

Parent / Student Handbook

2024-2025



High School

Grades 9-12

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Renaissance Academy Charter School

Parent and Student Handbook - Upper School

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Skyward Information: [Skyward Family Access Information Page](#)

Skyward URL: <https://skyward.iscorp.com/RenaissanceACPAStu>

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 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 through 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.

Positive Reward System

Renaissance Academy strongly believes that the key to a successful school environment is praising and rewarding students for their hard work, effort, and success both behaviorally and academically. Each teacher and staff member is trained, encouraged, and reminded to constantly identify students behaving according to the Code of Conduct and working toward their potential. The following are some of the ways the teachers and staff reward students.

- o Verbal Praise
- o Positive notes on their assignments
- o Positive phone calls home
- o 'Dress Down'
- o Special class assignments or celebrations
- o School-wide socials
- o Free time (FLEX period)
- o Lunch with teachers or staff
- o Specific rewards
- o Extra / Senior privileges
- o Extra computer time/ computer privileges
- o Lunch with the CEO, Principal, or Dean

Students are rewarded for maintaining positive behavior choices throughout the school year with celebrations, and other special activities determined by the house team.

Section Two – Daily Procedures & Routines

Hallway Procedures

- High school students are expected to transition quickly to their classes. They may use their lockers and restrooms during class changes, provided that they are on time to their next class. Students in the hallways during non-transition times **must sign out using the E-Hall Pass system** and move quietly.
- Students of different academies should not be in the hallways socializing while another age group is transitioning to class.
- Students are expected to be aware of their surroundings – others are in class while transitions occur. Please open and close lockers quietly!
- Loitering is unacceptable in the hallways and restrooms during class time.
- Students are not to be sent to the flex space to work without adult supervision.

Restroom Procedures

Students will only be able to use restrooms with permission from their teacher, before and after lunch, or in between classes if time permits. All students must sign out using the E-Hall Pass system whenever they leave their classroom for the restroom. Students are not allowed to loiter in the restrooms. Misbehavior during bathroom breaks will result in a disciplinary infraction (throwing trash, spraying water, graffiti, etc.)

High School Schedule

A & B Days	C & D Days	E & F Days
HB - 8:00-8:20	HB - 8:00-8:20	HB - 8:00-8:20
1st - 8:23-9:21	1st - 8:23-9:21	1st - 8:23-9:21
FLEX - 9:24-9:52	2nd - 9:24-10:22	2nd - 9:24-10:22
2nd - 9:55-10:53	Lunch - 10:26-10:56	Lunch - 10:26-10:56
Lunch - 10:57-11:27	4th - 11:00-11:58	4th - 11:00-11:58
4th - 11:31-12:29	FLEX - 12:01-12:29	5th - 12:01-12:59
5th - 12:32-1:30	5th - 12:32-1:30	6th - 1:02-2:00
6th - 1:33-2:31	6th - 1:33-2:31	FLEX - 2:03-2:31
7th - 2:34-3:30	7th - 2:34-3:30	7th - 2:34-3:30

High School Two-Hour Delay Schedule

2 nd Period - 10:00-10:50
Lunch - 10:55-11:25
4 th Period - 11:29-12:17
5 th Period - 12:20-1:06
6 th Period - 1:09-1:54
1 st Period - 1:57-2:42
7 th Period - 2:45-3:30

High School Half Day Schedule

1 st Period - 8:00-8:27
2 nd Period - 8:30-8:57
4 th Period - 9:00-9:27
5 th Period - 9:30-9:57
6 th Period - 10:00-10:27
7 th Period - 10:30-11:00

Locker Procedures

Lockers will be assigned to all students in grades nine through twelve. All lockers remain the property of the school, and therefore the school reserves the right to search any locker as deemed necessary (see Locker Search Policy under "[Board Policies](#)" in the main office or on-line).

- Students should not place their belongings in anyone else's locker or in any empty locker.
- Sharing a locker combination or trying to access another student's locker may result in a discipline referral.
- Students will be permitted to access their lockers during arrival, before dismissal, and at times during transition when it will not delay prompt arrival to class.
- Bags and purses should be secured in lockers each day. **Bags or purses, regardless of their size, are not allowed in classrooms and are to be kept in the student's locker.**

Locker Room Locker Usage

Students will have access to lockers in our locker rooms for their Physical Education classes. Procedures and rules for acceptable use will be outlined through PE classes. Students will only have access to the locker room lockers just before and after their classes in order to change. The locker rooms will be kept locked throughout the school day and will be made available as needed for athletic teams and events.

The Renaissance Academy is not responsible for any items left unlocked in the locker room.

Computer Rules of the Road – In-School Computer Use

Each student at Renaissance Academy will have the option to participate in our 1:1 Chromebook program. 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 as well as the disciplinary actions of improper technology use in the handbook. Students and parents opting in to 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 School, I agree to comply with these guidelines as explained by Renaissance Academy and the School Technology Coordinator. When using any School Technology Equipment or any Online/Internet Service I accept the following basic rules:

- 1. I will treat all Technology equipment with care and will leave it in good working condition when I am finished.*
- 2. I will use appropriate language on intranet/internet. If it is language that I cannot use with the Technology Coordinator, I will not use it on intranet/internet.*
- 3. I will always treat people on-line with respect. I will not use the intranet/internet to insult or threaten other users. I assume responsibility for the content of messages I send on intranet/internet.*
- 4. I will respect the privacy of other users and will not make any attempts to gain access into the private mailboxes or student accounts of those users. I will not allow other users access to my mailbox student account and will keep my password private.*
- 5. I understand that intranet/internet is to be used for educational use. I understand that the system administrator or School 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 School Technology Coordinator gives me permission in writing.*
8. *I will not add any software to the school's computers unless the School 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 in this document will result in the loss of my privileges using School Technology Equipment, the intranet/internet.

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

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

Bring Your Own Device (BYOD)

Renaissance Academy will continue to implement a BYOD policy for all classrooms and grade levels for students who are using their own devices rather than a 1:1 device. 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. You can access the BYOD policy and online form on the school's Board of Trustees webpage: [Visit the Board of Trustees Board Policy Webpage](http://www.rak12.org) at www.rak12.org, About Us, Board of Trustees.

Google Apps For Education

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

What's included in Google Apps?

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

Is this safe for your student?

- YES!
- Google Apps for Education includes dozens of critical security features specifically designed to keep our students' data safe, secure and in our control.
- K-6th grade student accounts do have email access but are restricted. These accounts can only email with their classmates and teachers.
- 9th-12th grade student accounts are open to send and receive from any email account. All email and data will be filtered and randomly monitored for compliance with school policies.
- Google Apps is governed by a detailed Privacy Policy, which ensures they will not inappropriately share or use personal information placed in our systems. Google complies with applicable US privacy law, and the Google Apps Terms of Service can specifically detail their obligations and compliance with FERPA (Family Educational Rights and Privacy Act) regulations.

We are excited to offer G-Suite 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.

Food Service Program

Student PIN

All 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. This PIN can be used to purchase items from the Café as well as check out library books.

Students cannot use other students' ID or pin numbers to purchase meals or a la carte items. Use of another student's pin number is considered a Level II infraction.

Meal Program Procedures

All school meals 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 "Food Service" written on the outside; please make sure that the student's name is on the check or money order.

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 purchase a Cafe item. When a student's meal 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 account balance in 'real time' via the parent portal.

Lunch Program

****Cost K-6 grade \$3.00**

****Cost 7-12 grade \$3.50**

****Reduced cost \$.40**

Breakfast Program

****Cost \$2.00 K-12 grade**

****Reduced cost \$.30 K-12 grade**

Hot and Cold breakfast items will be available each morning for all students from 7:40-8:00 am in the first floor flex space. Students will eat breakfast in their homebase. Students will scan their ID or use their pin number to purchase breakfast. Students cannot use other students' ID or pin numbers to purchase breakfast. Use of another student's ID or pin number may result in disciplinary action.

Free or Reduced Price School Meals

****Reduced Lunch \$.40 K-12 grade**

****Reduced Breakfast \$.30 K-12 grade**

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 be found on our school website in the food services section or <https://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 meal 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 meal. A la carte items must be paid for through the student’s account. If a student violates this rule, disciplinary action will be taken. Students may not leave the line with food items for any reason and return to pay for the item, such actions will be deemed as theft and students will receive a discipline referral.

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 meals. The school recommends prepaying 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 past due account balances, all returned check fees, prior to the student’s departure from RA or Graduation.

Food Service Account and Fee Payments

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

Online Lunch & Fee Payment on Skyward:

Use Skyward Family Access to designate a credit card or bank account for use in paying school fees or funding your student’s lunch account.

Please follow these steps:

1. Chose ONE child in the top taskbar even if you have multiple children
2. Click on the tile "Fee Payments"
3. On the Upper Right corner, click "make a payment".
4. This will take you to a NEW screen where you will set up a payment account. "Skyward Food And Fees"
 - Here you will see both food service fees as well as general school fees that have been posted to your family’s account.

- From this page, you will be able to pay for lunch account balances, pre-load lunch accounts, and pay for general school fees.
- You will be able to make payments for one or multiple children from this screen.
- You will be required to add a Credit Card before checking out.

*Once set up, this same feature can be accessed using the Mobile App

If you experience any problems with the online payment system please contact Andrea Blanton, School Information Manager at andrea.blanton@rak12.org or 610-983-4080 ext. 121.

*****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.

High School Lunch Details:

High School students eat their lunch in the RA Cafeteria, located in the Lower School building. Any student wishing to meet with a teacher or stay behind to work **must** have a teacher pass. Students are required to have to leave the cafeteria early or to stay behind with a teacher and must present it to a staff member to leave the cafeteria early or arrive late. Core Values and polite behavior is required of our students. The dress code will be loosely enforced while in the cafeteria, bags may not be carried to lunch, wool hats will be permitted during inclement weather but must be removed when entering the building. Respectful behavior is expected; courteous and polite language, such as "please" and "thank you" should be used when ordering and interacting with all lunch staff.

Students are required to clean their eating area and all trash or belongings should be removed before leaving the cafeteria. Community service consequences may be issued to students who are disrespectful to the cafeteria staff or mistreat the facility.

Collegiate Academy students (grades 11 and 12) currently holding Senior Privileges are allowed to leave the campus for lunch. (See "HS Privilege System" for more information)

Teacher Lunch Detentions

Students receiving a lunch detention will serve the detention with the **assigning teacher** in his or her room. Students who have a lunch detention are to report to their teacher's room at the start of the lunch period and will stay for the entire period. Students are encouraged to pack their lunch on days in which they are assigned lunch detention. Teachers will remain with their students during the entire lunch detention period and discuss the student's actions that caused the detention. Students should be working on class work, filling out a "Think it Through" sheet, or some other

activity to make use of this time. Teachers may elect to write a discipline referral for repeated offenses and a more severe consequence if the misbehavior continues. Students who do not report to lunch detention within 5 minutes of the start of the period will be assigned an after school detention. Teachers are not required to call home when assigning a lunch detention; however, calls are required to be made if the misbehavior continues.

