

REDDING PERFORMING ARTS CENTER



EDUCATIONAL MUSIC HANDBOOK

REDDINGPAC.COM



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WELCOME TO RPAC



K. Brandon Baumann
Executive Director

Welcome to an exciting new season of music! We are thrilled to have you join our music classes, where creativity, consistency, and connection produce beauty.

We believe that each of you brings something unique and valuable to RPAC. Whether you are new to music or have previous experience, we are committed to helping you grow, learn, and have fun.

During this season, you'll build a range of musical skills, from refining your technique to learning how to read and interpret music notation. Our goal is to provide a supportive environment where you can build confidence, express yourself, and develop a love for music. We encourage you to come with an open mind, a willingness to collaborate, and a passion for creativity. Remember, every rehearsal and class is an opportunity to learn something new and to be part of something special.

If you have any questions or need assistance, please do not hesitate to reach out. We are here to support you and ensure that your experience is both enjoyable and enriching.

Thank you for being part of our RPAC family. We look forward to an incredible season filled with memorable performances and creative discoveries!



CODE OF CONDUCT

Redding Performing Arts Center is dedicated to creating a fun and safe environment for students to learn and grow in the performing arts. We believe that it is each individual's job to uphold our two main pillars: ownership and generosity. By doing so, we can foster a safe and creative environment where all students can thrive.

Student Rights

- 1.Students shall have the right to participate in an environment that is physically safe from internal and external threats.
- 2.Students shall have the right to learn in an environment free of harassment, intimidation, and bullying from peers or adults.
- 3.Students shall have the right to be respected by their teachers and their peers.
- 4.Students shall have the right to expand their experiences and opportunities through rigorous study.
- 5.Students shall have the right to know the rules and expectations for their behavior.

Student Responsibilities

- 1.Students shall be responsible for respecting RPAC property, ensuring safe conditions.
- 2.Students shall be responsible for their behavior, verbal and nonverbal language and communication.
- 3.Students shall be responsible for working to their potential in and outside of the classroom.
- 4.Students shall be responsible to accept the challenges of class and give their best efforts to participate in a timely and meaningful manner.
- 5.Students shall be responsible for arriving at class on time and prepared to participate, abiding by the dress code with required materials.

Conflict Resolution

If conflict arises between a student and another individual at RPAC the lead teacher of the class and Mr. Baumann should be made aware. We encourage a gossip free zone and strive to create a safe environment for all. We do not tolerate retaliation but rather encourage and seek to deescalate the situation and help find resolution. Please do not leave situations unaddressed.

Bullying

As an educational organization we take bullying and its impact seriously. Bullying of any form is not tolerated. RPAC has high expectations of outstanding behavior and we consistently challenge any behavior that falls below this. Anyone who knows that bullying is happening is expected to tell a member of our staff. Any victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the informed staff member, and then discussed with the Executive Director. All staff will be informed so that close monitoring can begin. Parents of all parties will be informed.

This Code of Conduct is designed to promote a healthy and safe learning environment that encourages the academic, social, and emotional development of all students. Students are entitled to work in an educational setting free of harassment, intimidation, bullying, and violence. As such, Redding Performing Arts Center will maintain a safe environment free of harassment, intimidation, bullying, and violence. Additionally, Redding Performing Arts Center will not tolerate the illegal possession of weapons, alcohol, tobacco, e-cigarettes, vaping devices and/or other related paraphernalia, or other controlled or dangerous substances at any educational function on or off RPAC property. Any violation involving these items will bring severe sanctions, and the involvement of law enforcement officials should be expected. Also be advised that carrying or using a firearm will carry with it the most swift and severe of sanctions available.

SAFETY

At RPAC, safety is our #1 priority. We want all students to have a safe, fun time in our classes, rehearsals, and shows.

