



Aspire Richmond Technology Academy

Student and Family Handbook Addendum

School Year 2023-2024

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**Letter from the Principal**

Dear Aspire Richmond Technology Academy Community,

I want to welcome our new and returning community members to the 2023-2024 school year here at Richmond Technology Academy (RTA). We hope you are all excited and ready for a great year together.

This handbook will help you understand our RTA community. It contains essential information that can provide you with specific answers about our policies and procedures. Please review the handbook and feel free to contact the school concerning any additional information about which you would like more information. RTA is a vibrant community of learners. At RTA, we desire the best for every person, and we look forward to partnering with you to help our children grow to the best of their potential. We invite you to take an active part in this community, as true success is the result of a focused team effort, and everyone has a part to play if we are to achieve our goals and reach our potential. Our committed RTA staff offers high quality instruction and support to your students. It is our hope that you will feel welcome and invited to partner with us in the coming year.

We look forward to working with you this year.

From all of us at RTA, welcome to the new school year.

Sincerely,

Samantha Lamb, Principal

**About the School**

Since its creation, Aspire has been rethinking education to make going to college the expectation, not the exception, for all our scholars. Through this work, we've learned that nothing is more important than teacher effectiveness, parent involvement, and small group, differentiated instruction. At Aspire Richmond Technology Academy, we continue to hone in on teacher effectiveness, parent involvement and small group instruction. At the same time, we are implementing new programs to better support our scholar's social needs and ensure that our curriculum makes sense in today's highly

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technical economy. Some of those programs include blended learning, coding, and additional support services. Our goal is to enable students to become self-motivated, competent, life-long learners.

**School Site Mission and Vision**

Education for Liberation. At Aspire Richmond Technology Academy, we strive for excellence. We provide a rigorous education that meets each students’ academic and social emotional needs. We collaborate, communicate, problem solve, and critically think through rigorous learning experiences. We all work tenaciously together to cultivate an environment where stakeholders are healthy, safe, engaged, supported and challenged to become transformational agents of change.

**General School Information**

**School Contact Information**

Aspire Richmond Technology Academy

3170 Hilltop Mall Road

Richmond, CA 94806

510-480-0660

**Important Contact Information**

| Front Office Phone | 510-480-0660 |
| --- | --- |
| Attendance Email | RTA-Office@aspirepublicschools.org |
| Principal | Samantha.Lamb@aspirepublicschools.org |
| Assistant Principal for Tk-2nd | Susan.Tabrah@aspirepublicschools.org |
| Assistant Principal for 3rd-5th | Marcia.Courchaine@aspirepublicschools.org |
| Business Manager | Laura.Rodriguez@aspirepublicschools.org |
| Dean of Students | Grace.ShinCollins@aspirepublicschools.org |
| Dean of Instruction | Monique.Evans@aspirepublicschools.org |
| After School Program Director | Tania.Chenevert@aspirepublicschools.org |

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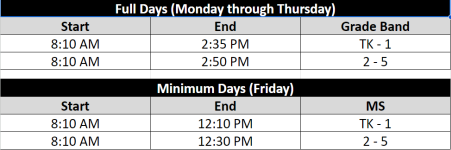
**RTA 2023-2024 School Site Calendar**

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**Bell Schedule**

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**Drop Off and Pick-Up Procedures**

On-time drop-off and pick-up is important to your child’s success and safety. In order to make drop off and pick up as efficient for you, your child and other families, please follow the below procedures.

**Arrival/Drop Off Time:** A supervised breakfast program is available for students from 7:45 to 8:05 am. For student safety, we ask that students not participating in the breakfast program do not arrive before 8:05am, as there is limited supervision in the morning. Please do not drop off your child before 7:45 am. They will not be supervised and it is not safe for them to be unsupervised.

**During Drop Off:**

● Enter the parking lot from Hilltop Mall Road.

● Please pull forward into the drop-off area and depart swiftly after you drop off your child to ensure the traffic can flow easily.

● Please do not let students exit before they enter the Drop Off area. This is extremely unsafe and puts your child at risk of injury.

