

**Red Apple Academy
Parent/Student Handbook**

2023-2024 School Year

Welcome to the Red Apple Academy! We are very happy to have your family be part of our program. We are dedicated to providing your students with an exceptional alternative and independent educational experience. We look forward to partnering with you to create a happy, memorable, and fulfilling program experience for your children.

Table of Contents

Red Apple Team	page 3
Mission and Vision	page 4
Our Values	page 5
Policies	page 6-12
Expectations of Students	page 13
Expectations of Parents	page 13
Handling of Disciplinary Correction	page 14

Leadership Team

Brittany Doan

President

Program Development and Campus Onboarding

brit@theredappleproject.org

949-363-3634

Stephen Doan

Treasurer

invoicing@theredappleproject.org

Tabitha Zinn

Director

director@theredappleproject.org

Katherine Hoggard

Administrator

siteadmin@theredappleproject.org

Katie Orduña

Assistant Director

welcome@theredappleproject.org

MISSION AND VISION

The Red Apple Project

The Red Apple Project is a 501c3 non-profit private foundation committed to bringing alternative educational resources and experiences to families and their children. Its purpose is to partner with community leaders, businesses, professionals, and individuals to deliver the best educational choices for each child and family.

The President, Brittany Doan, founded The Red Apple Project in 2019 with the vision to provide families with the ULTIMATE Alternative Education Resource! We are pioneering and paving the way to a New, Innovative, and Independent Educational System in our country one community at a time. While the traditional public and private schools will still play a role in the education of American children, The Red Apple Project advocates for parents to make more informed decisions on the information, curriculum, and lessons that are presented to their children by choosing to attend Hybrid, Alternative, Independent Educational Programs or Learning Centers.

Red Apple Academy

Red Apple Academy is an independent education community program that supports the mission and vision of The Red Apple Project, whose purpose is to put Christian principles and values into practice by providing a shared location for independent teachers to offer their unique classes and services to TK-12th grade students. We aim to collaborate with vendors, businesses, charter schools, and colleges, who provide services and classes that foster independent, inquisitive, life-long learners, who have a profound respect for political and religious freedoms, a love and appreciation for the creative arts, and are enchanted by the wonders and phenomena of the world. Our vendors provide learning opportunities that are content-rich in the interdisciplinary presentation of the humanities, sciences, visual and performing arts, and foreign languages. Students are delightfully engaged in their learning intellectually, morally, and civically to discover their unique gifts and purposes. We strive to foster a vibrant community that celebrates and nurtures a customized learning experience.

This dynamic community education program enables the parent to choose and schedule the classes that they select for their child. Parents can build their child's daily schedule and customize it to ensure a well-rounded education that aligns with their child's interests and career aspirations.

They can choose to come for one or two classes or sign up for classes all day. They can choose core or elective classes which empowers parents and students to take an active role in the educational process. This model of education has shown itself to be highly impactful and productive for scholastic achievement while honoring Christian values and principles.

Our Culture

We are a community filled with gratitude, servant hearts, and a love for children.

Parents feel included, supported, and relieved to have a community of like-minded people who honor God and fight for parental freedoms.

Teachers are free to plan and teach their own lessons and conduct their businesses without including uncomfortable lessons required by the state.

Children are celebrated and encouraged to discover their individual gifts inspired by Romans 12:7-8.

Red Apple Academy seeks to create the opportunity to empower teachers to provide exceptional educational services directly to families. We are constantly in the process of qualifying talented and passionate teachers who believe in our mission and vision.

WELCOME TO THE RED APPLE FAMILY!

Our Values

Integrity

We will conduct ourselves with truthfulness, responsibility, and accountability. It is important that our leaders operate with openness and honesty. Business interactions will be professional and perpetually earn the trust and respect of our associates and participants.

Proverbs 10-9

Compassion and Kindness

We will respond compassionately to the needs of others. We will be attentive and show personal care for those that are in distress. We will display a pleasant disposition in our conversations and negotiations. At the heart of our programs is to be of service to others.

Ephesians 4:32

Quality

We promise to deliver the highest quality educational programs and experiences to the best of our ability. We will pursue excellence in every aspect of our industry. We will act with professionalism and keep the safety of our students a priority.

