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Section One: Welcome to Renaissance

SCHOOL MISSION STATEMENT

To prepare a diverse cross-section of children for success as students, workers, and citizens by providing them with a high quality liberal arts college preparatory education through the creation of a school where high standards, creativity, technical sophistication, high motivation, and accountability are the norm. The school aims to achieve lasting gains in students’ academic performance.

The Vision of the RENAISSANCE ACADEMY CHARTER SCHOOL

The Renaissance Academy Charter School Student makes an active decision to be educated at our school because the student and his or her family desire a world-class liberal arts education in a safe, respectful, rigorous and goal oriented environment that is driven by the expectation that all students are college-bound.

SCHOOL SPIRIT

School Colors: Black, Silver and Burgundy
School Mascot: Renaissance Knight
LEARNING ENVIRONMENT

Renaissance Academy is committed to creating and maintaining a positive learning environment that encourages cooperation, fosters creativity, and nurtures students in taking the risks involved in learning. The learning environment is developed and adjusted over time with focus on providing all students with access to a world-class education. Parents/Guardians and community members play an important role in supporting the learning environment through using common, respectful language that encourages and inspires students, by setting limits. Our school has a Code of Conduct and we encourage you to discuss it with your children and model it for them.

CODE OF CONDUCT

The Code of Conduct is a succinct expression of the core values and mission of the school. The Code of Conduct governs and guides every student’s actions in school and is recited by every student, every morning.

The Code of Conduct states:

I AM HERE TO LEARN
Therefore I will:

- Respect myself, others, and the environment.
- Cooperate with all school personnel.
- Do nothing to keep the teacher from teaching, or keep anyone, including myself, from learning.

CORE VALUES

The Renaissance Academy philosophy is centered upon eight values, which we believe are essential to educating the WHOLE student. These are: Wisdom, Justice, Courage, Compassion, Hope, Respect, Responsibility, and Integrity.

COLOR RULES

All Lower School classrooms, including Fine Arts, implement five color rules to guide and manage student behavior. They are:
Red Rule: Keep hands, feet and objects to yourself
Blue Rule: Use active listening
Green Rule: Use kind words
Purple Rule: Keep it clean and organized
Brown Rule: Be safe
# Daily Procedures and Routines

## Kindergarten

<table>
<thead>
<tr>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:30</td>
<td>Morning Meeting</td>
</tr>
<tr>
<td>8:30-9:15</td>
<td>Stepping Stones/Roots</td>
</tr>
<tr>
<td>9:20-9:50</td>
<td>Math</td>
</tr>
<tr>
<td>9:55-10:15</td>
<td>Language Arts</td>
</tr>
<tr>
<td>10:40-11:20</td>
<td>Fine Arts</td>
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<tr>
<td>11:25-12:05</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>12:10-12:20</td>
<td>Bathroom Break</td>
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<tr>
<td>12:20-12:50</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:50-1:10</td>
<td>Recess</td>
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<tr>
<td>1:25-1:55</td>
<td>Rest/Calendar</td>
</tr>
<tr>
<td>1:45-3:15</td>
<td>Science/Social</td>
</tr>
<tr>
<td>3:15-3:30</td>
<td>Science/Labs</td>
</tr>
<tr>
<td>3:15-3:30</td>
<td>Pack Up</td>
</tr>
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## Grades 1-2

<table>
<thead>
<tr>
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<th>Subject</th>
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<tbody>
<tr>
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<tr>
<td>8:35-9:10</td>
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<tr>
<td>9:15-10:35</td>
<td>Math</td>
</tr>
<tr>
<td>10:35-10:50</td>
<td>Bathroom/Snack</td>
</tr>
<tr>
<td>10:55-12:55</td>
<td>ELA</td>
</tr>
<tr>
<td>1:00-1:55</td>
<td>Lunch/Recess</td>
</tr>
<tr>
<td>2:20-2:40</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>2:45-3:25</td>
<td>Science/Social</td>
</tr>
<tr>
<td>3:15-3:30</td>
<td>Pack Up</td>
</tr>
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</table>

## Grades 3-4

<table>
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</thead>
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<tr>
<td>8:30-10:35</td>
<td>ELA</td>
</tr>
<tr>
<td>10:40-11:20</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>11:25-12:35</td>
<td>Math</td>
</tr>
<tr>
<td>12:40-1:35</td>
<td>Lunch/Recess</td>
</tr>
<tr>
<td>1:40-2:40</td>
<td>Science/Social</td>
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<tr>
<td>2:45-3:25</td>
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<td>9:40-9:55</td>
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<td>10:40-11:20</td>
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<tr>
<td>12:00-1:10</td>
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<tr>
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<td><strong>8:25-9:15</strong></td>
<td><strong>8:25-9:30</strong></td>
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<tr>
<td>Homeroom/Pack Up</td>
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<td><strong>8:25-9:30</strong></td>
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<td>ELA</td>
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<td><strong>9:35-10:40</strong></td>
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<tr>
<td>Fine Arts</td>
<td>Math</td>
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<tr>
<td><strong>11:25-12:10</strong></td>
<td><strong>11:45-12:40</strong></td>
</tr>
<tr>
<td>Reading</td>
<td>ELA</td>
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<tr>
<td><strong>12:10-12:25</strong></td>
<td><strong>12:45-1:05</strong></td>
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<td>Homeroom</td>
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<td><strong>1:10-1:40</strong></td>
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<td><strong>1:45-2:25</strong></td>
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<tr>
<td>Lunch</td>
<td>Science or Social Studies</td>
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<tr>
<td><strong>2:00-3:15</strong></td>
<td><strong>2:30-3:10</strong></td>
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<tr>
<td>Math/Rest/Snack/Science/SS/Labs</td>
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<td><strong>3:15-3:30</strong></td>
<td><strong>3:15-3:30</strong></td>
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<tr>
<td>Homeroom/Pack Up</td>
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<table>
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<td>Morning Meeting</td>
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<td></td>
<td>Homeroom/Pack Up</td>
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</tbody>
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STUDENT ID CARDS & LANYARDS

All Renaissance Academy students and staff members are required to wear school IDs on a house team color lanyard. This is a safety measure that the administration has put into place to easily identify our school staff and students. The ID cards are important for students to wear every day in school; therefore, they will be stored in the student’s homeroom classroom each night. The initial ID card and lanyard are provided free of charge, if a student loses or damages their ID card, a replacement fee of $5.00 will be charged. If a student loses or damages their lanyard, a replacement fee of $2.00 will be charged.

HOUSE SYSTEM

All Renaissance Academy students are assigned a “House” to be part of for their entire academic career at RA. All K-12 students have randomly been assigned to one of four houses which are named after founders of the school. Each house is led by Staff House Advisors, two (2) Collegiate Academy students, and four (4) Intermediate Academy students. Each house is distinguishable by student ID lanyard colors; this will help students easily identify other students in their house. The houses serve as a form of comradery and community building between the lower and upper school student body. Additionally, there will be friendly house competitions throughout the school year where individual students, homerooms, and houses can earn points for participation. At the end of each school year, the house with the most points accumulated will be deemed the winners for that school year.

The Four Houses are:
Hope-Stephens (Blue)
Barr-Bergstrom (Purple)
Kaplan-Finkenaur (Orange)
McGunnigle-Petrecca (Green)

***The House System will continue to be developed by the House Advisors and student leaders during the school year. Additional information and updates will be sent to the school community, as needed.

RECESS

Students in kindergarten through 6th grade are allotted 20 minutes of recess daily. Recess is outdoors on good weather days on the playground, grassy, and blacktop areas. During inclement weather days, recess is held indoors in the homeroom classroom. Recess can be used at teacher discretion for student achievement purposes: missing homework completion, test or assignment make up, etc…

HALLWAY & TRANSITION PROCEDURES

• Grades K – 2 walk down the hall on the right side, with zero noise or “bubbles” in their mouth, and with their hands behind their back or at their side.
Grades 3 – 4 walk down the hall on the right side, with zero noise, and with their hands at their side.
Grades 5 – 6 walk down the hall on the right side, with zero noise, keeping their hands to themselves and transitioning quickly to their classes.
Students should respect all bulletin boards and print environment in the hallways.
For safety reasons, students should not transition between buildings alone at any time. Students will have at least one buddy with them at all times when transitioning between buildings.

CLASSROOM PROCEDURES

- Students must use indoor voices at all times. To quiet the class, the teacher uses the zero noise signal. Students must finish their sentence and remain quiet when presented with the zero noise signal. The zero noise signal is a raised hand with a closed finger “peace sign”.
- During instruction, active listening is expected at all times. Reminders to actively listen are given with a hand signal similar to a peace sign.

Please note: Each classroom teacher will establish his/her own set of classroom procedures which are expected to be adhered to by his/her students. Information about your child’s classroom procedures will be communicated through weekly classroom emails.

BATHROOM & DRINK PROCEDURES

Students will only be able to use bathrooms and obtain drinks from the water fountain with permission from their teacher and during set times between classes. If a student needs to use the bathroom, he/she must be able to take care of their bathroom needs independently, including unbuttoning and buttoning pants. Also, students are required to sign out on the classroom sign out sheet, in his/her agenda book (grades 5-6), and take their agenda book with them (grades 5-6) and sign back in upon returning to the classroom. By structuring bathroom and water break time, the school is able to maximize learning time in the classroom. Research has shown that many behavioral problems occur during less supervised times and in less supervised places; as a result, the school monitors bathroom and water breaks in an effort to create a safer environment for all students. Students are encouraged to bring in a water bottle from home in order to reduce time out of class.

COMPUTER RULES OF THE ROAD – IN SCHOOL COMPUTER USE

Each student and staff member at Renaissance Academy will receive a username and password for use on the school network. This information should be kept confidential and not shared with anyone. The use of Renaissance Academy’s technology is a privilege and can be removed when infractions occur. Please refer to the Computer/Technology Acceptable Use Policy under “Board Policies” in the main office or on-line at www.rak12.org as well as the disciplinary actions of improper technology use in the handbook.
As a network user of Renaissance Academy Charter School, I agree to comply with these guidelines as explained by Renaissance Academy and the Technology Coordinator. When using any School Technology Equipment or any Online/Internet Service I accept the following basic rules:

1. I will treat all Technology equipment with care and will leave it in good working condition when I am finished.

2. I will use appropriate language on while using computer resources. If it is language that I cannot use with the Technology Coordinator, I will not use it on the school computer network.

3. I will always treat people on-line with respect. I will not use the school computers to insult or threaten other users. I assume responsibility for the content of messages I send on the school network.

4. I will respect the privacy of other users and will not make any attempts to gain access into the private mailboxes of those users. I will not allow other users access to my mailbox and will keep my password private.

5. I understand that school network resources are to be used for educational use. I understand that the system administrator or Technology Coordinator can read my messages.

6. I understand that all Technology Equipment belongs to the School and I will treat it with respect and leave it in good working order when I am finished using it.

7. I will not install or download any applications (games) or programs at school from the Internet unless the Technology Coordinator gives me permission in writing.

8. I will not add any software to the school’s computers unless the Technology Coordinator gives me permission in writing.

9. I understand that the software provided to me for use is protected under copyright law. I agree not to copy this software unlawfully and/or distribute any materials provided for our use. I will model and encourage ethical use of the software among my friends, family members, and the community.

I understand that failure to follow all rules as explained above will result in the loss of my privileges using School Technology Equipment and the Internet. I will accept the punishment determined by Renaissance Academy Charter School. I hereby pledge to use the school network and computer resources with respect, to have fun and to allow my fellow users to have fun as well.

Additionally, students may lose their computer privileges or risk possible out of school suspension if they do any of the following:

- Touching a computer without teacher permission
- Refusing to share the mouse/keyboard with your computer partner
- Banging on the computer keyboard when angry
- Refusing to turn down the volume on the computer
- Touching another student's computer without that person's permission
- Creating inappropriate pictures/typing inappropriate words
- Eating or drinking around a computer
- Printing without teacher permission
- Printing more than one copy of the same document without teacher permission
- Taking CD-ROMs without teacher permission
- Bringing in software from home and using it on a school computer
- Touching a teacher laptop or office computer
- Sharing your password
- Logging in under someone else's password
- Changing/deleting someone else's files
- Unplugging cables without teacher permission
- Changing settings files to disable the computer
- Possession and/or knowledge of another student's or staff member's password

**GOOGLE APPS FOR EDUCATION**

Renaissance Academy is using Google Apps for Education for students and teachers. This system, powered by Google, provides Gmail to our school, as well as a suite of other Google products such as Google Docs, Sheets, Drive and Classroom which enables us to better communicate, share, and collaborate. We joined over 8 million other students and teachers whom were already using Google Apps at schools around the world.

**What's included in Google Apps?**
- Gmail gives unlimited email storage. Voice and video chat are also built-in for free computer-to-computer calling.
- Google Calendar lets the user create and share school or class calendars and events.
- Google Docs lets the user create and share documents, spreadsheets, presentations, drawings, and forms. One can also upload any file to Google Docs and share it with others.
- Also included are Google Groups for mailing lists, discussion groups, and broad sharing, Google Video for our school-limited video distribution, as well as other tools that can be added.

**Is this safe for your student?**
- YES!
- Google Apps for Education includes dozens of critical security features specifically designed to keep our students' data safe, secure and in our control.
- K-6th grade student accounts do have email access but are restricted. These accounts can only email with their classmates and teachers.
- 7th-12th grade student accounts are open to send and receive from any email account. All email and data will be filtered and randomly monitored for compliance with school policies.
- Google Apps is governed by a detailed Privacy Policy, which ensures they will not inappropriately share or use personal information placed in our systems. Google complies with applicable US privacy law, and the Google Apps Terms of
Service can specifically detail their obligations and compliance with FERPA (Family Educational Rights and Privacy Act) regulations.

We are excited to offer Google Apps for Education as it represents an important step toward developing a 21st century approach to curriculum and learning. These tools will support the high levels of collaboration that are required in today’s classroom to prepare students with the communication and collaboration skills they will need wherever their education will take them.

**BRING YOUR OWN DEVICE (BYOD)**

Renaissance Academy will continue to implement a BYOD policy for all classrooms and grade levels (at teacher discretion). The Computer Acceptable Use Policy applies to all classrooms regardless of devices being used. The BYOD policy needs to be signed off on and submitted to the school Technology Coordinator before a student is permitted to use his/her device in school. You can access the BYOD police and online form on the school’s webpage: http://goo.gl/RC22AP

**LUNCH POLICY**

All school lunches **must** be prepaid. Payments must be made by check, or money order, payable to “Renaissance Academy”, or on the parent portal using a credit card or electronic check. For your own protection we do not recommend paying with cash. The Renaissance Academy will **not** be responsible for lost cash. Returned checks will be charged a $15.00 fee per check. After two (2) returned checks, you will be required to pay for lunch with a money order only. Payments must be received by lunch personnel prior to the student eating lunch. Please address payment envelopes with “Lunch Money” written on the outside; please make sure that the **student’s name** is on the check or money order.

All lower school students are assigned a four digit pin number to use in the cafeteria. A student’s pin number is for the exclusive use of the student to whom it is issued. Students cannot use other students’ pin numbers to purchase lunch or a la carte items. Use of another student’s pin number is considered a Level II infraction. Students use this pin number to purchase a full school base lunch or to purchase a la carte items (milk, cookie, vegetables, entrée, etc…) either separately or in addition to a base lunch. The cost of a full priced base lunch is $3.00 and reduced price lunch $.40. Chocolate milk may only be served one day per week; on all other days, reduced fat white milk will be available. Additional entrees can be purchased and extra milk can be purchased. Additional items will be available for a la carte purchases: cheese sticks, bottled water, tossed salad, yogurt, etc….