Our Board approved Lunch Policy is as follows:

High School Students (9th - 12th Grade) **may not charge anything at all.** Students have the ability to view the amount in their specific account using the Portal and at the Point of Sale screen. A cashier will remind the students of their negative balance. Notices will be sent home weekly to notify families of their account balances.

Households can apply for Meal Benefits at <https://www.compass.state.pa.us> at any time during the school year or when a change to the household size or income occurs. Please remember that you or your child(ren) do not have to be U.S. citizens to qualify for Meal Benefits. All school offices have paper applications if needed. All households are given access to use Campus Portal for advance and late payments for their student's cafeteria transactions. Parents / Guardians may use a credit, debit card or checking account to make payments on a student's account.

Attendance

Important Change in Definition of "Compulsory School Age"

Effective September 26, 2019, all children from the age of **six (6) through the age of eighteen (18)** must comply with compulsory school attendance requirements. To meet these requirements, parents must ensure that their child between the ages of 6 and 18 is attending or participating in one of the following: a public elementary, middle, or high school; a public charter or cyber-charter school; a private licensed academic or private religious school; home tutoring by a certified teacher; or an approved program of home schooling. Children may be excused from compulsory attendance for documented medical or other compelling reasons as outlined in District attendance policy and procedures.

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 8:00 A.M. and ready to learn every day. Any High School student arriving after 8:00 A.M. must sign in at the main office.

***Students not in attendance for the school day may not participate in after school activities for the day (athletic games, dances or proms, clubs, concerts, practices, etc.) Students who miss the day before a non-school day event must have prior administrative permission to attend. Administration has the right to review circumstances of any absence and determine if participation after school or during the weekend following an absence is warranted.**

It is the belief of Renaissance Academy that time in class is a critical step in the learning process. Class discussions, activities, and work which may not be graded are just as important in assessing student learning and success as tests, quizzes, and projects. Any upper school student who misses 12 or more full days of school (excused or unexcused), or 12 or more classes of a specific subject (excused or unexcused) may not be awarded credit for the class. Students will receive a 64% as their final grade for high school. A student who fails the class outright will receive the earned

grade. Students who wish to appeal this policy due to medical or emergency reasons must contact the Principal and request a hearing with the Board of School Directors (refer to Attendance Policy in the main office or online at www.rak12.org).

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 also email attendance requests to attendance@rak12.org.

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:

1. Upon your child's return to school, they must, by law, bring a written excuse note from home (or email the note to attendance@rak12.org), even if you have contacted the Absence Line.
2. A physician's note Must accompany all absences lasting three (3) days or more.

Excused absences

3. 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, maximum five (5) days per year and must receive administrative preapproval
 - Planned vacations up to a maximum of five (5) school days, with prior notification in writing and administrative preapproval
 - 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

- School District of residence closed to due weather or other delays due to district transportation
- 4. No excuse will be accepted after a period of three (3) school days. If documentation is not supplied within three (3) school days of the absence, the absence will be considered unexcused.
- 5. When a student exceeds twelve (12) absences a doctor's note will be required for all subsequent absences or the absence will be considered unexcused.
- 6. A student with twelve (12) or more total absences, excused or unexcused, will be considered for retention.

Unexcused Absences

When the school does not receive an absence note/excuse 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 twelve (12) or more total absences, excused or unexcused, will be considered for retention.

The following measures will be implemented in accordance with state and county law regarding unexcused absences:

- When a student has accumulated three (3) or more days of unexcused absence, written notice (First Notice) shall be sent to the parents/ guardians.
- After the First Notice has been issued, the next time there is an unexcused absence, another written notice (Second Notice) will be sent to the parents/guardians along with official notification to the student's sending school district who may file a citation with District Court.
- 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.
- Parents/guardians and students for whom citations have been filed with District Court through their sending school district may be required to appear in court and face possible fines, revocation of their driver's license, or jail.

Absence Work Makeup

From Renaissance Academy's School Board Policy (www.rak12.org):

1. Make up work is defined as work which was assigned and/or covered in classes on the day(s) the student was absent. This implies that all work assigned through the student's last day of attendance is due on the first day of the student's return to classes. All work assigned and/or covered during a student's absence must be completed in a reasonable period of time not to exceed two (2) days for each day of absence. Additional time to complete the work may be allotted at the discretion of the classroom teacher.

2. Students excluded from school through suspension will retain the same make-up rights and responsibilities as indicated in (1) above.
3. In all cases, it shall be the responsibility of the student to approach the classroom teacher in order to ascertain make-up assignments.

Corrective Action

The following measures will be implemented in accordance with school policy regarding total number of absences, regardless if they are excused or unexcused:

- *After 3 unexcused absences for the year, High School students and parents will be invited to an SAIP (Student Attendance Improvement Plan) meeting with the High School principal and school counselor.*
- *After the 5th absence for the year for High School students, parents/guardians will receive a warning letter regarding the total number of absences that the student has accumulated.*
- *After the 8th absence of the year for High School students, parents/guardians will receive another warning letter regarding the total number of absences, and will be required to meet with the High School Principal to establish an Attendance Improvement Plan.*
- *After the 12th absence of the year for High School students, parents/guardians will receive a failure letter from the school and information on how to appeal the failure if they feel the absences are due to medical or emergency reasons.*

Lateness/Tardiness:

It is every parent/guardian's responsibility to get his or her child to school on time and it is the responsibility of every student to report to each class on time. Renaissance Academy believes that students who are late to school or are tardy to class begin the day or individual class at a disadvantage.

An excused lateness is a lateness resulting from one of the twelve aforementioned reasons under 'excused absences'

Five (5) unexcused lateness's each trimester may result in the following **corrective action**:

1. Counseling
2. Family/ School Meeting
3. Detention
4. SAIP
5. Alternative Placement

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

Students who are late to class during the school day and do not have a pass from a staff member are considered unexcused and late to class. If a student accumulates 5 unexcused tardies to a single class during a trimester, after school detention will be assigned.

Pick up/ Drop off

Walkers

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

Car Riders

Students who are driven to school will be dropped off in the carline on Fairview Street. Students will enter the Upper School building from the Fairview Street entrance.

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.

- Supervision is provided in the morning between 7:40 a.m. and 8:00 a.m. and in the afternoon between 3:30 p.m. and 3:45 p.m. **Renaissance Academy will not be responsible for any student arriving early or waiting to leave during times when there is no supervision.** It is the parent's responsibility to provide supervision or arrange supervision for their students if they must be dropped off before 7:45 AM or picked up after 3:30 PM. The school will impose a supervision fee for LS students (see LS Handbook).
- Middle and High School students who are not picked up by 3:45 will be asked to wait outside of the school building. They will not be supervised at this time.
- Please do not let students off or pick up students on the opposite side of the road so they have to cross a road to reach the school or car.
- 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, please use the lot in front of the Upper School building along Fillmore Street.

Dismissal Procedures

Students are dismissed beginning at 3:30 p.m. As student's transportation arrives at school this will be indicated on the PikMyKid application, once indicated students will leave their class to access their transportation home. Parents/guardians of students in grades 9-12 who are car riders are expected to pick up students no later than 3:45 p.m. Students who remain at school after 3:45 p.m. will be asked to wait outside and will be unsupervised.

A permanent 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. A change in normal transportation **REQUIRES** a signed note from the parent.

- **Students may not ride the bus of any district other than their own at any time even with parental consent.**
- Please make every effort to adhere to regular dismissal times. Grades K – 12 are dismissed at 3:30 P.M.

Early Dismissal Requests

- A change in transportation requires a signed note or email to the officestaff@rak12.org from the parent/guardian. In addition, changes should be made in PikMyKid.
- Please make every effort to adhere to regular dismissal times. Grades 9-12 are dismissed at 3:30 PM.
- If your child needs to be dismissed early due to an emergency, you must call the school a minimum of one (1) hour in advance OR send a note to school with your child OR email attendance@rak12.org 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.
- **A student CANNOT sign themselves out of the building regardless of age. If your student is a driver (17 years old in PA) and needs to leave for an early dismissal, he or she MUST have a written note from a parent or guardian.**
- Only authorized adults whose names are on file in the main office may pick up your child. 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.
- Students who leave school early may not return to school for an after school event without preapproval from administration.

Students are not allowed to leave class to wait for a parent/ guardian to pick them up. They are to remain in class until the parent arrives at the main office and physically signs them out. At this time a call will be made to the student's classroom. During time crunches, parents may call the main office as they near campus to have their child waiting for them in the office as they pull into campus.

Student Drivers

Renaissance Academy students who are of age, and have a legal driver's license may drive to school. Parking for student drivers is provided on the north end of the Fillmore Street lot on a first come first serve basis. All overflow parking should be directed to Grant or Fairview Street parking. Students parking on campus must register their car with the Dean of Students. A Vehicle Registration, Driver's License and proof of insurance will be required documentation.

See the Locker/Person Search under "Board Policies" in the main office or on-line at www.rak12.org for further clarification.

School Closings - Inclement Weather

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

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

Flexible Instruction Day

Renaissance Academy is approved to implement an FID (Flexible Instruction Day) per a PDE-approved plan for the 2024-2025 through 2026-2027 School years. As described on the school website, the administration will use these days when necessary at its discretion and with advance notice.

Emergency Response Plan

Renaissance Academy is expected to have a school safety plan for addressing emergencies and crisis situations and for managing student conduct and school discipline. The school safety plan is reviewed annually with each staff member. Each part of the plan includes periodic drills for varying types of emergency response.

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

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

Lost and Found

Students may inquire about lost and found items in the cafeteria. Please encourage your child to ask for their missing belongings.

Section Three – Parent/Guardian/Teacher Communication and Academics

Communication With Your Student's Teacher

- Students are expected to keep track of assignments either in an agenda book or through the use of Google tools on their Chromebooks.
- The CEO will send home weekly updates on Fridays of full weeks through email.
-
- Please routinely visit the RAK12 website for important updates, information on events, etc. from your child's teachers.
- Each teacher will have voice mail and an email address to aid in communication.
- When calling the teacher, please leave a message in the teacher's voice mailbox so as not to disturb the classroom. The teacher has 24 hours to return your calls and emails. Please contact the High School Principal if return contact is not made in a timely manner.

Access to Students' Grades and Assignments

Access to students' grades and assignments is available 24 hours a day, 7 days a week, through Skyward. [Go to Skyward Family Access Website](https://skyward.iscorp.com/RenaissanceACPASu). (URL address:

<https://skyward.iscorp.com/RenaissanceACPASu>)

- 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 required to post grades and assignments in a timely manner (a minimum of once per week) so that all parties involved in the success of our students will have updated information available.
- Log-ins and passwords for parents/guardians to the parent portal are available through the Student Information Manager at 610-983-4080 x121. 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 is pertinent for our community.
- Hard copies of Progress Reports will be sent by parent request only.
- **The school's calendar** is located on the web and can be accessed through rak12.org.

