

RENAISSANCE A·C·A·D·E·M·Y



STUDENT & PARENT HANDBOOK 2023 - 2024

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STUDENT & PARENT HANDBOOK AGREEMENT

By enrolling a student in Renaissance Academy, parents, guardians, and students agree that they have received and reviewed the current version of the school's Student & Parent Handbook and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment.

By enrolling a student at Renaissance Academy, parents/guardians and students also understand and agree that the school has the right as a private institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The parents/ guardians and students agree to comply with the standards of conduct set forth in the handbook, to support the policies and procedures contained therein, and to cooperate fully with Renaissance Academy and its personnel as educational partners. Students may not attend classes or participate in any activities until this agreement is signed and returned.

RIGHT TO AMEND

Renaissance Academy reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of the school if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING and CONTINUED ENROLLMENT

The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

To continue enrollment at the school, a student must be in "good standing." A student considered to be in "good standing" is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student's enrollment.

About Renaissance Academy

SCHOOL PURPOSE

Our vision is to develop in our students the attitude and skill set to be successful in an rapidly, ever changing world. We strive to support each student's learning needs so that they can explore, take risks, and achieve their personal best.

MISSION STATEMENT

We aim to provide an innovative learning environment that encourages students to set and achieve their goals. We also aim to develop a sense a responsibility in each student that those who have been given much also have a responsibility to contribute. Our goal as a school is to instill in our students an empathy and appreciation of diverse backgrounds and mindsets that equip them to become resilient and compassionate members of society, so they can pursue their aspirations in an ever-changing world.

PHILOSOPHY STATEMENT

We are dedicated to helping each student embrace learning and maximize his/her academic, social and emotional growth in order to become lifelong contributors to global society.

SCHOOLWIDE LEARNER OUTCOMES (SLO)

Renaissance Academy provides a distinctive educational program and a special place for students to learn, grow, and prepare for life. We address our students' unique needs including English Language Learning, as well as individual learning styles. Students demonstrate the intellectual curiosity and growth mindset needed for success in their studies and in modern society. We expect the graduates of Renaissance Academy to exhibit the following:

Growth mindset:

- Students recognize that their abilities develop through hard-work and initiative
- Establish goals and hold oneself accountable to achieve those goals
- Success is not achieved overnight but through determination and grit

Critical thinkers:

- Develop self-directed, self-disciplined, self-monitored, and self-corrective thinking
- Engage in a rigorous academic program that demonstrate competency in reading, writing, and mathematics

Global citizens:

- Exhibit empathy and compassion for those with different backgrounds, experiences, and viewpoints
- Respect diversity, learn and work effectively in a multicultural setting
- In the nation's service, and in the service of all nations

ACCREDITATION

Renaissance Academy is currently in the process of working towards being accredited by the Western Association of Schools and Colleges (WASC). Accreditation of an institution by WASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

NONDISCRIMINATION POLICY

It is the policy of Renaissance Academy to prohibit unlawful discrimination against any member of the school community, including, without limitation, employees and students, whether current or prospective, on the basis of the individual's race, color, national and ethnic origin, religion, sex, gender identity, sexual orientation, marital status, age, disability, citizenship, ancestry, military or veteran status, genetic information, or any other consideration or class protected by applicable law (collectively, the "Classes," and individually, a "Class"), in any matter whatsoever under the direction, control, sponsorship, or administration of the School (the "Nondiscrimination Policy").

The school also prohibits unlawful harassment based on any of the protected statuses listed above. Harassment is generally defined as verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile work or school environment, or that interferes with an employee or student's work performance, and that is based on a protected status.

Likewise, the school prohibits retaliation against a person because such person has reported or assisted in reporting suspected violations of this policy, cooperated in investigations or proceedings arising from a violation of this policy, or engaged in other activities protected by this policy.

REPORTING AND INVESTIGATING UNLAWFUL CONDUCT

Any incidents of discrimination, harassment, or retaliation, including work-related harassment by any school personnel or any other person, or any conduct believed to violate this policy, must be reported immediately to the principal, who is responsible for investigating harassment complaints. If a violation of this policy occurs, the school will take corrective action, which may include, with regard to employees, training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances. With regard to acts of harassment or discrimination by students or other third parties, corrective action will be taken after consultation with the appropriate management personnel.

