic episode. Trained staff will administer the EpiPen if the need arises and the parent has signed the consent to do so at the beginning of the year.

Non-Participation

There may be times when the student · family prefers not to participate in an activity or component of the curriculum for religious or other reasons. It is your responsibility to notify the Principal of this and work together to make alternative arrangements.

Off-Campus Privilege

Our school is a closed campus. Students in good standing (not on academic or behavior probation) may earn off-campus lunch privileges. On days when off campus lunch is held for Honor Roll students, students in grades 4-8 must have a responsible adult chaperone; students in grades 9-12 may participate without a chaperone.

All off-campus privileges: must be on foot; students may only head north on State Street; students may not ride a skateboard, bike, scooter or skates; students must leave and return during the regular lunchtime; students must consume all food and beverage off campus; and students may not bring food or drink to students who have not earned off-campus privileges. Under no circumstance may a student drive him/herself or other students off-campus.

Students from all grades may earn off-campus privileges for achievement in specific classes as determined by their teachers. Off-campus privileges may be revoked by the staff at will.

When the class walks to an off campus location, such as the park or library, students are to respect the property and privacy of the businesses and homes along the route. Students should be quiet and keep their hands off of fences, rose bushes, etc.

Performances

There will be a number of opportunities to participate in performances. Many of these will be through regular academic classes such as performing parts of plays, being on a group panel discussion, or debating a topic of interest.

Pesticide

We have no intent to apply pesticides during the coming year. If pesticides other than topical applications for ants, flies, or mice are to be applied on our property, you will be notified 72 hours in advance by a student-carried letter home and through information on our web site, www.caredwoods.org. More information may be found at http://www.cdpr.ca.gov/.

Pets

Occasionally teachers and students may bring in pets to the classroom for teaching purposes. All pets must be approved by the Principal prior to arrival on campus. Any pet that is approved as a permanent resident of the classroom must be properly housed in a cage or tank as appropriate and properly handled/ cared for. Any pet that is approved as a visitor for a particular class period or periods must be properly handled/cared for and supervised at all times. In order to help us maintain classroom environments that are safe and comfortable for all students, please make the office aware of any existing pet allergies at the beginning of the year.

Progress Reports

In addition to web-based updates on Power School, all students receive progress reports (High Honors, Honors, Acceptable, Developing, Credit, No Credit) quarterly with semester reports recorded on the permanent

transcript for grades 9-12. Progress Reports are mailed home. PowerSchool reports can be sent to parents via email also.

Promotion and Graduation Ceremony

Family and community members are expected to celebrate the achievement of these students by attending this 10:30 a.m. ceremony. There is no separate 8th grade graduation. Seniors who complete the requirements for a General Diploma participate in a formal graduation ceremony with cap and gown. It is our goal to have every student earn the right to be promoted every year. Seniors must have all credits and adhere to the behavior code to participate in graduation ceremonies. Seniors who are absent more than 10% of the year may not be permitted to participate in the graduation ceremony.

Reading

Research shows clearly that the number one way students can use their time to increase general intelligence and achievement is to read. We require that every student have a book available to read at every minute of their class time. Sometimes they will have an assigned book for English or another class; sometimes they will need to have a book of their own choosing. Either way, they may check out books before or after school or bring their own book from home or another library. Students are responsible for the book they have checked out of the library. If a book is lost, a student may be expected to replace the book. Most classes set Accelerated Reading ® goals and progress is based on achievement of those goals.

Search and Seizure

The school staff maintains the right to reasonably search and seize a student's belongings, clothing, and person if needed to verify possession, or lack of possession, of contraband or other forbidden substances. Effort is made to communicate this situation to parents; however, due to the usual urgency of the matter it may not always occur prior to the search. The search is usually conducted in the presence of two staff members of whom at least one is the same gender as the student.

Section 504 Services

Students who are eligible for services under Section 504 will receive those services from the school staff. Please be sure to let the staff know by checking the appropriate box on the registration card. The staff will meet with the student and family to develop/update an accommodation plan. If you think your student needs services, see the Principal for an eligibility determination.

Special Education Services

Students eligible for services under the terms of an Individualized Educational Plan (IEP) will receive those services through Sequoia Career Academy. The staff will assist with arrangements upon request. For potential services, we will assist with arrangements upon request beginning with the Student Study Team.