Lower School students (K-6th Grade) may only “charge” up to the value of three (3) National School Lunch Program (NSLP) school lunches and three (3) NSLP school breakfasts which is equivalent to $9.00. “Charging” occurs when a student has no money in their lunch account and has no cash to pay with. Once charges reach $9.00 (or $2.10 for reduced meal eligible students). Students are given a choice of a cheese sandwich platter or peanut butter and jelly platter for lunch and a cereal, milk and juice
for breakfast with no other choices allowed. These meals will still accrue normal platter charges and payment will be expected. At the end of each week, statements with a negative balance will be emailed to the parent/guardian. All ala carte items may not be charged by any students in any grade level.

Parents/Guardians will not be informed each time students are purchasing lunch or additional ala carte lunch items. When a student’s lunch account falls into a negative balance, parents/guardians will be notified via an account status letter sent through email. Parents/Guardians can check the student’s lunch balance in 'real time' via the Infinite Campus Parent Portal at:

https://pacloud1.infinitecampus.org/campus/portal/renaissance_academy.jsp

Log-ins and passwords for parents/guardians are available through Janet Tuckett.

**Breakfast Program**
Hot and Cold breakfast items will be available each morning in a ‘grab and go’ format for all Lower School students from 7:40-8:00am in the cafeteria. Students will eat breakfast in the cafeteria. Students will use their lunch pin number to purchase full priced breakfast for the cost of $2.00 or reduced priced cost of $.30. Students cannot use other students’ pin numbers to purchase breakfast. Use of another student’s pin number is considered a Level II infraction.

**Free or Reduced Price School Meals**
Free or reduced price school meal applications can be submitted at any time during the school year or when any changes of household size or income occur. Applications will be sent home on the first day of school and are also available on our school website www.rak12.org in the food services section or www.paschoolmeals.com. Please remember that you or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals. All school offices have paper applications if needed.

Applications completed on-line are sent directly to the Pennsylvania State Department of Education for approval. Renaissance Academy will then be notified of the status of all applications submitted. Once information is received from the State, the Coordinator of the Lunch Program will notify all families of their status. Paper applications will be distributed at the beginning of the school year to all families. Applications are also available at any time by contacting The Coordinator of the Lunch Program. **All free and reduced lunch information is kept strictly confidential.**

**Student Responsibility**
Students purchasing a school “base” lunch will be required to record their lunch purchase at the check-in station after receiving their tray; only one “base” lunch will be charged to the student’s account. **All ala carte items must be paid for through the student’s lunch account or with cash** at the end of the line. If a student violates this rule, disciplinary action will be taken. Reduced Fat White Milk will be served as the 'base' beverage with lunch; chocolate milk may be available as well.

**Parent/Guardian Responsibility**
Parents/guardians need to ensure that there is enough money in their child’s account to cover the cost of meals. Account Status Letters will be sent out to parents through email
for students that carry a negative balance on a weekly basis. It is the parent's/guardian’s responsibility to ensure that prepayment is made by reviewing the Account Status Letters and submitting enough money to cover your child’s lunch. The school recommends prepaying monthly on a regular basis. If there is not enough money in the account to cover the entire cost of the meal, lunch will not be charged to the student’s account and the student will be given a cheese sandwich and milk for lunch. Full payment will be expected upon receipt of the next Account Status Letter. If, after Account Status Letters have been emailed home and no payment is made for a negative balance, the student will not be allowed to use the lunch program and will be given a cheese sandwich and milk only. It is the parent/guardian’s responsibility to pay all back balances, all returned check fees, and pre-pay lunches prior to the student being able to reenter the lunch program.

We offer two methods of payment to replenish your child’s account.

1. By check or money order made payable to Renaissance Academy. Please be sure to write your child’s name on the check or money order and indicate that it is for the lunch account.

2. Using a credit or debit card or linking your checking account on the Infinite Campus Parent Portal at
https://pacloud1.infinitecampus.org/campus/portal/renaissance_academy.jsp

No refunds will be given for the unused portion of your child's lunch balance. Balances will be carried over for the following school year. If your child does not return to the Renaissance Academy, the money will be forfeited, so please plan accordingly when making payments.

**Cafeteria Expectations**

- Students will follow the Code of Conduct while in the cafeteria.
- Once seated, students will stay in their seats and raise their hands to get help or discard their trash.
- Students will not share, trade or throw food.
- Students will use inside voices and good manners when talking and eating.
- Students will keep hands, feet, and objects to themselves.

**Students not adhering to lunchtime expectations will be assigned consequences for their actions.**

**BIRTHDAY CELEBRATIONS**

Lower School students will continue to celebrate their birthday during their regularly scheduled lunch time in the cafeteria. Parents/Guardians will still have the option of sending in an individually portioned out birthday treat of their choice along with plates, napkins, spoons, forks, etc. for the entire class to enjoy (adhering to the homeroom food allergy list).

**ARRIVAL**

School starts at 8:00AM sharp! Students may enter the building at 7:50AM, go directly to class and be prepared to start at 8:00AM. Students should not be dropped off prior to 7:40am. Staff members will be present to supervise students beginning at 7:40am.
ATTENDANCE

Renaissance Academy requires that all students attend school regularly in accordance with county, state and federal law. In order for each student to receive the maximum benefit from school, regular attendance is mandatory.

Students are expected to be in class at 8:00AM and ready to learn every day.

If your child will be absent from school
1. Please contact the school via electronic form found on the school’s webpage, www.rak12.org, click on “contact us”, click on “attendance department”, then “click here to report your student’s absence, lateness, early release” or by phone to the “Absence Line” (610-983-4080). Please provide your name, the name and grade of the student, the reason the student will not be in school and a contact telephone number where you can be reached.

When your child returns to school after being absent
2. Upon your child’s return to school, he/she must, by law, bring a written excuse note from home, even if you have contacted the Absence Line.
3. A Physician’s note MUST accompany all absences lasting three (3) days or more.
4. Following is a list of excused reasons for absence. Any absence resulting from a situation other than those listed below will be considered unexcused.

- Observance of a religious holiday
- Religious instruction with a maximum of 36 hours per year
- Trips to exhibitions or places for educational purposes (colleges, participation in organized group presentations with an academic focus, attendance at conferences such as People to People or places for academic purposes), maximum five (5) days per year, with prior notification in writing and approval from administration
- Planned vacations up to a maximum of five (5) school days, with prior notification in writing and approval from administration
- Medical / health related appointments which cannot be scheduled after school hours
- Illness or recovery from an accident
- Quarantine
- Death in the family
- Court appearance
- Unavoidable family emergencies
- Inclement weather resulting in impassable roads

5. No excuse will be accepted after a period of three (3) school days. If documentation is not supplied within (3) school days of the absence, the absence will be considered unexcused.
6. When a K-6th grade student exceeds fifteen (15) absences a doctor’s note will be required for all subsequent absences or the absence will be considered unexcused.

7. A K-6th grade student with fifteen (15) or more total absences, excused or unexcused, will be retained in the current grade pending a waiver for promotion from the Board of School Directors.

8. Furthermore, students not in attendance for the school day may not participate in school-sponsored activities (dances, clubs, concerts, etc.) or team events after school that day.

**UNEXCUSED ABSENCES**

When the school does not receive an absence note within three (3) school days after the return to school, the absence becomes UNEXCUSED. **Unexcused absences exceeding three (3) school days total may result in corrective measures.**

- A student with three (3) or more unexcused absences may be issued a citation with District Court by the student’s sending school district.

- A student with fifteen (15) or more total absences, excused or unexcused, will be considered for retention.

- Students are expected to demonstrate a commitment to regular school attendance. Students who do not demonstrate such a commitment may be recommended for expulsion.

The following measures will be implemented in accordance with county and state law, as well as, school policy:

1. When a student has accumulated three (3) or more days of unexcused absence, written notice (First Notice) shall be sent to the parents/guardians.

2. After the First Notice has been issued, the next time there is an unexcused absence, another written notice (Second Notice) will be sent to the parents/guardians along with official notification to the student’s sending school district who may file a citation with District Court.

3. After the Second Notice, each subsequent unexcused absence will result in additional notification to the sending school district with no further written notice to the parents/guardians.

4. When a student has accumulated ten (10) days of absence, either excused or unexcused, parents/guardians will receive another warning letter regarding the total number of absences, and will be required to meet with the Principal of the Lower School to establish a Truancy Elimination Plan.

5. When a student has accumulated fifteen (15) days of absence, parents/guardians will be given written notice and will be required to meet with Board of School Directors to determine retention or promotion for the student.

6. Parents/Guardians and students for whom citations have been filed with District Court through their sending school district may be required to appear in court and face possible fines, revocation of their driver’s license, and/or jail.
**LATENESS / TARDINESS**

It is every parent / guardian’s responsibility to get his or her child to school on time. Renaissance Academy believes that students who are late to school begin the day at a disadvantage. If your child will be late to school, please contact the school via electronic form found on the school's webpage, www.rak12.org, click on “contact us”, click on “attendance department”, then “click here to report your student’s absence, lateness, early release” or by **phone** to the “Absence Line” (610-983-4080). Please provide your name, the name and grade of the student, the reason the student will be late and a contact telephone number where you can be reached.

An excused lateness is a lateness resulting from one of the eleven aforementioned reasons for excused absences or due to a late arriving bus.

Each student may accumulate five (5) unexcused lateness’s per year. Five (5) or more unexcused lateness’s may result in the following corrective action:

1. Warning
2. Counseling
3. Family/ School Meeting
4. Truancy Elimination Plan

Unexcused lateness’s that total eight (8) hours (one school day) when combined with unexcused absences, may result in a citation to the parents/guardians by the sending school district.

Students are expected to demonstrate a commitment to regular school attendance. Students who do not demonstrate such a commitment may be recommended for expulsion.

**EARLY DISMISSAL REQUESTS**

1. A change in transportation **REQUIRES** a signed note or email to the homeroom teacher and officestaff@rak12.org from the parent/guardian.
2. Please make every effort to adhere to regular dismissal times. Grades K – 6 are dismissed at 3:30 PM.
3. If your child needs to be dismissed early, you must call the school a **minimum** of one (1) hour in advance OR send a note to school with your child OR complete the electronic form found on the school’s webpage, www.rak12.org, click on “contact us”, click on “attendance department”, then “click here to report your student’s absence, lateness, early release” or by **phone** to the “Absence Line” (610-983-4080). Please provide your name, the name and grade of the student, the reason the student will not be in school and a contact telephone number where you can be reached.
4. Only authorized adults whose names are on file in the main office may pick up your child.
5. Please provide the main office with names and telephone numbers of adults who may pick up your child. Please update the names if your family situation changes.
PERFECT ATTENDANCE

In order to qualify for Perfect Attendance, the student must be in attendance for the entire school day. In addition, students who arrive late to school or leave early during the school day will not be deemed to have perfect attendance for that trimester. A child who is ill should not be sent to school for any reason.

Students who do not miss a day of school during each trimester or yearly will be recognized during trimester achievement assemblies.

DROP OFF / PICK UP

Walkers
Students who are walking to school should enter through the Lower School entrance on Grant Street.

Car Riders
Students who are driven to school will be dropped off in the carline on Fairview Street. Students will enter the Lower School building from the Fairview Street entrance. Any car riding student arriving after 8:00am SCHOOL TIME must sign in at the lower school office for a late pass.

Bus Riders
Students taking the bus to school will be dropped off at the main entrance and will enter the Upper School through the Fillmore Street entrance and make their way to the Lower School building. Students arriving on a late bus must report to the lower school office for an excused late pass.

***As these systems are tested out, please be on the lookout for school wide announcements and updates to fine tune these procedures.

- All car drivers MUST enter the car line from Fairview Street. This is the same for drop off in the morning and pick up in the afternoon. Please do not drop off your child until 7:40am when a staff member is present to supervise him/her.
- If drop off is later than 8:00am, a parent/guardian must accompany the student(s) when signing in at the lower school office.
- During pick up and drop off time, please do not block any intersections.
- Please do not let students off or pick up students on the opposite side of the road so that they have to cross the road to reach the school or car.
- When dropping off do not wait to be first in line. This will speed up the line.
- During morning drop off and afternoon pick up times, please do not use the Fillmore Street parking lot, as this is where the busses drop off students.
- Supervision is provided in the morning between 7:40 AM and 8:00 AM and in the afternoon between 3:30 PM and 3:50 PM. The school will not be responsible for any student arriving early or waiting to leave during times when there is no supervision. It is the parent / guardian’s responsibility to provide supervision or arrange supervision for their children if they must be dropped off before 7:40 AM or picked up after 3:50 PM. The school will
impose a supervision fee for students left after school beyond 3:50 PM (refer to “Supervision Fee” below and “Club Renaissance” on pages 23-24).

- Please be patient. Please use courtesy when waiting in line. Please do not drive to the front of the line or break into the line.
- When parking, be a good neighbor and use the main parking lot off of Fillmore Street at the Upper School. Please do not park in the residential areas on Grant and Fairview Streets.

DISMISSAL PROCEDURES

Students are dismissed beginning at 3:30 PM. The first students to be called are the walkers and car-riding students. Thereafter, students are called when their bus arrives at the school. Car riding students are to report to the waiting area at the car line on Fairview Street. Bus riding students walk quickly through the Upper School to report to the bus line in front of the Upper School.

For safety reasons and accountability of all students, students will no longer be permitted to leave their homeroom for any reason during dismissal. This includes going to a younger sibling’s classroom to stay together until their form of transportation is called, going to the library, etc... Dismissal is a very busy time of day and the teachers need to have all of their attention on their own students. Students in need of help getting to or finding the bus or car line will be provided with a classroom buddy and/or staff member on duty to assist them. The siblings may meet up on their walk to the bus or car line.

SUPERVISION FEE

Parents/guardians of students who are car riders are expected to pick up children no later than 3:50 PM. This is 20 minutes after their dismissal takes place. Parents/guardians of students remaining after 3:50 PM will be charged a supervision fee in accordance with Club Renaissance. **Lower School students are not permitted to remain in the school lobby unsupervised while waiting for a ride beyond 3:50 PM.**

Children needing supervision beyond 3:50 PM will be escorted to the Club Renaissance location. Parents/guardians arriving for pick-up after 3:50 PM will need to remit the appropriate payment to the supervising staff member. Upon receipt of cash payment the supervising staff member will release the child to his/her parent/guardian.

A change in transportation from car to bus OR bus to car **REQUIRES** a signed note from the parent. Notes in the student’s agenda book are preferred. Please note the following:

1. A change in normal transportation **REQUIRES** a signed note from the parent/guardian.
2. Students may only ride a bus within their home district with written permission from his or her parent/guardian and approval from the home district. Please note that not all home districts permit bus changes. Notes are to be turned into the Lower School office to obtain a bus pass. **Students may not ride the bus of any district other than their own at any time.**
3. Please make every effort to adhere to regular dismissal times. Grades K – 12 are dismissed at 3:30 P.M.

**After School Activities** - If your child is participating in after school activities, he/she must be picked up within 15 minutes after the activity concludes. If the supervising staff member, coach or advisor feels that late pick-up is a consistent issue, the student may no longer be permitted to participate in the after school activity. If after 15 minutes have passed, students still waiting on parents/guardians will be brought to Club RA and a fee will be issued.