Schedule

REGULAR SCHOOL DAY HOURS

Regular school day hours are from 8:00 a.m. – 3:30 p.m. Students should be at school by the time the first period starts at 8:30 a.m. All visitors should conduct any school related business during these hours and must check in at the front desk upon arrival. Parents wishing to meet with their child's teacher must make an appointment to do so.

Admission Policies

ADMISSIONS DOCUMENTATION REQUIREMENTS

As part of the application and registration process, the school shall require the parent(s) to provide copies of the student's health records including an up-to-date immunization record. In addition, all applications must be accompanied by a copy of the student's official transcript and standardized test scores if applicable.

IMMUNIZATION

Students must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician). The school expects all new and continuing students to be immunized according to current California guidelines. Medical exemptions for enrollment may be considered on a case-by-case basis. Medical exemptions can only be issued through The California Immunization Registry Medical Exemption website of the CDPH (CAIR-ME) by physicians licensed in California: <https://cair.cdph.ca.gov/exemptions/home>. This policy is subject to change as laws are amended. Questions regarding immunizations should be directed to the principal.

APPLICATION PROCESS

As part of the application process, students may be asked to take an assessment exam and do an interview with school personnel. Assessments data is used to ensure the proper placement and to provide a baseline for ways in which the school could support the student in his/her learning. Parents are required to may be asked to have a sit-down interview with the administration prior to acceptance. Applications remain on file throughout the school year for which the application is completed. Parents will be notified by mail regarding acceptance or non-acceptance.

FINANCIAL AID

Tuition assistance funds are available to qualified families who are having difficulty meeting their financial obligations. Please contact the admissions department or administration for more information.

SERVICE HOURS GENERAL AGREEMENT

Every family must work the required hours. Required hours must be worked by parents/guardians only. Extreme circumstances will be reviewed on a case-by-case basis and must have prior approval of the administration.

WITHDRAWAL

Upon notice by parents/guardians of withdrawal of a student, an exit interview must also take place with the principal.

DELINQUENT TUITION and FEES PAYMENT POLICY

This policy outlines the need for timely payment of tuition and other related fees. If unforeseen financial

difficulties arise, families should immediately contact the school principal in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, the school strives to work with families. However, the school must maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably.

When payments are not made in the manner described in the signed tuition contract, the following procedures will be followed by school administration:

- Students will not be permitted to participate in athletic activities or other extra-curricular activities until payments are current or an alternate payment plan is submitted by the family and approved by the principal.
- At the principal's discretion, students are subject to dismissal from the school. Students will not be permitted to attend school until the outstanding balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.
- Report cards and official transcripts will be held until the past due balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.
- Students with past due balances will not be allowed to participate in the school's graduation ceremony until the past due balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

Communications

PARENT CONTACT INFORMATION

It is essential that parent(s)/guardian(s) contact information be kept current at all times on the emergency form in the school office and in Jupiter Ed, the school information system.

CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear "need to know." In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

TELEPHONE USE

Calls for students during school hours are to be for emergencies only and are to be left with the school receptionist. Students may use the telephone for emergency calls only.

COMMUNICATION from the SCHOOL

Jupiter Ed is the school's primary mode of communication. This login-protected site is for students and parents to have access to announcements, calendars for the school and each class, forms, homework assignments, and grades. It is also the best method of maintaining a channel of open communication between the teacher, student, and parent(s)/guardian(s).

CONTACTING TEACHERS

Parents may not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents must make an appointment in person, leave a voicemail, or email the teacher directly. Email is

an effective way to communicate back and forth between parents and teachers. Messages will be answered within 48 hours on days school is in session. Teachers are not expected to respond to email over the weekend or over holidays or during vacations. In the case of an urgent message, the main office should be contacted. Parents and students should never call or text a teacher or staff members at home or on his or her cell phone. Teachers and staff members will not respond to texts during the school day.

DELIVERIES and FORGOTTEN ITEMS

Any deliveries to students such as lunches, books, athletic equipment, or homework must be made to the front desk and not the classroom. Items should be clearly labeled with student first and last name and grade level.

Visiting the School

VISITING the SCHOOL

All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving. Unaccompanied siblings who are not registered students of the school are not permitted on campus during school hours without prior scheduling. Pets are not allowed on campus unless preauthorized.

CLASSROOM VISITS

Other children visiting classrooms must be cleared in advance with the principal and teacher. The principal reserves the right to refuse a request, at his or her discretion.

FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted and no phone call authorization can be taken. Attending field trips as a student is a privilege, not a right. The school may deny students permission to go on a field trip. Reasons for denial may include, but are not limited to, disciplinary action, poor grades, lack of signed permission form.

Curriculum

Renaissance Academy's curriculum has been designed to prepare students for the rigors of college-level work in accordance with our mission. Renaissance Academy believes that students' access to aligned and rigorous curriculum is a key component to educational equity. In effective classrooms, the teacher is able to achieve a balance that allows students to struggle productively while ensuring that they have the appropriate resources and scaffolding to learn through that struggle. The school will provide students with the support and appropriate resources to make it possible for each of our students to succeed academically.

GRADUATION CREDIT REQUIREMENTS

Renaissance is committed to preparing each student for success in college or university coursework. Therefore, our students are expected to meet the following courses and credit requirements in order to

be eligible to graduate and earn a diploma.

English	40 credit units minimum
Mathematics	30 credit units minimum (40 credit units recommended)
Social Science	30 credit units minimum
Science	30 credit units minimum (40 credit units recommended)
World Languages	20 credit units minimum
Fine Arts	10 credit units minimum
Physical Education/Health	10 credit units minimum
Additional Electives	40 credit units minimum (60 credit units recommended)
Total Credits Required	210 credit units

ACCOMMODATIONS for STUDENTS with DISABILITIES

Families with students with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public schools and are not offered at Renaissance Academy. Renaissance Academy will endeavor to work with the family to address whatever needs the student has, but cannot address the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system. Students with identified learning disabilities may receive reasonable accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.

TEXTBOOKS

Students are responsible for the care of their school textbooks (borrowed) and their workbooks (consumables). Lost or damaged books must be replaced at the parent/guardian's expense.

Student Assessments and Evaluation

Students' academic levels will be evaluated formally by the teacher to determine the students' academic needs and growth. Students will be informally and formally assessed on a daily basis through student-teacher engagements, observations, culminating tasks, homework assignments, quizzes, projects, assigned tasks, and standardized exams. Students' growth will be measured based on their individual growth and grade level standards.

STANDARDIZED TESTING

Renaissance Academy uses a comprehensive, formative assessment program, which may include STAR and the PSAT. Some of these assessments incorporate Common Core standards and are administered annually. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards.

HOMEWORK

Homework is an essential part of a student's educational experience. Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering

good, independent study habits. Homework is an effective method for enrichment, as well as extending the curriculum beyond school hours. Homework policies and procedures for each classroom will be provided by the teacher.

Parents should provide a quiet environment in the home so that students have a place to focus and concentrate while doing their homework. Allot a designated time to do homework every evening. Parents should ensure that student's homework is completed each night.

MISSED HOMEWORK DUE TO ABSENCE

When a student is absent due to an excused absence, the student or parent should check Jupiter Ed for the homework assignment. Missed assignments are the student's responsibility. Students who are absent have one day for each class period to make-up the missed assignments, quizzes, or tests. The school is under no obligation to provide tutoring, make-up work, or special testing schedules for unexcused absences. The teachers may decide, at their discretion, if they will provide work "ahead of time" for students who will be out for non-illness related reasons. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences. If a student must leave school prior to the last day of school, the principal has final and absolute discretion to determine the conditions and terms governing such absences and grading.

CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Quarter, students' conduct (Citizenship) and effort (Work Habits) will be evaluated.

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

PROGRESS REPORTS / REPORT CARDS

Progress reports are sent out during the middle of each quarter and report cards are sent out at the end of each quarter. Cumulative report cards are sent out the close of each semester. Students who have excessive absences or outstanding financial balances during a semester may receive an incomplete on their report card. A copy of the student's academic progress and report card can be found at any time on Jupiter Ed. Families are reminded that the progress report is not a report card but rather an indication of progress to date in a specific class. Grades received on progress reports and report cards are based on Common Core and California State Standards and students are assessed on a developmental grading scale.

