



Regional Center for the Arts HANDBOOK 2013-14

23 Oakview Drive
Trumbull, CT 06611
203-365-8857 Fax 203-374-2123
ces.k12.ct.us/rca

MISSION

The mission of the Regional Center for the Arts, a magnet public high school, is to bring together people of diverse cultural heritage, to develop in all students the knowledge, skills, attitudes and self discipline to reach their fullest artistic potential, to live a productive life, and to contribute to society as creative, engaged citizens.

At RCA We believe:

- Each individual has worth and deserves respect.
- Each individual's work has worth and deserves respect.
- Each individual is accountable for his/her own actions.
- Unity can be achieved through diversity.
- Self-esteem and a positive self-image are crucial to learning.
- Disciplined training benefits artistic growth.
- The creative potential of each student deserves to be developed.
- Students learn best in safe, nurturing environments at school, at home and in the community.
- The arts are vital to human development.
- Through the arts, students enhance and improve their knowledge of basic skills.

Our educational goals are:

- ✓ to develop self confidence and self-esteem;
- ✓ to develop an understanding and appreciation of cultural diversity;
- ✓ to collaborate within and between disciplines;
- ✓ to foster flexible ways to think and engage the imagination;
- ✓ to increase communication and social interaction among a diverse population;
- ✓ to expose students to performances by professional artists;
- ✓ to participate in events in and around the community;
- ✓ to provide training to students planning a performing arts career; and
- ✓ to provide information about post secondary studies and careers so that students may make informed choices.



Non-Discrimination

It is the policy of Cooperative Educational Services that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program because of race, color, religious creed, age, marital or civil union status, national origin, sex, sexual orientation, gender identity or expression, ancestry, residence, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness and pregnancy, in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1991, and applicable State of Connecticut laws.

Cooperative Educational Services agrees to comply with the above statutes and the regulations promulgated pursuant thereto. The Executive Director shall designate an appropriate compliance officer and the procedures for processing grievances. All persons associated with C.E.S. including, but not limited to, the Representative Council, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. All matters involving sexual harassment complaints should be directed to the Title IX Compliance Officer, and will remain confidential to the extent possible.

Title IX Compliance Officer

Christopher LaBelle
C.E.S.
40 Lindeman Drive
Trumbull CT 06611
203-365-8328

Section 504 Compliance Officer

Christopher LaBelle
C. E. S.
40 Lindeman Drive
Trumbull CT 06611
203-365-8837

Title IV Compliance Officer

Esther Bobowick
C.E.S.
40 Lindeman Drive
Trumbull CT 06611
203-365-8850

U.S. Department of Education Office of Civil Rights

The Office of Civil Rights enforces several Federal civil rights laws that prohibit discrimination programs or activities that receive federal financial assistance from the Department of Education. Discrimination on the basis of race, color, or national origin is prohibited by Title VI of the Civil Rights Act of 1964; sex discrimination is prohibited by Title IX of the Education Amendments 1972; discrimination on the basis of disability is prohibited by Section 504 of the Rehabilitation Act of 1973; and age discrimination is prohibited by the Age Discrimination Act of 1975, OCR enforces the Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965 as amended by No Child Left Behind Act of 2001) [<http://www.ed.gov/OCR>]. If you have complaints about discrimination that have not been satisfactorily addressed by C.E.S., you may contact OCR.

U.S. Department of Education
Office of Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491
Phone 617-289-0111

Bullying

Bullying behavior by any student at RCA is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or dismissal from the program. Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed or referring to another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that causes physical or emotional harm to such student or damage to such student's property, places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the education process or the orderly operation of the school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students and parents may file verbal or written complaints concerning suspected bullying behavior and students shall be permitted to anonymously report acts of bullying to any school employee. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

Protection of Children from Abuse

C.E.S. requires employees, designated by state law, to report suspected cases of child abuse/neglect or at risk children in order to protect children whose health and welfare may be adversely affected through injury and neglect.

