Renaissance Academy Tucson Student Handbook

Private Elementary through Secondary School

Mission Statement

Renaissance Academy Tucson is a private school that specializes in working with students with disabilities. In order for our students to be the best person they can be, we nurture and encourage them. We focus on supporting our students in reaching mastery of their academics, but we also prepare them for the responsibilities of being an adult in today's society. Our students are taught the importance of language and other cultures. We integrate physical activity and a connection to nature throughout the school day. We give our students tools to push beyond barriers and pursue their dreams.

Motto

Resilience Aptitude Tenacity

Learner Outcomes

We focus on supporting our students in reaching mastery of their academics, but we also prepare them for the responsibilities of being an adult in today's society.

- Our goal is for students to be able to fluently read and comprehend grade level texts.
- Our goal is for students to be able to use critical thinking to answer a writing prompt using correct grammar.
- Our goal is for students to be able to critically think about and correctly solve grade level math problems.
- Our goal is for students to be able to have an understanding of world history and their place in the world.
- Our goal is for students to be able to think scientifically and understand the basics of each branch of science.
- Our goal is for students to be able to learn a second language to mastery, if possible, during the time they are with us.
- Our goal is for students to be able to function as a citizen who understands societal rules.
- Our goal is for students to be able to function as independently as possible and find happiness in their life after school.
- Our goal is for students to be able to understand basic economics and be financially responsible.

www.renaissanceacademyschools.com
520-549-5800
Headmaster: Lucia Miller

This is the Renaissance Academy Tucson's handbook of policies and procedures, which may be changed by administrators or community members at any time given reasonable notice to stakeholders.

Parents/Guardians,

This handbook is to inform you and your child(ren) of the expectations of the Renaissance Academy Tucson. This handbook will review the expected behaviors to be shown by your student(s) while at school or at any school activity. The handbook will also serve as a guideline that administrators and teachers will use in their daily interactions with your student(s).

The Renaissance Academy Tucson will communicate with you through Daily Progress Reports (DPRs) that you (parent/guardian) are to review, sign, and return the next day with any comments or concerns. These progress reports (DPRs) are useful tools for you to communicate directly with your child(ren)'s teachers, and provide a daily update on your child(ren)'s progress in the program.

I look forward to a fantastic year with learning, new experiences, and open communication.

Thank you for your support at home,

Lucia Miller
Headmaster

Table of Contents

Titles Pages

Admissions Procedure……4

Academics……5

Special Activities…….....7

Calendar……...8

Behavioral System……...9

Academic Integrity…….....12

Dress Code…….……13

Health Procedures …….……14

Transportation Procedures…….……14

Financial Procedures…….…….14

Other Procedures…….……...15

- Public Displays of Affection
- Computer and Internet Policy
- Attendance
- Personal Information
- Lost and Found/Confiscated Items
- Food and Drink
- Non-Discrimination Policy
- Family Events
- Visitor/Volunteer

Signature Pages…….…….…….....16

Photo/Video Release……..17

Food and Drink Release……18

Game Release……19

Movie Release……19

Enrollment is open to the public after June first.

Admission Procedures

I. Set up an interview/tour at the Renaissance Academy Tucson
II. Complete and/or gather the following paperwork
    a. Admissions Form (parent and student section)
    b. Birth Certificate
    c. Immunization Records
    d. School Records/Transcript
    e. IEP and MET (if applicable)
    f. Any other school papers you believe are essential
III. After touring the campus, you will meet with administration and have an interview, where administration will go over your paperwork, give you registration paperwork, explain the scholarship opportunities available, answer any questions you have, and ask some as well.
IV. After the interview and all paperwork has been submitted, and funding determined, the board will go over your student(s) paperwork and you will be notified within one week whether your student(s) have been accepted to attend the Renaissance Academy Tucson.

V. Registration Paperwork includes, but is not limited to:
    a. Parent and Student Contract
    b. Tuition Agreement
    c. Medical Form
    d. Emergency Card
    e. Receipt of Handbook
    f. Permission Forms

In order to be complete, all paperwork must be signed and dated by the appropriate parties.