RPAC RULES

- 1.No running. No roughhousing.
- 2.Only water, in a sealed, spill proof container, is allowed during classes, rehearsals and performances. Food is ONLY allowed in designated areas; at designated times.
- 3.Appropriate clothing and footwear are required at all times. No flip flops, crocs, slides, etc. No baggy or over-sized clothing.
- 4.If at any point during class, rehearsal, tech, or show you notice something that makes it unsafe for the show to continue, yell "HOLD!" and all movement stops.
- 5.If at any point during class, rehearsal, tech, or show you notice something that could be a safety hazard (but not an immediate threat), please notify a staff member immediately. At RPAC, we call these "Safety Violations" and we take them seriously.
- 6.If you make a mess, clean it up right away. If you need help, ask and we are more than happy to assist!
- 7.At all times, practice spatial awareness. We do not take unnecessary risks or engage in any behavior that could put ourselves, our fellow actors, or any other person at risk.

During performances, safety in the theatre extends to crews, casts, and audience members. It requires awareness, common sense, and perseverance to eliminate hazards, avoid risks, and guard against carelessness. Thank you for doing your part to keep all of us at RPAC safe!

FACILITIES

The RPAC Campus sprawls across the Country Club Shopping Center consisting of 3 separate buildings:

- Timbre Theatre - 3274 Bechelli
- RPAC Studios - 3266 Bechelli
- The Box - 3290 Bechelli

WAITING AREAS

You are welcome to wait in the lobby of the RPAC STUDIOS or in Timbre Cafe while your student is in class. The lobby of The Box is used as a breakout space for classes, and is not available for waiting.

CLASSROOM VIEWING

In order to maintain a high quality educational experience for all of our students, our classes are closed rehearsals. All classrooms, with the exception of our theatre, have windowed doors, you are welcome to use them while waiting, but please do not disturb the class.

PARKING LOT ETIQUETTE

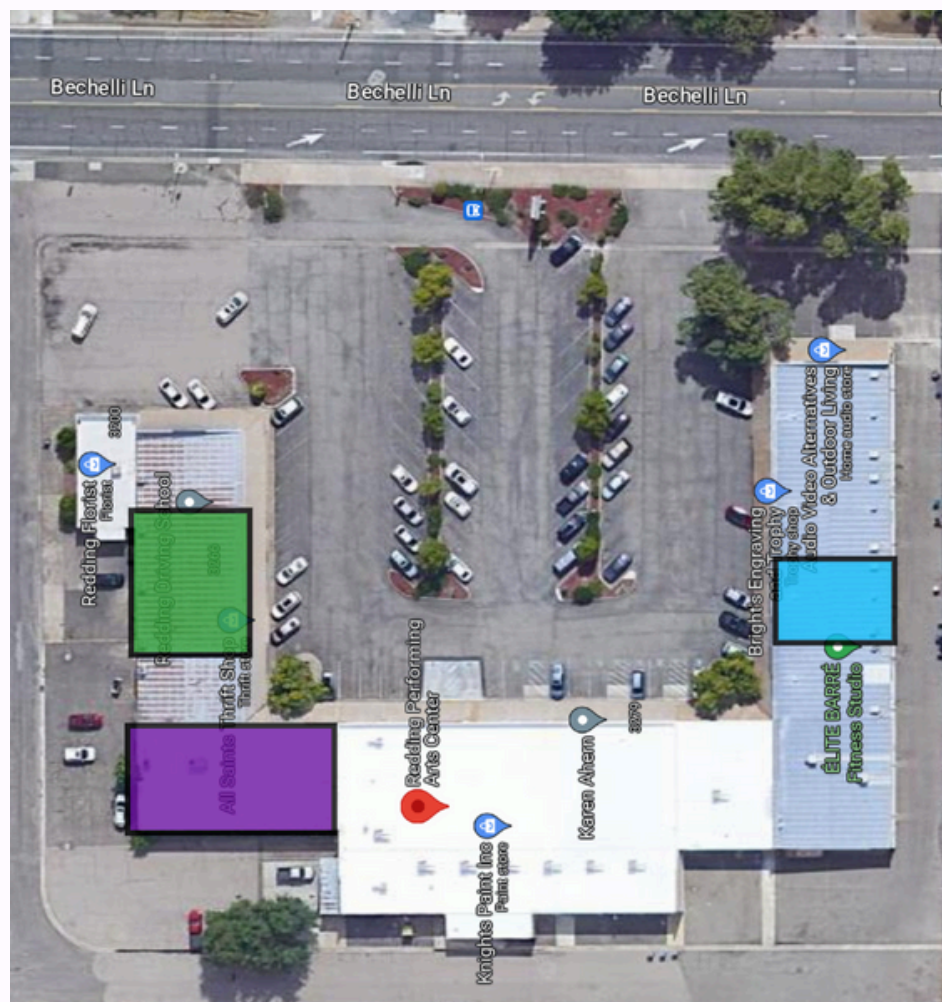
- Students in fourth grade or younger must be walked into their class by a grown-up. Students in fourth grade or younger will not be allowed in the parking lot without their grown-up. RPAC staff will not walk students to cars.
- Please do not block parking spaces while dropping off, picking up, or waiting for your student.
- If you are waiting for your student [please find a parking space](#), do not wait in the driving lane.
- If you are volunteering for a show please park behind the building near the green room entrance or in a parking space near the street to allow our patrons to use the most convenient spaces.



