



Renaissance Public School Academy

Student/Family Handbook

2019-20

**2797 S. Isabella Rd.
Mt. Pleasant, MI 48858
989-773-9889
www.renaissancepsa.com**

Dear Families:

Welcome to Renaissance Public School Academy. This school year will be exciting and successful. You and your child have a special opportunity to participate in the development of that excitement and success. I am very confident that the excellence of the staff, curriculum and teaching strategies along with your dedication and the effort of your child will keep Renaissance an outstanding school and meet your expectations.

This handbook was developed to answer many of the commonly asked questions that students and families may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains information that you should know, so please take some time to read through the entire book. Even if you are a returning family to RPSA, it is still important for you to review the handbook because we update it on an annual basis. If you should have any questions or need for further information that may not be included in the family handbook, please do not hesitate to contact me and I will be happy to assist you.

Renaissance Public School Academy is a free, public school of choice. Thank you for choosing our school. If you ever have any questions or comments, please let us know.

On behalf of Renaissance, I welcome you!

Sincerely,

Mrs. Lisa Bergman
Executive Director

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Academy Information

Enrollment Guidelines

Open enrollment period ends in the spring of each year. Applications received after that period are considered on a first-come, first-serve basis for any available openings.

The open enrollment period for each school year will be for students not already enrolled/attending Renaissance Academy. Any siblings of students already enrolled/attending will have 'sibling preference' during the open enrollment. Once children are enrolled, they will remain eligible for membership in successive years without having to reenter the selection process. They must, however, enroll for the subsequent year during the re-enrollment period in the spring.

New students under the age of eighteen years old must be enrolled by their parent or legal guardian. Prior to enrolling, families are welcome to participate in a guided tour of the Academy to obtain detailed information and ask questions. Upon acceptance, parent / guardians must provide copies of the following:

- A. a birth certificate or other reliable proof of identity
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. a current Health Appraisal form
- D. a copy of the driver's license of the person enrolling the student

Final enrollment at the Academy is not official until the child's student records are received by the sending district or by the sending institution of learning.

Homeless students who meet the Federal definition of homeless may enroll in the Academy. Such students will be under the direction of the Academy's Liaison for Homeless Children with regard to enrollment procedures. The Homeless Education Liaison is Mrs. Lisa Bergman.

No applicant for admission shall, on the basis of, race, color, ethnicity, national origin, sex, (including sexual orientation or transgender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against.

A student who has been suspended or expelled by a previous school may be denied admission to the Academy pending a review of the records. Prior to denying admission, the School Leader or designee will facilitate a thorough review, including an opportunity for a discussion between the family and the School Leader or designee regarding the circumstances of the suspension or expulsion and any other factors the School Leader or designee determines to be relevant.

Transferring out of the Academy

Families must notify the School Leader in writing about plans to transfer their child to another school. Transfer will be authorized only after the parent and/ or student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Families are encouraged to contact a secretary in the office for specific details.

When transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

Receipt of a request of records from another school is a statement from the parent / guardian confirming that their child is removed from the Academy enrollment and their child's seat is no longer reserved at the Academy from that point forward.

Absences

Since even occasional absences constitute a handicap to the student's progress, your cooperation in keeping absences to a minimum is expected.

We ask families to contact the school by 9:00 a.m. on the day of the absence at 989-773-9889.

Families will be notified in writing of absences regardless of if the absences have been excused or unexcused after the fifth absence. Absence after the tenth will be documented with a letter from the school and may require a meeting with administration.

The Academy will excuse any tardiness or absence related to a homeless student's living situation when applying any school policy regarding tardiness or absences.

Teachers may require students to make up work they feel is necessary for the student to keep up with the rest of the class.

Tardiness

At Renaissance Academy, we believe that a very important aspect of training your child in being prompt. It is, therefore, essential that your child arrive to school on time. Tardiness interferes with a pupil's progress and is also an injustice to the other people in the class who are disturbed by the tardy member. Reasonable explanations are always acceptable. However, habitual tardiness is not acceptable and may result in parental contact.

If a student does arrive late for school, he/she must report to the school office to sign in. The arrival of a pupil after the time scheduled for the opening of classes constitutes tardiness. If a student arrives after 8:30 a.m. they are considered absent for a half day/morning. Families of tardy students may not go to the child's classroom to talk with the teacher as that distracts from the learning of others.

If a student is signed out in the afternoon, prior to 2:30 p.m. the student will be marked for a half day absence/afternoon. Students signed out after 2:30 but prior to the end of the school day at 3:25 will be marked as an early out/tardy. To ensure learning is not interrupted students may not be signed out after 3:00 without prior notice to the office and the teacher.

Our hot lunch needs to be called in by 9:00 a.m. If you know that you are going to be tardy, please call by 9:00 a.m. to order your student a school hot lunch or we will assume that a lunch will be brought from home.

Attendance Policy

Our school day is from 8:00 a.m. until 3:25 p.m. everyday except Wednesday when we dismiss at 2:00 p.m.

In order to allow parents adequate time to get to work and for students to be prepared for the day to begin at 8:00 a.m. We open our doors each morning at 7:30 a.m. We provide free supervision from 7:30-8:00 each morning.

When students arrive they are to put their things in their locker and proceed immediately to the gym. To limit congestion in the halls and gym we ask that parents say their good-byes either at the locker or outside the gym doors.

At 8:00 a.m. each classroom will walk from the gym to the classroom with their teacher. Our instructional day begins at 8:00 a.m. Parents who wish to speak with a teacher are asked to make an appointment for another time during the day. The beginning of our day involves a Morning Meeting in each classroom which means the teacher is needed in the classroom and can not meet at that time. All guests must leave the building at 8:00 a.m. Parents who have made arrangements to be in a classroom as a volunteer must report to the office to sign in and receive a visitor badge if they plan to remain at school.

The front doors and the lobby doors will be locked at 8:00 a.m. **Students who arrive after 8:00 a.m. must be walked into school by an adult and signed in at the office by an adult.** Students who arrive at or after 8:00 a.m. are marked tardy for the day and must have a tardy slip to proceed to their classroom. The tardy slip is to be given to the homeroom/advisory teacher upon arrival before proceeding to their assigned class. Students who arrive after 8:30 a.m. are marked for a half day absence for the morning.

Families are required to call the school by 8:30 a.m. when a student will be absent or arriving late at school. Students who arrive late without a phone call to order a lunch will need to have a cold lunch from home with them when they arrive since hot lunch orders are called in at 8:30 a.m. daily.

Students who are signed out or leave for the day before 3:00 p.m. are marked for a half day afternoon absence. Students signed out between 3:00 p.m. and the end of the day at 3:25 p.m. are marked for an early out afternoon tardy.

Morning and afternoon tardies are considered one in the same. **The accumulation of 5 tardies will result in an additional day of absence for the student.** For example a student with three full day absences and 5 tardies would be considered having 4 full day absences on their attendance record.

In addition, **we will no longer allow students to be signed out between 3:00 p.m. and the end of the day at 3:25 p.m.** This time of day is crucial to the classroom community and should not be interrupted. The office will not make calls to the classroom at the end of the day unless prior written notice has been written in the student agenda for that day. Special exceptions may be made by the administration in emergency situations.

