

# Parent / Student Handbook 2022-2023



**Renaissance  
Academy**

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## Elementary School Grades K-4

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## **Section One: Welcome to Renaissance**

### **School Mission Statement**

The mission of the Renaissance Academy is to be a diverse-minded community who prepares a varied cross-section of students for success as scholars, workers, and citizens by providing them with a world-class liberal arts, college-preparatory education. This inclusive environment, where high standards, technological innovation, growth-mindset, unique experiences, creativity, and accountability are the norm, aims to achieve lasting gains in students' academic performance and includes the development of a strong alumni network.

## **School Vision Statement**

The Renaissance Academy Charter School student makes an active decision to be educated at the school because the student and their family desire an award-winning, college-prepared, liberal arts education. With rapport as a foundation, the school is a safe, respectful, rigorous and goal-oriented environment that is driven by the expectation that all students are able to realize their full potential.

## **Profile of a Graduate**

Graduates of Renaissance Academy Charter School, as a result of their education and their unique experiences, will:

- Realize their full potential.
- Cultivate an inclusive environment.
- Perpetuate a strong alumni network.
- Value and pursue continuing education.
- Succeed as scholars, workers, and citizens.
- Attract colleges, universities, and future employers.
- Employ a growth mindset in order to break barriers.
- Function confidently in a diverse minded community.
- Embrace and contribute to technological innovations.
- Identify problems and take action in their community.
- Possess the capacity to be a model of accountability.
- Appreciate the value of creativity and its relationship to success.
- Build rapport and have the ability to create that atmosphere in their future environment.
- Thrive in an environment that expects high standards and confidently seek continued improvement.

## **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 a focus on providing all students with access to a world-class education. Parents and community members play an important role in supporting the learning environment by using common, respectful language that encourages and inspires students, as well as setting limits. Our school has a Code of Conduct and we encourage you to discuss it with your students 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. 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**

Renaissance Academy's philosophy is centered on eight values which we believe are essential to educating the WHOLE student. These are Wisdom, Justice, Courage, Compassion, Hope, Respect, Responsibility & Integrity.

## **Color Rules**

All Elementary 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



## Section Two: Daily Procedures and Routines

### Daily Schedules

<b>Kindergarten Daily Schedule</b>
8:00-8:25 - ARRIVAL/ BREAKFAST/HOMEBASE
8:25-8:45 - MORNING WORK
8:50 - 9:05 - STORY TREE/SOCIAL SKILLS
9:05-9:15 - BATHROOM
9:15-9:55 - FINE ARTS 1
10:00-10:35 - READING
10:35-10:45 - SNACK
10:45-11:15 - MATH
11:15-11:35 - LANGUAGE ARTS/WRITING
11:35-12:15 - FINE ARTS 2
12:20-12:50 - LUNCH
12:50-1:00 - BATHROOM
1:00-1:20 - REST
1:25-1:55 - SCI/SS
2:00-2:20 - RECESS
2:25-2:55 - LABS
3:00-3:20 - END of DAY PACK & PREP
3:20-3:30 - TRAVEL

<b>Grades 1-2 Daily Schedule</b>
8:00-8:20 HOMEBASE
8:25-9:05 FINE ARTS 1
9:10-11:10 ENGLISH/LA
11:15-11:25 MOVEMENT
11:30-12:55 MATH
1:00-1:20 RECESS
1:25-1:55 LUNCH
2:00-2:40 FINE ARTS 2
2:45-3:25 SOCIAL STUDIES/SCIENCE
3:25-3:30 DISMISSAL

<b>Grades 3-4 Daily Schedule</b>
8:00-8:20 HOMEBASE
8:23-9:53 BLOCK 1
9:57-10:17 RECESS
10:21-11:01 FINE ARTS 1
11:04-12:34 BLOCK 2
12:38-1:08 LUNCH
1:12-2:42 BLOCK 3
2:46-3:26 FINE ARTS 2
3:26-3:30 DISMISSAL

## Early Dismissal Schedules

<b>Kindergarten Early Dismissal</b>
8:00 - 8:20 HOMEBASE
8:25 - 9:15 READING
9:20 - 10:10 MATH/ CALENDAR
10:10 - 10:45 WRITING/LABS
10:45 - 11:00 HB/PACK

<b>Grades 1-2 Early Dismissal</b>
8:00 - 8:15 HOMEBASE
8:20 - 9:10 ENGLISH/LA
9:15 - 10:05 MATH
10:10 - 10:50 SOCIAL STUD/SCI
10:50 - 11:00 HOMEBASE/PACK

<b>Grades 3-4 Early Dismissal</b>
8:00 - 8:15 HOMEBASE
8:20 - 9:05 BLOCK 1
9:10 - 9:55 BLOCK 2
10:00 - 10:45 BLOCK 3
10:50 - 11:00 HOMEBASE