Academy Nights

Each year there are multiple opportunities to visit with your student's teachers and learn about the curriculum. Some of these include:

- High School Academy Back to School Night
- Parent Academies (Throughout the school year)
- Information sessions for any student / family entering 9th grade
- SLC Conferences
- Be sure to check the RA Activities Calendar for these and many other important dates

Student Learning Contracts (SLC)

The Student Learning Contract (SLC) serves as the official reporting form of student's grades, progress, and academic goals. On each SLC, a numeric grade is recorded along with a generic 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 receive an individual comment that reflects the progress on previous individual goals along with suggestions for new goals for the upcoming trimester.

At the student learning conferences, students will work with the teacher and parents/guardians to establish goals for academic performance half-way through the trimester. The student learning conference will take place at the mid-point of each trimester so that students can improve their performance before final grades for the trimester are posted. Students and parents are expected to attend all three student learning conferences. SLC dates can be found on the RA Calendar.

SLC Times

At the start of each trimester you will be notified via email to sign up for your SLC time. Please contact your child's homebase teacher with any questions.

High school teachers will be meeting with approximately 80-100 students each. Please arrive on time and adhere to your scheduled time slot.

High School Yearly Grades/Transcripts

Unofficial transcripts will be given to all 10th-12th graders at the beginning of each school year. The yearly grade on the high school transcript is comprised of the following:

- Trimester One/Exam (33%)
- Trimester Two/Exam (34%)
- Trimester Three/Exam (33%)

Trimester exams will comprise approximately 15% of the overall grade. Grading break-downs should be reviewed in each course's syllabus each year.

Students needing official transcripts must make a request through the counseling office. Two week notice is **Strongly** recommended.

Grades, Classes, and the Grading System

Scale:

In the **High School (Senior and Collegiate Academy)**, the grades will be reported as a percentage, with the following corresponding point value for the Grade Point Average (GPA):

$$97 - 100 = 4.5$$

$$92 - 96 = 4.0$$

$$88 - 91 = 3.5$$

$$83 - 87 = 3.0$$

$$79 - 82 = 2.5$$

$$74 - 78 = 2.0$$

$$70 - 73 = 1.5$$

$$65 - 69 = 1.0$$

$$55 - 64 = 0.0$$

Collegiate Academy Exam Exemption

11th and 12th grade students will be exempt from taking a third trimester exam if they have earned a grade of 90% or better for all three trimesters of the school year as well as trimester one and two exams. The final trimester exam grade will not be calculated into the final grade. Students who are taking an Advanced Placement course are exempt from the final trimester exam due to their AP exam which takes place in May. Additionally, students who are taking a Keystone course (Algebra I, Biology, or ELA 10) are also exempt from their final trimester exam due to Keystone testing which takes place in May.

Exam Procedures

In order to maintain consistency with grading deadlines, ensure equal allocation of testing time and resources, and mimic college testing environments, students are expected to take all exams at their regularly scheduled times. If there is a pre-planned event or conflict that will cause a student to miss an exam, the student must speak with the High School Principal to schedule a time to make up the exam. In the event that a student will be late or miss their exam due to a "day of" emergency, the student must personally contact the Principal or the teacher of that exam first thing in the morning.

Scheduling

Scheduling will take place in the spring each year. Students will select classes with the counselor and will need to submit required signatures for any Honors, AP, online, or Dual Credit classes. Students are required to have an assigned class for every period of the day, even if their credit requirements are completed or will be completed by the end of their senior year. Drop/ Add days will be designated on the school calendar. After the second week of each semester, if a student drops a class, it will be counted as a failure and be given a 0.0 GPA score. This may be waived with administrative approval from the CEO and/or High School Principal. For any class that is taken that does not impact credit requirements for graduation, the GPA will still be calculated and will impact the students' grades.

Promotion and Retention

High School students must pass the entire year and meet attendance expectations to receive credit toward graduation. If a student fails to pass for the year or has 12 or more absences, he or she will have to attend summer school to re-take the class. (See Graduation Policy under "Board Policies" in the main office or on-line at www.rak12.org). If a class is failed, and it is not re-taken in Summer School, it will be placed on the student's schedule for the following school year. If a student fails more than two classes, he or she is not eligible to take summer classes and will be required to repeat the entire year. For classes taken in summer school, the averaged grade for the failed class and the summer school class will be recorded and averaged into the student's overall GPA and transcript. Students must meet the following criteria for appropriate grade placement, homebase assignments, and shirt color:

- **10th Grade:** Must have earned 5 credits
- **11th Grade:** Must have earned 11 credits
- **12th Grade:** Must have earned 17 credits

Summer School (Credit Recovery)

Renaissance Academy does not currently provide Summer School. If a student is in need of a summer school class, he or she must enroll in one of the online courses provided to Renaissance by an online provider. Please do not sign up for a course on your own without first ensuring that the credits will be accepted by Renaissance. Most summer school programs begin at the end of June and fill up quickly. It is recommended that you contact your home district by mid-May if you expect to enroll in summer school.

Senior Year and High School Graduation

Senior year includes many unique experiences and responsibilities in preparation for transition into post-secondary education and adulthood. Seniors can expect to take on various roles and responsibilities in regard to planning and executing "senior events." In addition, there are various tasks to be completed:

- Participation in at least one senior committee-this is completed through homebase and plans for all events for senior year including, but not limited to: senior shirts, senior dance performance, senior celebration, senior class gift, commencement speaker, senior slideshow, etc.
- Commencement Project Presentation

- Senior Meeting—students meet with the High School Principal to assess progress towards graduation
- Senior Tiles—students will create a unique tile to leave their mark on RA
- Senior Service Day—all seniors will participate in a day of service and reflect on their time in high school
- Senior Check Out—seniors will be required to fulfill all tasks, classes, fulfill financial obligations, etc. Students will obtain verification that all requirements are met and will finally be signed out for graduation by the High School Principal.
- Graduation Practice—ALL seniors are required to attend two graduation practices. Students MUST be on time. If students are late or miss a graduation practice, they may not be allowed to walk in the commencement ceremony

Honors, Advanced Placement, and Dual Credit Programs

Grading

Renaissance Academy strives to provide a challenging and rigorous program for all students. One of the methods to ensure a challenging curriculum is Honors classes and the Advanced Placement (AP) program. Honors or AP courses are designed to offer a greater breadth and depth of learning experiences and are considered to be substantially more difficult than other courses in the curriculum. In recognition of the high level of achievement expected, grades are given a weighted factor of .5 for Honors and 1.0 increase for AP and Dual Credit classes in addition to the grade points indicated: Honors courses will run on a 5.0 scale, and AP and Dual Credit courses will run on a 5.5 scale. Students must meet expectations stated in the High School Course Selection Guide to be enrolled in Honors, AP, or Dual Credit courses.

AP Courses

Advanced Placement (AP) courses are taught all across the country by highly qualified secondary teachers. These courses provide access to college-level content and work for high school students. Each course has a College Board-approved syllabus and preps the student to take the AP exam in May. Students who score well on the exams (3-5) can often receive college credit for their performance. (College Board.org) There is a fee for each test which is determined yearly by the College Board. This fee is required to be paid at the start of the school year and is approximately \$99. Students are required to take the AP test at the end of the year to receive AP credit for their GPA.

Due to the rigorous and demanding curriculum, AP students are generally assigned summer work to have completed by the start of the school year. This will allow for proper preparation for the upcoming year and afford the class more time during the school year to learn the material. Students enrolled in AP courses must complete the assigned summer work by the designated due date. Students who do not complete the work will be disenrolled in the class and placed in an honors or on-level class.

Frequently, AP review sessions will be held during lunches, after school, or on weekends. It is the expectation that AP students will make every attempt possible to attend the review sessions in preparation for the AP exam.

Renaissance currently offers a number of AP classes and adds more each year. Students must be recommended by their teacher to be enrolled in AP Courses. For more information about the AP Program visit [The College Board Website](https://www.collegeboard.org) (URL: <https://www.collegeboard.org>).

Dual Credit

Renaissance Academy has established a cooperative partnership with several colleges and universities to offer a number of classes for dual credit. Dual credit classes allow a student to earn credit toward his or her high school diploma, while also earning college level credits toward Bachelor degrees. Currently Renaissance is partnering with Immaculata University and Widener University to offer various college classes at a discounted rate to eligible students.

Upon earning a passing grade, Renaissance Academy may pay for a portion of the tuition. The family is responsible for the remaining tuition or all of the tuition if college credit is not earned. A contract will be signed by the student and parent before enrolling in the course and students must either receive teacher recommendation and/or take a placement test to enter the course. Students are required to pay their portion of the tuition at the start of the college semester. Students who have outstanding balances will not be able to continue in the course for the second semester.

Students enrolled in Dual Credit Classes may not be required to meet every day, as the college determines the semester calendar. Students in Dual Credit Classes who have earned their senior privileges are free to use that time for study and quietly work in the library, or flex space. Students who have not earned their senior privileges will be assigned to a designated room and required to report there when their class does not meet.

At the time of graduation from Renaissance Academy, students who have taken Dual Credit Classes are to contact the college of the course that offered the class and arrange for their transcript to be sent to their four-year college of choice. Details for how to arrange this can be found on every college's website.

Please note that due to confidentiality rules at colleges and universities access to student grades is not always available to the parents/guardians. Grades for Dual Credit courses will not be posted on the Skyward portal and may not be available at all until the course is completed.

For more information and details about college courses at RA, contact the High School Principal or Academic Counselor.

Classes Taken Outside of RA

At times, students may find it appealing or advantageous to take courses outside of the education plan provided at Renaissance Academy. Students wishing to take courses through online providers, at colleges over the summer, etc. should obtain administrative approval **prior** to enrolling. Courses taken as a substitution or alternative to graduation requirements will be posted to the Renaissance Academy transcript. Those courses taken to strengthen a student's skills and resume, will not be posted to the Renaissance transcript and will require requesting transcripts directly from the provider. Any questions regarding outside coursework should be directed to the High School Principal or Academic Counselor.

Homework

Renaissance Academy believes that students should extend their school experiences through skill reinforcement and enrichment activities both at home and in the community.

Senior/Collegiate Academy students can expect more homework than the lower academies.

Students can expect a minimum of an hour of homework each night. If a Collegiate Academy student is enrolled in AP or college courses, they can expect to have a minimum of 2 hours of homework each evening.

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

Academic Intervention Club (AIC)

Students who fail to complete an acceptable amount of homework or maintain satisfactory grades, will be placed in our Academic Intervention Club. Students will be required to stay back from the café and will be assigned to teachers' classrooms to complete work and/or receive extra support during lunch time. Students will be permitted to buy a lunch from the café or they may pack a lunch. Students are assigned to AIC each week, so they have the opportunity to exit if the required work is completed and overall grade is improved.

Textbooks

Textbooks and other resources are distributed to students throughout the school year in various classes. Teachers are required to keep record of any textbooks or supplemental supplies loaned to students. Once the book is handed to the student and recorded in the teacher's inventory list, the student is completely responsible for that book and is required to turn it in when requested. If the student is unable to return the book that was loaned to him or her, the student will be required to pay the cost of a replacement text.