Attendance Procedures for Renaissance Public School Academy

RPSA follows the Isabella County Truancy Policy guidelines **for informing families of their child's absences and tardies**. We do not differentiate between excused and unexcused absences. We realize all children become ill and miss a reasonable amount of school. We also know that to have the most significant impact on student learning the student must be at school. As a result we will keep parents informed throughout the year at the following intervals:

5 absences - A friendly letter will be delivered to the parent by the classroom teacher.

8 absences - A referral will be made to the administration and a letter will be sent to the family from the principal. A meeting or phone call from the administration may be necessary but is not required of all families at the 8th absences.

10 absences - A second referral will be made to administration who will make a phone call to the family to discuss the student's attendance record. The phone call and conversation will be documented by the administration. A meeting may be required if a plan to assist the student and family are necessary.

- The administration may recommend that the parents/guardians of the student appear before the RPSA school board to explain the absences.
- A referral to the Isabella County Truancy Officer **may be made** by the administration if there is evidence that the parents/guardians are not willing to work with the school to improve attendance.

Once a formal, written plan to improve attendance is completed between the family and school it is expected that the family will follow the plan and the student will attend school as agreed upon. If tardies and/or absences continue to be an issue for the student the parents/guardians will once again be required to appear before the RPSA school board to justify continued enrollment at the Academy. The RPSA Board of Education may terminate enrollment of a student who does not adhere to the Academy's attendance policies. A parent/guardian's unwillingness to appear before the school board may result in the student being immediately unenrolled or unable to re-enroll for the following school year.

The unique living arrangements of each student will be considered in every attendance situation. Special circumstances may result in an individual attendance plan for students living in homeless, foster or unaccompanied situations.

Drop-off/Pick-up Procedure

Because safety is our number one priority, we have developed a drop-off and pick-up policy for the students and families of this school. Our school days begin at 8:00 a.m. Families may choose to walk their child to their lockers from 7:30 a.m.-8:00 a.m. Any student that enters the building after 8:00 a.m. will need to say their good-byes at the front office. This will help the teachers and students begin their day on time and keep interruptions minimal. We know that your child's education is very important and want to make sure they are

getting the most out of their learning times.

We are so glad that you are eager to pick your child up at the end of the day. In order to keep the congestion in the hallway and classrooms minimal at the end of the school day, we are asking that you refrain from picking up your child prior to 3:25 p.m. This will allow teachers time to finish their day before the students are dismissed. Students may not be signed out between 3:00-3:25 (1:30-2:00 on Wednesdays) without prior notice to the office and the classroom teacher.

We know that our parking lot is not always ideal for dropping off and picking up your child. In order to alleviate some of the congestion in our parking lot, we have designated areas for pick-up this year.

Promotion/Retention

In general, a student at RPSA is promoted to the next grade level each spring based on performance. Factors such as the academic level attained (as measured by a standardized achievement test), academic progress (as measured by whether the academic reports have been satisfactory), maturity level, and age of the child are taken into account when promotion decisions are made. The school leadership, however, reserves the right to retain a student in the same grade when in their judgment-despite the objection of the parent - a combination of the above-listed factors strongly suggests that a student needs to have another year of growth in order to be successful at the next grade level. Such a decision is never made frivolously, and is preceded by numerous communications between the school and the parent throughout the school year.

Title IA Program

Title I programs at Renaissance are designed to provide additional support to students who are struggling to meet our core academic curriculum standards.

Renaissance receives Title I, Part A funds from the federal government. Title I funds support programs and services designed to assist students in meeting their academic or emotional needs. The ESSA Legislation requires schools that receive Title I funds to inform parents/guardians that they have the right to know the professional qualifications of their children's teacher(s) as well as the qualifications of any paraprofessional who provides instructional assistance to their children.

Upon request, the following information will be mailed to you in a timely manner:

- The Michigan teacher certification qualifications of the teacher.
- The baccalaureate degree the teacher received as well as any graduate degree or certification held by the teacher.
- The qualification of the paraprofessional who services your child.

Michigan uses the Michigan Student Test of Educational Progress (M-STEP) to determine the achievement levels of students in specific core subject assessment areas in specifically designated grades. Additional assessments including NWEA and DRA-2 are used throughout the year to measure student growth. You have the right to request the achievement level of your child.

Please contact the Principal's office to request information related to the qualifications of classroom teachers or paraprofessionals as well as M-STEP test scores.

Before and After School Program

Renaissance has a before school program that starts at 7:30 a.m. and ends at 8:00 a.m. held in the school gym. The school also has a breakfast program available each day. This program follows the costs associated with the hot lunch program.

Renaissance also has an after school PEAK program that starts directly after school and ends at 6:00 p.m. This program is run by Mt. Pleasant Parks and Recreation. A snack is provided daily. To sign up families must contact Mt. Pleasant Parks and Recreation.

School Cancellations/Closings

The process used to determine school closings is up to the administration. For the most part Renaissance follows the Mt. Pleasant Schools for closings or delays due to weather emergencies. A group text messaging service is available through the school to inform families of closings/delays. Please listen to the following stations: WCFX-95.3, WCEN-94.5, CZY-104.3, Channel 5-WNEM and Channel 9&10.

Safety Drills

The school complies with all fire safety laws and will conduct fire, tornado, and lockdown drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes.

During an actual situation, a sign will be posted on the doors and families, guardians and visitors must return to their vehicles. Situations may include external concerns such as hazardous material spills, police situations, etc.

Student Well Being and Emergency Information

Student safety is a responsibility of the staff. All staff members working at the Academy are familiar with emergency procedures such as fire and tornado drills, lock-down procedures, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All families must complete their student(s) Emergency Card. The information you provide will allow us to have the most up to date information on your child(ren). A student may be excluded from school until this requirement has been fulfilled.

Please remember to notify the school office with any changes to this information throughout the school year. We need to be able to reach you as quickly as possible if an emergency occurs.

In the event of an emergency, the student should be taken to the nearest hospital to receive appropriate medical care, regardless of parental preference. Typically the decision is made by emergency medical technicians or other first responder.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary immunizations or waiver, the School Leader may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. A certified immunization waiver will be provided to the parent/guardian by the local health department to provide to the Academy. Immunization waivers will not be accepted by the Academy unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to a staff member in the school office.

Injury and Illness

All injuries must be reported to a teacher or the school office. If a minor injury occurs, the student will be attended to and may return to class. If medical attention is required, the school office will follow the Academy's emergency procedures.

A student who becomes ill during the school day should request permission to go to the school office. The student's family will be contacted and a decision will be made as to whether or not the student should be picked up. No student will be released from school without proper parental permission.

In the interest of your child's health and for the protection of other students, we will expect you to come and pick up your child if he or she has a fever or similar symptoms. The school office needs to be notified if your child is absent with a communicable disease. In this case, please see the section *Control of Casual Contact Communicable Diseases and Pests*. If your child has been ill, be sure that he or she is fully recovered before returning to school.

When to keep your child home: We want to work together to assure that our children and their health are protected. Please keep your child home when they are sick. As a general guideline, a student should not return to school until they have been fever-free for 24 hours or not vomited in 24 hours.