## Two Hour Delays Schedules

<b>Kindergarten Two Hour Delay</b>
10:00 - 10:20 HOMEBASE
10:20 - 10:30 MORNING WORK
10:30 - 10:40 STORY TREE/ SOCIAL SKILLS
10:40 - 10:45 BATHROOM
10:45 - 11:05 REST
11:05 - 11:10 SNACK
11:10 - 11:30 MATH
11:35 - 12:15 FINE ARTS
12:20 - 12:50 LUNCH
12:50 - 1:00 BATHROOM
1:00 - 1:20 REST
1:25 - 1:55 SOCIAL STUDIES/SCI
2:00 - 2:20 RECESS
2:25 - 2:55 LABS
3:00 - 3:20 PACK

<b>Grades 1-2 Two Hour Delay</b>
10:00 - 10:15 HOMEBASE
10:20 - 11:45 MATH
11:50 - 11:55 MOVEMENT
12:00 - 1:20 ENGLISH/LA
1:25 - 1:55 LUNCH
2:00 - 2:40 ENGLISH/LA
2:40 - 3:00 RECESS
3:00 - 3:30 SOCIAL STUDIES/SCI

<b>Grades 3-4 Two Hour Delay</b>
10:00 - 10:17 HOMEBASE
10:21 - 11:01 FINE ARTS 1
11:04 - 11:50 BLOCK 3
11:53 - 12:35 BLOCK 2
12:38 - 1:08 LUNCH
1:11 - 1:32 RECESS
1:35 - 1:50 BLOCK 2
1:53 - 2:43 BLOCK 1
2:46 - 3:26 FINE ARTS 2
3:26 - 3:30 DISMISSAL

## **Student ID Cards and Lanyards**

All Renaissance Academy students and staff members will be 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**

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 elementary, middle, and high school student bodies. 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-Finkenaaur (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 the Elementary School are allotted recess time 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 and 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 backs 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.

Students should respect all bulletin boards and the 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 their own set of classroom procedures which are expected to be adhered to by their students.

## **Bathroom and Drink Procedures**

Students will only be able to use the 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. 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.

## **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 trimester, all unclaimed items will be donated to a local charity.

## **Computer Rules of the Road - In School Computer Use**

Every student will receive a username and password for use on the school network/Google Programs. This information should be kept confidential and not shared with anyone. Whether using a 1:1 device or a daily sign-out device, 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](http://www.rak12.org) as well as the disciplinary actions of improper technology use in the handbook. Students and parents opting into the 1:1 program are responsible for completing the training and following guidelines found in the One-to-One Program Student and Parent Guide.

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 online while using computer resources. If it is a 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
- 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.

### **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-4th grade student accounts do have email access but are restricted. These accounts can only email with their classmates and teachers.
- 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 their device in school. Read the BYOD policy online and access the online BYOD request form, both of which can also be found on the school's website Board Policies page. Does this still apply?

### **Food Service**

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 Elementary 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 may be 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, cookies, 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. 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....

Lunch account statements with a negative balance will be emailed to the parent/guardian. 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 a la 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 parent portal.

### **Breakfast Program**

Hot and Cold breakfast items will be available each morning for 1st - 4th grade 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 number to purchase breakfast.

Kindergarten students will receive breakfast in the K Center from 8:00-8:25am.

### **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 can also be found on our school website [www.rak12.org](http://www.rak12.org). in the food services section or [www.schoolcafe.com](http://www.schoolcafe.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. Online application is the preferred method to submit your application. Applications for the new school year can be submitted after July 1st.



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 Food Service Coordinator will notify all families of their status. Applications are also available at any time by contacting The Food Service Coordinator. All free and reduced lunch information is kept strictly confidential.

## **Student Responsibility**

Students purchasing a school "base" meal will be required to record their meal purchase at the register after receiving their tray; only one "base" meal will be charged to the student's account. All a la carte items must be paid for through the student's lunch account or with cash at the end of the line. Reduced Fat Milk will be served as the 'base' beverage with meals; 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. Full payment will be expected upon receipt of the next Account Status Letter. It is the parent/guardian's responsibility to pay all back balances, all returned check fees, prior to the student's departure from RA or Graduation.

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 their account.

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 mealtime expectations will be assigned consequences for their actions.

## **Birthday Celebrations**

Elementary School students may continue to celebrate their birthday during their regularly scheduled lunch time in the cafeteria. Parents/Guardians have the option of sending in individually portioned birthday treats 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.

## **Absences**

### **If your child will be absent from school...**

Please contact the school using the Guardian Entered Requests feature in your Skyward Family Access account: Click on the Attendance tile under the student's name, click on the Absence Request tab, choose "add absence request" to the right of the screen. Complete the Add Absence Request screen for an all day absence, or a specific timeframe, then Save.

You may use the Online Attendance Form found on the school's webpage, [www.rak12.org](http://www.rak12.org).: Click on "contact us", click on "attendance department", then click "Online Form for Absence/Lateness/Early Release".

Students are considered unexcused if not reported by a parent/guardian within 3 days of the absence. A paper note from home will be accepted upon the student's return, or you may report the absence through the above electronic methods within 3 days.

Vacation time must be pre-approved by your student's building Principal. Please email them directly. Requests for vacation using the above electronic methods will not be processed.

A physician's note must accompany absences lasting three (3) consecutive days or more.