Academics

The Renaissance Academy Tucson is accredited and has a program that follows the state guidelines for graduation.

School Hours:

8:30am to 4:45 pm Monday through Thursday and 8:30am to 4:00pm on Friday is included in tuition.

Grading Scale:

A 90-100+
B 80-89
C 70-79
F 0-69

Students may redo or turn in missing work throughout each quarter, if their teacher allows. All missing work or work that was redone must be turned in before the grading period ends (please see calendar). If students fail to complete all of their work before the quarter end, it may count as missing work in the next quarter.

Work Sent Home:
We understand that sometimes situations arise beyond the control of our students. If you are making a trip, an emergency comes up, or your child becomes ill, he or she can stay current with academics through emails sent to their school email address. When your child comes back, he or she will have to complete any missed work they were unable to do at home. Keeping up with the work sent home will keep your child from falling far behind. Work must be requested ahead of time for trips and not all work may be able to be sent home.

Homework:
Students learn responsibility and are graded on their ability to bring back their daily progress reports each day, signed by a parent or guardian.
Students are also required to read a minimum of one novel per semester at home; elementary students are assignment one shorter book per week. This will build students' vocabulary and grammar skills through reading and allow them to practice comprehension skills.
Renaissance Academy Tucson can assign additional homework at any time; it will be reflected on the DPR.

Report Cards:
Report cards will be sent out each quarter. At the end of the year, the headmaster will review the report cards and give the appropriate academic awards.

Awards:
Students who receive straight A's for an academic year will be places on the honor list.
Students who receive A's and B's for an academic year will be placed on the honor roll.

8th Grade Promotion Requirements:

Arizona 8th Grade Promotion Requirements:

- Accomplishment of the academic standards in at least reading, writing, mathematics, science, and social studies
- Other criteria may include additional measures of academic achievement and attendance

The Renaissance Academy Tucson 8th Grade Promotion Requirements:

You must have completed all these classes with a final grade of C or better:

- ❖ MS Language Arts, MS Mathematics, MS Science, and MS History/MS Civics

Graduation Requirements: (Each semester class is a half credit.)

Arizona High School Graduation Requirements:

- English four credits
- Math four credits (including Algebra I, Geometry, and Algebra II)
- Science three credits
- Social Studies three credits
- Fine Arts one credit
- Electives seven credits

The Renaissance Academy High School Graduation Requirements:

You must have completed all these classes in order to graduate. If you have completed these classes in earlier grades, you will meet with an academic advisor and come up with a new graduation plan. *

- ❖ English four credits
- ❖ Math four credits
  - Algebra I (1)
  - Geometry (1)
  - Algebra II (1)
  - Pre-Calculus (1) or Consumer Math (1)
- ❖ Science four credits
  - Earth and Space (Environmental Science/Earth Science) (1)
  - Chemistry (1)
  - Physics (1)
  - Life Science (Biology I & II) (1)
- ❖ Social Studies four credits
  - World History (1)
  - US and AZ History (1)
  - Civics and Government (1)
  - Economics (1/2)
  - World Geography (1/2)
- ❖ Sign Language four credits
  - Once you are fluent in sign language, you may start another language in independent study if you desire.
- ❖ Fine Arts one credit
- ❖ Technology one credit
- ❖ Daily Living Skills (home economics) one credit

*Students who are not capable of meeting these graduation requirements due to disability will have an individualized plan and graduation requirements.

Valedictorian and Salutatorian:
The Valedictorian is the student with the highest cumulative grade point average earned in the four years of high school.
The Salutatorian is the student with the second highest cumulative grade point average earned in the four years of high school.
In the case of a tie, all the parties will be allowed to speak and will hold the title that they earned.

Special Activities

Students will go on field trips to enrich their learning and to also encourage good healthy habits.

Students will be invited to go to a monthly behavioral reward trip or party if they had an overall good month behaviorally. These trips/parties are not included in tuition.

Throughout the year, students will be given the opportunity to go on field trips or community based instructional trips to enrich their academics or learn real life skills. These trips are not included in tuition.

Please see the financial procedures for ideas on covering the cost of field trips if they are a financial burden.