It is important to fill out your child's enrollment form very carefully with home and work phone numbers and to notify us of changes during the year. Also, be sure that the people listed as your emergency contacts are aware and willing to accept responsibility for your child if necessary. If your child becomes ill or is injured during school hours, we will make every effort to contact you first.

Medication and/or Treatment Policy

The Academy defines medication to include prescriptions, non-prescriptions, herbal medications, preparations, and/or remedies that are taken by mouth, by inhaler, injectable, applications to drop into the eyes or nose, or skin. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

Before any medication or treatment (prescription or non-prescription) may be administered to any student during Academy hours, the Academy requires that the student's parent/guardian give the Academy written permission and a request to administer medication(s) and/or treatment(s) to their child.

In addition, any student who requires prescription medications must have written instructions from a physician (authorization for administration of medication form), which include the name of the student, name of the medication/treatment, dosage of the medication, route of administration, and time any prescription medication and/or treatment, along with the parent/guardian's written permission. Both the written physician's instructions and written parental permission/request will be kept on record by the Academy.

Parental or guardian request/permission and a physician's instructions for administration and/or treatment must be renewed every school year.

Prior to the beginning of the school year, parents/guardians are responsible for informing the Academy in writing of any medical issues that may require intervention during the school year. Examples of medical issues may include, but are not limited to, life-threatening allergies (i.e., the need for an epinephrine injector, Epi-Pen®), diabetes, epilepsy, asthma, seizures or any condition of a serious nature affecting the health of the student. The Academy, families/guardians and the student's physician will participate in developing a medical action plan.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at the Academy, on Academy-sponsored transportation, or at any Academy-sponsored activity, if the following conditions are met:

1. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler; and
2. The School Leader or his/her designee has received a copy of the written approvals from the physician and the parent/guardian.

These students should be instructed by their families/guardians to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the families/guardians. It is recommended that an extra inhaler be kept in the Academy Office.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, providing that they meet the conditions established in the medical action plan.

The Academy has a plan for handling medical emergencies in the office.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

Epinephrine Auto-Injectors

Michigan Law allows the Academy to maintain a supply of emergency epinephrine auto-injectors to be used during emergency situations where a student, not previously diagnosed with known allergies, may suffer a life-threatening allergic reaction or anaphylaxis. Academy staff members are properly trained in the use of epinephrine auto-injectors in case of an emergency.

Control of Casual Contact Communicable Diseases and Pests

Because the Academy has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, pink eye, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period in accordance with the guidance of the Health Department.

Families/guardians are asked to notify the office if their child has contracted a communicable disease. The Academy is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease.

Snack and Treat Policy

We recognize the importance of healthy snacks along with the importance of celebrations on occasion, and certainly want to continue these traditions at Renaissance. However, to be good stewards of our school facility and to serve as role models for our students when making nutritional decisions and to be responsive to those children who have food allergies or other dietary restrictions, we have implemented the following policies with regards to snacks and birthday treats at school.

- Treats with icing/frosting are not permitted. Cakes and cupcakes are not permitted at school.
- Any special treat such as for a birthday must be
 - Pre-arranged with the teacher prior to the day of the "celebration"
 - Dropped off at the start of the school day
 - Individually packaged or separated before sending to school to assist teachers in passing them out to students.
 - Non-perishable - We do not have the ability to refrigerate or freeze items.
 - To protect classrooms from interruptions, students will NOT be permitted to take treats around the building during the school day.
- Students may only bring water to drink during the school day.
 - Soda, coffee, smoothies, power drinks are not allowed in the school. Any such drinks brought to school must be disposed of before entering the building.
 - Students may bring a healthy drink in their lunch if a cold lunch is packed. It may only be drank during lunch period.
- Classroom snacks must be dry.
 - Dry snacks include fresh fruits, vegetables, crackers, cereal, granola bars, etc.
 - Snacks not allowed include juice filled items such as fruit cups, puddings, etc.
- School breakfast is available for a charge to all students.

- Breakfast may not be brought from home to be eaten at school.
- Only school breakfast may be eaten at school.
- Students may not bring fast food, donuts, bagels, etc. into the school to be eaten before school begins.
- Students not wishing to eat the school provided breakfast should plan to eat before they arrive at school.
- A student must bring their cold lunch to school with them at the start of the school day.
 - Fast food and delivered food is not allowed.
 - A family may make **prior arrangements with the classroom teacher** for a special lunch with their child. This is for special occasions only.
- Classroom celebrations may deviate from this policy on occasion with prior approval.
- Students in classrooms with classmates who have food allergies will be required to follow additional required safety protocols to ensure the health and safety of all students.
- Students do not have access to a refrigerator or microwave during the school day.
- These guidelines apply for any groups using our building (outside the cafeteria) after school hours or for activities taking place after school (PTO events, PEAK, tutoring, etc.)

Telephone Use

In general, office telephones are reserved for staff and parent use except in the case of an emergency (for example, when a child is asked to call home immediately). Important messages will be given to students or staff upon request. A phone is available for use when necessary.

Communication

An integral part of Renaissance Public School Academy is our commitment to communication. We will endeavor to keep an open line of communication with families/guardian. All families have access to their child's SeeSaw account which will be used by staff to communicate with families. Families are encouraged to use SeeSaw to send messages to staff members. Each week, on Wednesday afternoons, we will send a newsletter via text and email to keep everyone informed on what is happening at RPSA. We will also communicate through parent/teacher conferences, interim reports, notes, teacher contact, agendas, and others. We are all on the same team. Therefore, it is very important that we maintain a high level of communication.

Fines, Fees, & Other Charges

The Academy will assess a fine when Academy equipment, property or supplies are damaged, lost or not returned by a student. The fee will be reasonable and charged to compensate for the loss or damage incurred. Unsettled accounts such as, but not limited to, lost books, library fines, unreturned items that are the property of the Academy, are due at the end of the school year. Failure to pay fines, fees, or charges may result in the withholding of privileges. Unresolved obligations can be appealed to the school leadership or designee.

Lost and Found

Lost items are placed in plastic bins in a central location in the elementary school. The Lost and Found bins are routinely emptied. Labeled items are returned to students. Prior notice of when the bin will be emptied will be announced.

Field Trips

Field trips are planned by units to coincide with topics of study. A field trip is an extension of the learning that takes place in school. Specific details about trips will be announced through SeeSaw and in classroom newsletters. Teachers often ask for volunteers to help out during these trips, but siblings do not attend. All Academy discipline policies apply during a field trip at least one week prior to the scheduled field trip. Volunteers need to submit a form and a copy of their driver's license in order to volunteer for field trips. Volunteers will be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar site for background checks, prior to this type of volunteer assignment.

Videos and Digital Recordings

Staff members in Academy classrooms may present video tapes and other digital recordings given the following conditions:

Elementary School: Rated G or PG movies with parent/guardian permission

Middle School – Rated G or PG

It is generally not appropriate or necessary to show a commercial video in its entirety. Segments of videos are more often than not sufficient to support instructional material.