The Executive Director is authorized to establish administrative procedures, including appropriate staff training, so as to insure the recognition and reporting of suspected child abuse/neglect or at risk children by personnel as specified in the Connecticut General Statutes, and as amended.

Search and Seizure

Consistent with CT Education Law, the Representative Council authorizes RCA administration to perform searches of student's desks, lockers, storage areas or other school property available for use by students if: 1) there is reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the rules of the school; 2) the measures adopted to conduct the search are reasonably likely to produce evidence of a violation; and 3) the physical safety of members of the school community or the prevention of disruption to school operations warrant such action.

ABOUT US

The Regional Center for the Arts (RCA), established in January of 1990, was formed by the five area school superintendents of Bridgeport, Fairfield, Monroe, Stratford, and Trumbull to provide a performing arts program for talented high school students. Thirty dance and music students were selected to start classes at the Arnold Bernhard Center at the University of Bridgeport. The goal of the program was to help promising high school students from the Greater Bridgeport Region explore and develop their artistic abilities by working with master artists and other talented students from the area.

In 1993 Cooperative Educational Services (CES) was asked to administer the program for the five school districts. In 1995 C.E.S. moved the program from the University of Bridgeport to downtown Bridgeport to be part of the growing revitalization movement to bring the arts back to Bridgeport. In the fall of 1996 RCA became a magnet school. The Academy of the Performing Arts was established in September, 2003, having the same goals as RCA and encompassed lower Fairfield County districts.

In November, 2007, RCA/APA moved into its own state of the art facility located at 23 Oakview Drive, and in July of 2010 the Academy for the Performing Arts was formally folded into the Regional Center for the Arts.

Our student body is reflective of the racial, ethnic, and socio-economic diversity of the Greater Bridgeport Region. Students attend their local public high school in the morning and attend RCA Monday through Thursday from 1:30-4:45 p.m. High school credits, which may be applied toward graduation requirements at the discretion of the sending school district, are earned at RCA through the study of dance, theater, music, musical theater, and video production. Through these departments the courses provide a broad understanding of the history and criticism of the arts through interdisciplinary study. RCA's performing arts training program is designed to prepare students to pursue professional careers and post-secondary studies. The curriculum is professionally oriented, highly structured, and academically rigorous. Commitment to serious study is expected of all students.

Over the years our students have been recognized for excellence in the arts including winning the American High School Theater Festival Award, performing at the Edinburgh Theater Festival in Scotland, and winning awards at the Connecticut High School Musical Theater Awards.

Daily Procedures

Arrival: Students are expected to arrive from their sending schools by 1:30 pm. Upon arrival they should report to their first period class. During this time, students will be made aware of any school-wide announcements. In the case of dance class students may use this time to change clothes. For other classes they can prepare equipment, while the teacher takes attendance. If a student arrives late, he or she must sign in at the main office.

Attendance: It is the responsibility of students to attend all classes. The RCA curriculum is a series of inter-related classes that meet each day. Daily course work builds upon work done at previous class meetings. Therefore, continuous, perfect attendance at RCA is important for students to maintain a sense of continuity and commitment to the goals of the program. A student's absence from any class session affects his/her progress and all the members of the class. More than four unexcused absences each semester will result in the loss of credit. For seniors, loss of credit in a course may result in failure to meet graduation requirements.

Absences which do not count towards loss of credit include, but are not limited to, the following: (Provided a written note is submitted to the office.)

- Seminar-3 college visits
- Illness with a doctor's note
- Attendance at a funeral
- Extra help in academics with a signed note from the teacher or parent
- Field trip attendance with the sending school
- Bus transportation issues

Communication About Absences: It is a parent's responsibility to communicate with our school the reason for all absences. Parent notes or phone calls to excuse an absence or lateness must be received within two school days to be considered excused. Parent notes for absences must include the following: 1) the student's name; 2) the date(s) of the absence(s); 3) the specific reason for the absence, tardiness or dismissal; 4) the signature of the parent; and 5) a daytime phone number where a parent can be reached to verify the note or phone call.