GRADING SCALE AND GRADE POINT AVERAGES (GPA)

Grade	Numeric Value	AP
A (94-100%)	4.0	5.000
A- (90-93%)	3.7	4.662
B+ (88-89%)	3.3	4.212

B (82-87%)	3.0	3.875
B- (80-81%)	2.7	3.537
C+ (78-79%)	2.3	3.087
C (72-77%)	2.0	2.750
C- (70-71%)	1.7	2.412
D+ (68-69%)	1.3	1.300
D (62-67%)	1.0	1.000
D- (60-61%)	0.7	0.700
F (0-59%)	0.0	0.000

ACADEMIC/BEHAVIORAL PROBATION

If a student does not maintain a grade point average of 2.0 or higher on a report card, she/he will be placed on academic probation. Evaluation of the student's performance is made during that time and parent(s) and/or guardian are notified of his/her progress. Students on academic probation will not be allowed to participate in student government and other school-related activities as determined by faculty and administration. If progress toward goals is not met, the child may not be promoted to the next grade, or in extreme cases, a student will be asked to transfer at the end of the semester.

If a student receives unsatisfactory marks in either conduct or effort on a report card, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation. Students will meet regularly with the administration to discuss progress towards goals. Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from this probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate her/his academics or behavior, the school administration will reconsider her/his continued enrollment or re-enrollment.

The School Day and Attendance

SCHOOL and OFFICE HOURS

The school and office are open from 8:00 a.m. - 3:30 p.m. Once students arrive on campus, they may not leave at any time during the school day unless they have permission from the administration..

DISMISSAL

If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. Written permission from the parent/guardian is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.). This will be kept on file in the office for the duration of the school year, or until that permission is rescinded by the parent/guardian. Written permission is required for all students leaving school with another adult who is not the parent/guardian or on the contact form. Electronic email can serve as written permission. Permission via text is not permissible. No student may leave the school grounds once he/she has arrived at school without approval from the principal or members of the administration. In the case of early dismissal (i.e., dental or doctor appointment), parents must provide the teacher/office with written notice or a phone call indicating the reason and the name of the person who will be picking the student up. It is the

responsibility of the parent/guardian to inform the school of custody status and subsequent changes. School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child and law enforcement may be called.

WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the school office. Students riding bicycles must wear helmets. Bicycles are not to be left school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

HALF DAYS

Certain school days are designated half days: Fridays; 2nd Day Final Exams. Dismissal is at 12:30 p.m.

ABSENCES

If a student is absent, a parent/guardian must notify the school before 8:30 a.m. on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted. Any student who is ill is expected to stay at home so as not to expose others. Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., COVID, chicken pox, strep, etc.) so that precautions can be taken, and notifications sent home. Student confidentiality will be observed. A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school. If a student is absent for 3 or more days due to illness/injury, parents must provide a doctor's note. Any absence that is due to personal or family illness or injury, medical/dental appointment, funeral, family military leave, court dates, or for religious observances/celebrations is considered excused. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late.

MEDICAL OR DENTAL APPOINTMENTS

A student who needs to be excused during the day for a medical or dental appointment is to bring a note that morning to the classroom teacher, or parents should email the classroom teacher. The student will be called to the front desk when his/her parent or guardian arrives to pick him/her up. At no time is a parent or guardian to take a student from the classroom. The student should return with a note from the doctor's office verifying the appointment. The student will be allowed to make up any missed school assignments. It is the responsibility of the student to request the work from the teacher and to find out when it is due. Missing assignments count as zeros, unless the teacher excuses the student from doing the work. The student must also make arrangements to make up any tests missed.

EXCESSIVE ABSENCE and TARDINESS

It is the responsibility of parents/guardians to see that their children arrive to school by 8:30 a.m. Excessive tardiness, including tardiness in classes throughout the day, may result in being counted as an absence in which students will have to make up the missing time or will not receive credit for that class.

Excessive absence is considered a total of 4 days per quarter, which constitutes ten percent of the quarter. Excessive absence for reasons of illness will be handled on an individual basis. Cases of absence for reason of quarantine (e.g., COVID-19 quarantine when a student or student's family member is ill or when instructed to quarantine by a licensed physician or government agency) will not be counted in the tally of excessive absences. Excessive tardiness or absence will result in a parent conference with the teacher and/or principal and not receiving credit for classes that quarter. Persistent tardiness or absence may, at the discretion of the principal, result in disciplinary action including dismissal from school.

Appearance and Student Dress Code

Student dress, grooming, and personal cleanliness impact the school learning environment. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. It is the joint responsibility of parents and students to see that the dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

GENERAL DRESS CODE

A clean, well-groomed appearance is required for students. Students sent to school without attention to cleanliness or who are not properly dressed may be sent home to be properly prepared for school or will be asked to change into clothes provided by the school.