Photograph and Publicity Release Form

At the beginning of each school year, families are required to complete a *Photograph and Publicity Release Form* for their family to grant consent to the Academy to use the student's name, likeness, image, voice, and/or appearance as may be embodied in pictures, photos, video recordings, audiotapes, digital images.

Publications

An individual or organization wishing to submit information for publication in the Academy Newsletter must submit the information to the Academy Administration for review at least one week prior to publication due date. The Academy reserves the right to review and determine content over school sponsored publications. The Academy does not solicit business for non-school related functions and/or organizations.

Student Code of Conduct and Discipline

The Academy is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community, including students, staff and families, must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students have the responsibility to:

1. Respect the property of the school, fellow students, staff member, and the neighbors (restitution for damage or loss is determined by the principal).
2. Use acceptable language at all times.
3. Cooperate in keeping the school building and premises neat and clean.

4. Be honest, courteous, and kind in relationships with student, staff members, and other adults.
5. Obey rules and regulations necessary for the safe and orderly operation of the school.
6. Wear appropriate clothing that is neat, clean, modest, and not distracting to others (the final judgment of the principal is binding in this matter).
7. Take responsibility for your learning and recognize that it is a process.
8. Attend school regularly, arrive on time, and be prepared to learn.
9. Respect yourself and others in class, on Academy property, in an Academy vehicle, and during any other Academy-sponsored activity or event, whether or not it is held on Academy premises.
10. Respect the rights and feelings of fellow students, families, staff, volunteers and visitors.
11. Work within the existing structure of the Academy to address concerns.
12. Know and comply with Academy policies, procedures, rules, including the Student Code of Conduct.

Families have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the Academy's efforts to provide a safe and orderly learning environment.
6. Work within the existing structure of the Academy to address concern.
7. Know and comply with Academy policies, procedures, rules, including the Student Code of Conduct.
8. Advocate for your child(ren) and take an active role in the Academy community.
9. Attend your child(ren)'s parent/teacher conferences.

Teachers have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the Academy community.
3. Cooperate and schedule conferences with students, families and other Academy staff in an effort to understand and resolve academic and behavioral problems. Make an effort to accommodate families whose work schedules, access to transportation, or distance from the Academy limits their ability to meet.
4. Keep families informed of their students' challenges, effort and success.
5. Encourage students to participate in classroom, extracurricular, and other Academy related activities.
6. Know and enforce Academy policies, procedures, rules, including Student Code of Conduct.

We strongly believe that there is a direct correlation between good school/classroom decorum and student achievement. Students who do not observe the rules of good conduct (courtesy, honesty, listening to others,

respect, kindness, etc.) in the classroom, before and after school, and on the playground are interfering with the optimum learning and safety of others as well as minimizing their own opportunities to learn. Thus, our staff takes a very proactive role in making sure every student has the optimum learning environment in which to learn. Inappropriate behavior will be referred to the administration.

Student Code of Conduct

The Academy will take swift and appropriate disciplinary action for a violation of any of the infractions listed in the Student/Parent Handbook student code of conduct or inappropriate behavior where notice has been provided. Violations, including violations of the electronics and wireless communication devices and Network and Internet use policies, may result in an out of school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law.

All Academy rules will be enforced while on Academy property, in an Academy vehicle, at all school activities, and at any other Academy-sponsored activity or event, including before and after school programs, whether or not it is held on Academy premises. This includes when a student is using school communication networks, accounts or other Academy services.

Additionally, the Academy reserves the right to discipline students for off campus behavior that has a nexus to and/or directly impacts the operation, order discipline or general safety and welfare of the school.

The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities.

Gross Misdemeanors or Persistent Disobedience

Under the Revised School Code, a student guilty of gross misdemeanors or persistent disobedience may be suspended or expelled by the authorized School Leader or by the Board. Examples of this conduct include, but are not limited to, aggressive behavior, inappropriate language, inappropriate physical contact, insubordination, failure to cooperate with school personnel, theft, academic dishonesty, disruption of educational environment, any violation of school policies or procedures, etc.

Weapons, Arson or Criminal Sexual Conduct

Any student in possession of a firearm on the Academy property, in an Academy vehicle or at an Academy sponsored event shall be permanently expelled from the Academy, subject to reinstatement under the law.

Any student in possession of a dangerous weapon(excluding firearms), as defined by law, or who commits arson or criminal sexual conduct on Academy property, in an Academy vehicle, or at a school sponsored event may be permanently expelled from the Academy, subject to reinstatement under the law.

If a student is expelled pursuant to one of the above stated reasons, the school must enter that fact on the student's permanent record. Within 3 days of expelling a student, an official of the school must refer the student to the appropriate county department of social services or county community mental health agency. Notification of this referral must be given by the school district official to the expelled student if he or she is at least 18 years of age or is an emancipated minor, or to the student's parent or legal guardian.

Dangerous weapons are defined as firearms, daggers, dirks, stilettos, knives with blades over 3 inches in length,

pocket knives opened by a mechanical device, iron bars and brass knuckles.

Firearm is defined as: any weapon(including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

A student in possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in the student being suspended or expelled.

A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the Academy administrator including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons.

A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, compasses, or combs.

Physical Assaults against School Personnel

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be expelled permanently, subject to reinstatement after 180 days.

Under Academy guidelines, any student in grade 5 or below who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

Physical Assaults against Students

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Under the Revised School Code, any student in grade 6 or above who commits a physical assault* against another student on Academy property, on an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled for up to 180 days.

Under Academy guidelines, any student in grade 5 or below who commits a physical assault against another student on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

Verbal Assaults

Verbal assault means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or,

the use of offensive language directed at a person, where such language is likely to provoke a reasonable person; a bomb threat (or similar threat) directed at an Academy building, other Academy property, or an Academy event. For purposes of this policy, the definition of assault also includes written threats.

Under the Revised School Code, any student in grade 6 or above who commits a verbal assault on Academy property, in an Academy vehicle, or at an Academy sponsored activity or event against an Academy employee or against a person engaged as a volunteer or contractor for the Academy, or another student may be suspended or expelled for a period of time determined in the discretion of the Board or designee.

Under Academy guidelines, any student in grade 5 or below who commits a verbal assault on Academy property, on a Academy vehicle, or at a school sponsored activity or event against an Academy staff member, person engaged as a volunteer, contractor for the Academy, or another student may be suspended or expelled for a period of time determined in the discretion of the Board or designee.

Bullying Prohibition

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited.

Under state law, bullying is defined as any written, verbal or physical act or electronic communication, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits or programs.
- Adversely affecting the ability of a student to participate in or benefit from the Academy's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a student's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

Bullying is equally prohibited without regard to subject matter or motivating animus.

All students are protected under this policy while on Academy property, in an Academy vehicle, at any Academy-sponsored event, or while using an Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunication access devices.

The School Leader is responsible for establishing procedures for the effective implementation of the Board's policy.

Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the School Leader. The student may also report the situation to a teacher or counselor who will be responsible for notifying the School Leader. Any complaints against the School Leader should be filed directly with the CS Partners. All complaints are to follow established complaint reporting procedures.