Parent notes or phone calls to request an early dismissal must be presented to the office before the student is dismissed. For your convenience, the office has voice mail during non-school hours (203-365-8857).

Excused, Unexcused, Absences and Cuts: We will honor the modified schedule of the sending school for events like mid-terms and CAPT testing. In those cases, it will be an excused absence for our students. When a student is absent from their sending school in the morning, they cannot attend our school in the afternoon. When a student is sent home from his/her sending high school it is the responsibility of the student to provide a verified excuse to the RCA office within two days, unless there are unusual circumstances. Failure to provide a verified excuse within two days will cause the absence to remain recorded as unexcused.

Excessive Absences: The importance of daily attendance cannot be stressed enough. Coursework is predicated on the student being present for all classes. We monitor student attendance daily. If a student is excessively absent, his or her parent will receive a letter from the school alerting them of our concern, and the student will have a conference with the principal. If the student's attendance does not improve, they may risk losing their place at RCA.

Verifying an Absence: If a student is absent from RCA, and is not excused for the day through a parent call or the school schedule, we will place a call home to verify the reason for the absence.

Class periods: First period class runs from 1:30-3:15. Second period is 3:15-4:45.

Early Dismissal: If a student is leaving early for an appointment or other reason, a note or phone call from the parent is required. When a parent is picking up a student early without a note or phone call, they must come to the office and sign the student out.

Dismissal: All classes dismiss at 4:45 pm. Students proceed to the front of the building for their bus or other transportation. If students are being picked up, please pick them up in our upper parking lot. Also remember that passing a school bus with the lights flashing is illegal and could result in a \$450 fine for each bus you pass.

Dress: There is no formal dress code at RCA, however clothing should neither distract other students or teachers, disrupt the education process, pose a health or safety threat to anyone, or cause damage to the school facility. Clothing should be free from promotion of or reference to drugs, alcohol, and tobacco, and free from violent signs, symbols or words of which are obscene, lewd, vulgar or defamatory. Clothing should also be free of slogans, names, titles or the like which are likely to incite or inflame. The serious nature of our school and pride in the reputation of our school require a positive, safe, and non-disruptive learning environment.

As young performers attending a professionally oriented school, students are expected to dress and groom themselves for the business of school. In many classes students are required to move and dance, so they must have appropriate clothing (including shoes) in order to participate. Students who do not have the appropriate clothing may not be able to participate in class, and therefore lose credit.

Dance Dress Code:

Ladies

Dance wear: Pink tights and black leotard
Optional for classes other than Ballet &
Modern: black jazz pants w/black leotard

Shoes: pink ballet slippers
(put your name in both shoes!)

Musical Theater/Jazz: Black jazz shoes
(any style)

Gentlemen

Dance wear: sweat pants or tights,
fitted white or black T-shirts

Shoes: black ballet slippers
(put your name in both shoes!)

Musical Theater/Jazz: Black jazz shoes
any style)

**Hair must be put up in a bun or pulled back and secured. No jewelry.*

Theatre Dress Code

All theatre students should wear loose fitting clothing; allowing for movement.

Driving to School: Students may drive to school with parental permission. Parents must complete the permission form included in the appendix of this handbook. Also be aware that newly licensed drivers (16 and 17 year olds) may not drive with passengers other than immediate family members for their first year. For further information on teen driving, please refer to <http://www.ct.gov/teendriving>.

Electronic Devices/ Cell Phones: We recognize the reality that most of the students at RCA have a phone and/or I-pod/MP3 player with them. Neither music players nor phones are to be used during the school day. Students bring these devices to school at their own risk. Students should keep these devices with them, put them in a locked locker, or allow the teacher to hold the phone or music player during the class. RCA assumes no responsibility for the loss of phones or other electronic devices.