- No distracting shoes, such as with lights, buzzers, or wheels, etc.
- Sandals and open-toed shoes are not allowed.
- Flat soled shoes should be worn.
- No hats except on free dress days. Hats must be taken off indoors.
- No tattoos, permanent or washable, should be visible.
- Jeans in good repair (with no holes, intentional or otherwise) are acceptable.
- Pants of any kind must fit appropriately (i.e., not skin tight, no spandex, not oversized).
- Pants should be worn at the waist (no sagging).
- Shorts and dresses should be appropriate length (longer than fingertip length when hands at side)
- Crop tops, racer-back tops, Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, profanity, controversial political statements, etc.) are not allowed.
- Socks must be worn at all times.

Health and Safety

EMERGENCY CARDS

Each child must have a completed emergency form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated in Jupiter Ed.

HEALTH INSURANCE

All Renaissance Academy students need to be covered by health insurance (family primary insurance, international student health insurance) for injuries incurred while attending regular classes, participating in school-sponsored and directly supervised activities, and field trips.

ILLNESS and NOTIFICATION

Parents should notify school office personnel on the first day of a student's illness and should notify the school immediately if they receive a diagnosis that their student has a communicable disease. Students who are obviously sick or feverish may not attend school. Please keep students home until it has been 24 hours since they last had a fever (with no medication) or since the last episode of vomiting or diarrhea. A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school. An absence of three or more days requires a doctor's note upon the student's return to school.

MEDICATIONS

Students are prohibited from having any medications, prescribed or over the counter, on their persons on school grounds, and all such medications must be kept in the school office, except in situations approved by the principal. If a student's condition potentially requires epi-pens or inhalers for severe allergic reaction or asthma, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications. Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container. If it is essential that medications be administered at school, these medications must be administered from the school office only. Where reasonable and feasible, the student's medication should be self-administered.

No member of the faculty or staff in the school office is permitted to administer any medication without the following:

1. A signed written statement from the parent or guardian of the student.
2. A written statement from the physician detailing the method, amount, and schedule by which the student will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
3. All medication must be kept in its original container, which must be clearly identified with a prescription label with the student's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
4. Medical treatment is the responsibility of the parent and the family health care provider.
5. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or misadministration of any kind.
6. Parents may request special arrangements with the school administration to allow a student to carry an additional supply of emergency medication (e.g., Epi-Pens or inhalers), if the student is sufficiently capable, mature, and responsible.
7. Medical forms must be updated annually. A new form must be completed by the physician and parent each school year if the need continues.

ILLNESS AT SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student. All injuries to the head, no matter how small, will be made known to the parent as soon as possible. Students who become ill or injured at school may not leave the school on their own. Parents (or other designated adults on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified. In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care. If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record, letter from physician, etc) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that reasonably accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and properly labeled medications and replacement medications as directed by a physician or health care professional.
- Review policies/procedures with the school representatives, the student's physician, and the student after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the student in the self-management of his/her allergy.

MANDATED REPORTING

Renaissance Academy is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated "mandated reporters" by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

STUDENT THREATS OF HARM TO SELF OR OTHERS

Renaissance Academy will treat student threats to inflict harm to self, to others, or to destroy property very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal. Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee. Threats of harm to self will be treated differently than threats of harm to others. The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation. All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable. If the threat is judged credible and serious, the principal will notify the following

groups/individuals of the threat: parents, teachers, potential victims and their parents, and the police or health care professionals as appropriate. The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined. If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student's suspension and not consider the readmission of the student to the school until appropriate counseling acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis. Any costs for counseling will be the responsibility of the family. In some cases, the nature and credibility of the threat is such that the principal may request the student to be placed on independent home study, withdrawal of the student, or expel the student, without possibility of returning to the school.

PREGNANCY

Students who become pregnant deserve and need the full support of the school administration, teachers, and other students. Usually the expectant student shall be allowed to remain in school. The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the students involved; any costs for counseling will be the responsibility of the family.

PARKING LOT SAFETY

Families and student drivers are required to observe school guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process. Drivers should not exceed 5 mph while driving on campus. Student passengers are to exit/enter vehicles from the passenger side ONLY during the morning. Parents must not deviate from the prescribed drop-off and pick-up locations and procedures. All instructions of supervising staff must be followed at all times.

SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Prior to the closing of the school, certain measures may be taken. Custodians will disinfect surfaces and door handles. Classes not part of the core curriculum may be canceled, and teachers of special classes may act as substitute teachers. Instructional assistants, school administration, office staff, and extension staff may also act as substitute teachers. Classes may be combined. If the school campus must close, distance learning may be implemented.