Honor Roll

The staff seek to reward and celebrate the academic efforts of their students. One of the traditions in which this is done is our end-of-trimester honors assemblies.

High School Honor Roll Requirements:

3.75 GPA = High Honors

3.00 GPA = Honor Roll

High School FLEX Period

FLEX period is a unique offering developed by Renaissance Academy to provide support and remediation to students who would benefit from the help, as well as provide learning extension opportunities for those students who can fit it into their schedule. FLEX periods will occur every day, but will "float" throughout the schedule each day and will be loosely paired with a class period. Please refer to page 10 to review the daily schedule. This pairing of periods is important to understand, as students who take science, ELA and/or AP classes will stay with their class on days that FLEX meets during that period. This will allow time for students to complete longer labs in their science class, writing workshops or literature circles in ELA, as well as for AP students to have designated review times leading up to the exam.

Students who are placed in seminar support classes will meet with their teachers to establish areas of improvement. Individual goals will be created with the students that will designate an exit point so that they may be dismissed from seminar and select a FLEX section of their choice instead. Goals are created to support student's successful completion of Keystone Exams.

Additionally, there are several other "automatic" placements that occur during certain periods. While great effort will be put into trying to match students up in classes of their choosing, secondary and tertiary requests may need to be utilized to accommodate placements. Additionally, a sequence of priority has been established to help guide the scheduling of students into appropriate FLEX sections. Please note the priority for assignments:

- Science, ELA, and AP Class placements
- Seminar Placements
- Clubs
- Student Choice

Additionally, students may select to take a study hall during FLEX. Students who are in a Study Hall must **always** show up to the study hall with work to complete and intend to stay in the classroom the entire period. If students have completed all homework assignments and completed any necessary studying, students are expected to read quietly during this period.

State & Local Testing

As a public charter school, students at the Renaissance Academy will be prepared to participate in the PSSA and Keystone exams. The PSSA is a grade level test administered to students in grades 3-8 in mathematics, English Language Arts, and Science (4 & 8 only). Students enrolled in Algebra I, Biology, and English Language Arts 10 will take end-of-course, Keystone exams in those subjects. It is the belief of Renaissance Academy that these tests provide us with important data on our student's growth and achievement and serve as a learning experience for our students.

Families are asked to ensure that no vacations or time away from school occurs during these testing times. (Dates can be found on the RA Calendar.)

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.

State Testing Opt-Out Parent Information

The Pennsylvania Department of Education provides the following information and procedures for schools regarding state testing:

Chapter 4 of Title 22 of the Pa. Code (22 Pa. code 4.4) provides for the right of any parent/guardian to excuse their child from the state assessment **if, upon inspection of the testing materials, they find the assessment to be in conflict with their religious beliefs.**

Once tests have been received by the LEA (generally about two weeks prior to the start of the assessment), tests will be made available for review by the parent/guardian. The test must be reviewed on school property and school personnel must be present at all times. The school will provide a mutually agreeable time for the review. Proper security and confidentiality of the assessment must be maintained at all times. Parents and guardians must sign the Parent Confidentiality Agreement prior to examining test materials. A copy of this will be provided for the parent/guardian. Parents and guardians may not photocopy, write down, or in any other manner record any portion of the assessments, including directions.

If **after reviewing the test**, parents/guardians find the test to be in conflict with their religious beliefs and wish their student(s) to be excused from the test, the parents/guardians must provide a written request that states the objection to the Chief Executive Officer and the Director of Student Achievement.

If the student is excused from the assessment due to parental or guardian request, school personnel will provide an alternative learning environment for the student during the assessment. Students who do not participate in the assessment due to parental request will negatively affect the school's participation rate and can potentially have a negative impact on the school's accountability status. Additionally, opting out of a Keystone exam will eliminate the possibility of using that exam to meet Pennsylvania's requirements in the Pathway to Graduation.

Pennsylvania's Pathways to Graduation

Through Act 158 of 2018 and Act 6 of 2017, students graduating from a Pennsylvania public high school in 2023 or later will have the flexibility to meet statewide high school graduation requirements through one of five pathways that fully illustrate their college, career, and community readiness. More information can be found at the [Pennsylvania Department of Education website](https://www.pdesas.org/graduation).

Classroom Diagnostic Tools (CDT)

The Classroom Diagnostic Tools (CDTs) are a set of online assessments designed to provide diagnostic information in order to guide instruction and remediation. The CDT is based on content covered by the Keystone Exams and the Pennsylvania System of School Assessments (PSSAs) and will be taken by students in the following courses: Algebra I, Algebra II, Geometry, Biology, Chemistry, ELA 10 (lit), and ELA 9 (comp).

MAP and CDT tests are administered to all Upper School students (according to the courses they are enrolled in) three times a year. Families are asked to ensure that no vacations or time away from school occurs during these testing times.

Study Island

[Visit studyisland.com website](https://www.studyisland.com) (www.studyisland.com)

Students will be issued a username and password at the beginning of the school year. New for this year, Study Island has partnered with the NWEA to offer a fully integrated solution that uses a

student's MAP assessment results to create an individualized learning path, based on their individual MAP Rasch unit (RIT) scores, delivered through the Study Island program.

Multi-Tiered System of Support (MTSS)

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 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, behavior contracts) and
- Tier 3 for students in need of intense intervention (i.e. remedial reading instruction, small group instruction, etc.).

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

Special Education Support

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

Special Education Support 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 Special Education are available for review in the Main Office or online at www.rak12.org. To obtain printed copies of these documents please provide 48 business hours' notice.

Homebase

Character Education and community building is an integral part of the Renaissance Academy experience. Beginning in Kindergarten and continuing through 12th grade, students meet daily in their Homebase to begin the day. Homebase is a time designated to work on character building activities and foster relationships among the students. The following expectations serve as a guideline for teachers and students during the homebase period:

- Students are to report on time at 8:00 to homebase, listen quietly to the morning announcements, and vocabulary word of the day, and recite the "Pledge of Allegiance" and "Code of Conduct." Students are to remain with their homebase for the entire period.
- *The homebase website will be reviewed daily*, focusing on upcoming school events
- Students and teachers will engage in character education readings and discussions
- Students will participate in games, contests, and class meetings
- Students are **not** allowed to work on independent school work, though the class may have a group session focusing on academics.

House System

All Renaissance Academy students will be 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 the four houses. Each house will be led by Staff House Advisors, two (2) Collegiate Academy students, and four (4) Intermediate Academy students. Each house will be distinguishable by student lanyard colors; this will help students easily identify other students in their house. The houses will serve as a form of comradery and community building between the lower and upper school student body. Additionally, there will be friendly house competitions throughout the school year where individual students, homebases, 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 and will be awarded the coveted House Cup.

The Four Houses:

- Kaplan-Finkenaur House
- McGunnigle-Petrecca House
- Hope-Stephens House
- Barr-Bergstrom House

College Planning and Application Process

Testing:

During the spring of the junior year and the fall of the senior year, students begin the college admissions process. One of the first steps in the admission process to college is taking the SAT or ACT in the junior year. Students may elect to take the SAT School Day at RA in April of junior year and/or October of senior year. Registration is done through the Academic Counselor. If a student would like to take the SAT at a district school they may [register for SAT online at sat.collegeboard.org](#). Students may also [register for the ACT at actstudent.org](#). Please remember to include our school code: 393581. The school CEEB code is used to report the scores to Renaissance Academy.

The Scholastic Assessment Test (SAT) and the American College Test (ACT) are given at a number of area high schools. There is a fee charged for each test and a registration deadline. Talk to the Academic Counselor if you have any questions about these tests which are administered by the College Board or the American Testing Program. Students who participate in or are eligible for the National School Lunch Program are eligible for fee waivers and fee waiver benefits. Please contact the Academic Counselor for more information.

Recommended College-Ready Schedule:

- PSAT – October of sophomore and junior years
- Princeton Review Course* (counselor will provide info) 11th Grade
- SAT I or ACT - Two (2) test dates: Spring of 11th Grade & Fall of 12th Grade.
- AP Exams – Spring of 10th, 11th, & 12th Grades

Testing Opportunities Provided at RA:

- PSAT--October of sophomore and junior year
- SAT School Day--spring of junior year and fall of senior year

*Princeton Review course to prepare students for the Spring SAT School Day

Applications

College applications are completed online, most frequently using the Common Application. In May of junior year, the Academic Counselor meets with history classes to introduce the application process, including step-by-step explanations for completing each section. In the fall of senior year, the Academic Counselor meets with senior English classes to finalize the application process. At this time, feedback on essays is also available upon request.

Transcripts

Official transcripts are necessary for all college applications. Students must request all transcripts from the Academic Counselor through Naviance:

1. [Log in to Naviance Student website](https://student.naviance.com/racs) (URL: <https://student.naviance.com/racs>)
2. Navigate to Colleges > Apply to College > Manage Transcripts.
3. Click the Add (Pink Plus).
4. Select either College Application Transcript or Other Transcript.
5. Follow the steps depending on which type of transcript is requested.

Transcript Requests can also be made from the Colleges I'm Applying to List by selecting the checkbox next to a college and clicking Request Transcripts.

Transcripts must be requested at least 2 weeks before the application deadline. Students' Naviance accounts will show that the transcript and supporting materials have been sent when the Academic Counselor completes the processing. Students should check their email and log into each college specific portal (colleges assign these portals for students to view the status of their application materials) two weeks after all materials have been sent. If any documents are missing, the student should make an appointment with the Academic Counselor to resolve the issue. Misfiled documents on the part of admissions offices is a common error due to volume and will not present an issue when the student is diligent about checking the college specific portals and seeking assistance from the Academic Counselor to resolve the issue. **Please note:** Renaissance Academy does not include SAT or ACT scores on the High School Transcript; these scores must be sent to colleges directly from The College Board or ACT. At the time of registration for SAT or ACT, students may choose up to 4 schools to receive their score reports for free. Students who test with a fee waiver have unlimited score sends.

Letters of Recommendation

Faculty members are often asked to write letters of recommendation for students. RA High School teachers look forward to playing a role in college admission and/or assisting students seeking employment.

The Process:

1. Students, with the support of their ELA teachers, will complete a Brag Sheet in the spring of junior year. This will be assigned in Naviance.
2. Students should carefully consider who to ask for their 2 letters of recommendation.
 - a. Consider their post-high school plan- Is it science or math-related? Is it a fine art? Is it communication? Is it linguistic? Is it a social science? Is it sport-related?
 - b. Consider in which class they displayed their best academic self, grit, engagement, etc.
3. Students use the template and protocol posted in Naviance to write a formal letter to the teacher to request the recommendation.
4. Before the end of 11th grade, the student should seek definitive answers from teachers regarding their request. (Teachers may say "no" for several reasons, including: the teacher may feel someone else would be a better fit to write the letter, or that teacher may have already received many requests and will not be able to write more letters.) ***Do Not ask verbally first. You must present the request letter.
5. Teachers will upload the completed letters of recommendation into Naviance within the first weeks of school. It is the student's responsibility to follow up on this upon returning to school. *The student must waive their right to read these and will not see the actual letter in Naviance.
6. If letters of recommendation are requested outside of this time frame, teachers (and the Academic Counselor) must be given the request at least 2 weeks before the deadline.