Philippians 4:8

Transparency

When working with churches, schools, businesses, employees, vendors, students, and other clientele we will always be clear about our mission and intention when designing a program.

2 Timothy 2:15

Communication and Availability

We are committed to giving each student the personal attention that he/she needs to be successful. We will make ourselves available when needed and questions will be answered in a timely manner.

Ephesians 4:29

Inspiration

We will continually provide a positive environment where our team, partners, students, and other constituents are inspired to do more, be more, and give more to our community and our world.

1 Timothy 4:12

Community

We will look for opportunities to give back to our communities through partnerships and community service.

Matthew 23:11

Teamwork

We will work together with our employees, volunteers, interns, parents, agencies, and community toward completing successful programs every year.

Ecclesiastes 4:9-12

Policies

Fiduciary Responsibility of RAP Families: RAP collaborates with dedicated and talented teaching professionals who offer exceptional classes. In order to maintain this high caliber teaching, families are responsible to commit to attend and pay for a full semester of 16 weeks. It is the fiduciary responsibility of each family to be in proper financial standing with our vendors. Once a semester has begun, you are responsible for paying for the whole semester even if you relocate, change schools, or become ill. Charter schools will stop paying for a class and prorate the amount based on the date that you leave the school. You are responsible for paying any portion of the tuition that the charter school does not pay. **Neglect or violation of this will result in a student's possible dismissal from the Red Apple Academy Program.**

Non-Refundable \$50 Class Reservation Deposit: RAP collects a \$50 non-refundable deposit for each class to reserve your child's spot in the class (\$150 for CORE programs). Please contact the vendor to clarify any questions about their class before making a reservation as this deposit is non-refundable. This fee applies to the total tuition amount for each separate class. The total tuition is the reservation fee + tuition + material fee.

Parent/Vendor Communication: All communication regarding class information is between the teachers/vendors and the parent. If a question or concern should arise about materials, communication, or grades, parents are asked to first communicate with the teacher directly before emailing or contacting the program director.

The first line of communication should be done directly with the teacher/vendor. If after initiating and discussing the question or concern with the teacher, the parent feels that more information is needed, or the issue was not handled or addressed to their satisfaction, then the program director will assist to resolve any questions or concerns.

When contacting a teacher/vendor please include Red Apple in the subject line of the email along with the specific class and student you are referencing. Some of our vendors work at multiple programs and when your email address does not include a specific name reference it takes that much longer for a vendor to locate the parent/student associated with the email address and get back to you with a response. In order to ensure timely response, please always reference Red Apple along with the specific class and student name.

Classroom Dashboard: We offer a classroom dashboard to our vendors and parents as a convenience to our program participants.

Program Offices: All copying must be done on your own and not through the copy machines at our venues. Any needs should be communicated to the RAP Director not other staff members within the building.

RAP Newsletter: The RAP Director will send out a bi-weekly communication letting

families know how to prepare for events and opportunities coming up along with important campus updates, news, and communications. It is important to open up this newsletter and read it in order to be informed of community events and any important updates to our program.

Program Volunteer Requirement:

Every family is required to serve volunteer hours to support the program. Families must serve 6 hours per day enrolled, per semester. E.g. if your student(s) are enrolled 3 days a week, parents are required to serve 18 hours total per semester. This does not apply to online classes. A sign up link on the website allows members to pick available positions and shifts. If a family is not available to serve volunteer hours, they should not register their student for any classes. There are no exceptions.

Volunteer Shift Replacement Policy:

- You are responsible for your shift.
- Make a backup plan for being sick or having a sick child. If you cannot be present for your shift, you can send an adult family member or another Red Apple parent in your place. You do not need to notify the Director ahead of time, but simply have this person communicate to the Director upon arrival for the shift.
- Exchange phone numbers with 5 other community members so you can reach out to someone when needed.

Volunteer Shift NO-SHOW Policy:

Consequences for a NO-SHOW:

- Suspension of program membership.
- Must attend a meeting with a Director to review program requirements to lift suspension.
- Required to make up the missed shift, as well as an additional shift of the same amount of hours.
- A second NO-SHOW can result in program expulsion. The safety and quality of the program depends on our volunteers to show up.