**After School Club Renaissance** will be instituted, on full days of school only, for students in grades K-6 whom need to remain at school beyond the 3:50 PM pick up time. Parents/guardians can enroll their child(ren) in this program for a nominal fee. During this time, students will be directly supervised by Renaissance Academy staff members from 3:50 PM until 6:00 PM and will be provided with guidance to complete their homework. Club Renaissance will not act as an after school tutoring program. If students require supervision beyond 6:00 PM, parents/guardians will be required to make alternate arrangements for supervision; **K-6 students are not permitted to be unsupervised in the school lobby while waiting for a ride**. If you are interested in enrolling your child in Club Renaissance, please email club.renaissance@rak12.org and your child’s home base teacher.

**INCLEMENT WEATHER**

Renaissance Academy will determine whether to close school, open late, close early or open without transportation in case of snow emergencies. If there is a weather emergency, any before or after school programs will be canceled. As a back-up resource, there will also be a recording on the school phone system, stating any closures. In addition, each family will receive a pre-recorded phone call with information regarding any school closures, late openings, or early dismissals. Please ensure that the school always has your most up-to-date contact information on file.

If Renaissance Academy is open but your home district is closed, we recommend following your home district. During these situations, the school stresses the safety of our students, and encourages all parents to make wise, safe choices regarding transportation to school during inclement weather.

Renaissance Academy will send out an emergency notification phone call to all phone numbers on file for each student informing families of any school closure, delayed openings or early dismissals. However, you may also check the school’s website or outgoing message on the school phone line.

Additional places to check for emergency closing information:

**Websites** - www.wpvi.com
www.kyw1060.com – our school number is 941
www.nbc10.com
www.rak12.org

**Radio Stations** – KYW News Radio 1060 AM - our school number is 941

**Television Stations** – WPVI Channel 6 (ABC)
WNBC Channel 10 (NBC)
EMERGENCY RESPONSE PLAN
Renaissance Academy is expected to have a school plan for addressing emergencies and crisis situations and for managing student conduct and school discipline. The school management plan is reviewed annually with each staff member. Each part of the plan includes periodic drills for each type of emergency response.

Regular Fire Drills are scheduled monthly throughout the school year to comply with Pennsylvania School Laws. In accordance with the law, we will conduct one fire drill a month. Drills are conducted to practice the appropriate procedures for severe weather emergencies and safe school drills. Please be aware that during an emergency situation or procedure drill, access to the building may be temporarily denied until conditions are rendered to be safe.

If the school is in a true emergency response, families will be called and notified through a recorded phone message. In addition, families will be called with periodic updates.

LOST AND FOUND
Students may inquire about lost and found items in the cafeteria. Please encourage your child to ask for their missing belongings. At the end of each week, all unclaimed items will be donated to a local charity.
Section Three: Parent / Guardian / Teacher Communication and Academics

PARENT / GUARDIAN / TEACHER COMMUNICATION

- Homework assignments are written daily in the student’s Agenda book for Grades 1-6. The school provides Agendas at the beginning of the year for a nominal fee of $5.00. Additional Agendas must be purchased through the school, if lost, for an additional $5.00.
- Kindergarten students will use “Take-home” folders as a means of communication (change in transportation, early pick-up or late arrival, questions or concerns for the day, etc.) between parents and teachers. Students will be expected to bring the folder to school each day and take home each night.
- Teachers will send notes home on occasion; these will be placed inside the agenda or agreed upon area.
- Parents/Guardians should sign the Agenda daily to signify they are aware of notes sent home, assignments, or other relevant information.
- Teachers will maintain webpages accessed from the school’s website. Pages will be updated every Monday explaining the week’s plans, assignments, and upcoming classroom events. The CEO will send home weekly updates on Fridays of full weeks through email via the ConnectEd email service. A monthly newsletter will also be sent out by the principals.
- Each teacher is accessible through voice mail and email to aid in communication. Messages will be responded to within 24 business hours.
- If you need to meet with a teacher, you must make an appointment with the teacher.
- When calling the teacher, please leave a message in the teacher’s voice mailbox so as not to disturb the classroom. The teacher will return your call within 24 business hours. If it is an emergency, contact the Lower School office and they will get in touch with the classroom teacher.
- Access to the school wide events calendar can be obtained through the school’s website: www.rak12.org
- Access to student’s grades and homework is available 24 hours a day, 7 days a week, through the Infinite Campus Parent Portal at https://pacloud1.infinitecampus.org/campus/portal/renaissance_academy.jsp Parents and students are expected to check grades and assignments regularly to keep abreast of progress throughout the trimester. Calls for missed assignments and failed assessments will not be made on a regular basis. Teachers are expected to post grades and assignments in a timely manner so that all parties involved in the success of our students will have updated information available.
- Log-ins and passwords for parents/guardians are available through Janet Tuckett. It is the responsibility of the parent/guardian to seek out the log-in information. It is the school’s responsibility to see that information is posted regularly and is up to date. Announcements will be posted on the main page that are pertinent for our community.
- Hard copies of grades will be sent home by parent/guardian request only. Updated grades and comments will be available throughout each trimester on the
Parent Portal of Infinite Campus for parental/guardian review. Requests are to be made through the student’s homeroom teacher.

**ACADEMY AND CURRICULUM NIGHTS**
Each school year there are multiple opportunities to visit with your student’s teachers and learn about the curriculum. Some of these include:
- Grades K-6 Academy / Back to School Night September 6, 2017; 6:30pm
- Family Fitness Night, Grades K-4 September 20, 2017; 6:30pm
- KinderRoots Parent Night November 28, 2017; 6:30pm

**AGENDA BOOK PROCEDURES**
At the start of each year, all students in grades 1-6 must purchase an Agenda book for their use. The cost for the book is $5. The book will not be given to the student until payment is received. If a book is lost, it needs to be replaced. The replacement cost is $5.

The Agenda book is an integral part of the student’s day at Renaissance. The book has multiple purposes:
- The Agenda book acts as the student’s pass. It will be needed to leave class, go to the nurse, visit the bathroom, etc. Students are not allowed to use other students’ Agenda books.
- The daily planning and goal setting, which goes on in each class, will be facilitated through recording events, tests, quizzes, etc. in student Agenda books.
- Students are to use their Agenda books to write down homework assignments, upcoming projects, assessments, or other important events.
- The Agenda book might also be used for students to record assessment scores and progress.

**GRADING SYSTEM**
Students are assessed each trimester based on two criteria: level and grade. Final trimester grades are specific to each academy and are detailed below.

**LEVEL** - A student’s level is determined by the grade level in which he/she is in currently compared to the level in which he/she is being instructed:
- If a student is taking classes in his/her assigned grade, he/she is **ON** level.
- If a student is taking a class lower than his/her assigned grade, he/she is **BELOW** level.
- If a student is taking a class higher than his/her assigned grade, he/she is **ABOVE** level.

**TRIMESTER AND FINAL GRADES**

**Individual Assignments** - It is at the teacher’s discretion to determine how to grade individual assignments: tests, quizzes, assignments completed in class, homework,
etc… Teachers may choose to grade assignments based on points earned out of points possible or using the grading scales detailed below.

**GRADEBOOK**

**Core subjects in kindergarten (math and reading),** the teacher’s online gradebook will reflect three categories of grades: Formal Assessment (worth 80% of the trimester grade) and Practice & Reinforcement (worth 15% of the trimester grade) and homework (5% of the grade).

**Core subjects in kindergarten (writing, science and social studies),** the teacher’s online gradebook will reflect three categories of grades: Formal Assessment (worth 80% of the trimester grade) and Classwork (worth 20% of the trimester grade).

**For core academic subjects in grades 1-4 (math, ELA, science, and social studies),** the teacher’s online gradebook will reflect two categories of grades: Formal Assessment (worth 60% of the trimester grade) and Practice & Reinforcement (worth 40% of the trimester grade).

**For core subjects in grades 5-6 (math, English/Language Arts),** the teacher’s online gradebook will reflect three categories for grades: Formal Assessment (worth 60% of the trimester grade), Classwork (worth 30% of the trimester grade) and Practice & Reinforcement (worth 10% of the trimester grade).

**For core subjects in grades 5-6 (science, social science),** the teacher’s online gradebook will reflect two categories for grades: Formal Assessment (worth 60% of the trimester grade) and Practice & Reinforcement (worth 40% of the trimester grade).

**Fine Arts (art, dance, drama, health, music, physical education, technology, world language)**

For fine arts classes in grades K-6, due to the participatory nature of these classes, the teacher’s online gradebook will reflect two categories of grades: Formal Assessment (worth 50% of the trimester grade) and Classwork (worth 50% of the trimester grade which also includes participation in class).

**Primary Academy**

In the Primary Academy, Grades K-2, including Fine Arts, trimester and final grades will be evaluated as E, M, or B.

- **E = Exceeds Expectations (90%-100%):** The student is exceeding the expectations by performing above and beyond the assignment, showing a higher level of understanding and participation.
- **M = Meets Expectations (75%-89%):** The student is meeting the expectations for the work and objectives. He or she participates in class.
- **B = Below Expectations (74% and lower):** The student is below the expectations for the work. He or she does not clearly understand the objectives and/or does not complete work on their own and does not participate.

**Elementary and Intermediate Academy**
In the Elementary Academy (Grades 3 and 4) and Intermediate Academy (Grades 5 and 6), including Fine Arts, trimester and final grades will be evaluated using a numerical system, with the following corresponding letter grades for all core subject areas and Fine Arts classes.

- 90%-100% A
- 80%-89% B
- 70%-79% C
- 60%-69% D
- 59% and below F

**Promotion and Retention – Grades K-6**

**Promotion** - Lower School students in grades K-5 are expected to pass all core academic classes (Math, Reading/Language Arts, Writing, Science, and Social Studies) in order to be promoted to the next grade according to the guidelines listed below.

- **Primary Academy** – students must earn a final grade of Meets or Exceeds in each academic class AND/OR not receive a trimester grade of Below for two trimesters in each academic class.
- **Elementary and Intermediate Academies** – students must earn a trimester grade of 60% or higher in each academic class for all three trimesters or have an overall average for all three trimesters (final grade) of 60% or higher for each academic class.

**Retention** - If a kindergarten through 6th grade student fails two core academic classes (math, Reading/Language Arts, writing, science, social studies) for the school year, according to the guidelines below, he/she will be retained in their current grade level.

- **Primary Academy** – if a student earns a trimester grade of Below for two (2) or more trimesters in one academic class OR a final grade of Below for any academic class, he/she will be considered as having failed that class.
- **Elementary & Intermediate Academies** – if a student’s overall average for all three trimesters (final grade) is 59% or lower in any academic class, he/she will be considered as having failed that class.

**Summer School-Grade Six**

In Grade Six, students are expected to pass all academic classes (math, English/Language Arts, science, social science) in order to be promoted to the next grade. If a student fails one or two academic classes (overall average for all three trimesters (final grade) of 59% or lower) he/she will be expected to attend/participate in and pass summer school for the class(es) in order to be promoted to the next grade. If a student fails more than two academic classes (overall average for all three trimesters (final grade) of 59% or lower) he/she will be retained in grade six.

If a student in Grade Six is in need of Summer School, he/she must register through the home sending school district or an endorsed online correspondence course. Please do not sign up for a course of this nature without first ensuring that the credits will be accepted by Renaissance Academy. Families should contact the Principal of the Lower School if a need for summer school arises.
Most summer school programs begin at the end of June and fill up quickly. It is recommended that you contact your home district by mid-May if you expect to enroll in summer school.

**Honor Roll/Achievement Assemblies**

All Lower School staff seek to reward and celebrate the academic efforts of their students. One of the traditions in which this is done is our trimestral achievement assemblies.

Honors and High Honors Requirements for grades 3-4:
- 80-89% average in each core academic class (including World Language) = Honors
- 90-100% or higher average in each core academic class (including World Language) = High Honors

Honors and High Honors Requirements for grades 5-6:
- 80-89% average in each core academic class, including all Fine Arts classes = Honors
- 90-100% or higher average in each core academic class, including all Fine Arts classes = High Honors

**Student Learning Contract**

The Student Learning Contract (SLC) serves as the official reporting form of students’ grades, progress, and academic goals. On each SLC, a trimester grade is recorded along with level of instruction, a general class comment from the teacher that notes the unit(s) of study from the previous trimester as well as the upcoming unit(s) of study and significant projects or activities. Each student will also receive individual comments which reflect the progress on that trimester’s unit(s) of study along with previous individual goals.

The student learning conference will take place at the mid-point of each trimester so that students can work with his/her teacher(s) and parents/guardians to set goals to improve their academic performance before final grades for the trimester are posted. SLC’s will be distributed at the end of each trimester.

**Students, parents and/or guardians are required to attend ALL THREE trimester conferences to discuss their child’s learning contract and to set goals for the remainder of the trimester.**

SLC’s are scheduled for the following dates:
- First Trimester – October 5-6, 2017
- Second Trimester – January 11-12, 2018
- Third Trimester – April 26-27, 2018

Families should schedule and attend a conference with teacher of the student’s lowest grade. Families will not be required to meet with the student’s homeroom. Parents/Guardians should have their student identify which teacher they would benefit from most conferencing with and/or where the student can make the most growth &
progress throughout the remainder of the trimester. Teachers will be meeting with all of their students so please arrive on time and adhere to your scheduled time slot.

Scheduling instructions will be forthcoming.

**Homework**

We believe that students should extend their school experiences through skill reinforcement and enrichment activities both at home and in the community. We also realize the extended day and the long travel times many of our students endure to attend Renaissance Academy; therefore, Lower School students will be assigned homework based on their grade level which will show an incremental increase in time requirement and/or completion time. Incomplete classwork may be sent home as homework, when needed. Homework for grades K-6 will be assigned Monday-Thursday nights; Friday night/weekend homework may be assigned to review for an upcoming assessment or as needed at teacher discretion. Please see below for more detailed homework expectations by subject and grade.

If your child is spending what appears to be an unusual amount of time on homework, or if the homework seems particularly difficult for your child, please communicate this to your child’s teacher.

If a child is absent for school, chooses not to complete class work or is assigned an out of school suspension, he/she will be required to complete all missed work at home and turn it in to his/her teacher upon return to school. If homework is handed in late, not due to illness, students in Grades K-6 may not be given full credit (please refer to each teacher’s homework policy for additional information). Please be advised that homework is part of your child’s Practice & Reinforcement grade and not completing it will have a significant impact on his/her grade.

Access to student’s grades, homework and the school calendar is available 24 hours a day, 7 days a week, through Infinite Campus Parent Portal which is accessible online at https://pacloud1.infinitecampus.org/campus/portal/renaissance_academy.jsp (Please contact Student Information Specialist, Janet Tuckett to obtain logon instructions).

**Homework Passes**

Homework passes will be distributed to students throughout the school year as a positive reward or for attending a school-sponsored event in the evening. Students can redeem the pass in place of completing a one night homework assignment (not a multi-night assignment, such as a book share). Homework passes may not be used to obtain full credit for an assignment that is already past due.

**Textbooks**

Textbooks and other resource materials are distributed to students throughout the school year in various classes. Teachers are required to keep record of any textbooks or supplemental supplies loaned to students. Once the book is handed to the student and recorded in the teacher’s inventory list, the student is completely responsible for that book and is required to turn it in when requested. If the student is unable to return the book that was loaned to him or her, the student will be required to pay the cost of a
replacement text. Unpaid balances or outstanding book debt will cause students to be ineligible to participate in extracurricular opportunities and will affect other participation opportunities.

**Academic Intervention Club (AIC) 3rd - 6th Grade**

AIC is put into place to help students become more successful with their homework completion and grade. When a student’s homework grade is a 60% or below, he/she will spend their recess time, for the current week, with a teacher to complete the missing homework. Once the homework is completed and their homework grade is brought up to a 60%, the student will be dismissed from AIC. A student is made aware each Monday from their homeroom teacher if they are in AIC for that week.