Emergency Contact/Medical Information: If they have not already done so, parents/guardians should complete and sign the Data-Emergency Contact Information form and have their student give it to the main office secretary as soon as possible. This information is crucial to us in the case of an emergency, and for our emergency alerting system.

Fire/Emergency Drills: Fire and emergency drills will be held periodically during the school year. At the sound of the fire alarm, everyone is to leave the building immediately by the nearest exit. Students are to remain with and under supervision of their teacher. Attendance will be taken. If unassigned, students should report to the closest faculty member. Students should stand away from the building to allow a fire lane and should maintain order and quiet so that emergency procedures can be executed. No cell phones or electronic devices should be in use during a drill. No one is to re-enter the building until instructed to do so by an administrator. In the case of a lockdown, students will remain in the classroom and follow the instructions of the staff.

Grades: In meeting state requirements, RCA is in session from September through June meeting 450 contact learning hours equivalent to 2 2/3 credits for the year. Although RCA recommends that school districts grant 2 2/3 credits per year, each sending school district decides on the number of credits that students may receive per semester at RCA. Instructors assess students quarterly. An average grade for the four classes is sent to each student's high school for each marking period. Parents also receive a quarterly report card with grades for each of the four classes. These credits may be used toward their sending school district's graduation requirements. Grades are weighted according to the amount of time spent weekly with each instructor, and then averaged to create one RCA grade. Students are expected to maintain an average of C or above.

EXPLANATION OF LETTER GRADES

- A Student has excelled in all evaluation areas and has shown a high level of commitment to the program.
- B Student has done better than average in all evaluation areas and has displayed commitment and energy to the program.
- C Student has performed average work.
- D Student not working up to potential; work is poor and student is not showing commitment to the program. Placement at RCA in jeopardy.
- F Failure - Placement at RCA in jeopardy.

Inclement Weather: In the event of inclement weather affecting the schedule at RCA, we will use our messaging system to e-mail and send text messages if parents opt for that service, so please be sure that your e-mail and cell phone records are up-to-date with our main office. In addition you can listen to: WICC 600 AM, WEZN 99.9 FM, WEBE 108 FM or any other Connecticut radio or TV station or go to www.wtnh.com and look under school closings for CES Trumbull.

Lockers: A limited number of lockers are available for student use. We supply the locks and we encourage students to use the lockers.

Participation in Class: RCA is a place where we encourage students to stretch themselves and to try new things. For that reason it is very important that students fully participate in all classroom sessions. Students who do not participate or who are unprepared will receive a lower grade for the class.

Performances and Exhibitions: Performances and exhibitions are a critical part of a student's experience at our school. Rehearsals, performances and exhibitions are equivalent to the tests and final exams in other subjects. We expect students to attend rehearsals and performances at the scheduled time of productions in which they are involved. Failure to participate in scheduled rehearsals, performances or exhibits will affect a student's grade. In addition, students are encouraged to support their schoolmates by attending any or all of the performances and exhibitions given by other students here at RCA.

Photography/Video Recording: In the course of our school year, we photograph and video record student performances and other activities. The form to permit us to do this was part of the RCA application. If you have any questions or concerns, please contact the principal.

Shortened Days by Home School: When days are shortened due to teacher workshops, parent conferences, or school based testing (CAPT), sending districts will decide whether to provide transportation. In most cases Bridgeport, for example, does provide transportation.

Tardiness: Students are expected to arrive at RCA in time for the first class. Students who are tardy must sign in at the main office. At minimum, excessive tardiness will result in a conference with the principal.

Technology: In order for students to use computers, access the internet, or use similar equipment, students will need to read and sign the *Technology Appropriate Usage Contract*. Without this signed form, students will not be permitted to use computers at our school.