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**Dismissal/Pick Up Time:** We have staggered our dismissal times to support traffic flow in our parking lot. We serve 540 students and have about 340 cars moving through the lot during our dismissal. Please be patient and kind to staff and other families. Your patience keeps children safe.

**Typical Week Pick Up Time**

| **Grade** | **Monday to Thursday (Full Day Schedule)** |
| --- | --- |
| **TK - 1** | 2:35 |
| **2 - 5** | 2:50 |

**Friday**

**(Min Day Schedule)** 12:10

12:30

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● There is no parking allowed in our lot during dismissal.

● Please do not exit your car during dismissal.

● Please pull forward into the pick-up cue, students will be walked to their cars. RTA’s designated traffic monitor will direct cars out of our pick-up cue. ● All pedestrian/walk up pick up happens at the back of our school on Klose Way.

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**Important note for TK through 1st Grade Students**

If your TK, Kinder, through 1st grade student has a sibling in third through fifth grade, please plan on picking up all your students at the third through fifth grade pick up time. Due to limited space in our parking lot, you will not be able to park and wait. We are all hands on deck during dismissal so that we can keep students safe. There are no office staff on call to pull students from other classes. If you arrive early, you will need to keep doing loops in the parking lot until your older student is released from class. Your younger student will join your older student's class during the older student’s pick up time.

**Important note for Students Enrolled in After-School Program** If your student is enrolled in the after-school program, they will transition directly to the program at the end of the regular school day.

**Early Pick-Up Policies and Procedures:**

For the safety of students, parents or guardians are not to drop students off, nor are students to arrive at school, prior to 30 minutes before the start of school, unless the student is involved in a regular school activity, meeting, or community program. Similarly, it is the responsibility of the parents or guardians to arrange to have their student leave or be picked up right after school, unless the student is involved in a regular school activity, meeting, or community program or is staying at the request of school personnel. In case of emergency, all students should go directly to the school office at any time before or after school.

Students who cannot comply with these requirements are placing all those at the school at risk by disregarding safety considerations. Students placing themselves or others at risk by violating the above policies may be subject to disciplinary action, including suspension and expulsion.

**School Site Attendance and Tardy Procedures**

Regular, on-time attendance is important for your child’s success. In the event your child is absent or tardy, please follow the procedures below.

If your child is absent, please 1) contact the school office at (510) 480-0660 or RTA-Office@aspirepublicschools.org to report the absence within 5 days and 2) contact

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your child’s teacher as soon as possible to ask for missed assignments so that your child does not fall behind.

If your child is tardy, please have them come to the front office (located in the main building) to sign in for the day and obtain a tardy pass before proceeding to their class.

**School Site Specific Dress Code**

Aspire Richmond Technology Academy requires all students to wear

uniforms. You may purchase uniform compliant clothing from Bancroft

Uniforms or the vendor of your choice.

**Uniform Shirts:**

● White, gold, or navy polo or button up shirt with collar

● RTA logo uniform items can be purchased from Bancroft Uniforms

**Uniform Bottoms:**

● Khaki or navy blue pants

● Khaki or navy blue shorts/skorts/skirts not shorter than 3”

above the knee ● Khaki or navy blue rompers not shorter than

3” above the knee

● Dark blue jeans or denim are not acceptable as uniform bottoms.

**Outerwear:**

● Solid navy blue or black button or white, zip, or pullover outerwear

○ Students may not wear hoods while inside the building.

● Large logos that are not Aspire/RTA logos are not acceptable.

**Layers, Socks, Leggings, Etc:**

● Long sleeve layering shirts of any color are permissible and recommended during colder months. They must be worn under uniform polos.

● Leggings and stockings of any color are permissible if worn under uniform pants, shorts, skirts, or skorts

**Shoes:**

● Closed toe shoes with a back are required on campus at all times.

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● No Crocs or slides

**School Culture and Student Life**

Our school leverages consistent Social Emotional Instruction and Restorative Practices to promote positive relationships and community building while providing meaningful opportunities for members of the school community to share the responsibility for making our schools a safe and nurturing environment. Restorative Practices are used throughout all tiers of support and intervention to create positive school culture, alternative discipline and change.