Behavioral System: What you can do to help your child be successful!

- After school each day, ask your child for his/her Daily Progress Report (DPR). Read, sign, and return it to him/her. It is due as they come into class the next morning. The signed report affects his/her grades.

- **No Backpacks** are allowed. Leave bags/backpacks at home. (Unless you are level four, which will be addressed later.) The ONLY exception to this rule is if your student(s) requires large medication/medical equipment to be hung on wheelchairs/chairs with them at all times.

- All handheld video games and other toys are to be kept at home (unless the student is at level three and the equipment is being used by the student at appropriate times). If these items are brought to school at a lower level or taken out during academic time, the items will be confiscated and held until a parent/guardian can come and pick the items up. If you have a child that tries to routinely sneak a toy(s) to school, please ensure his/her pockets are empty before they come to school.

- If your child has a cell phone, remind him/her that the phone is to be shut off and put away during academic school time (in an approved location). If you need to reach your child during school hours, please call the office (520-549-5800) and they will contact the teacher- please do not call your child's phone during school hours. If it is an emergency, we still ask you to call the office too. If a student is on a cell phone during school time, it will may be confiscated until parent/guardian comes and picks it up. It will be written on their DPR and could result in dropping levels.

- If your child will be absent, late or has to leave early, please text the office (520-549-5800). Unexcused absences negatively affect the student's participation grades and could require a student to have to repeat a grade. Attendance is very important for academic success. If a student has 10 unexcused absences (they do not have to be sequential), he/she may be dropped from enrollment. If that happens, a letter will be sent home informing parent/guardian of the change in enrollment status.

Expectations for Students

Start class ready to learn. Immediately take your seat and get out any materials needed for class.

Be on time and prepared. Bring at least two pencils to school, every day, (you will be allowed to keep extra pencils in the classroom).

Respect Everyone. Only say kind things. Call each other by name. Say "Please" when you want something and "Thank you" when someone does something for you.

Use clean language. Find an appropriate way to express your feelings verbally.

Never start a fight. If someone tries to start a fight with you, walk away and report the incident to staff.

Remember to treat others as you want to be treated. If you are angry with someone, act responsibly, separate yourself from that person, and ask a teacher for help.

Stay in designated area. It is very important that student(s) go where they are supposed to be to ensure that they are properly supervised and safe. This also includes seats, which allows everyone their own space.

Behavioral Level System

Moving up levels:
To move from level 1 to level 2 you must have DPR's that have no "poors" for two days.
To move from level 2 to level 3 you must have DPR's that have no "poors" for three days.
To move from level 3 to level 4 you must have DPR's that have no "oks" or "poors" for twenty consecutive days.
To move from level 4 to level 5 you must have DPR's that have no "oks" or "poors" and at least one "great" for thirty consecutive days.
To move from level 5 to level 6 you must have DPR's that reflect the needed behaviors and academics for level 6 for one school year after already having earned a blue shirt.

Moving down levels: Staff may move you down to any level, for behaviors at any time, if they deem it reasonable.
You will move down one level from where you are if you:

- Curse *After two warnings
- Diverting your attention from instruction *After two warnings
- Interrupting the class/disrupting others' ability to learn *After two warnings
- Have hands in other people's space *After one warning
- Having toys, cards, cell phones, games, etc. out during instruction *After one warning

You will move down to level one if you: (Teacher may also deem any act an instant level one)

- Ditch (defined as: not in designated area)
- Bully
- Run away from staff
- Receive administrative action
- Get in a fight or have aggressive (as defined by staff) physical contact with another person
- Play fight/shadow box in an unapproved area
- Show dangerous behaviors toward others or yourself
- Stealing
- Cheating
- Anything that would require police

Money (Florins):
You will earn Florins for the level that you are on every week. You will have the chance to get a school job and earn extra Florins each week. Florins may be spent in the school store.

Level 1: 2 Florins	Level 3: 6 Florins	Level 5: 10 Florins
Level 2: 4 Florins	Level 4: 8 Florins	Level 6: 12 Florins

Level Layout:

Level One (Red):

- You will be escorted/supervised at all times. It is <u>your</u> responsibility to stay with staff. You may NOT go into the game room.
- You may draw or read during break times.
- If you are on level one, you may not be allowed to attend field trips depending on your behavior. You will have a meeting with the teacher and headmaster to determine whether or not you are ready to attend a field trip and what you are expected to do.