Thank teachers for their time and effort. A written thank you note is appropriate. Teachers will enjoy learning of your success.

Financial Aid Information

The financial aid process is a large part of the college application process. The Free Application for Federal Student Aid (FAFSA) is the basis for applying for financial aid at most colleges. The FAFSA is available online beginning **in December** of their senior year and the prior year's tax information will be used to complete the application.

As a service to our families, Renaissance Academy will host two Financial Aid Nights. One will take place in the spring of junior year, and the other will take place in September of senior year. In the spring, our PHEAA representative will introduce junior parents to the process. In the fall, our PHEAA representative will come to meet with parents to help answer questions and guide them through the application process. This is a very useful and informative evening and it is strongly recommended that parents of seniors attend this event. There will also be a workshop for parents and students where families can receive assistance filling out their actual FAFSA.

The FAFSA is available on the web at: <https://studentaid.gov/h/apply-for-aid/fafsa>

This web site is free. If you are asked to pay a fee to apply for financial aid, you are on the wrong website! For help completing the FAFSA, please go to:

<https://studentaid.gov/apply-for-aid/fafsa/filling-out/help>.

If you have any questions about the financial aid process, please contact the Academic Counselor.

Career Education

The Academic Standards for Career Education and Work address the importance of career planning for all students related to labor market projections and workforce needs. In compliance with PA school code Chapter 339, RA has a vertically aligned plan for the implementation of a comprehensive, sequential program of career education for kindergarten through 12th grade. Most artifacts regarding career exploration will be housed in the student's individual Naviance account.

Commencement Project

The objective of this project is to provide the graduating senior of Renaissance Academy with an authentic learning experience outside the classroom where they will find the opportunity to think critically and communicate effectively. Each project is initiated by a personal interest, supported by self-directed research, and resulting in a uniquely formulated presentation. This Commencement Project is an expression of what each student has learned and its application to a challenge in the community. Upon completion of this project, the student will fulfill the culminating project requirement and receive .5 credit hours toward graduation. Renaissance Academy fully supports this program and has a full time staff member, dedicated to working with the students to complete this graduation requirement. Please contact the Senior Project Coordinator for additional information.

Senior Class Valedictorian

At the completion of earning all graduation requirements, the student with the highest cumulative GPA will be designated Valedictorian; the student with the second highest cumulative GPA will be designated Salutatorian.

Section Four – Student Discipline

School Wide Discipline Policy – General Information

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

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

Renaissance Academy's discipline model includes:

- 1) That all students know and demonstrate expected student behavior, and show respect for all.
- 2) Direct teaching of the Code of Conduct.
- 3) Consistent use of positive reinforcement of expected student behaviors.
- 4) A school wide effort on prevention of student discipline problems.

- 5) A focus on preventing off school discipline issues from entering the school building.
- 6) Student acquisition of skills in conflict resolution and problem solving and increased positive attitude, self-discipline and socially acceptable behaviors.
- 7) Early identification and resolution of discipline problems.
- 8) Communicating to students, teachers, parents 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, model behaviors that show respect for each other and persons in authority. Renaissance Academy believes all members of the school community have a responsibility to model the behaviors listed below:

Student Responsibilities:

Students are expected to:

- Act in a responsible manner while exhibiting respect toward others.
- Accept responsibility for their behavior.
- Cooperate with the school staff in maintaining safety, order and a disciplined environment.
- Follow established school and classroom codes of conduct and rules, including safety and school bus rules.
- Attend all classes regularly and on time.
- Adhere to the uniform policy.
- Respect the rights and property of others.

Teacher and Staff Responsibilities:

Teachers and staff model behaviors consistent with Renaissance Academy's Core Values and with policies and school performance standards. All staff supports 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, 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 and Guardian Responsibilities:

Parents and guardians of students are expected to participate in their student's education in the following ways:

- Communicate routinely and as necessary with his or her student's teacher.
- Keep informed about school policies and his or her student's academic expectations, including homework.
- Ensure that his or her student attends regularly, arrives on time, and is prepared for school.

- Alert the school to specific problems or difficulties that may impede the student's learning or well-being.
- Attend the Student Learning Conference each trimester to meet with his or her student's teacher and to set goals for their student.
- Promote positive, respectful relationships between parents / guardians, students & staff.

Disciplinary Action

The following is not intended to be inclusive of all acts of misconduct. 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, 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. Note the following regarding the Administrative Disciplinary Actions:

- After a three (3) day suspension is assigned, the student and/or parent/guardian may be required to meet with the Dean of Students or High School Principal before the student is allowed to restart classes.
- After a five (5) day suspension is assigned, the student and parent/ guardian may be required to meet with a disciplinary committee which may consist of the Dean of Students, High School Principal , CEO, and Board of School Director(s) or designee before the student is allowed to restart classes.
- After a ten (10) day suspension is assigned, the student and parent/ guardian must meet with the Board of School Directors for an expulsion hearing (refer to Board Policy on Suspension and Expulsion).

The following are examples of offenses and demerits and are to be used as a guideline. 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 conference, or counseling.

School Offenses and Demerits

Demerit	Offense
0	Cheating
0	Electronic device
1	Dress code violation
2	Code of Conduct-Minor
2	Horseplay
3	Dishonesty
3	Disruptive behavior
3	Parking violation
3	Sharing unassigned locker
5	Bus infraction
5	Cut class/AIC
5	Cut teacher detention

5	Inappropriate use of key card
5	Language-Minor
5	Late to class-5x
5	Misuses of technology
5	Non-compliance
10	Unauthorized use/possession of electronic device (4th offense)
25	Code of Conduct-Major
25	Disrespect
25	Instigating a fight
25	Insubordination
25	Leaving school property
25	Minor altercation
25	Unsafe vehicular use
25	Vandalism
25	Verbal altercation or threat
40	Bullying
40	Cyber Harassment
40	Failure to disperse
40	False fire alarm
40	Fighting
40	Language-Major
40	Racial/Ethnic/Sexual slur
40	Theft
100	Aggravated assault on staff
100	Assault on school employee
100	Criminal trespassing
100	Discorderly conduct
100	Possession/Sale/Use of alcohol
100	Possession/Use/Influence of controlled substance
100	Possession/Use of medicine or controlled substance
100	Possession/Use/sale of tobacco
100	Racial/Ethnic/Sexual intimidation
100	Sale/Distribution of controlled substance
100	Sexual harassment
100	Terroristic threats
100	Threatening school official

Demerit Values

5 demerits	2 hour detention
10 demerits	2 hour detention
15 demerits	Up to 1 day ISS

25 demerits	Up to 1 day OSS
40 demerits	Up to 3 day OSS
50 demerits	Up to 5 day OSS
100 demerits	Up to 10 day OSS + possible expulsion hearing

Common Disciplinary Consequences Explained

1. Temporary removal from activity- This is the temporary removal of a student from an activity to a designated area or classroom.
2. Teacher Detention- Any teacher or staff member may assign one of the two types of detentions for infractions of their classroom/school rules.
 - a. Lunch Detention- a staff member may assign a lunch detention that is served with the teacher during the student's lunch period. The student must report on time as outlined on page 16. Lunch detentions override any other lunch activities.
 - b. After School Detention- a staff member may assign an after school detention that is served with the teacher for a length of time determined by the teacher. No transportation will be provided.
3. Office Detention- An administrator may assign a detention that will be served after school from 3:40-5:30 PM. Multiple day detentions may be assigned.
4. Community Service- When Community Service is assigned a set number of hours will be completed by the student. Completion of the community service hours will be reported to the Dean of Students.
5. ISS- When a student is assigned ISS the following guidelines apply:
 - a. Students reports to the designated area at 8:00am
 - b. All work assigned must be completed by the end of the day and turned into their teachers.
 - c. ISS may be replaced with Out of School Suspension if the student misbehaves.
6. Out of School suspension – While a student is suspended out of school they may not be on school grounds or participate in any school events. **The student is responsible for any missed class work or homework missed due to suspension**

After School Detention

Note the following guidelines and rules:

- Detentions are scheduled for Mondays and Thursdays.
- The staff is required to give a student 48 hours notice before assigning a detention.
- Students who are assigned a detention are not allowed to serve lunch detentions in lieu of after school detentions. The possibility exists for serving an after school detention in the morning from 6:45-8:00 AM with prior approval from the administration.
- Detention begins promptly at **3:40PM**. Any student who arrives after 3:40PM without an excuse note from a teacher will not be allowed in
- Detentions end at 5:30PM.
- Students must arrive with homework or materials to read and study for class. No games, cards, or other non-academic material is allowed.
- Students must be silent and awake during the entire detention period.
- No gum, food, or drinks are allowed.
- No phones are allowed.

- A student may receive one warning for inappropriate behavior and have the opportunity to fix the behavior.
- If a student is asked to leave detention or leaves before the period is over, he or she may be assigned an out of school suspension.
- Failure to attend a detention may result in a suspension. If you are absent from school that day, the detention must be served at the next available detention.
- Students must be picked up by 5:45. Upper school students must wait outside and will not be allowed back in the building after 5:45.
- Transportation to and from detention is the responsibility of the family. SEPTA bussing is available; the stop is located in downtown Phoenixville on the corner of Church and Main Streets. Complete bus schedules may be found on [SEPTA's Website](http://www.septa.org) (URL: www.septa.org).

The best way to avoid any conflicts with transportation is to abide by the rules and not allow yourself to be put into a situation to be assigned a detention.

ISS (Discipline)

Placing a student in an alternative setting during the school day is one form of a consequence that the school may use to help correct student behavior.

- Students who are issued ISS are to report to their assigned location at the designated time.
- Students are to collect their work for the day from their teachers' before their designated time.
- Students will work on their school work, perform community service activities, meet with a counselor to discuss their behavior during the course of the day.
- Students are to follow the directions of the staff member overseeing the alternative placement. Students who are uncooperative or misbehaving will be given one clear warning and an opportunity to correct the behavior. If the misbehavior continues, the student will be issued further consequences.

Suspension

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

- Students who are suspended from school may not attend any school function during the time that they are suspended. If a suspension ends on a Friday, students may not participate in any school function or come on to school grounds until Monday morning.
- Students will be required to seek out their teachers and arrange 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. It is of the utmost importance that assigned work is completed before a suspension ends.
- **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:
Dean → High School Principal → CEO → School Board

Cheating

Cheating is defined as the giving and / or receiving of outside help on anything (including homework) that has been determined by the teacher to be an individual effort.

Any student who is caught cheating will automatically receive a zero on the assignment and may receive a failing grade for the marking period (no higher than a 59% in MS or a 64% in HS).

Students will be required to re-do the assignment to complete the original learning objective; grading, if any, for the assignment will be determined by the teacher and High School Principal .

Students who do not complete the assignment will receive a failing mark for the marking period.