**STATE AND LOCAL TESTING**

Renaissance Academy uses a wide variety of tests to measure student achievement and group for instructional purposes, when applicable.

The state mandated test is the Pennsylvania System of School Assessment (PSSA) which is administered in the spring to all students in Grades 3, 4, 5, and 6 for English/Language Arts and math. Additionally, a science test is given to those students in Grade 4. Parents/guardians should expect to receive a follow up “Parent Report” approximately three months after this testing. This report will be mailed or sent home to the parents/guardians of those students in Grades 3, 4, 5, and 6 and will provide information pertaining to their child’s academic strengths and needs in the areas of English/Language Arts and math. An additional report is mailed out to the parents of those students in Grade 4 (science) which provides information about their child’s strengths and needs.

Please note that the above testing days are the designated testing “window.” The exact test dates will be established and announced when further information is provided from the Pennsylvania Department of Education.

**Families are asked to ensure that no vacations or time away from school occurs during these testing times.**

**It is critical to the success of the student that they are present and take all tests during the designated testing days.**

**MAP TESTING**

Renaissance Academy uses the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) test for local assessments to measure your child’s progress or growth in school. NWEA partners with educational organizations worldwide to provide research-based computerized adaptive assessments, professional development for educators, and research services. As a result of NWEA tests, educators can make informed decisions to promote your child’s academic growth. Testing tools and reports from NWEA provide specific insight into your child’s learning, and wide-ranging information to help every student, classroom, and school succeed.
What are the different NWEA assessments?

- Kindergarten: These students use the Children’s Progress Academic Assessment (CPAA).
- Grade 1: These students use the MAP for Primary Grades Reading and Mathematics assessments.

The scale used to measure your child’s progress is called the RIT scale (Rasch unIT). The RIT scale works much like feet and inches on a yardstick. It is used to chart your child’s academic growth from year to year.

MAP tests are administered to Lower School students in grades K-6 three times a year. Please refer to the Academic School Calendar for MAP test dates.

Families are asked to ensure that no vacations or time away from school occurs during these testing times.

It is critical to the success of the student that they are present and take all tests during the designated testing days.

For information on how you can use the information to help your child make better progress please see the “Parent Toolkit” which can be found at http://www.nwea.org/support/article/930.

TEACHER REQUESTS
Specific teacher requests will no longer be accepted as Renaissance Academy cannot guarantee staffing assignments from year to year. Homeroom teachers, Fine Arts teachers, administration, special education and school counselors work collaboratively to create homeroom lists for the following school year. Students are placed in balanced groups based upon many academically sound data points. This includes an academic, social, and demographic balance of students. We also consider such issues as special education service accessibility and other special circumstances or needs of students.

GUIDANCE
Children may receive guidance and counseling assistance from our full-time School Counselor. The counselor will work with individual students and small groups. In working with individual students, he/she will able to help children explore their feelings and giving them the chance to talk about specific issues or concerns. The goal in working with the students is to help them develop a better understanding of themselves and others. Small group counseling is also available to assist students on a variety of issues. Some examples of groups offered at the school include friendship, bullying, social skills, and self-esteem. Parents/Guardians or teachers may recommend a child for individual counseling and/or a group; however, written parent permission is needed before counseling is provided.

SPECIAL EDUCATION SUPPORT
Renaissance Academy special education is similar to special education in the district schools. The school is committed to offering each student with a disability education
programs and services that appropriately meet the student’s needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers. Renaissance Academy Charter School is committed to providing a continuum of placement options to appropriately meet the needs of students with disabilities.

SES is designed to address the academic needs of students with special needs, but the program is not restricted to these students. High achievers can also benefit from quality educational practices that focus on differentiation since Pennsylvania Charter Schools are exempt from PA Code Chapter 16: Gifted Education. Wide ranges of educational services are available for students at our school. Please contact the Special Education Supervisor, to answer any questions.

All policies pertaining to SES are available for review in the Main Office or online at www.rak12.org. To obtain printed copies of these documents please provide 48 business hours’ notice.

**MTSS-Multi-Tiered Support System**

The focus of MTSS is to develop and select successful interventions for a student who is not meeting standards and/or expectations academically or behaviorally. A student entered into the program will have his/her teachers assess needs in order to design and implement an individualized intervention plan that will help increase achievement and success. The interventions are more successful with support of the student and his/her family. Teachers, administrators, staff members, or parents/guardians can refer students for the MTSS process.

MTSS consists of three tiers:
- Tier 1 includes all students
- Tier 2 for students in need of low level interventions (i.e. tutoring, in class accommodations, behavior contracts)
- Tier 3 for students in need of intense intervention (i.e. Read 180, small group instruction)

For more information please contact your student’s teacher, lead teacher, or student support specialist.

**ENGLISH AS A SECOND LANGUAGE (ESL)**

The Civil Rights Act – Language Minority Compliance Procedures, require all school districts to identify and serve limited-English-proficient students. Part of the federal law requires that a Home Survey is completed and placed in the cumulative file for each child. If a parent/guardian indicates that another language other than English is spoken in the home, the child will be assessed by the ESL Coordinator. The screening will determine the need for direct instruction from the ESL teacher.
USEFUL WEBSITES TO ASSIST WITH CURRICULUM

**Math Websites**
www.abcteach.com
www.sitesforteachers.com
www.lessonplanspage.com
www.edhelper.com
www.theducatorsnetwork.com/main
www.cut-the-knot.org/Curriculum/index.shtml
www.coolmath4kids.com/
www.counton.org/
www.amathsdictionaryforkids.com/
www.aplusmath.com
www.aaamath.com
www.funbrain.com
illuminations.nctm.org
www.learningplanet.com/stu/kids0.asp
www.math.com
www.mathcats.com
www.mathforum.org/dr.math/
www.mathplane.com
www.brainpopjr.com
www.cut-the-knot.org/Curriculum/index.shtml
http://www.khanacademy.org/
http://cyarzabek.edu.glogster.com/glogs/
http://www1.center.k12.mo.us/edtech/everydaymath.htm
https://sites.google.com/a/lps.k12.co.us/instructional-technology-professional-development/home/everyday-math

**Reading Websites**
www.studyisland.com
www.readingeggs.com
www.pearsonrealize.com
www-k6.thinkcentral.com

**Language Arts**
www.angelfire.com/wi/writingprocess/
www.chompchomp.com/
http://grammar.ccc.commnet.edu/grammar/
www.funbrain.com
www.internet4classrooms.com/lang.htm
www.poetryexpress.org/
www.wordcentral.com

**Social Studies**
www.usmint.gov/kids
kids.nationalgeographic.com/portal/site/kids/
Science Websites
www.billnye.com
www.brainpopjr.com
www.colormatters.com
www.exploratorium.edu/who/parents
www.exploratorium.edu/science_explorer
www.extremescience.com/index.html
www.funology.com
www.hhmi.org/coolscience
www.innerbody.com/index/html
www.inventivekids.com
www.questacon.edu.au
www.planetpals.com
www.rudimentsofwisdom.com
www.seasky.org
www.sandlotscience.com
www.strangescience.net
http://go.hrw.com/gopages/sc-ms.html

Art Websites
www.enchantedlearning.com
www.crayola.com
http://absolutearts.com
www.scribbleskidsart.com/
http://topsitesforkids.com/index.html
http://www.nga.gov/kids/kids.htm
http://www.wwar.com/masters/
www.artcyclopedia.com
http://www.oxfordartonline.com/public/
www.infoplease.com
www.artbank-oldmaster.com

Dance Websites
dancemagazine.com
dance.net
paballet.org

Drama Websites
www.theateralliance.org
www.creativedrama.com
Music Websites
www.dsokids.com
www.nyphilkids.org
www.pr.s.net

Physical Education / Health Websites
www.kidshealth.com
www.pecentral.org
www.coe.unt.edu/khpr/projectpeak/english/PEAK_English_index.htm
http://suite101.com/healthandwellness

Spanish Websites
http://www.phschool.com/foreign_languages/
http://www.glencoe.com/sec/worldlanguages/spanish/buenviajelevel1/index.html
http://www.spanishplayground.net/tag/spanish-websites-for-kids/
http://www.123teachme.com/learn_spanish/spanish_for_children

Study Island (grades 1-6) – www.studyisland.com
Students will be issued a user name and password at the beginning of the school year. Study Island partners with NWEA to offer a fully integrated solution that uses a student’s MAP assessment results to create an individualized learning path, based on their individual MAP Rasch unit (RIT) scores, delivered through the Study Island program.
Section Four: Student Discipline / Reward System

PHILOSOPHY OF DISCIPLINE

Renaissance Academy places a strong emphasis on establishing a safe and orderly learning environment. Through the collective work of teachers, parents, and administrators, students learn that problems are solved through open discussion, acceptance of the opinions of others, and through personal responsibility. Core values, which are wisdom, justice, courage, compassion, hope, respect, responsibility and integrity, are to be reflected in the school's Code of Conduct, modeled in all interactions among members of the school community and taught directly to students. Building strong character is fundamental to creating a positive learning environment and a hallmark of our school.

Discipline at Renaissance Academy is understood as positive efforts to teach and reinforce the expected behaviors and help young people learn that they are responsible for their actions. Positive interactions and positive incentives are used regularly to help reinforce the core values at Renaissance Academy. While it may be necessary on occasion to impose appropriate consequences should a student choose to behave in a manner that violates school policies, discipline consistently emphasizes prevention and is based on a system of behavior supports designed to minimize antisocial behaviors.

Renaissance Academy’s discipline model includes:
1) That all students know and demonstrate expected student behavior, and show respect for, and obey persons in authority.
2) Direct teaching of the Code of Conduct.
3) Consistent use of positive incentives to reinforce expected student behaviors.
4) A school wide effort on prevention of student discipline problems.
5) Students acquire skills in conflict resolution and problem solving, and increasingly develop a positive attitude, self-discipline and socially acceptable behaviors.
6) Early identification and resolution of discipline problems.
7) Communicating to students, teachers, parents/guardians and the community that unacceptable behavior will not be tolerated.

Establishing a safe and orderly learning environment requires all members of the school community; teachers, support staff, students, and parents/guardians, to model behaviors that show respect for each other and persons in authority. Positive interactions and positive incentives are used regularly to help reinforce the core values at Renaissance Academy. While it may be necessary on occasion to impose appropriate consequences should a student choose to behave in a manner that violates school policies.
Renaissance Academy believes that all members of the school community have a responsibility to model the behaviors listed below:

**Student Responsibilities:**
- Act in a responsible manner, exhibiting respect towards others.
- Accept responsibility for their behavior.
- Cooperate with the school staff in maintaining safety, order, and a disciplined environment.
- Follow established school and classroom codes of conduct and rules, including safety and school bus rules.
- Attend all classes regularly and on time.
- Maintain appropriate dress.
- Respect the rights and property of others.

**Teacher and Staff Responsibilities:**
Teachers and staff are expected to model behaviors consistent with Renaissance Academy’s core values and with policies and school performance standards. All staff is expected to support a successful learning environment by modeling the following behaviors:
- Promote mutual respect between adults and students.
- Meet professional responsibilities associated with their respective positions.
- Develop and use cooperative discipline strategies and positive incentives for reinforcing the expected behaviors.
- Promote a sense of pride and community by contributing to an open and friendly environment, by supporting celebratory clubs and activities, by maintaining spirit building routines and traditions, and by promoting service in the school community.
- Establish and maintain strong home to school communication, including but not limited to prompt communication of any serious infraction of the Code of Conduct.

**Parent/Guardian Responsibilities:**
Parents/guardians of students are expected to participate in their child’s education in the following ways:
- Communicate routinely and as necessary with their child’s teacher.
- Keep informed about school policies and their child’s academic expectations, including homework.
- Ensure that his/her child attends regularly, arrives on time, and is prepared for school.
- Alert the school to specific problems or difficulties that may impede the child’s learning or well-being.
- Attend each trimester’s Student Learning Conference to meet with his or her student’s teacher and to set goals for their student.
- Promote positive, respectful relationships between parents / guardians, students & staff.
- Reinforce and support disciplinary action/consequences.

**POSITIVE REWARD SYSTEM**
Renaissance Academy strongly believes that the key to a successful school environment is praising and rewarding students for their hard work, effort, and success both behaviorally and academically. Each teacher and staff member is trained, encouraged and reminded to constantly “catch” students behaving according to the Code of Conduct and working toward their potential.

The following are some of the ways teachers and staff reward students.

- Verbal Praise
- Positive notes on their assignments
- Phone calls home
- “Caught Being Good” tickets
- Knight Cash
- Special class assignments or parties
- School wide socials
- Choosing an item from a treasure box
- Free time
- One-on-one time with teachers or staff
- Extra privileges
- Extra computer time
- Lunch with the teacher
- Lunch with the Principal and/or CEO

Staff members will also have the option of submitting a positive behavior referral for any student. The positive referral will be sent to the administration to personally recognize and reward students for their positive contributions to the school climate. Such contributions include but are not limited to: anti-bullying, citizenship, displaying core values, encouraging others, supporting school events, leadership and volunteerism.

End of Trimester and Trimester Celebrations for grades K-6 are scheduled for the following dates:
- First Trimester - November 17, 2017
- Second Trimester - March 2, 2018
- Third Trimester June 8, 2018

**PRIMARY, ELEMENTARY, AND INTERMEDIATE ACADEMY CLASSROOM BEHAVIOR PLAN**

All Renaissance Academy students are expected to follow the Code of Conduct at all times. If a choice is made to breach the Lower School Color Rules (refer to page 8), Core Values (refer to page 8) or the Code of Conduct (refer to page 8), the following plan will be implemented. This Behavior Plan is the general procedure a teacher uses to manage the classroom. At times, a student’s behavior warrants immediate action under the Behavior Plan or other measures to be taken. Thus, the Behavior Plan should be viewed only as the common classroom procedures for minor infractions.

**CLASSROOM DISRUPTIONS**

Renaissance Academy deems classroom disruptions to be unacceptable behavior. Valuable learning time is lost and can never be regained. Students who choose to make
unacceptable choices regarding their behavior will be addressed in the following manner:

1. If a student is suspended out of school, Renaissance Academy expects the student’s behavior to change dramatically upon his/her return to school. Level I-III infractions may result in multiple, one day out of school suspensions or follow the progression listed below:
   a. 1 day out of school suspension AND loss of end of trimester celebration
   b. 2 day out of school suspension AND loss of end of trimester celebration
   c. 3 day out of school suspension, loss of end of trimester celebration AND a mandatory meeting with student, parent/guardian, teacher and administration.
   d. 5 day out of school suspension, loss of end of trimester celebration AND a mandatory meeting with student, parent/guardian, teacher and administration.
   e. 10 day out of school suspension AND Board of Trustees hearing for possible expulsion.

**DISCIPLINARY ACTION**

Any disruption of the educational process will be treated as a violation of the Renaissance Academy Discipline Policy. Repeated instances of any misbehavior listed increases the severity of the consequence at the discretion of the administrator handling the situation. Disciplinary actions are progressive and continuation of infractions, even at lower levels, will result in increased punishments and eventually a school board hearing. Students must understand that administrators have the authority to assign and enforce other disciplinary measures warranted by situations not specified herein.