**When your child returns to school after being absent...**

- 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.
- A Physician's note MUST accompany all absences lasting three (3) days or more.
- 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
- 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.
- When a K-4th grade student exceeds fifteen (15) absences a doctor's note will be required for all subsequent absences or the absence will be considered unexcused.
- K-4<sup>th</sup> grade students 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.
- 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 the 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, whether 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 Elementary School to establish a School Attendance Improvement Plan.
5. Parents/Guardians and students for whom citations have been filed with the 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 and Tardiness**

It is every parent / guardian's responsibility to get their 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](http://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** per year. Five (5) or more unexcused **lateness** may result in the following corrective action:

1. Warning
2. Counseling
3. Family/ School Meeting
4. School Attendance Improvement Plan

Unexcused lateness 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](mailto:officestaff@rak12.org) from the parent/guardian.
2. Please make every effort to adhere to regular dismissal times. Grades K – 4 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](http://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.
6. ONLY kindergarten students may be picked up for an early dismissal at the Kindergarten entrance on Grant Street. All of the above notification measures apply.

# Drop Off and Pick Up

## Walkers

Students who are walking to school should enter through the Lower School building entrance on Grant Street. K-4 Students will only be released if a parent, guardian, older sibling or verified adult is present.

## 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.

\*\*\*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 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.

## **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. At the end of the day, if a student is to miss their bus, phone calls will be made to parents/guardians. The student can then be picked up in Club RA.

## **Dismissal Procedures**

Students are dismissed beginning at 3:30 PM. As students' transportation arrives at school, this will be indicated on the PikMyKid application. Once indicated, students will leave their class to access their transportation home. 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.

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. Elementary 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.**

A change in transportation from car to bus OR bus to car REQUIRES a change in our PikMyKid application along with a note to your child's teacher.. Please note the following:

1. A change in normal transportation REQUIRES a signed note from the parent/guardian and an update in the PikMyKid app.
2. 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-4 who 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-4 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](mailto: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 backup 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 in the SKYWARD portal.

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.

## **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, at least one fire



drill will be conducted per month and at least one Active Shooter Drill will be conducted per year. 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, email message, or text message as conditions allow. In addition, families may receive periodic updates.

## **Section Three: Parent / Guardian / Teacher Communication and Academics**

### **Parent/Guardian/Teacher Communication**

- K-2 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 it home each night.
- Homework assignments are written daily in the student's Agenda book for Grades 3-4. 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.
- Teachers will send notes home on occasion; these will be placed inside the agenda or an agreed upon area.
- Parents/Guardians should sign the Agenda daily to signify they are aware of notes sent home, assignments, or other relevant information.
- The CEO will send home weekly updates on Fridays of full weeks through email via the ConnectEd email service. Monthly newsletters will also be sent out.
- Each teacher is accessible through voice mail and email to aid in communication. Messages will be responded to promptly.
- 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](http://www.rak12.org)
- Access to student's grades and homework is available 24 hours a day, 7 days a week. 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 on Skyward for parental/guardian review. Requests are to be made through the student's homeroom teacher.

## **Academy (Back to School) Night**

Each school year there are multiple opportunities to visit with your student's teachers and learn about the curriculum. Parents/Guardians will be informed about upcoming events throughout the year through email, notifications, and/or updates on rak12.org.

One of the first opportunities to visit the school is during Academy Night which will be held on August 31, 2022. We strongly encourage families to join.

## **Agenda Book Procedures**

At the start of each year, all students in grades 3-4 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 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**

### **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. Points may be taken off for late assignments at the discretion of the teacher.

## **Gradebook**

Core subjects in kindergarten (math and reading), the teacher's online gradebook will reflect two categories of grades: Formal Assessment (worth 70% of the trimester grade) and Practice & Reinforcement (worth 30% of the trimester grade).

Core subjects in kindergarten (writing, science and social studies), the teacher's online gradebook will reflect two categories of grades: Formal Assessment (worth 70% of the trimester grade) and Classwork (worth 30% 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 fine arts classes (art, dance, drama, health, music, physical education, technology, world language) in grades K-4, 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 Grading**

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 Academy Grading**

In the Elementary Academy (Grades 3 and 4), 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-4

### Promotion

Elementary School students 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 Academy** – 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 4<sup>th</sup> 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 may be considered for retention in their current grade level by the principal.

**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 Academy** – 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.

## Honor Roll and Achievement Assemblies

All Elementary 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 = Honors

90-100% or higher average in each core academic class = High Honors

## **Student Learning Contract (SLC)**

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 their 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 6 - October 7, 2022
- Second Trimester – January 12 - January 13, 2023
- Third Trimester – April 6 - April 7, 2023

Families should schedule and attend a conference with the 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, Elementary 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-4 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 from 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 their teacher upon return to school. If homework is handed in late, not due to illness, students in Grades K-4 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 their grade.

### **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 a 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 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- 4<sup>th</sup> Grade**

AIC is put into place to help students become more successful with their work completion and grade. When a student's homework or classwork grade is 60% or below, at the teacher's discretion he/she will spend their recess time, for the current week, with a teacher to complete the missing work. Once the work is completed and their grade is brought up to 60%, the student will be dismissed from AIC. A student is made aware each week by 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 and 4 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 and 4 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.