**Social-Emotional Learning (SEL)**

Our approach to Social and Emotional Learning (SEL) is to create a positive school climate and culture and foster the social and emotional growth of our scholars and teammates through adopting an intentional focus on the integration of SEL throughout our entire instructional pyramid and beyond.

We are committed to supporting our students’ social and emotional development to be caring and productive citizens. We engage in culturally responsive and equitable practices in our communities of students, families, and teammates to cultivate the following lifelong skills in each Aspire scholar and educator:

● Managing emotions and behaviors

● Feeling and expressing empathy and compassion for others

● Making responsible decisions

● Setting and achieving positive goals

Aspire Richmond Technology Academy utilizes proven SEL programs and other techniques to include SEL in our regular day program. This program is in addition to the many other culture and skill building opportunities occurring at your child’s school.

RULER: RULER (Recognizing, Understanding, Labeling, Expressing and Regulating emotions) is a PreK-12 approach to social and emotional learning that builds emotional intelligence in students and adults and prepares adults to model these skills and create a supportive and healthy emotional climate for students.

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TOOLBOX: TOOLBOX is a preK- 9 program that supports children in understanding and managing their own emotional, social, and academic success. The foundation of TOOLBOX is 12 human capacities that reside within all of us. Through its simple and

profound metaphor of Tools, TOOLBOX brings forward a set of skills and practices that help students access their own inner resilience at any time, in any context.

**Family Engagement**

Children learn best when their parents are engaged every step of the way, creating a bridge of learning from the classroom to the home.

We have many opportunities for family engagement and encourage you to participate:

School Site Council Meetings - School site council meetings take place four times a year and provide formal guidance on the school site plan, school progress, and resource allocation. All families are invited to attend these meetings, but elected officials provide final input. Elections take place in the fall.

English Language Advisory Council - English Language Advisory Council meetings take place four times a year and provide space for families to advise the principal, school staff, and School Site Council (SSC) on programs and services for Multi Language learners (MLLs). All families are invited to attend the meetings and give input, though we must have a minimum % of MLL families to match the current % of MLLs at RTA, and we must have at least 3 elected EL family representatives, who make final recommendations to the SSC and staff. Elections take place in the fall.

Informal Admin Office Hours - These take place approx twice a month and are informal opportunities to build community with our school admin team and other families. All are welcome.

Family Workshops - These take place throughout the year depending on family need. Historically, we have hosted workshops on Reading, Mental Health, Mindfulness, Science, etc.

Family Conferences - These take place twice a year for all students. Once in October and once in March. These conferences allow families to understand student progress and give space for families and teachers to collaborate.

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**Family Concern Form School Site:Date:**

**Student Name: Grade: Parent or Guardian’s Name:**

**Best time/s for someone to contact you: AM or PM**

**Please write you concern here:**

**Phone Number: Email:**

o Start with what you know (What you saw, heard, or said)

o Use dates and times

o Describe the steps you took to address the problem

o List the witnesses (If any)

o Identify the rule of conduct or policy violation

**Describe your proposed solution:**

o How can the issue be resolved

o What steps can the school take

o What steps can you take

**Office use only**

Check the steps completed: **Step #1 Step #2 Step#3 **

Resolution: the following action was taken (attach additional sheet if needed):

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**Formulario para Documentar las Inquietudes Familiares**

**Nombre de la escuela: Fecha: Nombre del estudiante: Grado: Nombre del padre o familiar:**

**El horario más conveniente para usted: AM or PM**

**Numero de teléfono: Correo electrónico:**

**Por favor escribe una descripción de sus inquietudes:**

o Comience por lo que sabe (lo que vio, escuchó o dijo)

o Utilice fechas y horas

o Describa los pasos que siguió para corregir el problema

o Enumere los testigos (si hubiera alguno)

o Identifique la norma de conducta o la infracción de la norma

**Por favor describa la solución que usted desea obtener:**

o Como se puede resolver esta situación

o Que pasos puede tomar la escuela

o Que pasos puede tomar usted

**Solo para uso de la oficina**

Check the steps completed: **Step #1 Step #2 Step#3 **

Resolucion: la accion que fue tomada (anadir otra hoja):

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