**TIMBRE CAFE
& THEATRE**

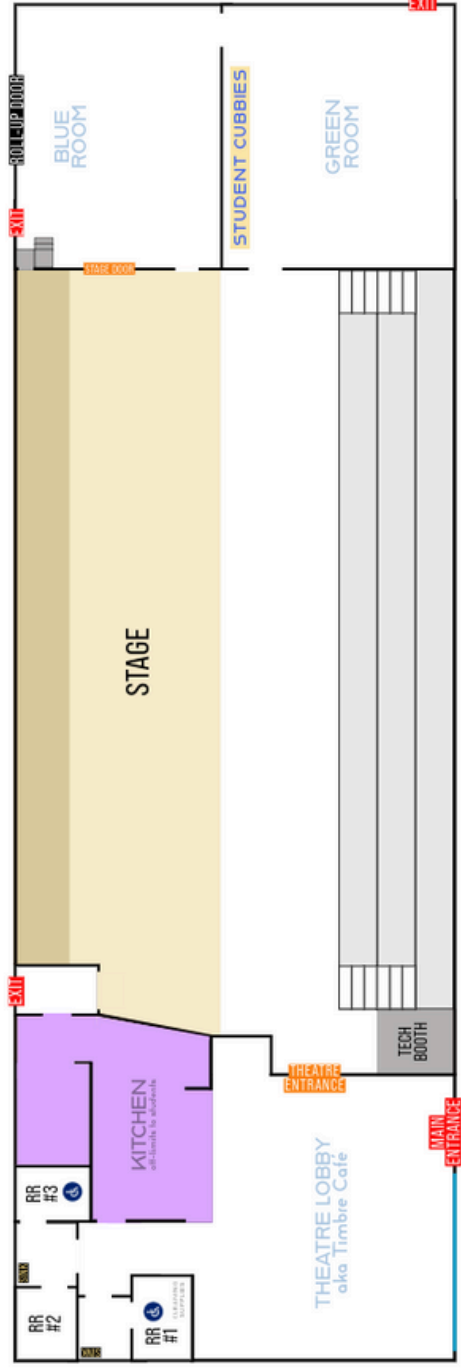
RPAC
STUDIOS

THE BOX



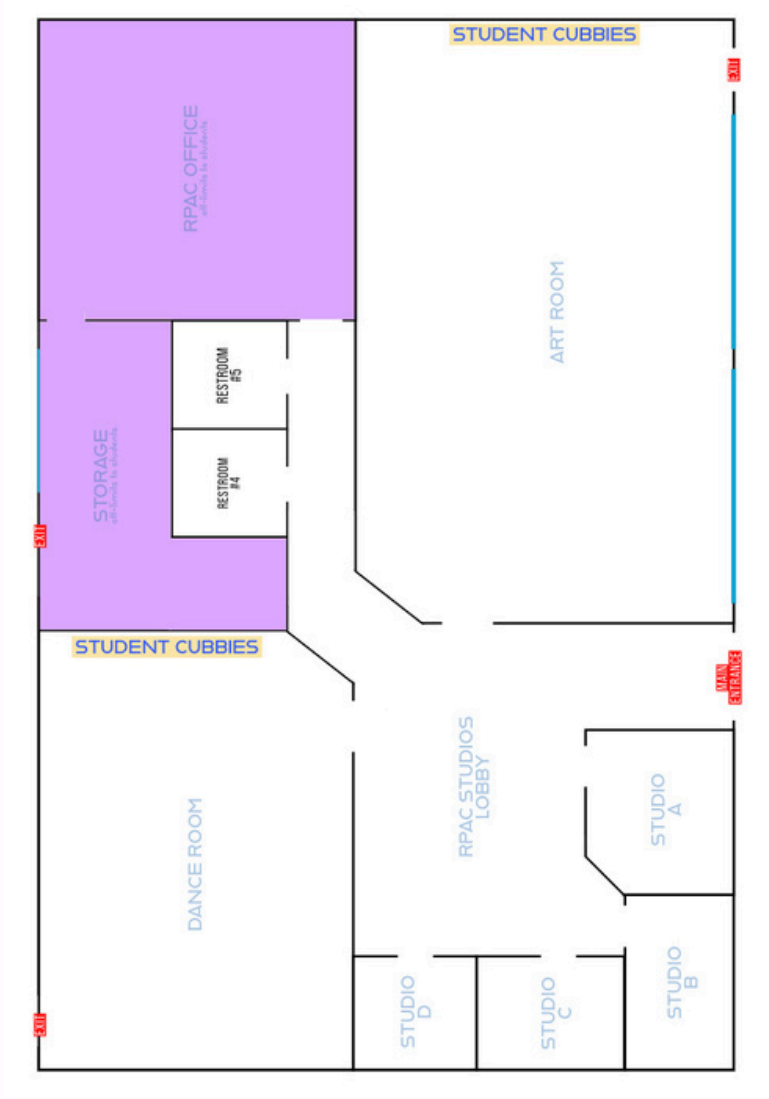
TIMBRE THEATRE

3274 BECHELLI LANE



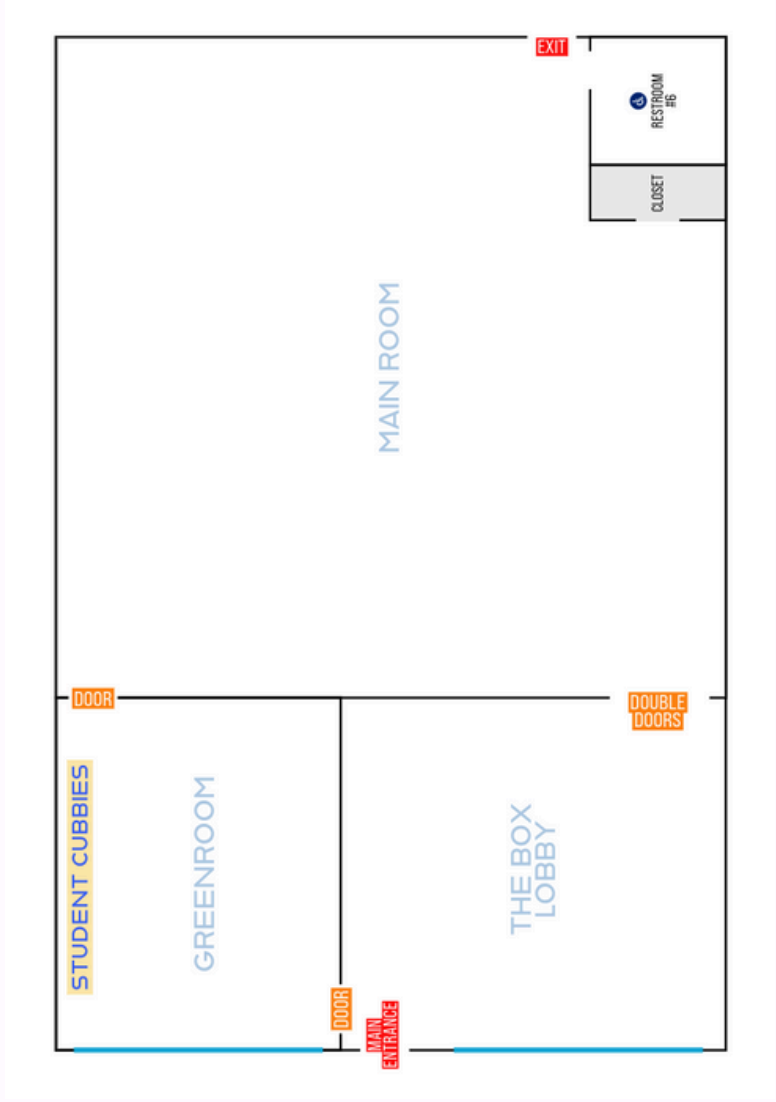
RPAC STUIOS

3266 BECHELLI LANE



THE BOX

3290 BECHELLI LANE



CLASS CULTURE

WHAT TO EXPECT

At RPAC, all music classes are a space to nurture and develop both confidence and connection. Listening, engaging, and contributing are all abilities we seek to foster in our students.

As such, no toys, electronics or cell phones are allowed during classes and students are expected to bring their full attention and energy to participate. Classes will begin and end as scheduled (unless otherwise notified).



WHAT WE EXPECT

We are dedicated to providing our students with a fun and educational experience. This requires that students come prepared and arrive