Student Drivers

Students who drive to school must notify the office, identify their vehicle, and show their driver's license to receive a parking permit. Student-driven cars are to be driven safely and parked safely only in the designated parking lot at all times. The school permit must be displayed in the car. Although the school is providing a designated parking area, Charter Academy of the Redwoods assumes no responsibility for loss, theft, or damage. Student drivers who are tardy to school or operate their vehicle in an unsafe manner face loss of privileges. Once parked, the parking lot is off-limits until the day ends.

Student Study Team

In the event a student is not making satisfactory academic or behavioral progress, the staff or parent may convene a meeting of all staff involved with the student. The purpose is to develop a plan in which the student, the family, and the school are partners in helping the student succeed and may include referral for special education, Section 504, or other services.

Structured Day

Structured Day is an alternative to suspension. On a Structured Day, the principal or a designee escorts the student to and from classes. The student has lunch and breaks separately from classmates and must attend after-school detention that day.

Summer School

Summer offerings are determined each spring based on student need and interest as well as staff availability. It is expected that those students who do not complete their courses for the year will make-up missing courses during summer school. Space is limited. Therefore, students earning a conditional promotion will be given first priority

Suspension

There are times that a student's behavior warrants removal from school for the balance of the day or longer. When a student is suspended the school does not provide services, including school work. Students may be required to participate in a reinstatement conference with their parent/guardian prior to returning. Students may be placed on Behavior Watch or Behavior Probation as a result of suspension. Failure to adhere to the Academic Code may result in being sent home for the day.

Tardiness

Students should be in their classrooms and ready to learn by 8:30 a.m. each day. Students in grades 4–6 report to the Flower Building on the Fairgrounds, students in grades 7–8 report to their classrooms on the Redwood Collegiate Academy campus, and students in grades 9–12 report to their classrooms on the main campus.

If a student arrives after 8:30 a.m., they must sign in at the appropriate office and obtain a tardy slip before going to class (Flower Building office for grades 4–6, Redwood office for grades 7–8, and Main Campus office for grades 9–12). This helps us accurately track attendance, lunch orders, and ensure students are accounted for throughout the day.

For safety reasons, students in grades 4–6 who arrive late must be accompanied to the Flower Building by a parent, guardian, or other authorized adult and may not walk there alone.

Please note that students who arrive late and do not sign in at the office may experience delays in receiving a school lunch, as lunch counts are based on attendance records. Checking in promptly helps ensure your child is included in the lunch count for the day.

Teacher Qualifications

We consider hiring the most qualified person for every position our top personnel priority. A current list of staff and their professional qualifications is available upon request. In keeping with federal law, "The No Child Left

Behind Act of 2001," we assure you that teachers teaching in “core academic subjects” meet the certification requirement to be highly qualified.

Testing

Students are required to participate under the terms of the state testing program which requires that each student in grades 4-8, 10 and 11 , unless exempted by parent request, take the California Assessment of Student Performance and Progress and/ or California Standards Tests.. Students in grades 5, 7 and 9 take the fitness test in May.

Transfer to Another School

There may come a point where you decide that Sequoia Career Academy is no longer the best choice for you. If this happens, please notify the office who can support your request to transfer. We strongly recommend that you schedule your transfer to coincide with the semester calendar of the school you are entering as well as leaving to ensure that you earn maximum credits. Sequoia Career Academy is accredited. Therefore, all credits are transferable to any public school, but it is up to the school you enter to determine which courses and credits they will accept for specific graduation requirements. If you receive Section 504 or special education services it is important that you share information with your new school, a process with which we will help you. Sequoia Career Academy students have no right to admission in a particular school of any local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency.

Transportation

The school does not provide home-to-school transportation. There are MTA bus stops near the campus. We support the efforts of those who wish to carpool.

Trash and Recycling

and recyclables while on campus. This includes disposal of your own items and classroom clean up as assigned.

Tutorial

Tutorial is provided to all students within their regular schedule to allow students to complete any work not completed during class. If students do not complete their work during the tutorial time, they are expected to take it home to complete before their next class meeting.

Valuables

It is difficult to deal with the loss or theft of valuable things from personal possessions. Finding the truth of thefts is incredibly time-consuming, often disruptive, and rarely productive. Therefore, to ensure the safety of your valuables do NOT bring them to school. The school assumes no responsibility for your valuables and will not replace items that are lost, broken, or stolen.

Vision Testing

Students participate in vision testing in the first part of the school year. If the eye care professional identifies concerns, the parent will be notified to follow-up.