Each complaint of bullying will be investigated by the School Leader in a prompt, thorough and impartial manner. The School Leader will look at the totality of the circumstances and evaluate the facts, including but not limited to:

- Description of the incident- nature of the behavior and the context of the alleged incident
- How often the conduct occurred
- Any past incidents or continuing pattern of behavior
- The relationship between the parties
- Characteristics of the parties involved, i.e., age, grade, etc.
- The bullying definition

Restorative Practices will be considered in the correction of bullying behavior. Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by the student's misconduct.

The School Leader will report the occurrence of a bullying incident to the families or legal guardians of all students involved.

The Academy prohibits retaliation or false accusations against a target of bullying, a witness or another person with reliable information regarding an act of bullying. The highest level of confidentiality shall be maintained for an individual who reports an act of bullying.

Harassment

The Academy prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or a staff member's work performance, or has the effect of substantially disrupting the orderly operation of the Academy. Harassment may be based on an individual's race, color, ethnicity, national origin, sex (including sexual orientation and transgender identity or expression), pregnancy, mental or physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal civil rights laws.

Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include the intent to harm another individual, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the Academy.

All administrators, staff, families, volunteers, and students are expected not to tolerate harassment and to demonstrate behavior that is respectful and civil towards all other individuals associated with the Academy. Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or

expression are to be taken seriously and handled in the same manner as other discrimination, bullying or harassment complaints.

Since bystander support of harassment can encourage these behaviors, the Academy prohibits both active and passive support for acts of harassment. Such active and passive support can result in disciplinary action.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement of a student's education or participation in school programs or activities, or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment includes, but is not limited to, the following:

- Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);
- Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;
- Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

No staff member or student in the Academy shall be subjected to any form of harassment, including sexual harassment, on Academy premises, on an Academy bus or vehicle or at any Academy sponsored event or activity. Students, who engage in harassment, including sexual harassment, will be subject to disciplinary action.

Hazing

Hazing is a violation of state criminal law and prohibited at all times.

Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. The term “organization” includes, but is not limited to, a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

A student who commits hazing on Academy property, in an Academy bus or vehicle, or at an Academy sponsored event will be subject to disciplinary action.

Damage of Property

Vandalism and disregard for Academy property will not be tolerated. Violations could result in physical or financial restitution, suspension or expulsion.

Smoking

The Academy prohibits the possession and/or use of any tobacco products on Academy property, in an Academy vehicle, or at any Academy sponsored event. In addition, any tobacco advertising or promotion is strictly prohibited. Violation of this policy could result in suspension or expulsion.

This prohibition includes the smoking of electronic, “vapor” or other substitute forms of cigarette, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Alcohol and Drugs

In line with the Safe and Drug Free School Policy, it is the belief of the Academy administration that drug and alcohol abuse in any school is a threat to the safety and health of students, staff and the school community as a whole. It is the policy of the Academy to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents violating this policy. Disciplinary action includes, but is not limited to substance abuse assessment, participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, suspension and/or expulsion.

When handling violations of this policy, the School Leader will take into account all of the circumstances surrounding the incident, not limited to:

- nature, severity and frequency of the misconduct;
- type of substance;
- the context in which the alleged incident occurred;
- past incident or continuing pattern of behavior

The Academy prohibits the use, possession, concealment, sale, delivery, or distribution of alcohol, drugs, and/or any mind altering substances and/or related paraphernalia on Academy property, in any Academy bus or vehicle or at any Academy sponsored event. Students under the influence of such substances on Academy property, in

any Academy bus or vehicle or at any Academy sponsored event will be subject to this policy regardless of amount taken.

Possession includes, any substance as described below including, but not limited to , bath salts, K-2, etc... and/or related paraphernalia found on the student's person, purse, backpack, locker, vehicle, etc. Any searches will be conducted as outlined in the Search and Seizure section in the Student Handbook.

The term "drugs" includes:

- Controlled substances as so designated and prohibited by the state of Michigan;
- All chemicals which release toxic vapors;
- Mind altering substances and any otherwise legal substance which, when used or consumed in an inappropriate manner create alteration in perception, mood consciousness, cognition or behavior. Mind altering substances are not intended to include caffeine and like substances when consumed in moderation;
- Any prescription or patent drug, except those for which permission to use at the Academy has been granted pursuant to Academy policies and procedures;
- "look-alikes";
- Performance-enhancing drugs as determined annually by the Department of Community Health; and
- Any other illegal substance so designated and prohibited by law.

Medical Marihuana & Prescription Drug Policy

The Academy prohibits the abuse, possession, sale, or distribution of prescription drugs and should a student disobey this prohibition, the student will be subject to disciplinary action in line with board policies and Academy disciplinary policies and procedures.

The Michigan Medical Marihuana Act states that a person shall not sell or possess marihuana or otherwise engage in the use of marihuana, even if for medical use, in a school vehicle or on the grounds of any preschool or primary or secondary school.

Reasonable Suspicion Drug Testing

The Administration will require a student to submit to drug testing if the Administration has a "reasonable suspicion" that the student is using or is under the influence of any illegal drug, alcohol or any other mind altering substance (whether illegal or not). The Academy Administrator will look at the totality of the circumstances when determining "reasonable suspicion." Reasonable suspicion may arise from the following:

1. A student's behavior, along with physical appearance, action or odor, indicating that the student has used alcohol, drugs, or any other mind altering substance (whether illegal or not);
2. The student's possession of, alcohol, drugs or any other mind altering substance (whether illegal or not) or related paraphernalia; or
3. Information communicated to an Academy Administrator by a teacher, parent, law enforcement, or a student that indicates a student is using, possessing or under the influence of alcohol, drugs, or any other mind altering drug (whether illegal or not). Any such report will be investigated by the Academy Administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary.

The Academy should look at the totality of the circumstances when determining “reasonable suspicion.”

After reasonable suspicion has been established and if the student denies using drugs, the student will be asked to take a drug test administered by an Academy staff member. The student is suspended pending the drug test results. The Academy Administration will contact the student’s families/guardians as soon as practicable. The cost of the test will be paid by the Academy and will be used for disciplinary action.

The student is expected to cooperate fully with this policy and the direction of staff in the administration of the drug test. Failure to do so will result in disciplinary action. In addition, if the student refuses to take the drug test, disciplinary action will be taken.

If the results of the drug test are positive, the student is suspended until the end of the semester and may only gain re-entry to the Academy with proof through drug tests at the student’s expense that they have remained drug free for 60 days.

If a student gains re-entry after being suspended on the zero tolerance drug policy and violates the drug policy a second time, the student will be permanently expelled from the Academy.

Drug test results are considered confidential, but may be discussed with the student’s guidance counselor and other Academy staff members if it is deemed necessary by the Administration in order to provide assistance to the student or for use in disciplinary action.

Students who test positive and who participate in extra-curricular activities are subject to restrictions of those activities as recommended by the Administration.

It is the policy of the Academy that a student’s eligibility for participation in interscholastic athletics will be affected by the use of any performance-enhancing substance as provided by statute, including but not limited to those performance enhancing substances banned in bylaw 31.2.3.4 of the bylaws of the National Collegiate Athletic Association, identified on any list developed by the Michigan Department of Community Health and any other substances within the discretion of the State Board of Education.

