

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

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

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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:
 - 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 working toward accreditation 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. All missing work or work that was redone must be turned in before the grading period ends (please see calendar). Missing work does not include work that students refused to complete.

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.

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.

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
- ❖ Outdoor Living 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.

Renaissance Academy Tucson

2022 - 2023 School Calendar

August '22						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- School Closed/ Holidays
- Teacher in-Service Day (no school for students)
- Parent Teacher Conference (Half Day)
- Standardized Testing Days
- Institute Day (no school- these are days we have because of an earlier start and different staff professional development days)
- First and Last Days

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 unless it is an emergency in which case we still ask you to call the office too. If a student is on a cell phone during school time, it will 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.

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, everyday, (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 your 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**.

- 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. 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 black pants or shorts (basketball shorts, track pants, or sweat pants are all acceptable). Students must wear athletic 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.

Jewelry:

- I. Students may not wear jewelry during the school day except for non-dangling, non-gauge earrings and/or a personal watch. Jewelry will be allowed with dress outfit but the headmaster must approve your jewelry before the event. If you have a concern about this policy, please make an appointment with the headmaster.

Health Procedures

Fill out the attached medical information form.

Medication:

Administer morning medications before your child comes to school. If your 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.

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 school 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) everyday 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.

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.

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 if their parent/guardian talks to the school or if they bring a doctor's note.

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.

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).

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.

I understand that the handbook is available online at renaissanceacademyschools.com and I have already read or will read today the Renaissance Academy Tucson Handbook with my child(ren).

Print Student Name

Print Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date _____

Photo/Video Release (please sign all that apply):

I give permission for my child, _____, to be photographed for any school purposes including promotional purposes or to be displayed on the school's website.

I give permission for my child, _____, to be photographed or recorded by Renaissance Academy Tucson only for yearbook and school materials (i.e. yearbook, etc.)

I do not give permission for my child, _____, to be photographed or recorded, with the exception of school picture day and security cameras/recordings.

Parent/Guardian Signature

Date

Food and Drinks Release:

During the school year, there are times that students are rewarded for good behavior or winning an educational game (jeopardy, vocabulary bingo, etc.). Some of the reward options include sweets (suckers, soda, juices, Halloween size candy bars, licorice, etc.) in addition to material items (notebooks, special pencils, etc.). Another instance is if cupcakes/snacks are brought in for a student's birthday.

If you would prefer that your child not be allowed any sweets, please indicate below. If there are certain things he/she is allowed to have and not have, please also indicate this in detail below.

I give my child permission to consume any food or drink item. There are no exclusions.

X _____

I give my child permission to consume food with the exception of to what I have indicated in writing below:

X _____

My child may not have any food/snacks with the exception of what I send with him/her.

X _____

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Please write any food allergies here:

Game Release:

We have computers and video game consoles available for rewards. Students are allowed to play electronics during reward times and during lunch. Please let us know if there are restrictions to the type of games your child can play. There will be no games with realistic violence, sexual content, or inappropriate graphics.

- I give my child, _____ permission to play any game (that still follows the restrictions listed above).
- I give my child, _____ permission to play only E rated games.

Parent/Guardian Signature

Date

Movie Release:

Throughout the year we may watch movies during class that are rated PG-13, PG, or G. Staff will preview the movies. No film will be shown if it contains sexually explicit scenes or profanity (which is defined as any vulgar word or expression not currently permissible on non-cable television). Please indicate your preference below or contact me directly to discuss this matter further. If you do not want your child to watch a PG-13 movie or any movies, he or she will be given a different assignment and go to a different class during the movie viewing.

- I give my child, _____ permission to watch movies rated PG-13, PG, and G.
- I give my child, _____ permission to watch only movies rated PG and G.
- I give my child, _____ permission to watch only movies rated G.
- I do not give my child, _____ permission to watch any movies.

Parent/Guardian Signature

Date