Any disruption of the educational process will be treated as a violation of the Renaissance Academy Discipline Policy. All discipline guidelines center around upholding the mission of the Code of Conduct. Additional and/or alternative requirements may be assigned. Alternatives include, but are not limited to, special assignment, behavioral contracts, community service, conflict mediation, parent/guardian conference, or counseling. Repeated instances of any misbehavior listed increased the severity of the consequence at the discretion of the administrator handling the situation. Disciplinary actions are progressive and continuation of infractions, even at lower levels, will result in increased punishments and eventually a Board of School Directors Expulsion Hearing. Students must understand that administrators have the authority to assign and enforce other disciplinary measures warranted by situations not specified herein. Note the following regarding the Administrative Disciplinary Actions:

- Repeated Level I-III infractions could be assigned multiple, one day out of school suspensions and/or result in the progressive increments listed below.
- Out of school suspensions are assigned in progressive increments: one (1) day, two (2) day, three (3) day, five (5) day, and ten (10) day for Level IV and V infractions.
- After a three (3) or five (5) day out of school suspension is assigned, the student and parent/guardian must meet with the Principal and/or CEO before the student is allowed to restart classes. Students in grade six will be placed on Behavior Probation.
- After a ten (10) day out of school suspension is assigned, the student and parent/guardian must meet with the Board of Trustees for an Expulsion Hearing (refer to Board Policy on Suspension and Expulsion).

**Discipline Levels & Infractions – Kindergarten-Grade Six**

The following offenses and consequences chart is not intended to be inclusive of all acts of misconduct; the levels of infractions and disciplinary consequences assigned are to be used as a guideline. School administration may or may not assign consequences as they are detailed below depending on the outcome of the investigation for the infraction.

**Level I** - Infractions that impede orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors are first addressed by any staff member of the school, but may sometimes require the intervention of an administrator.
- The typical actions involving a Level I infraction are:
  1) Student offense
  2) Teacher or staff member warns, corrects the behavior and/or assigns a consequence
  3) Parents/Guardians are notified by the teacher or staff member if deemed necessary
- In the event that multiple Level I infractions occur or the same behavior is repeated, the student may be referred to administration for further consequences

**Examples of Offenses**
- Uncooperative behavior
- Littering
- Disrupting the learning environment
- Not wearing uniform or inappropriately wearing uniform (refer to uniform policy on pages 43-46)
- Talking and/or running in hallways
- Violation of the Code of Conduct
- Possession and/or use of electronic devices (cell phone, MP3 player, iPod, gaming systems, etc.) during school hours when not needed for class
- Use of items from home which cause a disruption to the learning environment (toys, cards, etc…)
- Misuse of computers
  - Touching/turning on a computer without permission
  - Refusing to share
  - Banging on the computer, keyboard, or any sort of rough treatment
  - Eating or drinking around a computer
  - Touching another person’s computer without permission
  - Printing without permission or printing more than one copy
  - Bringing in unauthorized software and using on the school computer without permission
  - Trying to access another student’s log-in
  - Sharing a password or log-in
  - Unplugging or minor altering of the computer

**Level II** - Infractions of a more serious nature that impede orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors are assigned consequences (based on discipline record) and may be issued by a teacher, staff member, or administrator.
The typical actions involving a Level II infraction are:
1) Student offense
2) Possible referral to an administrator
3) Consequence assigned
4) Parents/Guardians are notified
Based on the discipline record, the student may not be eligible for a warning and may face immediate suspension.

Examples of Offenses
- Repeated or multiple Level I infractions
- Abusive language
- Bullying (physical/verbal)
- Lying / dishonesty
- Throwing of an object out of anger
- Failure to report to class
- Leaving class without permission
- Use of another student’s ID
- Graffiti
- Touching a Teacher’s laptop
- Logging in as someone else

Level III - Serious infractions that pose a danger or risk to the student, others, or the learning environment. These infractions will be handled directly by administration and will result in out of school suspensions.
The typical actions involving a Level III infraction are:
1) Student offense
2) Immediate referral to an administrator
3) Suspension assigned
4) Parents/Guardians are notified
5) Meeting with administration before returning to school for any suspension over one day

Examples of Offenses
- Continuation of Level II behaviors
- Racial, religious, or ethnic slur (minor)
- Obscene language or material, gestures
- Profanity
- Disorderly conduct
- Inappropriate sexual behavior
- Indecent exposure
- Verbal altercation that disrupts the learning environment
- Physical contact with another student (push/ shove, hit, kick, bite, scratch)
- Spitting on another student (intentionally)
- Reckless endangerment of self and/or others
- Refusal to give name to a staff member or lying when questioned (such as during an investigation)
- Yelling at or arguing with a staff member
- Instigating a fight (without committing any physical contact)
- Harassment or threatening another student (minor)
- Refusing to comply with administrative consequences
- Unexcused absence or unauthorized leaving of school grounds
- Theft
- Forgery
- Gambling
- Possession of stolen goods
- Using school technology to intentionally create or access restricted websites or documents, including but not limited to pornography, rude and obscene, or terrorist in nature
Level IV - Serious infractions that pose a danger or risk to the student, others, or the learning environment and are of a nature that their commission represents a violation of the law and are subject to civil and/or criminal penalties. These infractions will be handled directly by administration and will result in out of school suspension.

The typical actions involving a Level IV infraction are:
1) Student offense
2) Immediate referral to an administrator
3) Suspension assigned
4) Parents/Guardians are notified
5) Police or proper authorities are contacted and citations issued
6) Meeting with administration before returning to school for any suspension over one day

Examples of Offenses

- False fire alarm
- Possession/ use of tobacco products, matches, or lighter
- Fighting
- Harassment (sexual or racial) or threatening another student (major)
- Use of firecrackers or pyrotechnics
- Vandalism/malicious destruction or damage of school property
- Major theft (school property valued at over $200)

Level V - Immediate infractions worthy of expulsion that pose a danger or risk to the student, others, or the learning environment and are of a nature that their commission represents a violation of the law and are subject to civil and/or criminal penalties. These infractions will be handled directly by administration and will result in an immediate expulsion hearing with the Board of Trustees. The typical actions involving a Level V infraction are:
1) Student offense
2) Immediate referral to an administrator
3) Suspension assigned
4) Parents/ Guardians are notified
5) Police or proper authorities are contacted and citations issued
6) Meeting with Board of Trustees to determine eligibility to return to Renaissance Academy.

Examples of Offenses

- Major fight or mob assault
- Violation of school substance abuse policy
- Arson/attempted arson
- Terroristic or bomb threat
- Extortion
- Threatening a staff member
- Assault (indecent, sexual, aggravated)
- Sexual contact with another student
- Possession of weapons or any object intended to cause harm or fear
- Accessing or altering restricted computer network databases
- Physical contact with staff
- Disrespect and insubordination towards a staff member, including foul and abusive language

Additional examples of consequences for Level I and II Infractions that teachers/staff members might assign may include, but are not limited to:
- Required interaction with other school personnel (school counselor, behavior specialist, etc…)

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- Loss or delay of privileges
- Loss of freedom of interaction
- Loss of recess
- Loss of House Team Activities
- Community Service
- Lunch detention
- Before or after school detention (grades 5 & 6)

Any Level III or higher infraction requires parent/guardian notification. Any incident that involves a breach of law requires police notification by the school.

**Restorative Practices**

Restorative practices is a set of principles and practices centered around promoting respect, taking responsibility, and strengthening relationships which guides the response to conflicts and infractions both before and after they occur. Restorative practices invites a shift in the way that we think about and restore justice, from issuing consequences after wrongdoing to repairing harm and preventing its reoccurrence.

The goals of restorative practices are accountability to enable students to repair the harm they have caused, restore and build community/relationships, repairing the harm done to people and relationships. Restorative Practices aims to make positive changes with students rather than to them or for them, builds a social sense of community to help manage and facilitate the climate and increase the opportunity to build social capacity with students.

**Proactive Approaches**

When a student begins demonstrating behaviors of concern or continued conflicts with other students, the following steps may be implemented in order to take a proactive approach with addressing the behavior:

- Group meetings (free expression)
- Team building
- Collaborative establishment of norms
- Maximize the positives/ minimize the negatives
- Fair Process (engagement, explanation, expectation)
- Cooperative Practices

**Reactive Approaches**

When a student is issued a multiple day out of school suspension, he/she will be responsible for completing a restorative reflection about his/her actions which are detailed below. The reflection steps will be discussed in a meeting with an administrator prior to the student being invited back into his/her classroom.

- Take accountability for his or her actions
- Make the necessary apologies to those who were effected by the behavior
- Complete all assigned school work
- Set goals for better behavior
- Complete the reflection sheet
- Complete the contract to success
- Articulate a plan of action to avoid repeating the improper behavior
Suspensions

It is the belief of Renaissance Academy that out of school suspensions are a last-step resort when prior interventions, counseling, and/or consequences have not successfully rehabilitated a student. Some infractions, by law, require immediate suspensions; other suspensions are assigned due to progressive steps or the severity of the infraction.

- Students who are suspended from school may not attend any school function during the time that they are suspended. If a suspension ends on a Friday, students may not participate in any school function or come on to school grounds until Monday morning.
- Out of school suspensions are only served on days that school is in session. If school is closed for any reason it does not count as one of the suspension days.
- Students will not be permitted to participate in the End of Trimester Celebration for the trimester in which the suspension is served.
- Students will be expected to make-up missed work while out on suspension. It is the student’s responsibility to make this happen and to arrange a time to meet with the teachers that fit into their work schedule.
- Students who receive a multiple day suspension can request work to be sent to the office by 3:00PM the day after the suspension is assigned. Teachers need to be able to have time to gather and collect work and assignments for the student. Any work assigned to go home for a student must be completed before the student returns to school. If the work is not completed, the student may lose points on any graded assignment. It is the utmost importance that assigned work is completed before a suspension is over to reduce extra time missed from class.
- When a multiple day suspension is assigned, the student and parent/guardian must meet with an administrator before the student is allowed to return to classes. This meeting will be arranged when the administrator contacts home to inform the parent/guardian of the suspension.
- A parent/guardian may wish to appeal a suspension when it is assigned and have an informal hearing with the administrative team. The following chain of command is to be addressed when making this appeal:
  Principal → CEO → Board of Trustees
- Students who are given a multiple day suspension for the first time and have committed an infraction that did not pose immediate physical harm or have legal implications may be offered an opportunity to reduce their suspension days. For these students, the following steps will be taken:
  o Student meets with an administrator after the investigation is complete and the suspension has been assigned.
  o The student is given a reflection sheet and goal setting sheet to complete while at home. The student must dutifully fill out each paper.
  o The student collects and completes all assigned school work (teachers will have 24 hours to send work to the office for a friend or family member to pick up and take home for the student)
  o The student seeks out the number of the staff members or students who he or she has wronged and makes an apology.
  o The student returns to school with a parent to have a reflection meeting. At this meeting, the student’s attendance and discipline record will be reviewed, as well as pertinent school rules and policies. The student may
be allowed to go to class and return to normal school routines if the following is met:

- The student has taken accountability for his or her actions
- Made the necessary apologies
- Completed all assigned school work
- Set goals for better behavior
- Completed the reflection sheet
- Can articulate a plan of action to avoid repeating the improper behavior.

**ELECTRONIC EQUIPMENT CONFISCATION POLICY**

In keeping with the Renaissance Academy’s commitment to creating and maintaining a positive environment, there may be an occasion when an inappropriate item may be confiscated from a student. **Examples of such instances would be, but are not limited to, cell phones, pagers, CD players, iPods, MP3 players, walkmans, headphones, hand held gaming device, or clothing that is not in keeping with the uniform policy.** On the first offense, all confiscated items will be returned at the end of the day. The second offense will result in the item being confiscated for one week (five school days). Arrangements may be made for the student to obtain their electronic if the confiscated time period occurs over the weekend. Any student having any item confiscated for a third time will result in the item being retained with an Administrator in the Lower School for the remainder of the school year. If any item is confiscated from a student for the remainder of the school year, the parent or guardian will be notified by telephone.

ALL CELL PHONES AND OTHER ELECTRONIC EQUIPMENT MUST BE TURNED OFF, STORED IN THE STUDENT’S BACKPACK AND REMAIN THERE DURING THE SCHOOL DAY when not needed for or requested to be brought to class. CD players, iPods, MP3 players, hand held gaming devices and cell phones may be used on the bus to and from school.

It is the student’s responsibility to secure the item after the appropriate confiscation time has elapsed. Any items remaining after the close of the school year may be added to the lost and found or given to charity. **Any illegal items that are brought to school and confiscated will not be returned. The school is not responsible for any items lost or stolen.**

**ITEMS FROM HOME**

Any items that may be disruptive to the learning environment or dangerous are not permitted at school. State law mandates that any weapon brought to school requires a student expulsion hearing with the Board of Trustees. (See Board of Trustees Weapons Policy on the school’s website www.rak12.org). Students are encouraged to leave all valuables at home. Items such as cameras, video cameras, compact disc players, and toys are often problematic at school.

**BUS DISCIPLINE**

The State of Pennsylvania and The Renaissance Academy have deemed that transportation to and from school is a **privilege** afforded by the school districts, not a
right. Therefore, any student who consistently chooses inappropriate behavior risks having those privileges revoked.

Students are expected to follow all safety rules while riding the bus. It is important to remember that any time the driver must remove his or her eyes from the road to address those children who are breaking the rules, the entire safety of the bus is placed in jeopardy.

Therefore we expect the children to:
- Remain in their seats, feet and body facing forward;
- Talk in quiet voices;
- Obey the bus driver;
- Speak in respectful voices;
- Keep feet out of the aisles;
- Refrain from eating or drinking on the bus; and
- Keep hands to themselves and inside the bus.

If any child should choose not to follow the rules listed above or those of their school district, he/she risks being referred by the bus driver to The Dean of Students or another administrator for disciplinary action. Referrals for bus infractions will follow the progression listed below:

- 1\textsuperscript{st} referral – documented warning
- 2\textsuperscript{nd} referral – 1-day bus suspension
- 3\textsuperscript{rd} referral – up to 3-day bus suspension and loss of End of Trimester celebration
- 4\textsuperscript{th} referral – up to 5-day bus suspension and loss of End of Trimester celebration
- 5\textsuperscript{th} referral – up to 10-day bus suspension, loss of End of Trimester celebration and referral to the Renaissance Academy Board of Trustees for possible removal / expulsion of bus privileges for the remainder of the school year

Please note: Bus infractions of a serious nature (level III or higher) that pose a danger or risk to the student, other riders, the bus driver, and/or safe driving conditions will be immediately referred to Renaissance Academy administration for disciplinary action which will involve school and bus consequences.

Please make sure that you and your children are aware of safe bus riding procedures and practices to ensure that all children have a safe and pleasant trip to and from school each day.

**UNIFORM POLICY**

Renaissance Academy reserves the right to decide if an article of clothing is inappropriate for school. If a student is found to be in violation of the uniform policy or dress down dress code, he/she will be sent to the school nurse for a change of clothes and/or parents/guardians will be called to bring in appropriate clothing for the student.