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.

If you have any questions about state testing requirements, please contact our Director of Student Achievement.

### **MAP (Measures of Academic Progress) Testing**

Renaissance Academy uses the Northwest Evaluation Association (NWEA)

Measures of Academic Progress (MAP) test for local assessments to measure your child's academic progress and 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.

### **NWEA (Northwest Evaluation Association) Assessments**

Renaissance Academy has chosen to use a scaled approach with the NWEA assessments based on the individual student's reading readiness and reading ability. As students are able to read more fluently and independently, additional assessments become available.

- Beginning in Kindergarten, students will participate in the MAP Reading Fluency assessment.
- Once the student is able to read independently, the student will participate in the MAP for Primary Grades Reading and Mathematics assessments.
- When the student achieves the appropriate threshold score, the student will participate in the MAP Reading, Mathematics, Science, and Language Usage 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 Elementary School students in grades K-4 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 [Visit the "Parent Toolkit" on NWEA's website](http://www.nwea.org/support/article/930) (found at URL address: <http://www.nwea.org/support/article/930>).

## **Teacher Requests**

Specific teacher requests will not 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/Counseling**

Children may receive guidance and counseling assistance from one of our full-time School Counselor(s). The counselor may work with individual students, small groups and/or whole classrooms. In working with individual students, he/she will be able to help children explore their feelings and give 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. Based on the needs of the students, small group counseling is also available to assist students on a variety of issues. Some examples of groups that may be offered at the school include friendship, bullying, social skills, and self-esteem. Parents/Guardians and/or teachers may recommend a child for individual counseling and/or a group; however, written parent permission is needed before on-going counseling is provided.

## **Homelessness and the McKinney Vento Act**

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines homeless as follows:



The term "homeless children and youths" (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes:

- 1) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;\*
- 2) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
- 3) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- 4) Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

McKinney-Vento eligible students have the right to: receive a free, appropriate public education; enroll in school immediately, even if lacking documents normally required for enrollment, or having missed application or enrollment deadlines during any period of homelessness; enroll in school and attend classes while the school gathers needed documents; continue attending the school of origin<sup>1</sup>, or enroll in the local attendance area school if attending the school of origin is not in the best interest of the student or is contrary to the request of the parent, guardian, or unaccompanied youth<sup>2</sup>; receive transportation to and from the school of origin, if requested by the parent or guardian, or by the local liaison on behalf of an unaccompanied youth; and receive educational services comparable to those provided to other students, according to each student's needs. Read more from the National Center for Homeless Education.

## **Special Education Support (SES)**

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](http://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 their 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 the support of the student and their 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, small group instruction, small group behavior contracts, and etc.)
- Tier 3 for students in need of intense intervention (i.e., one-on-one instruction and behavior contracts/incentives )

For more information, please contact your student's teacher, lead teacher, or a school counselor.

## **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.

## **Section Four: Student Discipline and 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/guardians and administrators, children 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 is a hallmark of Renaissance Academy.

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. 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 support designed to minimize anti-social behaviors.

### **Renaissance Academy's Discipline Model includes:**

- That all students know and demonstrate expected student behavior, and show respect for, and to obey persons in authority.
- Direct teaching of the Code of Conduct and Core Values.
- Consistent use of positive incentives to reinforce expected student behaviors.
- A school wide effort on prevention of student discipline problems.
- Students acquire skills in conflict resolution and problem solving, and increasingly develop a positive attitude, self-discipline and socially acceptable behaviors.
- Early identification and resolution of discipline problems.
- 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. 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's code of conduct, core values, 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 core values and with policies and school performance standards. All staff are 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 their 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 or contact or address changes.
- Attend each trimester's Student Learning Conference (SLC) to meet with their 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.

## **PBIS (Positive Behavior Intervention and Supports)**

PBIS is a program that helps improve student behavior and increase effective effort. The expectations are that students will be respectful, responsible and safe at all times. The program is centered around a reward system that is multi-layered, so that students earn rewards on an individual, class and school-wide basis. The rewards vary so that each child has the opportunity to earn a reward that they value.

The PBIS reward system is based upon the expectations for student behavior found on the Elementary School PBIS matrix.

The governing rules of Cooperation, Respect, and Safety are derived from the Code of Conduct which each student states during the morning message. Students who follow these Crest of Values can be rewarded by ALL STAFF members, not just their teachers. The students are expected to follow these expectations in all parts of the school, including transportation to and from the school.

Students in the Primary Academy and Elementary Academy benefit from visual reminders regarding behavior. Students will have posters of appropriate behavior in shared spaces in the school so they have a visual reminder of the expectations daily. In classrooms, students will also have a temperature check chart using colors for behavior. The colors are a visual reminder that coincides with our Responsibilities Centered Discipline (RCD) process for the expected behavior.

It is our belief that having a universal language for expectations, holding our students to these expectations and providing the students an opportunity to be rewarded for their efforts will create a positive learning environment for our students.