Gang Activity

Gang activity intended to commit illegal acts under state and federal law and/or intended to violate Academy policies and procedures, including under the Code of Conduct, is not tolerated and is prohibited at all times on Academy premises, on an Academy bus or vehicle or any Academy sponsored events.

“Gang” means an ongoing organization, association or group of students, other than a nonprofit organization, that identifies itself by all of the following:

- a unifying mark, manner, protocol, or method of expressing membership, including a common name, sign or symbol, means of recognition, geographical or territorial sites, or boundary or location
- an established leadership or command structure
- defined membership criteria

Gambling

A student will not engage in any game of chance for money or profit or where other items of monetary value are awarded to the winner, except for those games and contests authorized by the Academy administration as official Academy functions.

Damage of Property

Vandalism and disregard for school property will not be tolerated. Actions include, but are not limited to, writing in textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, damaging Academy equipment and spray painting surfaces (Graffiti is considered vandalism.) Violations could result in physical or financial restitution.

Profanity and/or Obscenity

A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or obscene language and obscene gestures toward students, staff working at the Academy, volunteers and visitors.

Academic Dishonesty

Academic dishonesty is considered a grave offense. Academic dishonesty (cheating and plagiarism) is willingly and knowingly copying or using the work of others to represent it as one's own and/or act of using books, notes, or other materials on an assessment without the knowledge or approval of the instructor. It is also considered cheating when one obtains copy of an assessment and/or assessment answers prior to taking an assessment with the intention or anticipation of using the information obtained on the assessment. Academic dishonesty includes tampering with educational materials and assessments, including State assessments.

Public Displays of Affection

Demonstration of one's affection toward another person has an appropriate time and place. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting.

Improper, Negligent, or Reckless Operation of a Motor Vehicle

A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on Academy property.

Leaving the Academy without Permission

Students shall remain on Academy grounds from their time of arrival until classes are dismissed at the end of the school day. A student shall not leave Academy premises without permission from authorized Academy staff.

Appropriate Dress Code

A student will not dress in manner that disrupts the educational process or is detrimental to the health, safety, or welfare of other. Repeated violation of the dress code/uniform policy will be viewed as insubordination and persistent disobedience. Please see Dress Code/Uniform Policy.

Contraband

In addition to illegal items under state and federal law, contraband items that are not to be brought to school include, but are not limited to, water pistols, toys, wireless communication devices (WCDs), lighters, matches,

smoke bombs or stink bombs and other items deemed to disrupt the instructional environment. The administration may add to this list at any time. Items confiscated by the Administration pursuant to this policy will be returned to the parent/guardian.

Insubordination

A student will not willfully ignore or refuse to comply with directions or instructions given by Academy staff.

Disorderly Conduct

A student will not behave in a manner that causes a disruption or obstruction to the educational process.

Progressive Discipline

The Academy uses progressive discipline to determine the severity of the consequence for the student. Progressive discipline involves increasing the severity of the penalty each time the student displays inappropriate conduct. This process is intended to correct the behavior of the student, not to punish the student. The investigator will take into account all of the circumstances surrounding the incident, including, but not limited to: the nature, severity and frequency of the misconduct; the student’s age; the student’s disciplinary record, whether student has a disability; development and maturity of the students involved; whether the violation or behavior threatened the safety of any other student or staff; whether a lesser intervention would address the violation or behavior; whether restorative practices will be used; and the context in which the alleged incident(s) occurred. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion.

Implementation

The School Leader or designee shall develop administrative guidelines for dealing with discipline of students authorized by this policy. The regulations shall include procedures for reporting violations of this policy to the student’s families(s)/guardian(s), Executive Director and Board, procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies, specifics of the appeals process and the process for the reinstatement of students. Please see the Principal for a copy of those guidelines.

Annual Review

As part of its oversight function, the Board will revisit this policy annually and review the effectiveness of the policy and, if necessary, consider any policy or procedural changes that may increase the policy’s efficacy.

Dress Code

All Renaissance students must adhere to the following guidelines:

1. Students may wear jeans, slacks, athletic pants, shorts or skirts.
2. Shorts and skirts must be longer than the student’s fingertips.

The following clothing will be considered inappropriate during the school day:

1. Pajama pants
2. Halter tops with thin (spaghetti) straps
3. Pants with wording across the backside
4. Any clothing that reveals a midriff, low-cut neckline, or displays a deep underarm

5. Hats and hoods may not be worn in the building
6. Any clothing that disrupts or distracts from the learning environment
7. Any clothing that is deemed indecent, inappropriate, or dangerous by school staff
8. Jackets and coats may not be worn in the classroom during the school day.

Violations of the dress code will result in a guardian being called to provide a change of clothing.

The Academy recognizes the importance of individually-held religious beliefs. The Academy will try to reasonably accommodate students' sincerely-held religious beliefs that are in conflict with this Dress Code Policy unless the reasonable accommodation would be detrimental to the educational process or cause any issues to the safety or welfare of others. Students requesting such reasonable accommodations should contact the School Leader.

Families in need of assistance to provide appropriate clothing in accordance with the dress code should contact the school office. Every effort will be made to provide students with appropriate clothing.

P.E. Shoes for Use in the Gym

A pair of gym shoes should be left at school. These shoes should not have black soles as these leave marks on the gym floor.

Personal Items

Because we do not accept responsibility for the student's personal items, students should leave at home those belongings that are not necessary to their education. More specifically, electronic games, toys, stuffed animals and trading cards are not allowed in school unless special permission has been granted. Any other personal items that staff members judge to be unsafe or inappropriate for school will be confiscated and held in the office until a family member retrieves them.

Electronics and Wireless Communication Devices (WCDs) (Cell Phones)

Games, cameras, and other electronic items are not allowed at the Academy unless express permission is given by the School Leader.

Wireless communication devices (WCDs) are devices that emit an audible signal, vibrate, display a message, or send or receive a communication to the possessor. WCDs include, but are not limited to the following: cellular phones, pagers/beepers, personal digital assistants (PDA's), e-readers (e.g. Kindles, Nooks, etc.), iPods, Blackberrys/smart phones, Wi-Fi enabled access devices, video broadcasting devices, tablets and laptops. Use of WCD's can create a distraction, disruption or interfere with the educational environment of the Academy.

The Academy generally prohibits elementary students from the use or possession of any WCD on Academy property, in an Academy vehicle or at any Academy-sponsored event. Students may only possess or use WCDs if permission is given by the student's families/guardians AND the School Leader. The School Leader will not give such permission unless the student's families or guardians have signed the Wireless Communication Devices (WCDs)/Cell Phone Acceptable Use Agreement and Network and Internet Acceptable Use Agreement. If a personal WCD is used on Academy property, in an Academy vehicle or at any Academy-sponsored event, students must only use the Academy's filtered Network for data access (either wirelessly or through a direct connection).

Students who obtain the necessary permission to possess or use WCDs must have them silent and stowed during the normal school day. Otherwise, cell phone use is only permitted before or after official school time. ***If cell phones are visible or heard during the normal school day, the item will be confiscated and the parent/guardian will be notified.*** The equipment will be returned to the parent/guardian only.