All cheating incidents must result in parental contact by the classroom teacher.

Subsequent offenses may result in failure for the marking period; grades not to exceed: HS=64% and further disciplinary action.

Plagiarism is a violation against academic ethics. Examples of plagiarism are: stealing, borrowing, buying or copying someone else's work. (e.g.: homework, lab reports, take-home tests, research papers, copyrighted materials, published books, internet websites, etc.). Plagiarism is considered cheating and the above rules apply.

Additional Consequences

School administrators are authorized to issue Commonwealth of PA non-traffic Citations and collect the fines, if appropriate, file them with the appropriate District Justice for the expressed purpose of criminally prosecuting violations of the school Code of Conduct and the aforementioned school expectations.

"Disorderly Conduct" is defined as: the intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, a person:

1. Engages in fighting, threatening of violent or tumultuous behavior;
2. Makes unreasonable noise;
3. Uses obscene language or makes an obscene gesture, or
4. Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose.

Non-Traffic Citations of this nature also be issued for:

1. Use of tobacco
2. Possession of smoking materials
3. Selling smoking materials on school grounds

High School Rewards:

Any student who has a 3.0 GPA or higher OR zero behavior referrals for the trimester, will be allowed to dress down on the designated day at mid-trimester.

- High Honor/ Honor Roll & Zero Referral Dress Down
 - Each trimester students will be recognized for making both honor roll and high honor roll and/or for receiving zero behavior referrals by being awarded a free dress down day on the day of the Awards Assembly.
- PBIS Celebration/Rewards

Senior Privileges:

In an effort to provide Renaissance Academy High School students with certain privileges, the following opportunities will be made available:

Privilege Stickers

- Privilege stickers will be issued to junior and senior students at the start of the trimester in which they have become "Privileged." Stickers are to be placed on their ID cards.
- Privilege stickers must be carried by the student at all times and must be shown upon request. Failure to carry the identification while trying to use a Privilege will result in loss of Senior Privileges.
- Privilege stickers are NOT transferable. If this rule is violated, the student owning the Privilege sticker will lose Senior Privileges.
- Lost Privilege stickers may not be replaced and a student will be required to wait until the next trimester review.
- A parent or guardian must sign the senior privilege request form in the presence of a school administrator. If the parent is unable to come to the school for this purpose, a signed and notarized privilege request form will be accepted or a direct phone call from the parent is made to the High School Principal when the signed form is turned into the school.

How students receive senior privileges:

- Grades: 3.5 GPA during the previous trimester
- Attendance Requirements:
 - No unexcused absences from school or class.
 - No more than three (3) tardies to any class or homebase.
 - Absences not exceeding 10% of total days possible.
- Behavior Requirements:
 - **No** administrative referrals or unacceptable behavior.
 - No un-served detentions.

Freshmen and Sophomores are not eligible for Privileges.

Receipt of Privilege

- Students who do not meet the requirements at the time that their classmates receive Privileges may be eligible at the end of the next trimester.

- A student must be enrolled at Renaissance Academy for at least one full trimester before the privileges will be awarded.

Loss of Privileges

- The administration reserves the right to rescind privileges for academic, attendance and/or disciplinary reasons, for excessive tardiness, for unexcused absences, and/or violation of parking / driving rules.
- The assigned privilege status of any student may be withdrawn at any time by parent request.

What are the Privileges?

Collegiate Academy Lunch

This Privilege will be automatically given to any student who carries a Privilege Sticker:

Students will be allowed to leave the campus for lunch period, provided that they have on file a Parental Release form with the signatures of parent and an administrator. These forms are available from the High School Principal.

If the student meets the requirements and obtains the necessary signatures, he or she may leave the campus for the lunch period only.

Students will not be allowed to order out lunch, nor are they allowed to pick up or bring outside food for students who have not earned their privileges. Students who do this will lose their own privileges.

It is the expectation that students will adhere to all Renaissance Academy rules and regulations while off campus. If a student fails to report on time for their next class, this privilege will be revoked.

It will be the student's responsibility to physically sign himself /herself in and out of school for off-campus lunch. Students may also leave the cafeteria without a pass, but may not be in an unsupervised room. They are welcome to use the flex space, picnic tables, and library, provided that they clean up after themselves.

Confiscation of Student Possessions

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 items would be, but are not limited to, cell phones, iPods, other electronics, headphones, smoking materials, weapons or non-uniform clothing items.** On the first offense, all legal, confiscated items will be turned into the Dean of Students and will be returned to the student at the end of the school day. The second offense for a confiscation will result in the item being confiscated for a minimum of one day and communication with the parent about the offense. **If a student receives a second confiscation from any teacher, the cell phone will be confiscated for the day and held overnight by the Dean of Students.** Any student having any items confiscated three or more times will have the item confiscated until the end of the year or a parent can retrieve the item. Repeated violations may result in further disciplinary action.. If any item is confiscated from a student for the remainder of the year, the parent or guardian will be notified. These rules apply to items that are borrowed or

loaned to another student and that student has the item confiscated. A borrowed or loaned item that is confiscated when in possession of another student will be documented as a confiscation for both students (the loaner and borrower) since items should not be out during the school day and it causes a disruption to the learning environment. It is strongly encouraged that students do not loan out personal items of value to other students. iPods and other music players may be used on the bus to and from school and in the cafeteria. While in a locker, please ensure that all electronics are turned OFF. The school is in no way responsible for any lost, stolen, or damaged items.

Students are permitted to use electronic devices including phones during lunches (except if a student is in AIC or other lunch detention) given they don't create a disturbance or disrupt the environment; students must not use them in the school building and must not be talking on devices in public out of courtesy for others. Students may carry their phones, headphones, earbuds, etc. throughout the day but should not have them out during classes or transitions. **Students will be expected to store their devices in a designated location in each high school classroom throughout each period.** According to our BYOD policy, students may carry their electronics to class but will be directed to the acceptable times for use. If a student does not comply with these directions, the electronic device will fall under previously stated confiscation rules.

It is the student's responsibility to secure the item after the appropriate period of confiscation has elapsed. Any items remaining after the close of the school year may be given to charity or disposed of. Any illegal items (such as smoking materials, weapons, etc.) that are brought to school and confiscated will not be returned. The school will not be responsible for the loss or damage of any items confiscated.

Renaissance Academy Bus Discipline Policy

The State of Pennsylvania and the Renaissance Academy have deemed that transportation to and from school is a **privilege** afforded by the student's sending school district - not a right. Therefore, any student who consistently chooses inappropriate behavior risks having this privilege 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 students who are breaking the rules, the entire bus is placed in jeopardy. Therefore we expect the students to:

- remain in their seats, feet and body facing forward,
- talk in quiet and respectful voices,
- obey the bus driver,
- keep feet out of the aisles,
- refrain from eating or drinking on the bus
- keep hands to themselves and inside the bus.

If any student should choose not to follow the rules, they risk being referred for disciplinary action by the bus driver. The first write-up will result in a warning. Subsequent referrals for bus infractions may result in the following:

- 2nd referral – Up to a 1 day bus suspension
- 3rd referral – Up to a 3 day bus suspension
- 4th referral – Up to a 5 day bus suspension
- 5th referral – 10 day bus suspension / referral to the Renaissance Academy School Board for possible removal of bus privileges.

Please note: Bus infractions of a serious nature 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 entail school and bus consequences.

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

Uniform Guidelines

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 will be assigned a different color top:

- Senior Academy (9-10) - Maroon
- Collegiate Academy (11-12) - Black
- All tops must be appropriately sized. No extra-long, baggy, or tight tops are allowed.
- All tops must have the proper Renaissance Academy logo embroidered in khaki color or white and match the color swatches available from Land's End or other approved vendors.
- The following are the only permitted tops:
 - 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.
- Tops worn underneath uniform items should be of a solid color free of logos and designs
- 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, sweater, or fleece.**

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.

Shoes:

- Heels and soles are to be no more than 2" high.

- Shoes must have closed toes, a secured back, and a sole.
- Students must have a pair of non-scuffing sneakers to wear on gym days.
- No lights, wheels, or other “gadgets” may be on shoes.

Other:

- Student ID Badges—students will be issued a lanyard and student ID badge, this will be used for library sign out, purchasing lunch, etc. Students MUST wear their lanyard and ID card at ALL times. If students are not wearing their card, they will receive a uniform violation. If their card/lanyard is lost, the students will be charged \$7 dollars for a replacement.
- Jackets & outerwear (gloves, hats etc) may be worn outdoors
- No sunglasses or other accouterments are allowed during the school day.
- **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. Students may stop by their locker before heading to the restroom if they are in need of personal items.**
- Extra athletic items should be stored in locker room designated lockers or make arrangements with the Athletic Director.
- School issued computer/ laptop bags are acceptable.

Student ID Cards & Lanyards

All Renaissance Academy students and staff members will be required to wear school IDs on a lanyard. This is a safety measure that is in place to easily identify our school staff and students. ID cards will also provide access for students to purchase lunch, check out library books, pick up printed materials, and so on. The ID cards are important for students to wear every day in school. The initial ID card and lanyard are provided free of charge, if a student loses or damages their card, a replacement fee of \$7.00 will be charged.

Physical Education Uniforms

All students in grades 7th-12th are required to wear a uniform for their Physical Education classes. This includes PE, Life Fitness, Yoga/Pilates, Zumba, and all Dance classes.

Students can wear any configuration of the uniform pieces which include a short and long sleeve t-shirt option as well as shorts and sweatpants option. Uniforms can be ordered online: [RA's Phys.Ed Uniform Page](http://www.rak12.org). (www.rak12.org, “For Parents”, “Uniforms” page.)

Spirit Wear/ Dress Down Days

- Sport teams and school organizations may wear team apparel on pre-approved days.
- Seniors will be given the opportunity to earn “incentive spirit wear days” which will be outlined at the start of each trimester.
- 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.
- BOTTOMS 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 WEAR DAYS**
 - 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 school.** All teachers, staff, and administrators will use the above guidelines to issue Dress Code Violation.
- All students will be expected to be in 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 their 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 Suppliers

Uniforms may be ordered or logos embroidered by the following companies:

- **Lands' End**
 - Phone: 1-800-469-2222
 - Website: landsend.com/school
 - Renaissance Academy Preferred School #9000-5883-5
- **Flynn & O'Hara Uniforms, Inc.**
 - Festival Shopping Center
 - 404 W. Lincoln Highway, Exton, PA 19341
 - Phone: 610-594-1970
 - Website: www.flynnohara.com
 - Our contact is Joann Stagliano . Uniforms can be purchased online, over the phone, or directly from the store.
- **Frank Jones Sporting Goods**

- 1735 Markley Street Norristown, PA 19401
- Phone: 610-275-5373
 - *Most approved apparel can be ordered
- **Red Ribbon Consignment Closet**
 - Suzanne Oelmann
 - 843 Valley Forge Rd, #5 Phoenixville, PA 19460
 - Phone: (610) 935-9778

Students deemed out of uniform by the teaching staff will be given a Dress Code Violation. This should not be a repetitive situation and if so, students will be referred to the Dean of Students for Non-Compliance. Notice: One Dress Code Violation will result in a warning and correction of issue(s), any additional violation will result in Loss of Dress Down Privileges followed by after school detention assigned by the Dean.