Transportation: Transportation is provided by sending school districts. On shortened days school districts provide transportation at their discretion. If the district provides transportation on a day when the home school has a shortened day, we expect that our students will be joining us at RCA. The absence of a student who does not attend RCA on a shortened day when their district provides transportation will be unexcused.

Visitors: On occasion, we've been asked to have a cousin or a friend of a student visit RCA for a day. Due to insurance and liability questions, **VISITORS ARE NOT ALLOWED AT RCA**. Visitors who do arrive at RCA will remain in the office until they can arrange transportation home.

RULES AND EXPECTATIONS

Rules of conduct and regulations are intended to benefit the school as a whole, to foster a productive environment, and to show respect for all members of the school community. We expect **all** students and adults to be treated with kindness and respect. To that end we have four broad rules to govern the behavior of all members of our school community. The rules are:

- Be Respectful
- Be Safe
- Be Honest
- Do Your Best

These qualities should guide all decisions – whether or not specific situations are addressed in this book.

- **ALCOHOL AND OTHER ILLEGAL SUBSTANCES:** The possession, transmission, and/or use of alcohol or other illegal substances and paraphernalia are strictly forbidden.
- **ATTENDANCE:** All students are expected to attend all classes and arrive on time. Students and parents are expected to familiarize themselves with the provisions and procedures noted above. It is expected that parents will support the intent of the policy and encourage their children to have good attendance.
- **BULLYING:** Bullying is not tolerated and is subject to disciplinary consequences. Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed or referring to another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that causes physical or emotional harm to such student or damage to such student's property, places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the education process or the orderly operation of the school.
- **CELL PHONES:** Cell phones may not be used during class time at RCA.
- **CLASSROOM BEHAVIOR:** Appropriate behavior is expected in the classroom as outlined by the school rules. More specific expectations and procedures as defined by the teacher in the classroom are appropriate and must be followed.
- **COSTUMES/EQUIPMENT:** If a costume or equipment is assigned to a student, we expect that the student will use it responsibly and return the item promptly and in good condition.
- **DISHONESTY:** Honesty is expected of everyone. Forgery and other dishonest activities are serious offenses.

- **FIGHTING:** Fighting, or other conduct that endangers persons or property, or conduct that is seriously disruptive to the educational process, will not be tolerated.
- **FIREWORKS/EXPLOSIVES:** The possession/use of explosives and incendiary devices is not allowed.
- **GAMBLING:** Gambling of any kind is not permitted.
- **INSUBORDINATION:** Students are expected to respond promptly and politely to requests and directions from staff members. Failure to do so will result in teacher consequences, and as appropriate, referral to administration.
- **IPODS, MP3 PLAYERS, IPHONE** and other electronic media devices are not to be used in school. Loss/theft is a risk the student assumes.
- **LANGUAGE:** Appropriate and non-abusive language is expected from everyone. Swearing, intimidating, or harassing language is not allowed.
- **SEXUAL HARASSMENT:** Sexual harassment is illegal and is prohibited by the Connecticut Discriminatory Employment Act, Title VII of the Civil Rights Act of the Title IX of the Educational Amendments of 1972. Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. Examples of sexual harassment include: unwelcome sexual advances, suggestive or lewd remarks, unwanted hugs, touches, or kisses, request for sexual favors, derogatory or pornographic posters, cartoons, or drawings, or retaliation for complaining about sexual harassment.
- **SMOKING** is not permitted on school grounds.
- **THEFT/DAMAGE:** Property damage, theft, or endangering the well being of others, is not permitted.
- **VANDALISM:** Property damage, theft, or endangering the well being or possessions of others, is not permitted.
- **WEAPONS:** Dangerous weapons or facsimiles thereof are not permitted on school property or wherever or whenever students are under the jurisdiction of the school.
- **USE OF THE BUILDING/GROUNDS:** Students are responsible for the appropriate use of all common areas including dressing rooms and the backstage area. Everyone is expected to clean up after himself/herself.