### **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 “catch” students following the Code of Conduct as well as 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 following the Code of Conduct” PBIS tickets

- Special class assignments or parties
- School wide socials
- Choosing an item from a treasure box
- Free time
- Live awards' assemblies
- 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 referring students 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 for grades K-4 are scheduled for the following dates:

- First Trimester - November 11, 2022
- Second Trimester - February 24, 2023
- Third Trimester - June 9, 2023

## **Primary and Elementary Behavior Issues**

All Renaissance Academy students are expected to follow the Code of Conduct at all times. If a choice is made to breach the Elementary 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. When a student exhibits disruptive behavior, the Elementary School utilizes the below Color Temperature Check system to address student behavior.

- Blue: Awesome!
- Green: Good to Go!
- Think About It
- Time to Reflect
- Referral

Utilization of this system allows students the opportunity to correct their behavior and be reintroduced to classroom learning.

## **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 or Behavior Specialist 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 and Infractions K - Grade 4**

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 interfere 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 the administration for further consequences

### **Examples of Level 1 Offenses:**

- Uncooperative behavior
- Littering
- Disrupting the learning environment
- Talking and/or running in hallways
- Violation of the Code of Conduct
- Possession and/or use of electronic devices (cell phone, 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...)
- 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
- Downloading 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 interfere 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. 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 Level II 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 Level III 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 Level IV 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 the Board of Trustees to determine eligibility to return to Renaissance Academy.

### **Examples of Offenses:**

- Major fight or mob assault that causes significant bodily harm
- 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 teacher's/staff members might assign may include, but are not limited to:

- Required interaction with other school personnel (school counselor, behavior specialist, etc...)
- 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

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 invite a shift in the way that we think about and restore justice, from issuing consequences after wrongdoing to repairing harm and preventing its recurrence.

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 proactively make positive changes with students , as well as, helps to build a social sense of community to assist in managing and facilitating the climate to increase the social and emotional 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)
- Behavior plans/incentives
- Dyad activities
- Reteaching of expected behavior
- Team building
- Collaborative establishment of norms
- Maximize the positives and 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 their 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 their classroom.

Restorative Reflection Components:

- Take accountability for their actions
- Make the necessary apologies to those who were affected by the behavior
- Complete all assigned school work
- Set goals for better behavior with parents/teachers/administrators
- 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.

If a student is suspended out of school, Renaissance Academy expects the student's behavior to change dramatically upon their return to school. Level I-III infractions may result in multiple, one day out of school suspensions or follow the progression listed below:

1. 1 day out of school suspension
2. 2 days out of school suspension
3. 3 days out of school suspension, AND a mandatory meeting with student, parent/guardian, teacher and administration.
4. 5 days out of school suspension, AND a mandatory meeting with student, parent/guardian, teacher and administration.
5. 10 days out of school suspension AND Board of Trustees hearing for possible expulsion.

Please note: Level IV and higher infractions are assigned multiple day suspensions.

Students who are suspended from school may not attend any school function or event 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 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:

1. Principal
2. CEO
3. 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:

- Student meets with an administrator after the investigation is complete and the suspension has been assigned.
- 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)
- The student seeks out the staff members or students who he or she has wronged and makes an apology.

## **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, CD players, iPods, headphones, handheld gaming devices, 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 Elementary 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.**

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 weapons brought to school require a student expulsion hearing with the Board of Trustees. (See Board of Trustees Weapons Policy on the school's website [www.rak12.org](http://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 their 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 administration for disciplinary action. Referrals for bus infractions will follow the progression listed below:

## **Bus Referral Consequences**

1. 1<sup>st</sup> Referral – documented warning
2. 2<sup>nd</sup> Referral – 1-day bus suspension
3. 3<sup>rd</sup> Referral – up to 3-day bus suspension
4. 4<sup>th</sup> Referral – up to 5-day bus suspension
5. 5<sup>th</sup> Referral – up to 10-day bus suspension 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.

**Statement of Nondiscrimination:** The Renaissance Academy uniform policies, in alignment with the school vision, aspires to guidelines under which students are not discriminated against (directly or indirectly) on the grounds of personal characteristics, such as age, disability, gender identity, physical features, medical fragility, race, religious belief, sex or sexual orientation. As such that the Commonwealth of Pennsylvania follows the Religious Freedom Restoration Act religious exemptions to the following guidelines may be exercised.

## 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

All tops must be appropriately sized. No extra-long, baggy, or tight tops are allowed. (called into question)

All tops must have the standard Renaissance Academy logo embroidered in khaki color or white and match the color swatches available from Land's End or other approved vendors.

## Acceptable top choices

- Long or short-sleeved polo shirts
- Hooded sweatshirts, vests, fleece jackets, or sweaters in proper uniform color with embroidered emblem

No low-cut shirts or tops are allowed.(may only need to be in dress down section)

Tops worn underneath uniform items should be of a solid color free of logos and designs.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.

Solid, single-colored headwear is permitted. Headwear such as non-religious knit caps, hats with brims, hats with wording of any kind, or hats that obscure the face are not permitted.