If monitoring hours are not completed within a 16 week semester, then the family will not be able to register for classes for the next semester.

Check In: All students will have their ID badge scanned upon entering campus. All parents are to walk TK-2nd grade students to their first class of the day just before class begins. All 3rd-12th students are to go directly to their first class; parents can opt to walk them in or park and have students walk in by themselves.

Mon/Wed Car Drop Off: On Monday and Wednesday mornings from 7:30am-9:00am we offer car drop off for 3rd-12th grade students. Parents should enter before the On Target building and drive around the back of that building. They will be greeted by a Parking Director who will help facilitate students getting out of cars and walking through a designated coned area to get to campus. Red Apple cars should not travel through On Target parking lot after 9am or use their parking lot to park their cars.

Schedule Lanyard: All TK-6th grade students are required to have their schedule lanyard attached to their backpack at all times. This is to include their name, grade, parent contact, and any allergies.

Check Out: Students will be picked up using the ZoomQ app. Parents of 7th-12th graders can opt out of using ZoomQ and allow their students to leave campus without notification.

ZoomQ: We will be using a mobile app called Zoom Q to help create a more positive end-of-the-day pickup experience. Parents and all guardians that are authorized to pick up children from campus are required to download this app and use it. Children will be dismissed for pick-up when indicated by the parent arrival on the app.

Off Campus Privileges: 8-12th graders may leave the campus during the day if they have a gap between classes and are departing in a car AND have a signed release from parents. 8-12th students cannot loiter around the building or neighboring businesses. If students violate the agreement their off campus privilege can be revoked by staff. Any severe violations can result in dismissal from the program.

High School Students Driving in the Parking Lot: Responsible and conscientious driving is expected of all students and families. Reckless or dangerous driving, including high speeds, lack of control of the car, and texting while driving will result in loss of driving privileges on our property.

Parents Driving in the Parking Lot: Please follow all drop off and pick up procedures.

Parents Remaining on Campus: Parents that want to remain on campus may wait in the lobby sitting area by Studio 8 or offer to volunteer. Parents cannot linger in hallways or outside classroom doors.

Lost and Found Items: Please mark all of your children's items with their name such as backpacks, lunch thermoses, water bottles, sweatshirts, books, folders. Items in the Lost and Found are donated every 2 weeks.

Sick or Distressed Children: Our policy at RAP is to notify parents and ask them to speak to their child that is either feeling ill or is emotionally upset to the point of tears. If the child is ill, the parent will be asked to come pick them up and take them home. If the child is upset and crying due to separation from the parent, it will be up to the parent to determine and decide as to whether or not the child will be sent back to class or if they will bring the child home.

Please keep children with fevers of 100.5 or above, persistent coughs, and runny noses at home to get well. A child must be fever free for 48 hours before returning to the campus.

Head Lice: The RAP policy is to contact the Program Director. The Program Director will determine which classes were exposed and send a notification out to those who were

present. They will not share the identity of the student or family but will just inform families to check their children. **After the second application or official recheck of the lice treatment, the student can return to the program.**

Special Educational or Physical Needs of Children: Red Apple Academy is a private community program. We do not have the resources to meet any medical, educational, mental, or physical needs of children who may have certain health or educational needs. For this reason, **BEFORE REGISTERING FOR CLASSES, YOU MUST APPLY AND BE APPROVED.** We have a limited capacity at our venue, and have an approval process for program membership. Approval can take a few days to process. Approval will be based on the family commitment to program policies and volunteer hours, and the ability of the program to meet the needs of each student academically, behaviorally, mentally, physically, and emotionally.

Any child who has any life threatening illnesses, allergies, behavioral or educational needs that require any specific and detailed accommodations will be contacted by the Program Director, so the best course of action for the child and our program can be assessed, documented, and arranged.