At the end of each school year the Family Support Organization (FSO) will conduct a "uniform exchange" day. Parents can donate and purchase used uniforms at this time.

Section Five – Outside of Renaissance

Visitors

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.
- Any parent wishing to visit their student's class should call ahead to make arrangements with the classroom teacher or administrator.
- A visitor ID must be worn at all times.
- Renaissance Academy encourages parents 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 assist us in this.

Parent Volunteers

Renaissance Academy encourages parents to volunteer. We realize many of our parents 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

- All parent volunteers must complete a Child Abuse Clearance Form, a PA Criminal Background Check, and the FBI Clearance Report. Forms are available on our website.
- Volunteers must sign in and out in the 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. Please remember that when you are in the school, you are a role model as well.

For more information, [Visit the school Volunteer webpage](http://www.rak12.org/for_parents/renaissance_volunteers). (URL: http://www.rak12.org/for_parents/renaissance_volunteers)

Media / Photography

We expect that the media will be interested in what is happening at our school and we welcome their attention. If for any reason you do not wish your student 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 waiver stating that your student can be photographed for possible use in promotional items, school yearbook, teacher portfolios, or on the school website. (www.rak12.org)

Field Trips

Classroom teachers will plan occasional field trips for a specific purpose. In order to participate, a student must have a Field Trip permission slip completed and signed by the parent, which will be sent home prior to the trip. The teacher will also send a notice home prior to each field trip to let parents know what is planned.

If for any reason a parent does not wish his or her student to participate, arrangements will be made for the student to remain on school grounds with another class. Students are not allowed to stay home in lieu of attending a field trip. If financial obligations are a factor in allowing a student to participate on a field trip, parents are to contact the lead teacher or guidance counselor as appropriate support can be provided. All behavioral expectations and discipline consequences will apply while on a school field trip.

The staff makes every attempt to plan field trips prior to the start of the school year; however there are times when schedules must be changed, or an unforeseen opportunity arises. We appreciate your flexibility in planning exciting trips and experiences for your student.

Section Six – Student Activities

Eligibility

All participants in clubs, organizations, or involved in school activities must maintain grades and eligibility which will be determined by the same standards for athletics. All sponsors must submit

updated rosters to the Athletic Director within one week after the first meeting of the year; updates are the responsibility of the sponsor and should also be checked and submitted when necessary.

Eligibility for Clubs/Activities

Eligibility guidelines for clubs are the same as they are for athletic teams.

Students participating in one of our performance groups (Nutcracker, LOL, etc.) will follow the same guidelines for eligibility as all clubs and activities up until 30 days prior to the performance. At the 30 day mark, students who are eligible will remain so until the conclusion of the performance.

*after preliminary eligibility is run, the AD will run weekly reports to determine additional eligible students, during this time ineligible students are not required attend practices

Student Leadership Positions

Throughout Renaissance Academy's various clubs, sports, and activities, students are able to be selected and elected to leadership roles. If at any time, a student leader violates our Code of Conduct, their continued service in that role will be evaluated by the advisors and the administration.

Guests at Activities

- If a guest accompanies a student to ANY activity sponsored by Renaissance Academy the student who attends RA assumes full responsibility for their guest. Guests are expected to adhere to RA rules, regulations, expectations and the Code of Conduct.
- If the guest misbehaves, or acts contrary to good sportsmanship, the RA student may lose the privilege of bringing guests to future events and possibly forfeit their own right to attend events.
- Any student who wishes to bring a non-Renaissance Academy student to a dance must have a "Guest Permission Form" filled out and turned into the Dean of Students or Principal. Forms and dates due will be announced in a timely manner to give students enough time to have them completed. (See below)

Rules and Regulations for Attendance at Renaissance Academy Dances

- Students attending dances at the Renaissance Academy must be fully enrolled at the time of the dance.
- Students must arrive no later than 30 minutes after the start time of the dance.
- Guests, when permitted, will be expected to abide by all Renaissance Academy regulations. A signed agreement with each guest's parent signature and contact information must be handed in to administration at least 48 hours before the date of the dance.
- Students must abide by ALL Renaissance Academy rules and regulations while in attendance at the dance.
- Use, possession and selling of alcohol, drugs, or any other illegal substance is strictly forbidden. If a student is suspected of using, possessing, or selling any illegal substance, the police and family of that student will be contacted and the student will be asked to leave.
- Students on behavior probation at the time of the dance, placed on alternative placement or suspended from school the day of the dance, may not attend and will forfeit any monies collected for attendance to the dance.

- ***Students attending the dance may not leave the school building or dance venue prior to the conclusion of the dance, except in the case of an emergency under the direction of administration or parent permission.***

Special Rules for (grades 11th – 12th) Prom:

- Students may not attend the prom if there are any outstanding disciplinary obligations to the school.
- Administration reserves the right to review behavioral records prior to sale of prom tickets for eligibility determination. Students with multiple disciplinary infractions may be denied the privilege of attending the prom.
- Guests must be under the age of 21 at the time of the event.

After School Pick-Up from Activities

- High School Students involved in an after school activity should be picked up promptly at the conclusion of the event. If a coach or advisor feels that late pick-up is a consistent issue, the student will no longer be permitted to participate in an after school sport or activity.
- 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.

Renaissance Academy Athletic Eligibility Guidelines

In Accordance with the Pennsylvania Interscholastic Athletic Association (PIAA) and the Bicentennial Athletic League (BAL).

The Renaissance Academy recognizes the complementary value of athletic/extracurricular programs for promoting a student's social, emotional, and physical development. Participation in interscholastic athletics is strictly regulated according to Renaissance Academy and the Bylaws of PIAA and the BAL. . In determining a student's eligibility for participation in school-sponsored athletics, the following standards are promulgated:

I. Age:

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

II. Attendance:

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

III. Consent of Parent:

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

IV. Health:

"Prior to any student participating in practices, inter-school practices, scrimmages, and/or contests, the student is required to:

- 1) Complete a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE); and
- 2) Prior to any student participating in Practices, Inter-School Practices, Scrimmages, and/or Contests, at any PIAA member school in any school year, the student is required to (1) complete a Comprehensive Initial PreParticipation Physical Evaluation (CIPPE); and (2) have the appropriate person(s) complete the first seven Sections of the CIPPE Form. Upon completion of Sections 1 and 2 by the parent/guardian; Sections 3, 4, 5, and 6 by the student and parent/guardian; and Section 7 by an Authorized Medical Examiner (AME), those Sections must be turned in to the Principal, or the Principal's designee, of the student's school for retention by the school. The CIPPE may not be authorized earlier than June 1st and shall be effective, regardless of when performed during a school year, until the latter of the next May 31st or the conclusion of the spring sports season. SUBSEQUENT SPORT(S) IN THE SAME SCHOOL YEAR: Following completion of a CIPPE, the same student seeking to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests in subsequent sport(s) in the same school year, must complete Section 8 of this form and must turn in that Section to the Principal, or Principal's designee, of his or her school. The Principal, or the Principal's designee, will then determine whether Section 9 need be completed. The Parent Permission Form and CIPPE Physical Form can be filled out online using Family ID. The link to this can be found on the school's athletic website

V. Eligibility:

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

Renaissance Academy Academic Standards for High School students are as follows:

1. Students must maintain passing grades (65%) in all classes and must maintain a "Term" (current trimester) Grade Point Average (GPA) at or above a 2.0.
2. Any class grade below a 65% at the close of a week (Friday) will cause a student to be ineligible for the following week (Sunday through Saturday).
3. If a student has below a 65% at the close of a *trimester period, the student will be ineligible for 15 school days regardless of Term GPA.
4. If a student has above a 65% at the close of a *trimester period, the student will be eligible for 15 school days.
5. In order to participate in a sport, Final Grades from the previous school year, must be passing and students must maintain at least a 2.0 Term GPA.
6. Students who fail a course from the previous school year and do not successfully complete a recovery course will be ineligible for 15 school days during the Fall Sports season regardless of Term GPA. If a student does successfully complete a recovery course they will be eligible for the first 15 days.

*Semester classes – end of semester grades will be checked at the end of the 2nd Trimester.

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

9th-12th Grade Interscholastic Program Offerings

Boys' teams:

- Varsity Baseball (9th-12th)
- Varsity/JV Basketball (9th-12th)
- Varsity Soccer (9th-12th)
- Varsity Cross Country (9th-12th)
- Varsity Cheerleading (Fall & Winter 9th -12th)
- Varsity Coed Bowling (9th-12th)
- Varsity Football (9th-12th)

Girls' teams:

- Varsity/JV Basketball (9th-12th)
- Varsity Cheerleading (Fall & Winter 9th-12th)
- Varsity Soccer (9th-12th)
- Varsity Softball (9th-12th)
- Varsity/JV Volleyball (9th-12th)
- Varsity Cross Country (9th-12th)
- Varsity Coed Bowling (9th-12th)

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Renaissance Academy, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, equipment, personal preference, player coach ratio and other factors will place limitations on the most effective size for any particular sport.

When students are trying out for a team, they are to be informed of the criteria that will be used in judging their potential success. After ample opportunity, coaches may release players from the squad. When players are released, the coach will inform the school community of the selection within a reasonable time frame. Parents who have questions concerning the releases should direct them to the coach.

Athletics & Clubs/Activities Outside of RA

Students wishing to participate in a sport or activity that is not offered at Renaissance Academy (Track/Field, ROTC, etc.), may seek to do so within their sending district (as long as RA does not offer this club or sport).

Students participating in outside activities must meet all eligibility requirements set forth by the Renaissance Academy Charter School.

Students who will participate in sports teams outside of RA must complete required paperwork. All other clubs can receive this paperwork from the Athletic Director.