**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 loose-fitting single color black or tan and in good condition (nothing frayed, with holes, or fashionable tears)
- Must be khaki/ chino - style or joggers (black or tan only)
- No activewear bottoms: i.e. (sweat pants, jeggings, leggings, jeans, etc)
- Must be single black or tan color and minimum Bermuda length (knee length)
- Must be solid colors only, with no words, embellishments, or decorations.

## **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 have closed toes, a secured back, and a sole.
- 
- Students should be sent to school in non-scuffing sneakers on Physical Education days
- No lights, wheels, or other "gadgets" may be on shoes.

## **Head and Hair Accessories**

Solid, single-colored headwear is permitted. Headwear such as non-religious knit caps, hats with brims, hats with wording of any kind, or hats that obscure the face are not permitted.

## **Backpacks and Bookbags**

- May be purchased at any store or vendor
- May be of any color or pattern
- Book bags with wheels are NOT permitted due to safety concerns
- Backpacks, bags, and purses of any kind are not allowed in classrooms and must be stored in each student's locker for the duration of the day.

## **Spirit Wear/Dress Down**

- Sport teams and school organizations may wear team apparel on pre-approved days.

- On dress down days, students may wear non-uniform apparel. The following rules still apply:
  - No jackets.
  - No images, writing, or jewelry of any kind depicting drugs, alcohol, foul language, sexual innuendos, or other inappropriate topics.
  - Skirt/ short length is no shorter than 3" above the knee.
  - No excessively tight or loose clothing is allowed, such as yoga pants, leggings, jeggings, or tights.
  - Ripped Jeans are acceptable as long as rips are not located more than 3" above the knees.

### **Bottoms on Spirit Dress Down Days (Tops must be spirit wear)**

- Bottoms must be loose-fitting single color black or tan and in good condition (nothing frayed, with holes, or fashionable tears)
- Must be khaki/ chino - style or joggers (black or tan only)
- No activewear bottoms: i.e. (sweat pants, jeggings, leggings, jeans, etc)
- Shorts - Must be single black or tan color and minimum Bermuda length (knee length)
- Must be solid colors only, with no words, embellishments, or decorations.

**The school administration reserves the right to decide if an article of clothing is inappropriate for the school.** All teachers, staff, and administrators will use the above guidelines to enforce the issue of Dress Code Violation in alignment with the above nondiscrimination policy.

- All students will be expected to be in the proper dress before entering the school building at the beginning of the day.
- Students may not be allowed into class if they do not have the proper uniform/dress code. Students who are in violation of the dress code will be sent to the Dean of Students to fix the violation.
- At no time is a student allowed to unbuckle their pants in public to tuck in his or her shirt. This will be considered indecent exposure and will result in the appropriate disciplinary actions.
- If a student chooses to Dress Down on a non-dress down day, they will lose the opportunity to dress down for the remainder of the trimester or a period of time to be determined by the administration.
- Students will be required to contact a parent and fix the issue or remain in the office for the day if the issue cannot be rectified.

### **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](http://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](http://www.flynnohara.com)

**Frank Jones Sporting Goods**

1735 Markley Street

Norristown, PA 19401

Phone: 610-275-5373

\*Most approved apparel can be ordered

**Red Ribbon Consignment Closet**

843 Valley Forge Rd, #5

Phoenixville, PA 19460

Phone: (610) 935-9778

## **Section Five: Outside of RA Visitors**

### **Visitors Policy**

- Renaissance Academy has an OPEN DOOR Policy to all visitors
- All visitors must check in at the office, where they will be asked to show a government photo ID.
- A visitor badge will be computer generated and must be worn at all times.
- 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 web page at [www.rak12.org](http://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](http://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 their 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 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. Parents/Guardians wishing to sign out their child(ren) must follow the dismissal procedures as determined by administration. Families will be notified of the dismissal procedure prior to and during the special event.

## **Media and 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](http://www.rak12.org))

## **Section Six: Activities**

### **After School Pick-Up from Activities**

Elementary 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.

Elementary School students who wish to remain after school to attend a sibling's event MUST be supervised by a parent/guardian. Elementary 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.

## **Academy Council Grades 1-4**

In our desire to continue providing unique experiences for our students, we will be implementing an additional leadership opportunity for 1<sup>st</sup>-4<sup>th</sup> 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 Elementary 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, 1-4, and the Lead Students. Approximately 5-7 students from each grade level will be nominated each school year by the teaching staff, including Fine Arts teachers, for this role. Students who are nominated and wish to “run” for this position will be required to present a video to their grade level peers to explain why they should be chosen and what they will do to improve the Elementary School student experience. The grade level students will then elect two students 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 tardiness 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.

## **Elementary Choir Grades 3-6**

Elementary choir is offered for students in grades 3-6. Rehearsals are held on Wednesday of each week from 3:30-4:45 pm. Families are responsible for securing their own transportation home after rehearsal; prompt pick up is expected. Students are given the opportunity to join the 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](mailto: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 the band can contact the band Director.

## **Nutcracker Grades K-12**

All students in grades K-12 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 after school dance ensembles can contact Mrs. Narissa Wescott.