Students with Food Allergies and Epipens: No NUT PRODUCTS are allowed INSIDE OR OUTSIDE DURING PROGRAM HOURS OF OPERATION. We do have some students with fatal food allergies. Parents must notify teachers if their child carries an epipen in their backpack for any allergen. For those students with life threatening allergies who are staying for lunch, precautions need to be taken and the best course of action determined. The Director needs to be contacted before the first day of school, so that the best and safest decisions can be made for that student at lunch time. It may be decided that the best and safest course of action is for you, the parent, to remain on campus with your child during lunch time.

Cell Phone Use: Cell phones and electronic devices are not allowed for TK-6th grade students during the RAP program. This includes lunch time. If a student must come with a cell phone to school, it has to be in the student's backpack, and they must ask either their teacher or RAP staff permission to use it to contact their parents. The Program Director will have a cell phone and allow students to contact a parent for urgent communications if they have not brought a personal cell phone to school. If a student does not abide by this regulation and uses his cell phone at any time during the program, then they will be asked to turn in their phone and it must be picked up by a parent at the end of the day. Teachers reserve the right to take a cell phone or electronic device from a student if they are not using it appropriately in class. For 7th-12th grade students, all devices must be in a backpack during class unless explicitly used for class instruction. While in Study Hall or Lunch, 7th-12th graders using electronic devices must use earbuds or headphones for any audio. Any media with inappropriate content (nudity, violence, foul language) is not allowed any time on campus.

Study Hall: Students in grades 3rd-12th can sign up for Study Hall if they have a gap between classes with no other class available to take. Students must bring schoolwork to work on or a book to read, and must not be a distraction to others. No electronic devices allowed unless required to complete schoolwork. Texting, social media, and listening to music are not allowed. Students who continually show up without work, distract others or break rules will be permanently dismissed from Study Hall. No refund will be given. If a 7th-12th student has a natural gap between any classes, they must be in Study Hall area. If they have a gap of more than 30 minutes they must sign up for Study Hall and parent must pay for Study Hall. The only exception is students that have off campus privileges (per the signed parent release) and will be off campus between classes.

Attending Classes: Students are expected to attend all of their classes (including study hall) and **may not skip for any reason**. If a class is intentionally skipped, the parent will be contacted and the student will go home for the day. If this behavior pattern continues RAP staff will consider dismissing the student from the Program.

Timeliness to Classes: Students must go directly to their designated class and not linger in hallways or study hall. Classes need to start on time so please be mindful and respectful of your teachers and fellow classmates.

No Students Alone in Classrooms: With the exception of setup and cleanup crews, students are not to be alone in a classroom without a teacher, RAP staff, or parent volunteer present.

No Excessive Talking in Class: Respect for your teacher and fellow students is essential. Teachers' rules regarding appropriate tone, volume, and timing of conversations must be followed and adhered to at all times.

Chapel: Chapel will be held once a month for all TK-12th grade students during lunch. This provides us with a time to come together in prayer and praise for all that God has blessed us with in our lives. This is a time of devotion, sharing, praying and praising. Parents are invited and welcomed to join us. If parents do not want their student to attend chapel then they can pick them up from campus.

Restroom Use: Restrooms are to be used respectfully. Any improper use of the restrooms such as vaping, smoking, or vandalism will result in immediate dismissal from the program. We have unisex single restrooms on campus. Only one person is allowed in a restroom at a time. Any person using a restroom must close and lock the door while in use. When done, they must leave the door open to indicate it is available and not occupied.

Designated Eating Areas: To help keep our venues clean, we have designated certain areas for eating. Eating is not allowed in the classrooms, unless for a special pre-approved event such as a class holiday party. Water bottles are allowed in the classrooms.

Lunchtime/Activity: Students are required to stay in the lunchtime/activity areas and not wander into classrooms. They are not to engage in unsafe behaviors such as tackling, wrestling or bullying. They must listen to instruction and correction from all staff members and parent volunteers.

Dress Code: Students are to make modest choices when selecting their clothing to wear to the program. Inappropriate and immodest attire is not allowed including:

- excessively short dresses, shorts, and skirts
- visible undergarments
- tops that show bras or bra straps
- shirts that are low cut, cropped, sheer, see through, or low-cut sides
- shirts with spaghetti straps
- excessively holey jeans; no holes above the knees
- dark menacing ominous attire
- offensive logos or language (this includes skeletons, zombies, satanic clothing, profanity, violent images)

A student in violation of dress code will not be permitted to attend the program until proper clothing has been provided by the parent or else they will need to be picked up from campus. RAP leadership reserves the right to make decisions on any clothing that does not fall within our dress code policy. Our program serves a TK-12 community and is governed by our values that desire to create an environment that reflects peace, love, and tranquility for all students attending.