***Students participating in outside sports will only be excused from school for in-season practices, games, etc. No off-season or pre-season practices will be allowed.**

Excused Absences for Athletes

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

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

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

Other School rules and regulations related to athletics

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

1. Multiple infractions may mean dismissal from team.
2. Tobacco: Refer to Student-Parent Handbook concerning Student Smoking Policy and possession of smoking materials on campus.
 - a. **First Offense:** Suspension from athletic competition for one to ten (10) school days. Athletes will participate in team practices during this time period with approval from the Athletic Director, Dean, High School Principal or the School's CEO.
 - b. **Second Offense:** Dismissal from the team.
3. Substance Abuse at a Non-School Event: The following rules, regulations, and guidelines shall be used by all school personnel when situations involve students' unlawful use, abuse, sale, distribution, and/or possession of drugs, alcohol, or any mood altering substance or paraphernalia.
 1. Drug/Mood Altering Substance or Alcohol: Alcohol, drugs, narcotics, and/or other health endangering compounds include but are not limited to alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD, and other hallucinogens, glue solvent containing substances, and "look-alike" drugs.
 2. Drug Paraphernalia: Means all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act. Athletes who consume, possess, or constructively possess alcohol or drugs or drug paraphernalia will be disciplined as follows:
 - a. **First Offense: Dismissal from team.**
 - b. **Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law).**
 - c. **The Controlled Substance Drug, Device and Cosmetic Act of April 14, 1972 (P.L. 233, No. 64) and Amendments.**

3. This policy is violated when any pupil involved in school related athletics uses anabolic steroids, except for valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under provisions of Act 93.
4. *Special Notes:*
 - a. An athlete who has an out of season infraction will be referred to the administration. They will be disciplined according to the school guidelines and parent handbook. The athlete may begin practice for the next season only with the approval of the Athletic Director and School CEO or High School Principal .
 - b. If an athlete is dismissed from a team, he or she may not join another team during that season.
 - c. Coaches may have their own team rules which each student-athlete must abide by. These team specific rules will be given to the team members at the beginning of the season. Student-athletes can be dismissed from the team if team rules are not followed.
 - d. If an athlete is disciplined for a tobacco or substance abuse violation, he or she is not eligible for an athletic award in that sport or any outstanding athletic awards in the school year in which the incident occurred.
- Any student who voluntarily admits chemical use/abuse and/or dependency to any Renaissance Academy staff member will temporarily not participate in any school sponsored club, activity, or athletic team until professional assessment of the chemical dependency is complete. If the student is an athlete, they will be reinstated as an athletic participant when evaluation and their program indicate they can safely and appropriately participate.

Code of Conduct for Athletics

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

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

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

Every student must remember that he or she is a student of the school first and an athlete second. Participation in athletics is a privilege granted to a student, not a right guaranteed to them. Being a member of an athletic team does not entitle any student to any special privileges in school. Rather, it may carry the burden of being a good school citizen in the face of peer pressure to be a

participant in some action which violates school rules. Our athletes are expected to set examples of good school citizenship and cooperation which reflects upon them as an individual and all the athletes in general.

Varsity Award Requirements

Receiving varsity recognition is an accomplishment that student-athletes should take pride in achieving. The following are school wide varsity recognition requirements:

- Student-athletes must be on a varsity team
- Student-athletes must be eligible and play in at least half of the competitions during the season
- Student-athletes must end the season in good standing (ex: sportsmanship, discipline, etc.)
- In the event of an injury, student-athletes must remain a part of the team which includes attending practices and competitions
- Student-athletes must return all equipment issued to him or her to the coach or Athletic Director
- The head coach and Athletic Director has the final decision on the recognition for their specific sport. In the event of any legitimate extenuating circumstance, letter winners will be made on the recommendation of the coach to the Athletic Director

NCAA Eligibility Regulations for Seniors

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II sports, you must be certified by the NCAA Initial Eligibility Clearinghouse. The Clearinghouse will analyze your academic information and determine if you meet the NCAA's initial-eligibility requirements.

If you are a senior, see your coach, guidance counselor, or [visit the NCAA Eligibility Center Website.](#)

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.**

Medication order forms may be found on rak12.org by clicking on Medical & Health under the parent tab.

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, triple antibiotic ointment, 1% hydrocortisone cream 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.

Emergency Epinephrine

Emergency epinephrine is used to counteract anaphylaxis, a rapid, severe, life-threatening allergic reaction that can cause skin itching and hives, throat tightness, wheezing, and inability to breathe, and may result in death. Common allergens that can cause anaphylaxis include food, bee sting venom, medications and latex. A life-threatening reaction can occur within minutes or hours after exposure to an allergen. The treatment for anaphylaxis is prompt administration of epinephrine and transport by emergency medical services (EMS) to the nearest hospital emergency department.

If you are declining administration of emergency epinephrine for your student in the event he or she exhibits signs of a severe allergic reaction you must submit the PA emergency epinephrine opt-out form found on the school web page at rak12.org by clicking on medical & health under the parent tab.

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

Immunization Information

Children in **ALL** grades (K-12) need the following **immunizations for attendance**:

- 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after 4th birthday)
- 4 doses of polio (4th dose on or after birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps and rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

Seventh through 12th Grade ADDITIONAL immunization requirements for attendance.

- 2 doses of meningococcal conjugate vaccine (MCV) o First dose is given 12-15 years of age; a second dose is required at age 16 or entry into 12th grade. o If the dose was given at 16 years of age or older, only one dose is required.
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

*Usually given as DTaP or DTP or DT of Td

**Usually given as MMR

These requirements allow for the following exemptions: medical, religious belief or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.

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

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.

Sending Students to School

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

1. Your child will need to stay home if they have a temperature of 100* or greater. Your child's temperature should be below 100* for 24 hours (without the use of Tylenol or Ibuprofen) before returning to school.
2. Children with vomiting and /or diarrhea are to be kept home for 24 hours after the last episode. Your child should be tolerating a regular diet before returning to school.
3. Children with suspected infectious diseases (i.e. pink eye, strep throat, ringworm, impetigo) must be kept home until verification from your health care provider can be obtained. Some illnesses require physician certification to return to school.
4. Children with severe sore throat, excessive cough or a cough that produces phlegm, severe headache, earache, or stomach ache that prevents them from eating/drinking should remain home.
5. **Remember that children who are ill are not to be sent to school simply because there is a party or a field trip or because they don't want to miss a test or assignment. Although they may be sad at missing the event or worry about falling behind, they are often too sick to participate and risk infecting their fellow students and staff members.**

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.

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.

Required Health Screenings

- Physical Examination: 11th grade
 - Dental Examination: Not required for high school students
- ***Students must go to their own physician and/or dentist. If the form is not received by the school nurse by September 30th of the current school year, the student will be scheduled for a school dental/physical per requirements of Pennsylvania School Code.

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.

Oral Motor Chew Tools

Students are not permitted to utilize oral motor chew tools in the school setting unless determined to be necessary by occupational therapy, behavior support specialist or licensed prescriber.

Homelessness & 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; or 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 origin¹, 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 youth²; 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 need. [Read more from the National Center for Homeless Education.](#)

Title IX

The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Scope of Title IX

Title IX applies to schools, local and state educational agencies, and other institutions that receive federal financial assistance from the Department. These recipients include

approximately 17,600 local school districts, over 5,000 postsecondary institutions, and charter schools, for-profit schools, libraries, and museums. Also included are vocational rehabilitation agencies and education agencies of 50 states, the District of Columbia, and territories of the United States.

A recipient institution that receives Department funds must operate its education program or activity in a nondiscriminatory manner free of discrimination based on sex, including sexual orientation and gender identity. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment, which encompasses sexual assault and other forms of sexual violence; treatment of pregnant and parenting students; treatment of LGBTQI+ students; discipline; single-sex education; and employment. Also, no recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in a proceeding under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The Department's [Title IX regulations](#) (Volume 34, Code of Federal Regulations, Part 106) provide additional information about the forms of discrimination prohibited by Title IX.

Title IX Coordinator

Harold Smith

Email: harold.smith@rak12.org

Phone: 610-983-4080 x 7207

Section Eight – Board Policies

The School Board of the Renaissance Academy is charged with the financial supervision of the school and the development of policies that govern school-based decisions. If at any time after the first week of school, parents/guardians and school members may view the full log of Renaissance Academy School Board Policies at the main office or on the school's website, www.rak12.org. A copy of all policies can be requested, with 48 hours' notice. The Policy section will be updated throughout the school year concerning the School Right to Know Officer. Parents and students should be familiar with these extremely important documents.

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

1. Classroom Teacher
2. Lead Teacher
3. High School Principal (Academics) or Dean of Students (Student Activities & Discipline)
4. School CEO

Area of Concern	Contact Person	Contact Person's Email
Driving Privileges / Parking Permits	Jon Kandrick	jon.kandrick@rak12.org
Athletics	Harold Smith	athletics@rak12.org
HS Credit Requirements	Tracey Behrens O'Brien	tracey.behrens@rak12.org
Detention	Jon Kandrick	jon.kandrick@rak12.org
Discipline Questions	Jon Kandrick	jon.kandrick@rak12.org
Academic Concerns	Michelle Boyd	michelle.boyd@rak12.org
Special Education	Brittany Petrasso	brittany.petrasso@rak12.org
Student Activities	Jon Kandrick	jon.kandrick@rak12.org
Standardized & High Stakes Testing	David Cosme	david.cosme@rak12.org
Family School Organization / Fundraising	FSO President	fso@rak12.org
Drop-Add / Student Transcripts	Tracey Behrens O'Brien	tracey.behrens@rak12.org
HighSchool Counseling	9th-12th Lisa Fleck	lisa.fleck@rak12.org
Student Fees	Opal King	opal.king@rak12.org
Parent Volunteers	volunteer@rak12.org	volunteer@rak12.org
Family Access to Skyward	Andrea Blanton	andrea.blanton@rak12.org
Course Scheduling	Michelle Boyd	michelle.boyd@rak12.org
Field Trips	Grade Level Team Lead	Various
Senior Privileges	Michelle Boyd	michelle.boyd@rak12.org
Commencement (Senior) Project	Jami Lynch	jami.lynch@rak12.org
Bus Discipline Concerns	Jon Kandrick	jon.kandrick@rak12.org
Transportation / Enrollment	Kristy Grace	kristy.grace@rak12.org
Title IX Coordinator	Harold Smith	harold.smith@rak12.org

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 Lower School Teacher plan a Fun-Friday
- Provide assistance with planning a Celebration
- Volunteer to coach a sport or bring snacks to a sporting event
- Volunteer time to tutor a struggling student during the school day
- Athletic Banquet Support
- 8th Grade Promotion Luncheon
- Collect gifts for our Holiday Drive
- Sort food for Thanksgiving food drive
- Chaperone an Upper School Dance
- Help run the Science Fair
- Host a HS visit to your Alma Mater
- Participate and serve as a “senior parent”

Check out our weekly email updates or ask your student’s teacher for more suggestions! Thanks for all your support!

Parent / Guardian Policy

The Renaissance Academy Charter School Board 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 students, teachers, and administrators.
- g) To be encouraged and assisted in effective participation in the education decision –making for their student.
- h) To be consulted on important matters concerning the student's education.
- i) To be treated with courtesy and respect by all school personnel.

Parents / Guardians' Responsibilities:

- a) To send their student to school rested, clean, fed and ready to learn.
- b) To ensure that the student attends school regularly (students cannot miss more than 12 days a 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)
- d) To maintain continuing contact with the student's teachers, guidance counselors and administrators about the progress of the student's education.
- e) To reinforce at home, the importance of acquiring knowledge, skills and values needed to function effectively in school.
- f) To respond to communication from the student's teachers / administrators.
- g) To take part in school and community programs that employ parents to participate in making educational decisions.
- h) To hold the student responsible for the work, attendance, behavior, and deportment expected for their student's education.
- i) To model in their own life the behaviors one wishes to see in one's students.
- j) To treat school personnel with courtesy and respect.
- k) To volunteer a minimum of 10 hours per family – time, skills and resources.

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".



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.