## **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 medications must be left in school, they may not be sent home every night**

**The order from the physician must include:**

- Student's name
- Name, signature and phone number of the licensed prescriber
- Name of medication
- Route and dosage of medication
- Frequency and time of medication administration.
- Date of the order and discontinuation date.
- Specific directions for administration.

### **Possession and Use of Asthma Inhalers and Epinephrine Auto-Injectors**

- Requirements for students self carrying/administering Asthma inhalers or Epinephrine Auto-Injectors:
- A prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.
- A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefit or consequences of the prescribed medication.
- The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.
- Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time when on school property, at any school sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violation of



this policy shall result in loss of privilege to self-carry asthma inhaler or epinephrine auto-injector, and the student will be referred to administrative personnel.

Pennsylvania State guidelines for medications in school state:

No medication, even non-prescription medication (including herbal remedies and cough drops), 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 overdoses, Narcan nasal spray will be administered\*\*\**

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

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.

## **Sunscreen Usage**

Parents/guardians may choose to supply their child with non-aerosol topical sunscreen, if it is approved by the U.S. Food and Drug Administration and the following conditions are met.

- The parents/guardians understand that the school is not responsible for ensuring that the sunscreen is applied by the student.
- The student has demonstrated that they are able to self-apply the sunscreen.

The school may cancel or restrict the possession, application, or use of a non-aerosol topical sunscreen product by a student if any of the following occurs:

- The student fails to comply with school rules concerning the possession, application, or use of the non-aerosol topical sunscreen product.
- The student shows an unwillingness or inability to safeguard the non-aerosol topical sunscreen product from access by other students or uses it in an inappropriate manner.

If the school cancels or restricts the possession, application, or use of a non-aerosol topical sunscreen product by a student, the school shall provide written notice of the cancellation or restriction to the student's parent or guardian.

## **Sending Students Home 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 their 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 readmitted to school until 24 hours after the student has been fever free.

## **Exclusion From School: Communicable and Non Communicable Diseases**

When the School Nurse identifies symptoms for the following conditions, a student shall be excluded from school and may not return to class or ride the school bus until s/he receives approval and clearance by the School Nurse, or if requested by the School Nurse or Principal, a doctor's certificate of clearance for returning to school:

1. Acute contagious conjunctivitis (pink eye)
2. Impetigo contagioso
3. Pediculosis capitis (head lice). Nits are to be removed from the child's head before the child is permitted to return to school.

The School Nurse may exclude from school a student who exhibits the symptoms of various communicable diseases as listed below:

1. Unusual skin eruptions
2. Soreness of throat
3. Suspected diseases of eyes
4. Fever of 100.0 or above
5. Vomiting

The School Nurse may exclude from school a student who exhibits the symptoms of various communicable diseases as listed below. A child shall not be permitted to return to school without a doctor's Certificate of Condition, satisfactory treatment and complete recovery:

1. Pediculosis corporis (body lice)
2. Scabies

3. Tinea Circinata (ringworm)
4. Favus (ringworm of scalp)
5. Trachoma
6. Symptoms of whooping cough

For the following contagious childhood diseases, specified periods of exclusion are required. If a student is to be readmitted in less than the required days, a doctor's certificate must be presented. Unless otherwise notified, the school will consider the first day absent as the first day of onset. All periods of exclusion shall be based on calendar days:

1. Measles: 6 days from onset
2. Whooping cough: 6 days from onset of antibiotic treatment
3. Respiratory streptococcal infections including scarlet fever: 7 days from onset
4. Chicken pox: 6 days from onset
5. German measles: 3 days from onset
6. Mumps: 6 days from onset
7. Acute contagious conjunctivitis (pink eye): 24 hours from onset of antibiotic treatment
8. Strep throat: 24 hours from onset of antibiotic treatment
9. Tinea Circinata (ringworm): 24 hours from onset of treatment and rash must remain covered while at school

Other Absences for infectious diseases may require clearance from health authorities and will be determined by the School Nurse and local Department of Health officials at that time.

## **Recent Illness or Injury**

If your child has sustained a recent injury or illness that restricts their 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.

1. 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.
2. 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/academics need to be restricted. Doctor's notes must be provided to the School Nurse and physical education teacher(s). Also, please note that activities such as Field Day, state testing, standardized testing, amount of classwork to complete, etc. will need to be considered.

3. 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.
4. 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.
5. Students who are being evaluated for or who have received a diagnosis of a concussion will be placed on the school's concussion protocol for the first 2 weeks or until cleared by a physician. The school nurse must be provided updated physician orders every 4-6 weeks until cleared by their physician.
6. If notification has been received that your child is being followed by the school's contracted Athletic Trainer or their designated Athletic Trainer or physician, for a sports related injury; directives will be followed from the Athletic Trainer until the student is cleared of their injury status. However, if a student athlete has received outside / private physician orders regarding their injury, they must be cleared by the treating physician to return to full activity. Each instance of injury or treatment will stand alone for the purpose of this guideline.
7. 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.
- 1.

## **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 to return to school is required. Parents/Guardian must contact either the school counselor or the school nurse prior to the student's return to school to guide their reentry into school.