Emergency Procedures

EMERGENCY PLAN

The school's emergency plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies. Staff and students shall be instructed on emergency procedures at the beginning of every school year. In the event of an actual school-wide emergency, notification will be sent out by email through Jupiter Ed. Parents should not call the school directly but wait for notification; school lines need to be used for calling out only. Parents should not block access to the school—access needs to be available for emergency vehicles. All students

will be accounted and cared for by school staff and necessary emergency steps will be taken. No student will be released until all students are accounted for. No student will be allowed to leave school unless an authorized adult comes to pick up the student

EMERGENCY DRILLS and EVENTS

- FIRE: Fire drills take place regularly. The school will follow instructions of the Fire Department.
- EARTHQUAKE: An earthquake drill (great shakeout) will take place periodically on scheduled dates. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- LOCKDOWN/ACTIVE SHOOTER: In the event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via Jupiter Ed as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- BOMB THREAT: Law enforcement will be called, and the school will follow the instructions given. Parents will be notified when the school is instructed to do so.
- FLOOD: The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via Jupiter Ed.
- SCHOOL CLOSURE: Unplanned school closure may occur for a variety of reasons. Should there be a need to consider a campus closure, all events scheduled at the school are also canceled (meetings, performances, sports, etc.) unless otherwise noted by the principal, and the principal will notify all stakeholders through Jupiter Ed as early as possible.

Student Behavior and Discipline

GENERAL POLICY

Students are considered members and representatives of the Renaissance Academy student body and, therefore, must be conscious of their actions at all times, whether on or off campus, including, but not limited to, games, dances, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that violate school policies and values, on or off campus, towards anyone in the community, will be viewed as a very serious violation of the school's code of conduct. Such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

EXPECTATIONS

Students are expected to conduct themselves according to the following principles and behavior:

- To be honest in all dealings and to cooperate positively with fellow students, teachers, school personnel, and community members.
- To respect always the person and the rights of all.
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision) and to respect school property at all times.
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, or

visitors address individual classes or the assembled student body.

- To be responsible for the care of all materials loaned to the student for the course of studies during the year.

The following are general school rules that all students should know and follow:

- No gum chewing on campus.
- No weapons of any kind are allowed on campus.
- Students must keep their hands, feet, and other objects to themselves.
- Students may not use profanity or foul language.
- Students may not be in the building or in a classroom unsupervised.
- Students must follow the rules for all spaces (classrooms, bathrooms, etc.).
- Only water bottles with lids are allowed in the classrooms. Students may not bring “fast food” type drinks into the classroom, including Starbucks, Jamba Juice, etc.
- Students must walk up and down the hallways and the stairs. Absolutely no running/jumping.
- All cell phones will be turned off and remain in the teacher's custody or students' backpack during class time, field trips, and school-sponsored events. Students who do not observe this policy will have phones confiscated and phones may be retrieved by a parent/guardian only.

DISCIPLINE

Students are expected to use respectable behavior at all times toward teachers and peers. Rude and inappropriate behavior is not tolerated. A discipline notice may be sent the parent/guardian for the following reasons.

- Inappropriate behavior
- Not following directions and or not listening to teachers
- Disrespect to teacher
- Destruction of property
- Seriously injuring/endangering another student or teacher
- Chronic behavior issues

ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principal forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test that has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are at the discretion of the teacher (and, if necessary, the principal) and may include, but are not limited to, receiving a zero on the exam or work in question, loss of privilege, suspension, or expulsion.

VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student, and appropriate disciplinary actions will be taken.

RIGHT TO SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials, therefore, reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property, including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

INTERVIEWS BY OFFICIALS

Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect. Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties. The school employee in charge will attempt to inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. The school will follow the directives of the official. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

DISCIPLINARY ACTIONS and SANCTIONS

SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances, which may include, but are not limited to, the following: awaiting results of a pending

investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with class work and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

REASONS FOR IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension, which may also lead to expulsion. This list shall not be considered as exhaustive:

- Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following: refusal to obey school rules; refusal to follow directions; refusal to answer when spoken to directly; giving sharp, rude answers in a disrespectful tone of voice; causing interruption in classroom procedures; and cheating, plagiarism, or dishonesty of any kind.
- Use of language or behavior that is immoral, profane, vulgar, or obscene on or off campus.
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia.
- Injury or harm to persons or property, vandalism, or serious threat to same.
- Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school.
- Hazing.
- Sale of any material on school grounds without proper authorization.
- Unauthorized excessive absences or continued excessive tardiness.
- Assault with, or possession of, a lethal instrument or weapon.
- Serious theft or dishonesty.
- Outrageous, scandalous, or seriously disruptive behavior.
- Conduct at school or elsewhere that would reflect adversely on the school.
- Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate.
- Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs, or images between digital devices or the sharing of such communication with others).

EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions, such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, that are a violation of criminal law, are serious enough to shock the conscience or harm the reputation of the school or pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, and appropriate staff. The student may be included for part of the conference. If a decision is made to terminate the student's

enrollment, the parents may be given the option to withdraw voluntarily the student by a specified date. Otherwise, the student will be expelled. Credit for coursework will be given at the discretion of the principal and teachers for all work accomplished by the student up to the moment of withdrawal or expulsion.

DISCIPLINARY RECORDS

Disciplinary records are kept separate from the student's cumulative file and may be shared beyond enrollment at Renaissance Academy as appropriate.

HARASSMENT AND BULLYING

Renaissance Academy believes that all students have a right to a safe and healthy school learning environment that is free from harassment/bullying. Each person has the right to be treated with respect and dignity. Renaissance Academy will not tolerate behavior that infringes on the safety of any student. Harassment/bullying of or by any student is prohibited. The school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, such as teasing or name calling, whether oral, written, or electronic.
- Physical Harassment/Bullying: Unwanted physical touching, contact, hitting, shoving, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement.
- Behavioral Harassment/Bullying: Social isolation or manipulation.
- Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures.
- Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

- Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization that causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. This may be a one-time occurrence and not be ongoing.

Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the following procedures for filing and investigating a harassment/bullying claim:

- Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. Support staff who witness acts of bullying shall take immediate steps to intervene when safe to do so.
- If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken as appropriate to student privacy.
- The student(s) alleging harassment will be asked to complete a written complaint. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable. Students and staff who are witnesses to harassment/bullying may also report incidents of bullying in writing to the principal.
- The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
- Once the facts of the case have been gathered, the principal will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
- The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.
- If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
- Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

CONTROLLED SUBSTANCES

Renaissance Academy is committed to providing a positive, nurturing environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof. The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the

school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substance. Parents/guardians and older siblings or family members are legally and morally responsible any time they provide or allow the use of controlled substances by underage minors. Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events. Students may not host an event where controlled substances are present or used. Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action. Students may not sell or distribute any controlled substance on or off campus. However, the presence of students at after-hours school events (such as school fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract, which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration. Any costs for that program will be the responsibility of the family.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled.
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school’s controlled substance policy should be construed to mean that, as a result of this policy, Renaissance Academy has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

Information and Communication Technology Policies

ONLINE SOCIAL MEDIA AND NETWORKING POLICY FOR PARENTS AND STUDENTS

Renaissance Academy recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating certain standards of conduct.

ETHICS AND RESPONSIBILITY

When a school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school may only develop online media with the permission and approval of the school administration. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the school should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school or to other students, parents, or staff.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school.
- Students and parents should be ethical and responsible participants in social media. At all times, they should attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school trademarks or reproduce any school materials or logos without express permission from the principal.

JUPITER ED

The database of the school information system may not be used for any personal reasons by any user. For example, users may not promote personal, commercial or political agendas or use the database to create or send marketing or sales materials, surveys, etc. Only information authorized by the school administration may be distributed using Jupiter Ed.

PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the school that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to the school. Renaissance Academy has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to school activities or members of the school, then students

and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected, and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their student, care should be taken to ensure that any such postings do not identify the student by name, unless there is specific permission granted by the parent for the additional connection.

DISCIPLINE FOR THE POLICY ABOVE

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but it can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals; these policies also apply to the use of any personal electronic equipment that is brought to campus, either with or without permission, or used off-campus for any school-related activity or where any member of the parish or school community is in any way involved. No set of policies and procedures can provide rules to cover every possible situation or device. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets, mobile phones and other similar devices, Apple watches or similar devices, the wireless network, the network, the Internet, and all peripherals.