Cameras, cell phones or other WCDs may not be used to take pictures or videos without the express permission of a teacher or an Administrator. WCDs, cameras, video cameras or any equipment that has video and/or camera capability may not be activated or used at any time in any Academy situation where a reasonable expectation of privacy exists. Pictures or videos taken in locker rooms or restrooms are strictly forbidden. Additionally, if any prohibited pictures or videos are taken and subsequently posted to the Internet, it will be considered an additional infraction. These students will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Student Code of Conduct.

The Academy prohibits any electronic item from containing inappropriate material (as determined by the Administration) including offensive or inappropriate language; language that would promote violence or hatred; and sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

Students are prohibited from using WCDs to transmit test information or any other information in a manner constituting fraud, theft, academic dishonesty or violating the student expectations as outlined in the Family/Student Handbook.

A student’s possession of any electronic item on Academy grounds, in an Academy vehicle or at an Academy sponsored activity or event constitutes consent to the search of that electronic item. Students should also understand that any student who possesses a cell phone, WCD or other electronic item shall assume responsibility for its care.

The Academy assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event, or the unauthorized use of such devices. Students bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

Possession of a cell phone or WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Any device found in violation of this policy including if a student does not have the permission to use/possess an electronic device but it is found to be visible or heard during the normal school day, the item will be confiscated and the parent/guardian will be notified. The confiscated item will be held in the School Office; the item will be returned to the parent/legal guardian only. Confiscated phones, cameras, and other electronic devices will be discarded if not picked up by a parent or legal guardian within 30 days. Prior to such disposal, a notification of that disposal will be sent to the student’s mailing address on file in the School Office.

Violating this policy may also result in student disciplinary action (including suspension and expulsion);

permission to use the network possibly permanently revoked and possible referral of the matter to law enforcement if there is a suspicion of illegal activity. (e.g., child pornography)

Students who refuse to relinquish their electronic device immediately upon request of a staff member will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Student Code of Conduct.

These prohibitions are in effect any time on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event.

Students may use telephones located in the classrooms and office for emergency reasons with the permission and supervision of a teacher or office personnel.

Network and Internet Acceptable Use

The Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Academy operations. It also recognizes that safeguards have to be established to ensure that the Academy's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

In order for anyone to use the local and wireless network, Internet connection and/or data and exchange servers, he/she must read these guidelines and sign the Network and Internet Acceptable Use Agreement. **The agreement must also be signed by a parent or guardian.**

A user name and password will be issued to users upon receipt of a signed Agreement. Until then, network use will not be allowed. The use of the Internet is a privilege, not a right. **Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of a user's account, disciplinary action (including suspension and/or expulsion) and/or legal action.**

Inappropriate Internet and network use is not limited to the following:

- using offensive or inappropriate language or language that would promote violence or hatred;
- revealing one's (or other's) personal address, phone number or credit card information;
- harassing anyone by sending uninvited communication;
- sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;
- accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- accessing areas blocked by the Academy's firewall without authorization;
- e-mailing is restricted to topics related to instruction and school activities;
- soliciting or distributing e-mail for non-educational or non-business purposes;
- misrepresenting oneself or others;
- making unauthorized copies of software or information, such as software pirating;
- printing of materials excessively;

- downloading and/or installing unauthorized software, including games, on Academy computers without specific permission from Administration;
- accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;
- violating federal copyright laws or otherwise using the property of another individual or organization without permission. All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- violating any local, state or federal statute; and
- accessing personal social networking sites, such as but not limited to Facebook, Twitter, MySpace, YouTube, Google+, Instagram, Snap Chat, Tumblr, Pinterest, Vine, Yik Yak, VK, Linkedin and Flickr etc. without specific permission from the Administration.

Academy students will receive a password only after signing the Network and Internet Acceptable Use Agreement. The assignment of a password does not guarantee confidentiality. There is no expectation of privacy as to prevent examination or monitoring. The Academy reserves the right to examine all data stored in the machines and/or network (including e-mail) to make sure that all users are in compliance with these regulations. The Academy reserves the right to monitor or review Internet files, including web pages and usage logs. Any flash drive used at the Academy must also be free of any inappropriate content.

The Academy monitors the on-line activity of all users in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Students are prohibited from participating in the transfer of inappropriate or illegal materials or material that may be considered treasonous or subversive through the Network and Internet connection. In some cases, the transfer of such material could result in legal action against a student.

Students, who happen to find materials that may be deemed inappropriate shall refrain from downloading this material, immediately leave the Internet site, shall not identify or share the location of this material, and will immediately report it to a teacher or the Administration. The transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

All computers, local and wireless network, Internet connection and/or data and exchange servers are the Academy's property and shall only be used for educational and business purposes. The computer hardware (monitors, terminals, keyboards, mice, etc.) are Academy property and any mistreatment or damage will be considered destruction of property or vandalism.

The Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Academy and any of the sponsoring organizations shall not be liable for any loss or corruption of data resulting while using the Internet connection.

The Academy strongly condemns the illegal distribution of software otherwise known as pirating. Software piracy is a Federal offense punishable by fine or imprisonment.

Students are prohibited from allowing other individuals to use their account or use other individuals' accounts

for Network and Internet activities.

Through the use of the Internet, any actions taken by students reflect upon the Academy system as a whole. As such, all students are required to behave in an ethical and legal manner.

Users must release CS Partners, the Academy, and all other sponsoring organizations related to the Internet connection from any liability or damages that may result from the use of the Internet connection prior to having access. In addition, users must accept full responsibility, as well as legal and financial liability for the results of their actions regarding their use of the Internet. Users must release the Academy and related organizations from any liability relating to consequences resulting from their use of the Internet.

Students will be subject to disciplinary actions if Academy technology and/or networks are abused in any way or used in an illegal or unethical manner. Any inappropriate use of the computer networks or violation of these guidelines by students will result in the loss of the privilege to use network and possible disciplinary action (including suspension and/or expulsion).

The Academy administration reserves the right to change these rules at any time.

Legal Notices

Equal Education Opportunity/Civil Rights Designee

It is the policy of the Academy to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, ethnicity, color, national origin, sex, (including sexual orientation or transgender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, while at the Academy, or an Academy activity, should immediately contact the School Leader or designee below.

Complaints will be investigated in accordance with the administrations guidelines, established by the Academy. Any student making a complaint or participating in an academy investigation will be protected from any threat or retaliation. The School Leader or designee can provide additional information concerning equal access to educational opportunity.

Families or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact:

Civil Rights Representative/Compliance Officers: Mrs. Sarah Anderson

Title IX Coordinator: Mrs. Lisa Bergman, 2797 S. Isabella Road, Mount Pleasant, MI 48858, (989) 773-9889, lbergman@renaissancepsa.com

Website Accessibility Coordinator: Henry Mayer, 989-773-9889, hmayer@renaissancepsa.com

or the Office for Civil Rights 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812 , 216-522-4970,

Email: OCR.Cleveland@ed.gov

Student Assessments

It is the policy of the Academy to monitor individual student academic growth in each subject area at least twice during the Academic year using a competency-based on line assessment. The results of the assessment shall be communicated to the students and families/guardians.