**TOPS**

Each Academy is assigned a different color top. Students must wear the assigned color:
- Primary Academy (K-2) Hunter Green
Elementary Academy (3-4) Red
Intermediate Academy (5-6) Light Blue

- All shirt tops must have the official Renaissance Academy logo in khaki color and match the color swatches available from Lands’ End or other approved vendors.
- Acceptable top choices:
  - Long or short sleeve polo shirt
  - Sweatshirts, vests, pullover sweaters in crew or v-neck
  - Cardigans
  - Pull over or zippered fleece
  - All of these options are required to have the Renaissance Academy approved logo and match color swatches.
- White, black or Academy colored turtlenecks, T-Shirts, collared shirts or colored shirts under the academy tops are permissible. Only Academy sweater, sweatshirt or vest permitted; no exceptions.
- **No tops with hoods**
- No Spirit Wear except on approved Spirit Wear days.
- Coats, jackets, and clothes worn to and from school do not need a logo, but may not be worn after arrival or before dismissal unless the student is going outside.
- **Note- Classroom temperatures vary! Students are encouraged to purchase a uniform embroidered sweatshirt or sweater.**

**BOTTOMS**
Bottoms may be purchased at any store or vendor but must meet the following guidelines:
- Must be solid khaki (stone colored or light brown is not permitted)
- No logos or embellishments - small manufacturer’s name label is acceptable. No floral applications.
- Must be a woven cotton, cotton blend, or corduroy.
- Fleece, knits, sweatpants, stretchy pants or nylon pants are not acceptable.
- No cargo pants or pants with large pockets on the outside.
- Shorts, skorts, skirts, overalls, and jumpers **cannot be shorter than three (3) inches above the knee.**
- Capri pants of woven cotton, cotton blend, or corduroy are permitted.
- All pants must be sized appropriately AND worn at the waist. (A belt must accompany pants that are too big or fall lower than your child’s waist.)
- Long pants must cover ankle high shoes; pants cannot be tucked into the shoes or rolled up.

**LEG COVERINGS AND SOCKS**
Leg coverings may be purchased at any store or vendor.
- When visible, tights or socks must be of a plain, solid color of white, black or match the Academy top color.

**SHOES**
Shoes may be purchased at any store or vendor but must follow the guidelines listed below:
- Heels and soles to be no more than 2” high
- Shoes must fit securely
• Sneakers may be purchased at any store or vendor but must have non-scuffing soles
• Students should be sent to school in non-scuffing sneakers on Physical Education days
• No Helix (sneakers with roller blades)
• Leather sandals (with closed toe and backs) are acceptable
• Boots are acceptable and should be below the knee
• Flip-flops are NOT permitted; wearing socks with them is not permitted
• Open toe shoes are NOT permitted; wearing socks with them is not permitted

HEAD AND HAIR ACCESSORIES
• No visors, caps, or other head coverings are acceptable, however head bands are permitted; this also applies on approved dress down days.
• No sunglasses or other accoutrements are permitted to be worn inside the school building.

BACKPACKS/BOOKBAGS
• May be purchased at any store or vendor
• May be of any color or pattern
• Bookbags with wheels are not permitted due to safety concerns

UNIFORM VENDORS
Uniforms may be ordered or logos embroidered by the following Renaissance Academy approved companies:

Lands’ End
Phone: 1-800-469-2222
Website: landsend.com/school
Renaissance Academy Preferred School #9000-5883-5

Flynn & O’Hara Uniforms, Inc.
Festival at Exton Shopping Center
404 W. Lincoln Highway
Exton, PA 19341
Phone: 610-594-1970
Website: www.flynnohara.com
Our contact is Robert Rose. Uniforms can be purchased on line, over the phone, or directly from the store.

Frank Jones Sporting Goods
1735 Markley Street
Norristown, PA  19401
Phone: 610-275-5373
*Most approved apparel can be ordered

Red Ribbon Consignment Closet
Suzanne Oelmann
“DRESS DOWN DAY” DRESS CODE

Dress down days are recognized as positive reinforcement for a job well done, whether it is academically or behaviorally. Dress down days are also scheduled for picture days and fund raising days. To eliminate confusion regarding what appropriate wear is for these non-uniform days, please adhere to the following guidelines:

- All skirts and shorts cannot be shorter than three (3) inches above the knee.
- Pants must be appropriately sized; not excessively tight or revealing.
- Students may not wear T-shirts that support violence, drugs, alcohol, or tobacco use.
- All shirts worn must have sleeves. No basketball type jerseys or sleeveless tees are permitted. Collared sleeveless blouses will be allowed.
- Shirts must appropriately cover the chest and midriff of the student.
- No flip-flops, slippers or open-toed shoes are allowed; wearing socks with these types of shoes is not permitted.
- See through fabrics are not acceptable.
- Spaghetti straps and/or tank tops are not acceptable.
- Pajamas (tops and/or bottoms) are not acceptable as school attire.
- No headgear of any kind.
- No hoodies or jackets.
- Renaissance Academy spirit wear may be worn.

Please note: If a student chooses to dress down on a non-dress down day, he or she will call home for to have their uniform brought to school and will lose the opportunity to dress down on the next dress down day or for a period of time to be determined by the administration.

At the end of each school year the Family School Organization (FSO) will conduct a “uniform exchange” day. Parents/guardians can donate and purchase used uniforms for a nominal fee at this time.
Section Five: Outside of RA

VISITORS

- Renaissance Academy has an OPEN DOOR Policy to all visitors.
- All Lower School visitors must check-in at the Lower School office and register through the Raptor System; a photo ID will be required when checking-in.
- A visitor badge will be computer generated and must be worn at all times.
- All visitors that register in the Upper School must then proceed to the Lower School near the car drop off area on Fairview Street to gain admittance into the Lower School building.
- Any parent/guardian wishing to visit their child’s class should call ahead to make arrangements with the classroom teacher.
- Please sign out and return your badge at one of the offices at departure.
- Renaissance Academy encourages parents/guardians to be active in the learning process, but also realizes excessive parent traffic at school can be disruptive to the learning environment. The school tries to strike a balance between an open door policy, and maintaining an optimum learning environment; please support us with this effort.

PARENT VOLUNTEERS

Renaissance Academy encourages parents/guardians to volunteer. We realize many of our parents/guardians have unique gifts and can contribute to our school beyond our imagination. Renaissance Academy has many opportunities to assist our teachers, students and staff. Please contact the Volunteer Coordinator if you would like to offer any assistance.

VOLUNTEER PROCEDURES

- Parents volunteering on a regular basis must complete a Pennsylvania Child Abuse History Clearance Form and a Pennsylvania State Police Request for Criminal Record Check and provide a current copy to the volunteer coordinator. Forms are available in the office and on our school’s webpage at www.rak12.org
- Volunteers must sign in and out in either the Main Office or Lower School Office.
- A Volunteer / Visitor badge must be worn at all times.
- CONFIDENTIALITY must be kept. Please do not repeat anything you hear regarding students while you are volunteering at school. You should never discuss a student’s grades, progress, or what goes on in the classroom with anyone except the staff. We need to remember that our students have a right to privacy.
- If you sign up for a regular time with a specific teacher, we look forward to you being consistent with your attendance. The students look forward to you being with them, and the teachers plan your visiting time into their schedules. We hope you would not be absent but if you must, please call the teacher, or the main office.
- Discipline should be left to the staff and administrators. If you are experiencing a problem with a student, please consult the teacher. We expect our students to
behave according to our Code of Conduct, and we also expect all adults to be models of the Code of Conduct.

- When volunteering, please dress comfortably; however, please remember that when you are in the school, you are a role model as well.

All parent volunteers will be contacted by the Volunteer Coordinator to make them aware of the procedures and expectations of working in the school. Please see the Volunteer section of our webpage for more information: www.rak12.org

**FIELD TRIPS**

Classroom teachers will plan occasional field trips for specific educational purposes. In order to participate, a child must have a Field Trip permission slip, which will be sent home prior to the trip, completed and signed by the parent/guardian and returned back to school before the trip. The teacher will also send a notice home prior to each field trip to let parents/guardians know what is planned. If for any reason a parent/guardian does not wish his or her child to participate, the child will be permitted to remain at home as an excused absence; arrangements can be made for the child to remain on school grounds with another class; however, the regular classroom teachers will not be on school grounds to provide relevant and purposeful instruction. Furthermore, students that miss out on educational field trips also miss out on the opportunity to participate in education discussions during future classes. After the trip and upon arrival back to school a chaperone may sign their child out of school in the Lower School office.

**DISMISSAL FROM SPECIAL EVENTS**

Parents/guardians may choose to sign their child out of school at the conclusion of special events, assemblies, celebrations, etc... After the event concludes, students will be taken back to the classroom, or other designated area, with their homeroom teacher. Parents/Guardians wishing to sign out their child(ren) must report to the Lower School office, obtain a dismissal slip, then proceed to the child’s classroom or designated location to provide the homeroom teacher with the dismissal slip. This allows the teacher to know that the child(ren) have been signed out and are permitted to leave with the parent/guardian.

**MEDIA/PHOTOGRAPHY**

We expect that the media will be interested in what is happening at our school, and we welcome their attention. If for any reason you do not wish your child to be viewed on television or photographed by the media, we need to have that information in writing. At the start of the school year all parents will be asked to sign a media release form stating that your student can be photographed for possible use in:

- Promotional items
- School yearbook
- Teacher portfolios
- Renaissance Academy Website (www.rak12.org)
Section Six: Activities

AFTER SCHOOL PICK-UP FROM ACTIVITIES
Lower School students involved in an after school activity must be picked up promptly within 15 minutes after the activity concludes or the student will be taken to attend Club RA until 6:00 PM. If the supervising staff member, coach or advisor feels that late pick-up is a consistent issue, the student may no longer be permitted to participate in the after school activity. Additionally, a supervision fee of $5.00 per student (cash only) for every 15 minutes of needed supervision beyond pick up time will be assessed.

Lower School students whom wish to remain after school to attend a sibling’s event MUST be supervised by a parent/guardian. Lower School students are not to remain unsupervised at any time.

Spectators at after school events WILL NOT be supervised by school staff and are expected to behave in accordance with the Code of Conduct and discipline of Renaissance Academy. Spectators should be picked up promptly at the conclusion of the program or sporting event.

READING OLYMPICS – GRADES 5 and 6
The members of this team will share responsibility for reading 40-50 books from a selected list, and then compete as a team against other schools in our area. The competition will occur on an evening that is determined by the Chester County Intermediate Unit (CCIU). Further information about the date, time and location will be provided to participants once it is released by the CCIU.

Each Reading Olympics team will compete. Most of the preparation required for this event will consist of individual reading of books from the list. The books are available for check-out from our school library. There will be occasional meetings of the team during lunch to monitor progress. Closer to the date of the competition, more frequent meetings will be held during lunch to allow time for the team members to quiz one another on the contents of the books read. Most meetings will be held during your child’s lunch period. However, if there are any after school meetings scheduled, transportation home from these meetings will be the responsibility of you and your child. It may be possible for the school to arrange a bus for transportation on the night of the event. We are excited about this activity and look forward to a positive experience and good reading for our students; however, if students do not meet the requirements of the coaches, they may be dismissed from the program/team.

Should you have any questions about Reading Olympics, please feel free to contact Ms. Lindsey Engler.

NATIONAL ELEMENTARY HONOR SOCIETY (NEHS) – GRADES 5 and 6
National Elementary Honor Society Expectations

Renaissance Academy is proud to have an active chapter of the National Elementary Honor Society. The Renaissance Academy Chapter of the National Elementary Honor Society (NEHS) is a service organization composed of students who excel in scholarship, character, leadership and service. Academically eligible students who meet the membership qualifications may be
open to qualified students in grades five and six. The national minimum grade requirement is 85.

All five of the following requirements must be considered in the selection process, though the weight that any individual receives is determined by the local Faculty Council:

Academics
Co-curricular Activities (teams, clubs, musical groups)
Leadership Positions
Service Activities
Other Community Activities (Boy or Girl Scouts, religious groups)

NEHS Advisors: Mrs. Laura Meyer and Ms. Jen Palmer

ACADEMY COUNCIL – GRADES 1-6

In our desire to continue providing unique experiences for our students, we will be implementing an additional leadership opportunity for 1st-6th grade students. The purpose of the Academy Council is to serve as a traditional student government council; however, it will also provide students with a voice, promote active citizenship, improve personal & social skills, develop confidence, provide students with more ownership over decisions, allow for creative problem solving, improve motivation, provide opportunities for collaboration across multiple grade levels, benefit the entire lower school community and provide opportunities for students to feel more involved. The Academy Council advisers will work closely with the Council to provide support, mentoring and guidance as members of the Council develop their leadership skills.

The Academy Council will be made up of two student representatives from each grade level, 1-6, the Lead Boy and the Lead Girl. Approximately 5-7 boys and 5-7 girls from each grade level will be nominated each school year by the teaching staff, including Fine Arts teachers, for this role. Students whom are nominated and wish to “run” for this position will be required to present a verbal response to their grade level peers to explain why they should be chosen and what they will do to improve the Lower School student experience. The grade level students will then elect one boy and one girl from the group of nominees to represent their grade level.

Criteria for initial nomination includes:

- Maturity: takes school seriously and is a responsible student
- Strong moral character: no level III-V behavioral infractions
- In good academic standing: active participant in class, shows good effort in class, demonstrates strong work ethic
- Adherence to all school rules, policies and procedures
- Seen as a leader / role model amongst peers
- Is outspoken: comfortable expressing thoughts/ideas/solutions in a group setting
- Attendance in school is outstanding: no unexcused excessive tardies or absences

Responsibilities of the Academy Council:

- Attend monthly council meetings
• Solicit ideas, concerns and suggestions from their grade level peers
• Report peer ideas, concerns and suggestions to the Council
• Follow up with peers to share resolutions
• Recognize peers with awards during achievement assemblies each trimester

Any member not adhering to the criteria for initial nomination or responsibilities after being elected, may be subject to disciplinary action leading up to removal from the council. Students or parents who have questions regarding Academy Council can contact the Council advisers: Mr. Craig Gibson and Brandy Alvira

**LEAD BOY / LEAD GIRL – GRADE 6**

Lead Boy and Lead Girl is an additional leadership opportunity for students in grade 6. Approximately 5-7 boys and 5-7 girls will be nominated by the 5th and 6th grade teaching staff, including Fine Arts teachers, for this role. Students whom are nominated and wish to “run” for this position will be required to complete a written response to explain why they should be chosen and what they will do to improve the Lower School student experience. The responses will be shared with the 6th grade student body. The 6th grade student body will then elect one Lead Boy and one Lead Girl from the group of nominees.

Criteria for initial nomination includes:
- Maturity: takes school seriously
- Strong moral character: no level III-V behavioral infractions
- In good academic standing: primarily 80% or higher in all classes
- Adherence to all school rules, policies and procedures
- Seen as a leader amongst peers
- Attendance in school is outstanding: no unexcused excessive tardies or absences

Responsibilities of the Lead Boy / Lead Girl include:
- Running the Bernini House school store, every other week
- Peer mediation for classroom misbehavior
- Developing trimestral awards for Bernini House students
- Hosting “open hours” for Lower School students to share ideas and suggestions for improving the student experience in school
- Attending student events and supporting school functions
- Acting as a liaison to the Upper School Academy Council
- Attending monthly Board of Trustees meetings to provide updates about the lower school: Student Achievement, Teaching & Learning, Leadership and Unique Experiences

The advisers will work closely with the Lead Boy and Lead Girl to ensure that they are receiving leadership support and training for this role in the Lower School. This training will prepare them for leadership opportunities in the Upper School: Academy Council and grade level Lead Boy and Girl.

Any member not adhering to the criteria for initial nomination or responsibilities after being elected, may be subject to disciplinary action leading up to removal from their
Students or parents who have questions regarding Lead Boy/Girl can contact the adviser Mr. Craig Gibson.

SAFETY PATROL - GRADE 6
Students in grade six are eligible for Safety Patrol. ALL lower school students are made aware of this opportunity several times throughout the school year during morning assembly. Students in grade six are personally informed by the adviser about the application process at the start of the school year.

The adviser reviews all applications received and chooses patrollers based on leadership qualities, responsibility, ability to follow rules, good attendance record, good judgment, courtesy, respect for classmates and desire to help others. Once patrollers are chosen, belts are distributed, posts are assigned by the adviser and patrollers are introduced to the lower school student body during morning assembly. Patrollers are responsible for helping to maintain student safety and adherence to rules during morning arrival and afternoon dismissal. Patrollers meet with the adviser several times throughout the school year as training needs and other concerns arise.