Level Two (Orange):

- All previous privileges
- You may be allowed to go do short activities without close adult supervision.
- You may enter the game room with adult supervision.
- You may attend field trips but must be close to an adult.

Level Three (Green):

- All previous privileges
- You are trusted to run errands/go outside in designated areas without an adult right next to you.
- You may play electronic games or the computer during reward time.
- You may be in the game room without an adult* remember you are still supervised by the cameras.

Level Four (Blue):

- All previous privileges
- You may use a backpack.
- You have the ability to run for student office (except President or Vice President)
- You may play Level Four games.

Level Five (Silver):

- All previous privileges
- You have the ability to run for student office, including President or Vice President.
- You can tutor peers for Florins

Level Six (Gold):

- All previous privileges
- If you would like, you may run a club after school one day. You will receive time and help in preparing.
- You will receive a personal letter of recommendation from the Headmaster toward university/college applications or anything similar.

Academic Integrity

Students are expected to complete their own work without cheating or plagiarizing; this includes not using AI to complete assignments.

• Cheating is defined by Merriam-Webster as: the act or an instance of fraudulently deceiving; the obtaining of property from another by an intentional active distortion of the truth.

• Plagiarizing is defined by Merriam-Webster as: to steal and pass off the ideas or words of another as one's own; use another's production without crediting the source.
If in doubt, ask staff for clarification.

If in doubt, ask staff for clarification. Cheating or plagiarizing will result in moving to level one without any extra warning.

Dress Code

I. The dress code is a school shirt with darker colored pants or shorts (basketball shorts, track pants, or sweat pants are all acceptable). Students must wear closed toed shoes (e.g. sneakers) unless there is a medical need for something different.

II. Students must wear their Renaissance Academy Tucson uniforms while at school and for school events/trips.

III. Students will be given five short-sleeved shirts and one jacket. You may personally buy extra shirts from the school if you want more than is provided. If the student leaves the academy during the school year for any reason, you must return the school shirts or pay for the cost of them.

IV. Shirt Color System:

a. Students who have not earned any different colors will wear maroon shirts.
b. Students who have completed one academic high school year with straight A's will wear navy blue shirts.
c. Students who have earned their navy blue shirts and are acting in leadership roles by reaching level six will wear purple shirts.
d. Student who are participating in the Grad-U-Rat program will wear gray shirts.

Jewelry:

I. Students may wear jewelry at school as long as it is not something that could harm themselves or another peer and it is not a distraction during academic time. Students are responsible for their own jewelry.

Health Procedures

Fill out the attached medical information form.

Medication:
Administer morning medications before your child comes to school. If you child needs medication during the school day, fill out a separate medication administration form. Medication will be kept locked in the front office and we will follow the directions provided in the authorization form. All medications must be turned into the school in their original prescription bottles. Renaissance Academy Tucson does not have a nurse on staff.

Diseases and/or illnesses:
If your child(ren) is sick with a contagious illness or has a fever, please keep him/her home. If a student becomes sick at school, parents/guardians will receive a call and be expected to pick up their child. Children must be free from symptoms of illness for 24 hours before returning to school.
Children with lice will be sent home immediately and may not return until they are lice and nit-free.
If your child misses more than 2 school days due to illness, he or she will be able to work online through work sent by email.

Transportation Procedures:
Parents/Guardian must drop off their child(ren) and pick up their child(ren) every day from the Renaissance Academy Tucson. Parents/Guardian can be charged additional fees for picking their child(ren) up late, this is not covered by tuition.

Student Drivers:
Any student who drives themselves must follow the same times for drop off and pick up of they will be counted as tardy/being checked out early. They may not leave during the school day (for example, for lunch). Students must have written permission to leave with other students.

Financial Procedures:
If you are receiving the empowerment scholarship, tuition is due at the time of the award or August 1st.