PERSONAL ELECTRONIC DEVICES

Students must follow all school rules regarding the possession or use of personal electronic devices (e.g., mobile phones, Apple watches, tablets, notebooks, laptops, iPads, etc.). No student may access the school network using a personal device without the express permission of the principal. The school assumes no liability for loss of or damage to a personal electronic device.

SOCIAL MEDIA USE

The use of social networks at school may be limited by school personnel. Students who use social media must adhere to the discipline policies in this handbook, the Use of Technology Policy, the Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy. Renaissance Academy reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action. Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including

dismissal from the school and the contacting of law enforcement.

USE OF SCHOOL OWNED ELECTRONIC DEVICES

(also applies to personal devices brought to school with or without permission)

Electronic devices owned or issued by the school are to be used for academic purposes only. Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school). The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access. All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled. All users may never move, change, or disconnect any of the hardware or wires/cables. Regardless of where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school. Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection. Students are not permitted to take pictures during a live or recorded lesson except with the express permission of the principal and classroom teacher who is facilitating the lesson. Pictures taken without permission and then posted may result in suspension or expulsion.

CONSEQUENCES FOR VIOLATIONS OF INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions. The family will be responsible for all payments for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and administration. The student may be removed from a course of instruction, suspension, and/or expulsion from the school. The school may contact law enforcement if there is reasonable suspicion that the law has been violated.

Extra-Curricular Activities

STUDENT GOVERNMENT

Students interested in running must follow all election rules and procedures. Students running for student government must maintain at least a 2.0 grade point average and have excellent behavior records. A student serving on student government may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal for failure to maintain passing grades or for inappropriate behavior.

ATHLETICS

CONDUCT OF PLAYERS DURING GAMES AND PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent the school in a manner that exemplifies good sportsmanship, pride, and respect.

Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

CONDUCT of PARENTS and FANS

Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans. Parents should not offer coaching instructions to their children during a practice or game. Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. All children are to be supervised by an adult during games and practices. Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice. If compliance is not demonstrated, the participants will be asked to leave the premises.

PLAYER ELIGIBILITY

Players must have a “C” average or higher (2.0 GPA) in each subject and at least a Satisfactory in conduct from every teacher to be eligible to play. A student must attend at least half of the regular school day to participate in that day’s practices or games. Students on behavioral or academic probation are ineligible. Students not regularly attending practice sessions will not be allowed to participate in games. Players cannot expect to play in games if they have not been attending practices and giving full effort throughout these practices.

REPORTING INJURIES and SPECIAL LIMITATIONS

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student’s Medical Release Form on file with the school.

Transfer, Custody, and Student Records

TRANSFER OF STUDENTS

Students clearly unable to succeed from the school by reasons of ability, serious emotional instability or other conditions, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) may be asked to transfer. The school will first make reasonable efforts to meet the needs of the student. Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives. The final decision is made by the principal in consultation with the teacher(s) and parent(s)/guardian(s). Every effort is made to assist the parent(s)/guardian(s) in finding other schools or institution with facilities to help the child.

STUDENTS MUST LIVE WITH PARENTS OR LEGAL GUARDIANS

Students are expected to reside with their parents, host parents, or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent’s consent in writing or a court order.

ACCESS TO STUDENT RECORDS

Originals of all files and records remain the property of Renaissance Academy. Custodial parent(s)/guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their student. Students, 18 years of age or older, have this same right of access. Parent(s) may request an appointment during school hours to inspect and review the cumulative file of their student. The principal, dean of studies, or other school staff member will be present for such a review. Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file files if all financial obligations are current; however, parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time. The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site. The school will comply with any court order (subpoena) requesting a copy of the permanent records. For those files that have been stored for many years, there will be a thirty-day turn around period.

2023-2024 Parent/Student Handbook Agreement

By signing below, the parents/guardians and student(s) certify that they have received and reviewed the current version of the school's Student & Parent Handbook and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment. The undersigned parents/guardians and students understand and agree that Renaissance Academy has the right as a private institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The undersigned parents/guardians and student(s) further agree to comply with the standards of conduct set forth in the handbook, to support the policies and procedures contained therein, and to cooperate fully with Renaissance Academy and its personnel as educational partners.

By enrolling in Renaissance Academy, the undersigned parents/guardians grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student(s), for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, the parents/guardians also release the school from any and all claims, actions, and liability of whatever nature relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents/guardians and students in a timely manner. I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Students may not attend classes or participate in any activities until this agreement is signed and returned.

Please *print* Family Last Name

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date