RA staff members are grateful for the additional support and reinforcement of safety that the patrollers provide to our students.

Any member not adhering to the criteria for initial nomination or responsibilities after being elected, may be subject to disciplinary action leading up to removal from the patrol. Students or parents who have questions regarding the selection process or student obligations can contact one of the chapter advisers, Mrs. Anne Kerecman or Mrs. Mary Schaffer.

ELEMENTARY CHOIR – GRADES 3-6
Elementary choir is offered for students in grades 3-6. Rehearsals are held on Wednesday of each week from 3:30-4:45pm. Families are responsible for securing their own transportation home after rehearsal; prompt pick up is expected. Students are given the opportunity to join choir at the start of the school year and again in January. Students will be required to participate in an evening concert in December and May. During the school year, students will also be given opportunities to perform in the community.

Students or parents who have questions regarding choir can contact Mrs. Eileen Keller at eileen.keller@rak12.org.

ELEMENTARY BAND – GRADES 4-6
Elementary band is offered for students in grades 4-6. Students are given the opportunity to join band at the start of each school year. Small group lessons are held during the school day. Additionally, students will be required to participate in an evening concert in December and May. Instrument rentals are made available for students through the band director.

Students or parents who have questions regarding band can contact the band director, Mr. Jonathan Springer.
NUTCRACKER – GRADES K-6
All students in grades k-6 are eligible to audition for our school’s Nutcracker performance. Over 150 students in grades k-12 perform in this magical holiday tradition. Auditions are held during the first few weeks of the school year. Rehearsals are held on various days after school. Families are responsible for securing their own transportation home after rehearsal; prompt pick up is expected. Additionally, students participating in the performance are required to attend Saturday dress rehearsals closer to the performance date. Performances are held over the course of one weekend in December.

Students or parents who have questions regarding afterschool dance ensembles can contact Mrs. Narissa Fell.

RENAISSANCE ACADEMY ATHLETIC ELIGIBILITY GUIDELINES
In Accordance with the National Federation of State High School Associations and the Tri-County Independent School League

Renaissance Academy recognizes the complimentary value of athletic/ extra-curricular programs for promoting a student’s social, emotional, and physical development. Participation in interscholastic athletics is strictly regulated according to the Bylaws of the National Federation of State High School Associations. In determining a student’s eligibility for participation in school-sponsored athletics, the following standards are promulgated:

I. AGE: Senior High School “A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen years with the following exception: If the age of 19 is attained on or after July 1st, the pupil shall be eligible to compete through the school year.”

II. ATTENDANCE: “A pupil who has been absent from school during a semester for a total of twenty or more school days shall not be eligible to participate in any athletic contest until he has been in attendance for a total of sixty school days following his twentieth day of absence except that where there is a consecutive absence of five or more school days, due to confining illness, injury, death in the immediate family as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or an absence of five (5) or more school days due to the same confining illness, such absence may be waived from the application of this rule by the District Committee. Attendance at summer schools does not count toward the sixty days required.”

III. CONSENT OF PARENT: “A pupil shall be eligible for practice or participation in each sport only when there is on file with the principal or athletic director a certificate of consent which is signed by his parent or guardian.”

IV. HEALTH: “Prior to any student participating in practices, inter-school practices, scrimmages, and/or contests, the student is required to (1) complete a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE); and (2) have the appropriate person(s) complete the first six sections of the CIPPE Form. Upon completion of the first five sections by the parent/guardian, and section six by an Authorized Medical Examiner...
(AME), those sections must be turned in to the CEO, or the CEO’s designee (Athletic Director), of the student's school for retention by the school. The CIPPE may be performed at any time however, the form is only valid for one year, beginning with the date the AME has signed it. Subsequent sport(s) in the same school year: following completion of a CIPPE, the same student seeking to participate in practices, interschool practices, scrimmages, and/or contests in subsequent sport(s) in the same school year, may do so, as long as it takes place within one calendar year from when the CIPPE was completed and signed.

V. SCHOLARSHIP: “To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the CEO as a fulltime curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State.

Renaissance Academy Athletic Academic Standards for Lower School students are as follows:

1. Students must maintain passing grades (60% or higher) in all classes (core subjects and fine arts) and must maintain an average overall grade average of 75%.
2. Any class grade below a 60% at the close of each week (Friday) will cause a student to be ineligible for the following week (Sunday through Saturday).
3. If a student has below a 60% at the close of a trimester period, the student will be ineligible for 15 school days regardless of the trimester grade average.
4. In order to participate in a sport, all grades at the end of a previous trimester, or Final Grades from the previous school year, must be passing (60% or higher).
5. Students who fail a course from the previous school year and do not successfully complete a recovery course will be ineligible for 15 school days during the Fall Sports season regardless of Term GPA. If a student does successfully complete a recovery course they will be eligible for the first 15 days. *Semester classes – end of semester grades will be checked at the end of the 2nd Trimester.

Eligibility will be determined by the Athletic Director on a weekly basis. Monitoring will begin three weeks into the start of each term.

INTERSchOLASTIC PROGRAM OFFERINGS

Baseball (6th-12th grades)
Basketball, boys and girls, (6th-12th grades)
Girls’ Volleyball (7th-12th grades)
Cross Country (6th-12th grades)

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Renaissance Academy, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, equipment, personal preference, player-coach ratio and other factors will place limitations on the most effective size for any particular sport.
When students are trying out for a team, they are to be informed of the criteria that will be used in judging their potential success. After ample opportunity, coaches may release players from the squad. When players are released, the coach will inform the school community of the selection within a reasonable time frame. Parents who have questions concerning the releases should direct them to the coach.

EXCUSED ABSENCES FOR ATHLETES
Every athlete has a responsibility to make every effort to attend all practices and competitions. This ideal attendance is not always attainable. Please follow these guidelines when absences are unavoidable:

- Athletes should inform their coach as soon as they are aware that they may be absent.
- If a vacation is scheduled in conflict with the sports season, the best times to be absent are: 1) preseason practice; 2) in-season practice; and 3) during competition.

Students are to refer to their team’s guidelines and policies regarding specific consequences due to absences.

OTHER SCHOOL RULES AND REGULATIONS RELATED TO ATHLETICS

The following rules apply to all athletes during the athletic year - from the first day of practice in August until the last day of school in June.

1. Disciplinary Infractions:
- Detention: Any student-athlete receiving a detention will be ruled ineligible until the detention is served.
- Suspension: Any student-athlete receiving an out of school suspension will be ruled ineligible during the time of the suspension. The student-athlete will also be ineligible when returning to school for as many days as the given suspension (ex. 3 day suspension – student will be ineligible for 3 days during the suspension, as well as the first 3 days upon returning from the suspension).
*Multiple infractions may result in dismissal from the athletic team.

2. Tobacco: Refer to Student-Parent Handbook concerning Student Smoking Policy and possession of smoking materials on campus. In addition to school assigned consequences, the following athletic consequences will be enforced:

First Offense: Dismissal from the team.

Special Notes
- An athlete who has an out of season infraction will be referred to the administration. He or she will be disciplined according to the school guidelines and student-parent handbook. The athlete may begin practice for the next season only with the approval of the Athletic Director and CEO or Principal.
- If an athlete is dismissed from a team, he or she may not join another team during that season.
- Coaches may have their own team rules which each student-athlete must abide by. These team specific rules will be provided to the team members at the
beginning of the season. Student-athletes can be dismissed from the team if team rules are not followed.

- If an athlete is disciplined for a tobacco or substance abuse violation, he or she is not eligible for an athletic award in that sport or any outstanding athletic awards in the school year in which the incident occurred.

**Code of Conduct for Athletics**

In the interest of continued good relationships in the field of athletics, spectators are asked to:

- Show their respect for their country by standing attentively when the American Flag passes and during the playing and singing of the National Anthem.
- Show their respect by standing for the Alma Maters of both schools.
- Conduct themselves as ladies and gentlemen at all times, showing respect for visiting players and injured athletes by not booing participants on the playing area and by respecting property.
- Show respect for the game officials and refrain from booing their decisions or interfering with their control of the contest.
- Refrain from booing, vulgarity, and indecent gestures that are reflections of immaturity.
- Cheer under the organized guidance of the cheerleaders. Cheers to interfere with the opponent's cheering are prohibited.
- Refrain from using derogatory or demeaning noisemakers and signs in any gymnasium or at indoor contests.
- Refrain from littering premises, throwing of confetti or paper and tossing objects onto the playing areas.

**Adults and students alike should follow the Code of Conduct for promoting good sportsmanship**

Every student must remember that he or she is a student of the school first and an athlete second. Participation in athletics is a privilege granted to a student, not a right guaranteed to them. Being a member of an athletic team does not entitle any student to any special privileges in school. Rather, it may carry a burden of being a good school citizen in the face of peer pressure to be a participant in some action which violates school rules. Our athletes are expected to set examples of good school citizenship and cooperation which reflects upon them as an individual and all of the athletes in general.

**INTERSCHOLASTIC ATHLETIC PROGRAM – GRADES 3-6 (when offered)**

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Renaissance Academy, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, equipment, personal preference, player coach ratio and other factors will place limitations on the most effective size for any particular sport.
When students are trying out for a team, they are to be informed of the criteria that will be used in judging their potential success. After ample opportunity, coaches may release players from the squad. When players are released, the coach will inform the school community of the selection within a reasonable time frame. Parents who have questions concerning the releases should direct them to the coach.

Section Seven: Medical Information

MEDICATION
In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each student must provide the school nurse with a Medication Administration Consent form signed by the student's parent/guardian and a Medication Order from a licensed prescriber. All medications must be in an original prescription bottle/container from a pharmacy. Medication orders are required from a licensed prescriber for prescription and over-the-counter medicine, as well as herbal remedies.

All medication must be brought to school in its original labeled container by a parent/guardian.

All medication must be left in school, it may not be sent home every night

The order from the physician must include:
1. Student's name
2. Name, signature and phone number of the licensed prescriber
3. Name of medication
4. Route and dosage of medication
5. Frequency and time of medication administration.
6. Date of the order and discontinuation date.
7. Specific directions for administration.

Pennsylvania State guidelines for medications in school state:
No medication, even non-prescription medication, may be brought to school and taken by students without written permission from the licensed prescriber and parent/guardian and supervised by the nurse. A new prescription is needed EVERY school year for medicine that is taken on a long term basis. Physician’s orders do not carry over from one school year to the next.

Medications available at school with parental permission:

Students may receive the following over the counter medications as needed if permission has been granted by the parent on the Health Information form completed at the beginning of the school year, in accordance with our standing orders from the school physician: Tylenol, Ibuprofen, Chloraseptic lozenge/throat spray, Tums and Benadryl - generic medications may be substituted. (Ibuprofen is limited to 2 doses weekly without written physician permission).

***For life threatening allergic reactions injectable Adrenaline (Epi-Pen) will be administered***

Emergency epinephrine is used to counteract anaphylaxis, a rapid, severe, life-threatening allergic reaction that can cause skin itching and hives, throat tightness, wheezing, and inability to breathe, and may result in death. Common allergens that can cause anaphylaxis include food, bee sting venom, medications and latex. A life-threatening reaction can occur within minutes or hours after exposure to an allergen. The treatment for anaphylaxis is prompt administration of epinephrine and transport by emergency medical services (EMS) to the nearest hospital emergency department. **If you are declining administration of emergency epinephrine for your student** in the event he or she exhibit signs of a severe allergic reaction you must submit the PA emergency epinephrine opt-out form found on the school web page at rak12.org by clicking on medical & health under the parent tab.

The Medication Order Form and additional information regarding our school’s medication procedures and policy can be found on the school’s website, “For Parents” tab, “Medical & Health” link.

**SENDING HOME STUDENTS WHO ARE ILL**

As a general rule, students will only be sent home sick if they have a fever of 100 degrees or more, or if they get sick to their stomach. The nurse will evaluate students feeling ill and will make a case-by-case decision using his/her discretion. **The school nurse and a school administrator are the only individuals that may determine if a child needs to be sent home.** Students sent home with a fever will not be re-admitted to school until 24 hours after the student has been fever free.

**Medical Notes:**

Sending Students to School
While it is sometimes inconvenient to keep a sick child home, school exclusion is necessary to keep our school community healthy. Please use the following guidelines when deciding whether your child should come to school:

Your child will need to stay home if he/she has a temperature of 100° or greater. Your child's temperature should be **below 100° for 24 hours (without the use of Tylenol or Ibuprofen)** before returning to school.

Children with vomiting and/or diarrhea are to be kept home for 24 hours after the last episode. Your child should be tolerating a regular diet before returning to school.

Children with suspected infectious diseases (i.e. pink eye, strep throat, ringworm, impetigo) must be kept home until verification from your health care provider can be obtained. Some illnesses require physician certification to return to school.

Children with severe sore throat, excessive cough or a cough that produces phlegm, severe headache, earache, or stomachache that prevents them from eating/drinking should remain home.

**Remember that children who are ill are not to be sent to school simply because there is a party or a field trip or because they don’t want to miss a test or assignment. Although they may be sad at missing the event or worry about falling behind, they are often too sick to participate and risk infecting their fellow students and staff members.**

**Pink Eye (Conjunctivitis)**
If suspected at school, students will be sent home. An examination by a physician is needed for a diagnosis. Students may return to school once prescription antibiotic eye drops have been used for 24 hours.

**Ringworm**
If suspected at school, students will be sent home. An examination by a physician is needed for a diagnosis. Students may return to school once prescription anti-fungal ointment has been applied to the affected area for 24 hours.

**Poison Ivy/Oak**
Poison Ivy/Oak causes a skin irritation due to an allergy. Lesions and skin blisters are **NOT** contagious. Students may attend school. Non-prescription calamine lotion is available from the school nurse. If other medication is needed, please follow the school's medication policy (See Board of School Director’s Medication Policy on the Renaissance Academy website www.rak12.org).

**Chicken Pox**
Chicken Pox (Varicella) is an acute viral disease. If suspected at school, students will be sent home. Students should remain out of school until fever free for 24 hours and all skin lesions are scabbed over and dry.

**Impetigo**
A superficial skin infection. Lesions are most commonly found on the face and fingers. If suspected at school, the school nurse will contact parents/guardians. An examination
by a physician is suggested. Students may attend school if treatment is started and lesions are lightly covered while in school.

**Seasonal Allergies**
Non-prescription medication for allergy symptoms is NOT available at school. As a general rule, medication for such symptoms should be taken at home. If absolutely necessary that your child receive medication during the school day, please follow the school’s medication policy (See Board of Director’s Medication Policy on the Renaissance Academy website www.rak12.org).

**Fifth’s Disease**
A common childhood virus that is contagious. Symptoms include a red rash on the face, extremities and fever. Once the rash appears the virus is no longer contagious. Students are usually excluded from school due to fever. Students are not excluded from school due to the rash.

**Mental Health Concerns**
Students sent home with concerns of suicidal ideation may not return to school until they have been evaluated by an appropriate medical professional. Written documentation of medical/psychological examination clearing them for return to school is required. Parent/Guardian must contact either the guidance counselor or the school nurse prior to student’s return to school to guide their reentry into school.

**RECENT ILLNESS OR INJURY**
If your child has sustained a recent injury or illness that restricts his/her school activity, please notify the homeroom teacher, nurse and physical education teachers. Written medical documentation must be provided to the School Nurse.

A doctor’s note is required to use the elevator and/or wheelchair. If your child needs a wheelchair, please provide one. They are easily rented at medical supply stores. Renaissance Academy does have a wheelchair for both the lower and upper schools; however, they must be available for situations that occur during the school day.