Work Permits

Work permits are issued AFTER the student gets a job. See the office for a permit application when you have a pending job offer. Students must be in good academic standing to receive a long-term permit; students may be issued one short-term permit that expires when new grades are posted. Students not in good standing (do not have a minimum GPA of 2.00) are not eligible for a permit. Students' work schedules may not interfere with their class schedule or the permit may be revoked.

Academic and Behavior Code

ACADEMIC CODE All students and all staff will do a full day of quality work every day.

BEHAVIOR CODE All students and all staff will respect themselves, others, and things at all times and in all situations.

School-Wide Rules

- Keep your hands, feet, body, and objects to yourself and keep your verbal and body language appropriate to a positive learning environment.
- Be sure every area is neat, clean and orderly when you leave it.
- Do not have unapproved electronic devices, weapons, drugs, alcohol, paraphernalia, or contraband.
- Follow the Dress Code; do not wear hoods inside classrooms or during formal school events.
- Be on time to school daily.

Classroom Rules

- Do not bring in food or drink except water in a sealed container.
- Follow the staff person's directions.
- Protect classroom materials, furniture, and equipment.
- Be a positive, contributing member of the class; do not interrupt or distract when someone is talking.
- During class: no grooming, no passing notes, no leaving seat or classroom without permission.
- Follow the Cell Phone Policy; place cell phones in the classroom phone storage during class.
- Earbuds/headphones are not permitted during class unless permitted by the teacher.

Building and Safety Rules

- Enter and exit rooms using the ramp; do not go through or sit on the railings.
- Remain on the path when going to or from the school and the Jr. Building.
- Stay out of the areas behind the classrooms and office building, and driving areas such as the parking lot and fairground's road.
- Cross N. State Street following the directions of the crossing guard.
- Do not touch the alarms, conduit, extinguishers, pipes, sprinkler heads, vents, cameras, or any similar object.
- Leave buildings and everything in and around it as good or better than you found it.

Consequences

- Receive a verbal warning with an opportunity to correct the behavior.
- Be isolated or removed from class and sent to the office.
- Staff contacts the parent/guardian and may assign detention or another appropriate consequence.
- Receive Behavior Probation with loss of special privileges and required detention.
- Be referred to an outside agency for restorative justice, anger management, or other support programs.
- Be referred to the Discipline Committee for staff review.
- Be assigned suspension when warranted by the severity or repeated nature of the behavior.
- In cases of severe acts, such as causing bodily harm or possessing contraband, the Director and/or Principal will take immediate and direct action to protect the safety of students and staff, which may include suspension, expulsion proceedings, law enforcement involvement, or other appropriate interventions.
- Students may be required to pay for the repair or restoration of damage caused by vandalism or destruction of property.

Student, Family, and School Compact

We, the undersigned, are united in our efforts to prepare this student for a successful future. To support this effort, we agree to fulfill the following responsibilities to the best of our ability.

The Student's Responsibilities

- to work every day to meet my school's mission by adhering to the Academic Code
- to follow school regulations including the Behavior Code and the Dress Code
- to cooperate with my fellow students, all members of the staff, and my parents/guardians
- to demonstrate my highest levels of achievement in all school activities
- to develop and maintain a long-term career and educational plan
- to take pride in my achievements and the achievements of my classmates
- to recognize that my ability to achieve is unlimited

The Family's Responsibilities

- to ensure that my student attends a full day of school everyday
- to ensure that my student follows the Behavior Code and the Uniform Code
- to read the Student-Family Handbook with my student and refer to it as needed
- to support my student's efforts by checking Powerschool and the school web page weekly
- to support the use of my student's long-term career and educational plan
- to inform school staff of matters that affect my student's learning and progress
- to recognize and celebrate my student's successes

The School's Responsibilities

- to support this student's effort to prepare for a successful future by ensuring that he/she receives instruction that leads to the highest levels of academic, emotional, social, and physical achievement
- to monitor this student's compliance with school-wide and classroom rules and ensure that he/she understands consequences for infractions
- to provide an environment that contributes to his/her physical and emotional safety
- to monitor this student's long-term career and educational plan
- to recognize his/her response to challenges and celebrate his/her achievements
- to work as part of a team that provides a safe and well-managed school to benefit this student

Student Name (Print)	**Grade:**

Student Signature:	**Parent/Guardian Signature:**

Staff Signature::	**Date:**