Inappropriate Language, Discussions, and Public Display of Affection: Profanity/swearing or inappropriate topics of conversation that causes a student distress is not allowed. Aggressive conversations with students privately or in a classroom setting or with his/her teachers are not allowed. Public affection between students that RAP team members deem inappropriate will result in a parent being contacted.

Antithetical Behavior or Conduct to our Core Values: Behavior or conflict that is not in alignment with our Christian values will be addressed with parent and student(s).

Sharing of Inappropriate Media/Video/Photo: Sharing of any inappropriate media, video, or photos is not allowed.

Selling of merchandise on campus: There is no selling of any items by any student unless for a campus event such as Christmas Village or RAP fundraiser.

Weapons and Firearms: No weapons or firearms are permitted. If any are in possession of them, dismissal from the program will result.

Vaping, smoking, or illicit use of drugs: Vaping, smoking, or illicit use of drugs or the selling or distributing of these or other types of substances is not allowed and will result in

immediate dismissal from the program with no refunds of registration fees or classroom tuitions.

Bullying and Fighting: Any form of bullying or fighting will not be tolerated. The parent will be notified, and the child will have to be picked up. If the problem persists with that child and continual episodes occur, that student will have to leave the program. All classes that the registered student was attending will not be refunded.

Vandalism: Our landlords have graciously opened up their beautiful venue for our children's enjoyment and enrichment. Any form of malicious or intentional harm to the property can result in immediate dismissal from the program. Parents are responsible for paying for and replacing damages caused by their child. All classes that the student was attending will not be refunded.

RAP is a Community of Parents working together to bring the best educational experience to our students.

Expectations of Students

- Be respectful to their teachers, administrators, and their peers.
- Follow the rules of our program, their teachers' instructions, and not to be disruptive with speech or behavior in their classroom.
- Familiarize themselves with the information presented in this handbook and follow all policies.
- Follow all dress code guidelines.

Expectations of Parents

- Uphold your fiduciary responsibility.
- Adhere to RAP Program Policies set forth in this handbook and communicate them with your children and other family members.
- Fulfill volunteer service hours.
- Have a respectful decorum in communication to each other, teachers, and team members.

The Handling of Disciplinary Correction

RAP views most discipline issues as teachable moments for children on their journey into adulthood. The administrative team, made up of the Director, Program Supervisors, and Volunteers will address these issues as they arise. Students that do not follow the rules will be sent home.

Please note that RAP is not a remediated program for students with severe behavioral needs that need either school intervention/support or psychological management/counseling. There are no medical nurses nor trained personnel equipped to manage or give counsel to behavioral needs that may require professional care. If we feel that a child is in need of this type of care, we may suggest alternate programs that have the professional care to best meet the needs of the student and family.

RAP reserves the right to object to and react to any behavior or situation from any student or family member that is contrary or antithetical to the program. We also reserve the right to object and react to any behavior from any family members or students who impair our ability to function or that we are not professionally equipped to handle. We reserve the right to suspend, expel, or unenroll any student, or revoke any RAP privilege such as lunch/recess/study hall to any student whom the Director and leadership team feels is a threat to any student, family, teacher, or administrator. We reserve the right to suspend, expel, or unenroll any student with repeated or severe violations of the rules, policies, or procedures contained in this handbook or any student whose behavior is in need of professional care and intervention that our homeschool program does not provide. Class tuitions and program fees will not be refunded to any family whose son or daughter has been suspended, expelled, or unenrolled from the RAP program.

The policies in this handbook are for the safety, health, and well being of all of our students and their families. We look forward to an amazing year and feel incredibly blessed that you have chosen to be a part of our program. We look forward to partnering with you to create a rewarding and inspiring environment for your children to thrive and learn in.