on time for each class. Students should give full attention and respect to the teacher and be ready to jump in and fully participate in all activities. Students should treat their peers with kindness and respect. We expect all students to abide by our Code of Conduct, Culture Guide, and RPAC Safety Rules.

DRESS CODE

To maintain a professional and unified appearance at all performances, all students must adhere to the following dress code guidelines. This ensures respect for the music, the audience, and the performance setting.

1. Concert Black Attire

Used for ensemble performances such as concerts, festivals, or adjudicated events.

All Students:

- **Tops:** Plain black dress shirt, blouse, or modest top (no logos, graphics, or sheer material).
- **Bottoms:** Black dress pants or ankle-length skirt (no jeans, leggings, or shorts).
- **Dresses/Jumpsuits (optional):** All black, modest neckline and hem at or below the knee when seated.
- **Shoes:** Closed-toe black dress shoes. Heels should be a comfortable height. No sneakers, boots, or sandals.
- **Socks/Tights:** Black.
- **Accessories:** Minimal and neutral. No large or flashy jewelry.

Notes:

- Sleeves should be at least short-sleeved; no spaghetti straps or sleeveless tops without a covering.

2. Formal Recital Attire

Used for solo recitals, special showcases, or honors performances.

Students who identify as female:

- Formal dress, skirt and blouse, or dressy pantsuit.
- Dresses/skirts should be modest in cut and knee-length or longer when seated.
- Dress shoes or flats (no platform shoes, sneakers, or flip-flops).

Students who identify as male:

- Dress slacks and a button-down dress shirt.
- Dress shoes with dark socks (no sneakers or boots).