Consequences:

Students who violate the rules of the school will be subjected to consequences. Depending on the severity of the infraction, the following consequences may be the result of a student's actions:

Removal: C.E.S. program personnel are authorized to remove students from the

classroom to a designated area and notify the program administrator when such student deliberately causes a serious disruption of the educational process within the classroom.

Suspension: C.E.S. Program Administrators are authorized to impose a suspension when a student's conduct is violative of publicized policy of C.E.S. or of the student's local school district, endangers persons or property, or causes serious disruption of the educational process within the classroom.

In-School: A student may not be placed on in-school suspension without an informal hearing by the Program Administrator. In-school suspension shall be imposed when misconduct is serious, reflects chronic misbehavior that seriously disrupts the educational process, or potentially endangers self, other persons or property in school, at a school sponsored activity on or off school grounds, or on a bus.

Out of School: The administrator may impose an out of school suspension if the administration determines that the pupil being suspended poses such a danger to persons or property, or such a disruption of the educational process, that the pupil shall be excluded from school during the period of suspension; or the administration determines that an out-of-school suspension is appropriate for such pupil based on evidence of previous disciplinary problems that have led to suspensions or expulsion of such pupil, and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies have failed.

Dismissal from C.E.S. Programs: C.E.S. reserves the right to dismiss a student from its program when a student engages in conduct on school grounds or at a school sponsored activity that is otherwise prohibited by C.E.S. policy, or code of student conduct in effect, that is 1) violative of a publicized policy of C.E.S. or the student's local school district; and 2) is seriously disruptive of the educational process. In addition C.E.S. reserves the right to dismiss a student from its program when C.E.S. determines that the C.E.S. program/service in which the student is enrolled does not meet his/her individual needs due to conduct or disciplinary issues, consistent with state and federal law.

COMMUNICATION

In its mission to promote each student's achievement and success, RCA works in partnership with parents and families. We encourage and welcome parent/guardian involvement.

Open House: We will have an open house night in the fall. This gives parents the opportunity to see our school and meet some of the teachers. The open house will begin with a welcome in the auditorium at 7:00 pm and last until 8:30 pm. Please visit our website for the date.

Parent Teacher Conferences: If you wish to arrange a conference with a teacher, please contact our office in order to arrange a mutually agreeable time to meet.

Electronic Messaging: We use a message service that allows us to send parents e-mail messages in case of emergency school closings. Parents can also opt to receive text messages as well. Please see details on our website. Please be sure that your contact information is up to date. This can be done by calling our main office at 203- 365-8857.

Messages to Teachers: Each of our teachers has an e-mail address which can be found on our website accessible from www.ces.k12.ct.us/rca. Teachers will respond to your messages, but please be aware that most of teachers work at our school part-time and may not always be available to respond immediately. It is best when contacting a teacher to give that person an idea of when and how best to contact you. You may also leave a message at our main office for any of our teachers.

P.O.P.S.: P.O.P.S. (Parents Of Performing Students) is a parent organization that supports the work of our school and our students with scholarships, the yearbook and in other ways that make a difference for our students. This is a great way for parents to be involved in the life of our school. Contact our main office for membership forms.

Website: Our website is available from the C.E.S. main page (www.ces.k12.ct.us/rca). Our school section includes an updated calendar of important events.

Revised 8/13

REGIONAL CENTER FOR THE ARTS

Student/Parent Contract

We have read the student Handbook for the Regional Center for the Arts and agree to abide by the rules and regulations.

Please Sign:

Student's Name, Please Print Clearly

Student's Signature

Date

Parent/Guardian's Signature

Date

If the student is providing her/his own transportation, you must also complete the release at the bottom of this form. This is in effect whether the student is a driver or a passenger in a private vehicle.

Driver of vehicle _____

Owner of vehicle _____

Address _____

Phone _____

Lic. Plate # _____ State _____

I give permission for my child to travel to RCA via private transportation.

Parent/Guardian Signature

Date