If you are using grants, STO's, other scholarships, or out of pocket, you will be set up with a payment plan that meets your needs.

We suggest meeting with our director to receive help in applying for the empowerment scholarship or looking for other scholarship/grant opportunities. We will help you collect and complete the correct paperwork and offer any other help you require.

Records:
Report cards will be physically mailed home to parents/guardians at the end of each quarter. If you do not receive your physical report card within a week of them being mailed out, please request another copy by the end of the second week from the quarter end. If you miss the deadline for requesting an additional copy of the report card, you may not be given another.
If students are moving to a different school, any existing records (which may include report cards, attendance records, behavioral records, IEP, and present levels of academic performance) will be sent to that school, not released to the parents. Once the new school is sent the student records, they will be archived from our system. If the school does not receive the electronic version, they may request a physical copy of records which will be mailed. After 10 days of sending records to the new school, if we have not received a second request, we will presume records to have been received and archive the records.

Curriculum and Instructional Materials:
Parents will not be provided with copies of school curriculum or instructional materials. All school curriculum and instructional materials are only to be used by students while enrolled at school. Work that is done at home or at school is not to be copied, shared, or used for personal or professional use. School curriculum and instructional materials are not to be shared or used in any manner that is not intended by Renaissance Academy Tucson.

Other Procedures

Public Displays of Affection (PDA):
Any form of public displays of affection will not be tolerated during the school day or at any school events.

Computer and Internet Policy:
Students must visit appropriate sites while using computers and/or the Internet.
Students may not use social media, personal messaging sites, chat rooms, or similar sites.
Student may not download content from the Internet without staff approval.
Students may not introduce viruses into the school system.
Cyber bullying is prohibited (at home and at school).

Attendance:
Students are expected to be at school and school events. Students may be excused from events and attendance if their parent/guardian talks to the school and provides a doctor's note. Any absences or tardies must called in before the occurrence or by the end of the school day that is missed/has the tardy. If a doctor's note is not provided but is called in by the parent/guardian, the absence will be counted as a personal day; after the allotted 8 personal days a year, the absence will be counted as unexcused even if a parent calls it in. After 10 unexcused absences, students may be dropped from enrollment; a letter will be sent home to confirm this change in enrolment status.

Personal Information:
Ensure student(s) and parent/guardian information is up-to-date. If there are any changes, contact office staff as soon as possible.

Lost and Found/Confiscated Items:
Please make sure to mark all items that your child(ren) bring to school with their full name. If an item is left at the school or confiscated, it will be placed in the office until a parent or guardian can pick up the item. Renaissance Academy Tucson is not responsible for any lost, stolen, or damaged property.

Food and Drink:
Parents must provide all lunches, snacks, and non-water drinks (reusable water bottle must be provided by parent/guardian). Food may not be delivered to the school by anyone other than family members. Students are not allowed to share food (even with family members that are at school).

Non-Discrimination Policy:
Renaissance Academy Tucson admits students of any race, ethnicity, orientation, religion, class, or group not listed. We do not discriminate.

Representing Renaissance Academy Tucson:
While representing the school by wearing a uniform, students must behave according to school rules. This includes outside of school if they are wearing the uniform and on the way to and from

the school. Parents must also act in a manner that befits a school setting when at school events or on the way to and from school.

Visitors/Volunteers:
All visitors/volunteers are required to sign in with the office and receive permission to be on campus from the headmaster.
All volunteers MUST have fingerprint clearance.
We welcome parent/guardian volunteers and enjoy having parents chaperon field trips and/or weekly nature walks.

Staff and Community Members Interaction Policy:
All visitors, parents/guardians, and students must treat staff and community members with dignity, courtesy, and professional respect. We have a zero-tolerance policy for abuse (physical or verbal) and anyone who is shouting, using profanity, personal insults, discriminatory language, aggressive body language, threats, physical violence, or anything that would fall in those categories will be asked to leave the premises immediately if they are on campus and electronic communication will not be responded to. This behavior may result in student expulsion.

Policies:
Not all school policies are written in the handbook, if a question or concern comes up that is not address in the handbook, a Renaissance Academy Tucson administer will answer the question and what they say reflects the school's policy.