General Guidelines:

- Keep attire tasteful and professional.
- Avoid clothing that is too tight, revealing, or casual.
- Hair should be neat and away from the face.
- No gum, hats, or hoodies during performances.

ATTENDANCE & TARDY POLICY

ATTENDANCE

Regular and on time attendance is expected of students until the end of the semester. Absences affect the entire class, not just you. Perfect attendance is the goal. If illness occurs please email your teacher. If you have conflicts with a class or performance, arrangement should be made with the teacher well in advance. There are no refunds or make-ups for missed group classes. These are semester long classes, as such, attendance is expected until the end of the semester.

ABSENCES

Absences should be few since they affect the entire class. Alternative rehearsal plans may need to be made to accommodate for you absence, as well as taking time to catch you up upon your return.

TARDIES

Arriving to class late affects the entire class. We start class on time and you are expected to be ready to participate. Habitual tardies will be dealt with at the teachers discretion.

WITHDRAWALS - PROCESS AND REFUND ELIGIBILITY

PROCESS

If a student needs to withdraw from a class, families must submit a [Withdrawal Request](#) via email to **billing@redding.com**.

Withdrawal requested should be sent with the subject line of: "Withdrawal Request for [Student's FIRST & LAST NAME]" .

If classes have already begun, families must also notify their lead teacher of the withdrawal via BAND.

REFUND ELIGIBILITY

For withdrawals 1+ week before classes begin, families are eligible for a refund with \$95 cancelation fee.

For withdrawals less than 1 week before class/after classes start, Future charges will be billed as scheduled, no refunds.

BAND APP

BAND is a free group communication app that we use throughout the semester to stay in touch.

REQUIRED

We require all families to join BAND. It is the primary source of communication. We also require that your notifications are turned on so that you can receive urgent messages, reminders and schedule changes in a timely manner.

GROUP MESSAGING

If you have a questions that would benefit the entire group, please feel free to message the entire BAND. However, if your message or question is about your specific student please send a private message to our Staff.

MY PROFILE

Please include your FIRST and LAST NAME in your BAND profile, and your students name in your Bio. We strongly encourage a photo too! This allows us to know who we are interacting with. If you have children in more than one theatre class you can create multiple profiles while keeping all communication in one place.

WHO SHOULD JOIN?

All parents and high school level students.

If a student has more than one parent who needs to communicate with us we invite them all to join!

PAYMENT OPTIONS

**ALL REGISTRATIONS FOR
GROUP CLASSES WILL
NOW BE HANDLED
THROUGH SAWYER.**

FAMILIES MAY CHOOSE EITHER

FULL SEMESTER OR PAYMENT PLAN (AUTOBILLED)

Tuition is paid in full at registration via ACH (preferred), or Credit/Debit card.

No Cash, Check or in-person payments will be accepted for group classes.

Enrollment is confirmed once payment is processed; confirmation email is sent at checkout.

Requires a \$95 non-refundable deposit at registration, via ACH (preferred) or Credit/Debit, with a 5% surcharge added when using the Autobill payment plan.

Payment Method used at registration is charged automatically according to the payment schedule (outlined on the registration page). If a payment fails, the system retries daily until successful.

Payment Option can be updated/changed after the beginning of the semester by the family logging into their Sawyer Account.

USING CHARTER SCHOOL FUNDING

Families seeking charter school funding must first complete our Dual Enrollment Form to receive a personalized code to use at registration and the RPAC Dual Enrollment Contract. This is done PRIOR to completing registration on SAWYER. Once the Dual Enrollment Form is completed and funding has been confirmed, THEN our Charter School Coordinator will connect via email, sending our Dual Enrollment Contract. Once the contract is signed, a personalized code will be provided per student to use at registration, this code ensures that your charter school funds will be applied to your tuition.

WITHDRAWAL PROCESS

See our withdrawal process on page 13.



REDDING PERFORMING ARTS CENTER

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