A doctor’s note is required to be excused from participating in physical education class due to illness or injury. If the excusal is for one class/day, a written note from the parent/guardian is sufficient. Any student needing excusal for two or more classes will be required to provide a doctor’s note. This note should specify exactly what types of activities need to be restricted. In addition, any student wearing a brace, splint or wrap for more than one day will require a physician note specifying restrictions for the duration of the use of such devices. Students wearing such devices will not be permitted to participate in activities at the discretion of the School Nurse and physical education teacher. Doctor’s notes must be provided to the School Nurse and physical education teacher(s). Also, please note, that physical activities such a Field Day, End of Trimester Celebrations, state testing etc will need to be considered for participation.
Once relieved of the injury or illness, a doctor’s note is also required to return to all activities, including physical education classes, recess and special activities/events.

Please keep the School Nurse updated on any changes in the student’s condition, including changes in medication, side effects and potential changes to their school schedule.

**REQUIRED HEALTH SCREENINGS**
Physical Examination: Kindergarten and Grade 6
Dental Examination: Kindergarten and Grade 3
*Students must go to their own physician and dentist

**HEALTH SCREENINGS PERFORMED BY THE SCHOOL NURSE**
Vision: Grades K-12
Hearing: Grades K-3, 7 and 11
Height & Weight: Grades K-12
Scoliosis: Grade 6 and 7
Body Mass Index (BMI): Grades K-6

**HEAD LICE (PEDICULOSIS)**

**OUR SCHOOL HAS A NO NIT POLICY**

Head lice are crawling insects, only about one-sixteenth of an inch long, which live and multiply in human hair. Lice are not a major health problem, since they do not transmit disease or cause permanent problems.

**What you need to know**

1. Between 8 and 12 million American children get head lice. Head lice are not an emergency and do not pose a health risk.
2. Head lice tend to be more common among children than adults. Head lice prefer clean, well-kept hair. However an infestation should not be seen as a reflection on personal hygiene, home environment or social status.
3. Preschool and elementary age children, 3-11 and their families are infested most often. Girls get head lice more often than boys. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
4. Transfer of head lice to individuals is by hair to hair, head to head, close bodily contact. Sharing combs, brushes, ribbons, hair bands, hats, pillows and similar personal articles is the other main way that lice can be spread.
5. Head lice cannot live off a human host for more than 24-48 hours.
6. Head lice cannot reproduce in carpets.
7. Lice cannot hop, jump, or fly.
8. Lice can spread quickly by close contact with a friend or classmate, almost always by head-to-head contact.
9. Pets cannot get head lice.
10. Lice eggs (nits) hatch in 7-10 days.
11. Since it is possible for pillows, stuffed toys and other classroom items to have nits or lice on them, those items should be placed in sealed plastic bags for two weeks.
12. There is no need to apply pesticides to the school environment or the home.

PROCEDURES FOR HEAD LICE (Pediculosis)

OUR SCHOOL HAS A NO NIT POLICY

- If a child is found with lice at home by a parent/guardian, the School Nurse is to be notified immediately.
- If a teacher suspects a child in the class has lice, the School Nurse is to be notified immediately.
- Indications of head lice include incessant scratching of the head and the presence of “nits” in the hair. The School Nurse will check the child’s head.
- If the child is found to be infested with lice or nits, the parent/guardian is notified and requested to take the child home promptly.
- The remainder of the class will be checked by the School Nurse to determine if others may be infested.
- Guidelines on how to deal with lice will be provided to the parent/guardian. Information on how to shampoo the child’s hair, remove all nits and clean the child’s bedding, clothing and other personal items will be provided.
- Parents/guardians are instructed to follow the directions for the shampoo that appear on the box or consult with their physician.
- Use of a lice shampoo (kills the insect) is not a significant factor for the child to return to school.

**ALL NITS MUST BE REMOVED**

- It is not possible to determine if the nit is dead. Nits may be killed if they have moved down the hair shaft but there is no scientific study to prove this.
• Siblings of students with lice or nits may be required to remain at home, per School Nurse or administration discretion, until all family members are lice/nit free.

• Children sent home from school by the School Nurse may be required to stay out of school for at least 24 hours. Removing all lice and nits is a difficult process and must be completed meticulously.

• When returning to school, students must be accompanied by a Parent/Guardian to be checked by the School Nurse before being permitted back in school.

• Students with head lice may not ride the school bus.

• Parent/guardian is informed that a child may return to school only after having been re-examined by the School Nurse and assessed to be lice and nit free.
Section Eight: Note on Board of Trustees Policies

The Board of Trustees of the Renaissance Academy is charged with the financial oversight of the school and the development of policies that govern school-based decisions. Parents/guardians and school members may view the full log of Renaissance Academy School Board Policies at the main office or on the school’s website, www.rak12.org. A copy of all policies can be requested, with 48 business hours’ notice, by contacting the Administrative Secretary.

The Policy section will be updated throughout the school year as new policies are proposed, voted on, and passed. Parents/Guardians and students should be familiar with these extremely important documents. At this time, the following Policies exist:

- **100 - Programs**
  - 113.3 Educational Evaluations/Independent Evaluations
  - 113.4 Child Find and Screening
  - 113.5 Behavior Support
  - 113.6 Confidentiality of Special Education Student Information

- **200 - Pupils**
  - 200 Enrollment in LEA
  - 201 Admission of Beginners
  - 204 Attendance
  - 207 Confidential Communications of Students
  - 210 Use of Medication
  - 210.1 Severe Food Allergies
    - 210.1 Severe Food Allergies Procedures & Guidelines
  - 215 Promotion and Retention
  - 216 Education Records Policy
  - 217 Graduation Requirements
  - 218.1 Weapons and Dangerous Instruments
  - 218.2 Terrorist Threats/Acts
  - 226 Searches
  - 226.1 Computer Acceptable Use
  - 227 Drug and Alcohol Usage
  - 233 Suspension and Expulsion
  - 246 Student Wellness
  - 248 Unlawful Harassment
  - 248.1 Anti-Bullying
    - Anti-Bully Protocol
  - Attendance at Middle School and High School Dances*
  - Bring Your Own Device (BYOD) Policy - Submit BYOD Request Online-

- **700 - Properties**
  - 702 Gifts, Grants, Donations
  - Conflict of Interest

- **800 Operations**
  - 800 Record Management
  - 801 Email Retention
  - 816 Video Surveillance*
  - 819 Suicide Awareness, Prevention, and Response
• **900 Community**
  - 907 School Visitors/Access to Classrooms
  - 916 School Volunteers

*Policy currently under review/revision.*
Reference Section

Parent / Guardian Policy

The Renaissance Academy Charter School Board of Trustees recognizes the need for a cooperative endeavor between personnel and Parents / Guardians to ensure desired educational results for all students. It shall be the right of all Parents / Guardians to participate in the education of their students. At the same time, Parents / Guardians accept the responsibility of such a partnership. Based on A New Compact for Learning, the Charter Board identifies the following rights and responsibilities for all Parents / Guardians:

Parents / Guardians’ Rights:

a) To know what is expected of the student with respect to the educational program, attendance, behavior and deportment.
b) To know what the student is being taught, and how the student is being taught.
c) To know what progress the student is making, on a timely, regular basis.
d) To be informed if the student experiences academic, health, or social difficulty.
e) To see the student’s school records.
f) To visit the student’s school and to talk to the student’s teachers and administrators.
g) To be encouraged and assisted in effective participation in the education decision making for their student.
h) To be consulted on important matters concerning the student’s education.
i) To be treated with courtesy and respect by all school personnel.

Parents / Guardians’ Responsibilities:

a) To send their student to school rested, clean, fed and ready to learn.
b) To ensure that the student attends school regularly (K-6th cannot miss more than 15 days per year; 7th-8th cannot miss more than 12 days per year; 9th-12th cannot miss more than 12 days per year and/or 6 days per semester)
c) To be aware of the student’s work progress and problems by talking to the student about school, by looking at the student’s work, attending school functions, and by attending required Student Learning Conferences (SLCs) all three trimesters.
d) To maintain continuing contact with the student’s teachers, guidance counselors and administrators about the progress of the student’s education.
e) To reinforce at home, the importance of acquiring knowledge, skills and values needed to function effectively in school.
f) To respond to communication from the student’s teachers / administrators.
g) To take part in school and community programs that employ parents to participate in making educational decisions.
h) To hold the student responsible for the work, attendance, behavior, and deportment expected for their student’s education.
i) To model in their own life the behaviors one wishes to see in one’s students.
j) To treat school personnel with courtesy and respect.
k) To volunteer a minimum of 10 hours per family - time, skills and resources.
Suggested Activities for Parent / Guardian Volunteer Hours

- Bake for student bake sale
- Chaperone on a class trip
- Mentor a student for his/her HS Commencement Project
- Welcome a student into your place of business for an internship
- Participate as a guest speaker – what is your trade, skill or expertise?
  - Help a Lower School Teacher plan a Fun-Friday
  - Provide assistance with planning a 100% Celebration
- Volunteer to coach a sport or bring snacks to a sporting event
- Volunteer time to tutor a struggling student during the school day
  - Athletic Banquet Support
  - 8th Grade Promotion Luncheon
  - Collect gifts for our Holiday Drive
  - Sort food for the Thanksgiving food drive
    - Chaperone an Upper School Dance
    - Host a HS visit to your College Alma Mata

Contact our Volunteer Coordinator for more suggestions! Thank you for all your support!
Charter School
Student / Teacher / Parent / Guardian / Administrator Contract

Renaissance Academy is committed to developing each student’s potential for intellectual, emotional and physical growth along with cyber integrity. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

Please read the responsibilities, sign and date this form, and return to your student’s home base teacher, by September 9, 2017.

Student Responsibilities
As a student I will be responsible for:
1. Coming to class on time and being prepared to work.
2. Showing respect to all school personnel and adults in the building.
3. Showing respect to all students by doing nothing to jeopardize their learning.
4. Completing all required assignments, studying and reviewing what I have learned each day.

Signature _________________________________ Date _____________________

Parent / Guardian Responsibilities
As a parent / guardian I will be responsible for:
1. Seeing that my student attends scheduled classes.
2. Providing a home environment that encourages my student to learn.
3. Helping my student to meet his / her academic responsibilities.
4. Encouraging my student to study and / or review skills regularly.

Signature _________________________________ Date _____________________

Teacher Responsibilities
As a teacher I will be responsible for:
1. Helping each student grow to his / her fullest potential.
2. Providing an environment conducive to learning.
3. Supplying clear evaluations of student progress and achievement to students and parents / guardians.

Signature _________________________________ Date _____________________

Principal Responsibilities
As a Principal I will be responsible for:
1. Providing a safe and secure learning environment at school each day.
2. Providing equal access to educational resources for all students.
3. Acting, when necessary on students, teachers, and family’s behalves.
4. Informing parents / guardians of events, achievement and school-wide concerns.

Signature _________________________________ Date _____________________

(A copy of this form can also be found on the school’s website www.rak12.org )
RENAISSANCE ACADEMY
POLICY REVIEW FORM
(Siblings from the same house may sign on one form and turn into the youngest child’s Homebase teacher)

Please sign below indicating that you and your student(s) have read the handbook, understand, and agree to follow all Renaissance Academy school policies.

Student Name (Print)  Student Signature  Homebase Teacher


Parent Name (Print)  Parent Signature  Date


PLEASE REMOVE THIS FORM AND RETURN TO YOUR CHILD’S HOMEBASE TEACHER by SEPTEMBER 7, 2017
(A copy of this form is also in the “First Day Packet” Handouts)
Excuse for Absence, Lateness or Early Dismissal

Today's Date:______________

Student Name: __________________________ Grade/Teacher: __________________________

(please print)

☐ Absence
Date of Absence:______________
*Reason for Absence:______________

☐ Lateness
Date of Lateness:______________
*Reason for Lateness:______________

☐ Early Release
Date/Time:______________
*Reason for Dismissal:______________

If other than guardian, student may be picked up by:

Parent/Guardian Signature: __________________________________________

*An explanation from the parent/guardian of each absence/lateness/early release is required by PA law for our records. --Thank you for your cooperation.
When you have a question or concern…. Who Should You Call First?

Classroom Teacher  
Lead Teacher  
Principal  
CEOA

Guidelines for Questions about:

<table>
<thead>
<tr>
<th>Academic Concerns</th>
<th>Classroom Teacher or Principal of the Lower School, Christine Herman</th>
<th><a href="mailto:christine.herman@rak12.org">christine.herman@rak12.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline Questions</td>
<td>Classroom Teacher, Student Support Specialist, Craig Gibson or Principal of the Lower School, Christine Herman</td>
<td><a href="mailto:craig.gibson@rak12.org">craig.gibson@rak12.org</a> or <a href="mailto:christine.herman@rak12.org">christine.herman@rak12.org</a></td>
</tr>
<tr>
<td>Special Education Supervisor</td>
<td>Sarah Pilacik</td>
<td><a href="mailto:Sarah.pilacik@rak12.org">Sarah.pilacik@rak12.org</a></td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>ESL Coordinator / Teacher Gabriel Soffer</td>
<td><a href="mailto:gabriel.soffer@rak12.org">gabriel.soffer@rak12.org</a></td>
</tr>
<tr>
<td>Student Support and MTSS</td>
<td>Craig Gibson</td>
<td><a href="mailto:craig.gibson@rak12.org">craig.gibson@rak12.org</a></td>
</tr>
<tr>
<td>Student Activities / Calendar / Bus Concerns</td>
<td>Dean of Students Harold Smith</td>
<td><a href="mailto:harold.smith@rak12.org">harold.smith@rak12.org</a></td>
</tr>
<tr>
<td>PSSA &amp; MAP Testing</td>
<td>Director of Student Achievement David Cosme, Jr.</td>
<td><a href="mailto:david.cosme@rak12.org">david.cosme@rak12.org</a></td>
</tr>
<tr>
<td>Accessing the Parent Portal</td>
<td>Student Information Manager Janet Tuckett</td>
<td><a href="mailto:janet.tuckett@rak12.org">janet.tuckett@rak12.org</a></td>
</tr>
<tr>
<td>Family School Organization / Fundraising</td>
<td>FSO President – Judy Dowdalls</td>
<td><a href="http://www.rak12.org">www.rak12.org</a> <a href="mailto:fso@rak12.org">fso@rak12.org</a></td>
</tr>
<tr>
<td>School Counseling</td>
<td>Melissa Laurento Shari Cissel</td>
<td><a href="mailto:melissa.laurento@rak12.org">melissa.laurento@rak12.org</a> <a href="mailto:shari.cissel@rak12.org">shari.cissel@rak12.org</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Grace Cavanagh</td>
<td><a href="mailto:grace.cavanagh@rak12.org">grace.cavanagh@rak12.org</a></td>
</tr>
<tr>
<td>Lunch Program</td>
<td>Lunch Coordinator Ginamarie Hoy</td>
<td><a href="mailto:ginamarie.hoy@rak12.org">ginamarie.hoy@rak12.org</a></td>
</tr>
<tr>
<td>Volunteer Opportunities</td>
<td>Volunteer Coordinator Debbie Messina</td>
<td><a href="mailto:deb.messina@rak12.org">deb.messina@rak12.org</a></td>
</tr>
<tr>
<td>RA Website <a href="http://www.rak12.org">www.rak12.org</a></td>
<td>PR/Marketing/Website Coord. Holly Mandia</td>
<td><a href="mailto:holly.mandia@rak12.org">holly.mandia@rak12.org</a></td>
</tr>
</tbody>
</table>

Phone: (610) 983-4080  
Email: firstname.lastname@rak12