## **Incontinence (Urinary/Bowel concerns):**

Students who are not potty trained may only come to school if they are wearing a pull-up and have physician documentation regarding the reason for

delayed training and documentation of what treatment plan the physician and parent have put in place to work on resolving the situation. If potty training is not medically possible, physician documentation must be provided and they must continue to have a pull up. Parents/Guardians are encouraged to pack additional clothing for students in Kindergarten, 1st and 2nd grades as resources for accidents are limited.

## **Required Health Screenings**

- Physical Examination: Kindergarten
- Dental Examination: Kindergarten and Grade 3

\*\*\*Students must go to their own physician and dentist. If the form is not received by the school nurse by September 30th of the current school year, my child will be scheduled for a school dental/physical.

## **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)**

### **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. That child must be brought to school by a parent or guardian once all nits have been removed. The student must be evaluated by the school nurse and cleared of all nits prior to returning to class. Students may not ride the bus until they have been cleared by the school nurse.
- If a student is suspected of having head lice while at school they will be evaluated by the school nurse.
- 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.
- 
- Parents/guardians are instructed to follow the directions for the shampoo that appear on the box or consult with their physician.
- 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.
- Students returning to school must be accompanied by a Parent/Guardian to be checked by the School Nurse. Parent/Guardian is informed that a child may return to school only after having been re-examined by the Nurse and assessed to be nit free.

- Students are not permitted to ride the school bus until cleared by a School Nurse.

## **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](http://www.rak12.org). A copy of all policies can be requested, with 48 business hours' notice.

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.

## **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 students.
- 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-4<sup>th</sup> cannot miss more than 15 days per year)
- 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 time, skills, and resources.

## **Suggested Activities for Parent / Guardian Volunteer Hours:**

- Chaperone on a class trip
- Mentor a student for their 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 Elementary School Teacher plan a Fun-Friday
- Provide assistance with planning a Classroom 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
- 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
- Volunteer for a club
- Volunteer as a classroom parent

Contact our Volunteer Coordinator for more suggestions! Thank you for all your support!

## **When you have a question or concern.... Who Should You Call First?**

1. Classroom Teacher
2. Lead Teacher
3. Principal
4. CEO

### **Guidelines for Question:**

<b>Question/Concern</b>	<b>Who to Contact</b>	<b>Email Address of Contact</b>
Academic Concerns	Classroom Teacher or Principal of the Elementary School, Kendra Gruber	kendra.gruber@rak12.org
Discipline Questions	Classroom Teacher, Dean of Students, Tara Webber or Principal of the Elementary School, Kendra Gruber	tara.webber@rak12.org or kendra.gruber@rak12.org
Special Education Supervisor	Shannon Kirk	shannon.kirkr@rak12.org
English as a Second Language	ESL Coordinator / Teacher Gabriel Soffer	gabriel.soffer@rak12.org
Student Support	Tara Webber	tara.webber@rak12.org
Student Activities / Calendar / Athletics	Athletic Director Harold Smith Jordan Miller	harold.smith@rak12.org jordan.miller@rak12.org
PSSA & MAP Testing	Director of Student Achievement David Cosme, Jr.	david.cosme@rak12.org
Accessing the Skyward Parent Hub	Student Information Manager Andrea Blanton	andrea.blanton@rak12.org
Attendance	Janet Tuckett	janet.tuckett@rak12.org
Family School Organization / Fundraising	FSO President – Heather Pearson	fso@rak12.org
School Counseling K-4	Melissa Laurento	melissa.laurento@rak12.org
School Nurse	Grace Cavanagh	grace.cavanagh@rak12.org



Food Service	Food Service Coordinator Ginamarie Hoy	ginamarie.hoy@rak12.org
Volunteer Opportunities	Office Staff	volunteer@rak12.org@rak12.org
RA Website www.rak12.org	PR/Marketing/Website Shay-La'rren Johnson	shaylarren.johnson@rak12.org
Transportation	Enrollment Coordinator ./ Transportation Liaison Kristy Grace	kristy.grace@rrak12.org

Phone: (610) 983-4080

Email: [firstname.lastname@rak12.org](mailto:firstname.lastname@rak12.org)

Below is a *printable* Excuse Form for reporting Absence, Lateness, or Early Dismissal. This information can also be reported using the [Online Attendance Form](#) which can be found on our website under the “Contact Us” tab, “Attendance”.

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## Excuse for Absence, Lateness, or Early Dismissal

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Reason for the Form:

☐ **Absence**

Date of Absence(s): \_\_\_\_\_

\*Reason for Absence(s): \_\_\_\_\_

\_\_\_\_\_

☐ **Lateness**

Date of Lateness: \_\_\_\_\_

\*Reason for Lateness: \_\_\_\_\_

\_\_\_\_\_

☐ **Early Release**

Date of Release: \_\_\_\_\_

Release Time: \_\_\_\_\_

\*Reason for Early Release: \_\_\_\_\_

\_\_\_\_\_

***If other than parent/guardian, with whom will the student be allowed to leave? (first name & last name)*** \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

***\*An explanation from the parent/guardian of each absence/lateness/early release is required by PA law for our records. An absence of more than 3 days requires a physician's note.***

***--Thank you for your cooperation and assistance.***