Post-Secondary Enrollment Option

Although the Academy does not offer high school and college credit while a student is at the elementary level, as a student progresses through their academic journey, they will have opportunities to receive post-secondary credits while enrolled in the Secondary school of their choice. Secondary schools contain programs such as dual enrollment and advanced placement. These future opportunities highlight the importance of good study habits and academic success at the elementary level.

Student Rights and Responsibilities

The rules and procedures of the Academy are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all Academy rules, procedures and code of conduct.

Families have the right to know how their child is succeeding at the Academy and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Families are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

Title 1 School-Wide Parent Involvement Plan

Vision

Families are their children's first and most important teachers. When the school and families are involved cooperatively, positive results occur. These include high student achievement, reduced absenteeism, improved behavior, and a feeling of confidence regarding the partnership between home and school.

Part I: Policy Involvement

The RPSA Title 1 School-Wide Parent Involvement Policy was created as a collaborative effort between families and staff. Families played a key role in the development of this plan and we will continue to utilize their feedback and suggestions in order to update and improve our School-Wide Title 1 Program: 1118 (b)

Convene an annual meeting: 1118 (c) (1)

RPSA will:

- *Hold an annual school-wide Title 1 Meeting in the fall (September/October).*
- *The purpose of the meeting will be to share the School-Wide Policy, review the School Parent Involvement Plan, and to explain our Title 1 program and how families can be involved to help their child be successful.*

- *Families will be notified of the meeting, through U.S. mail, in a flyer, on the school newsletter and in student agenda messages.*

Offer flexible meeting times & varied activities designed to support and encourage the involvement of all families: 1118 (c) (2)

RPSA will ensure the involvement of all families by offering the following activities:

- *Individual home visits or classroom visits between classroom teachers and each family prior to the start of the school year*
- *Curriculum Nights/Open House (childcare provided)*
- *Parent Workshops (childcare provided)*
- *Parent Conferences*
- *PTO Activities*
- *Flexible IEP times*

Involve families in planning, reviewing, and improving the School-Wide Title 1 program, including the School Parent Involvement Policy: 1118 (c) (3)

RPSA will ensure the involvement of families in planning and reviewing the School-Wide Title 1 program by:

- *Reviewing the School Parent Involvement Plan at the Annual Fall Open House.*
- *Posting the Parent Involvement plan for families to review during Parent Teacher conferences in a visible location*
- *Placing a suggestion box located under the visible plan for families to make suggestions during Fall Parent Teacher conferences. Share these suggestions with stakeholders.*
- *Reviewing and distributing Parent Compacts at Annual Fall Open House. Those who do not attend will receive and review their compact at fall conferences.*
- *Conducting a Family Survey at Fall conferences for all families*
- *Reviewing and revising the Parent Involvement Plan to incorporate suggestions based on the Parent Survey results*
- *Placing a suggestion box in a visible location for continued communication between families and school all year. Reviewing suggestions and comments at monthly PTO meetings. Acting on these suggestions made by stakeholders as appropriate.*
- *Holding a Title 1 meeting mid-year Parent Partnership Meeting (January/February) at flexible times (morning and evening) to review the Title 1 program, parent involvement plan and ask for suggestions for improvement. Provide families with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the parent school compact and parent involvement policy.*
- *Expanding all avenues of communication with families (school newsletter, classroom newsletters, District publications and website) to increase parent involvement in the School-Title 1 progra.*

Provide timely information about the School-Wide Title 1 Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118 (c) (4) (A) (B)

RPSA will provide timely information through:

- *Annual Fall Open House (annual Title 1 meeting)*
- *Fall Curriculum Night/Open House (childcare provided)*
- *Parent conferences (fall and spring/additional conferences upon parent request)*
- *School/Classroom Newsletters*

- *Progress Reports and Report Cards*
- *District Web Site – Policy, Plan and Compact available on website*
- *Tier II Parent Conferences – meet intervention specialists /see intervention programs/discuss students progress thus far/provide family learning activities. Families who cannot attend receive a personal contact from the interventionist to explain the activities and purpose.*
- *Transition to Kindergarten Program– Parent awareness evening and coordination with daycares and preschools to educate all involved about kindergarten expectations (childcare provided)*
- *Parent Workshops (childcare provided)*
- *Home Visits*
- *SeeSaw*
- *Telephone Calls/E-mail correspondence*
- *Parent-Student Handbook*

Provide families the opportunity to interact with teachers regarding the education of their children. Include families in the decision making process and utilize their suggestions for improvement. Revise the School-Wide Policy to meet student and parent need and share revisions with LEA: 1118 (c) (4) (C) & 1118 (c) (5)

RPSA will provide families an opportunity to interact with their children’s school by:

- *Parent Suggestion Box located in a visible location where families can provide suggestions for improvement and comments regarding the School-Wide Title 1 program*
- *Include School-Wide Title 1 as a monthly agenda item at PTO. Go through Parent Suggestion Box at monthly PTO meetings to discuss both suggestions/positive notes. Utilize parent feedback to revise and update our School-Wide Title 1 program to meet the needs of all families and students. Share suggestions and comments and act on suggestions as appropriate.*
- *Conduct a Parent Survey at Fall Parent Teacher conferences for all families*
- *Hold a Title 1 Parent Partnership (stakeholder representatives) meeting mid-year at flexible times (morning and evening) to review the Title 1 program, parent involvement plan and ask for suggestions for improvement. Provide families with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the parent involvement policy when appropriate.*
- *Parent conferences (fall and spring/additional conferences upon parent request)*
- *Telephone Calls/E-mail correspondence between families, teachers and school*

Part II: Share Responsibilities for High Student Academic Achievement

Develop jointly with families and teachers a School/Parent/Student Compact. The compact will outline ways in which the families, school staff, and students will work together to ensure high student academic achievement. The compact will be reviewed and discussed during fall parent-teacher conferences: 1118 (d) (1) & 1118 (d) (2) (A)

RPSA will develop a School/Parent/Student compact:

- *The Parent/Teacher/Student compact is developed and reviewed annually. Revisions are made based on the Fall Conference Parent Survey results and additional suggestions provided by families.*
- *The compact is reviewed and given to all families at the Fall Open House and reviewed at Parent-Teacher Conferences. Teachers discuss how the compact relates to the success of each*

individual child. This ensures a strong home/school connection and allows all stakeholders to have a voice.

Provide frequent reports to families on their children’s progress: 1118 (d) (2) (B)

RPSA will provide various academic reports to families:

- *Report Cards three times a year.*
- *Progress reports available on an as-needed basis*
- *Student Agendas*
- *Parent Teacher Conferences (Fall, Spring, additional conferences available upon request)*

Afford families reasonable access to staff. Provide opportunities for families to volunteer, participate and observe in their child’s classroom: 1118 (d) (2) (C)

RPSA has an open door policy for families with both administration and staff. In addition, families are encouraged to participate in the following activities:

- *PTO (Parent Teacher Organization)*
- *Room families*
- *Chaperones for field trips and special activities*
- *Room Helpers*
- *Room observations as requested by families*

Part III: Building Capacity for Involvement

Provide information and assistance to families regarding the state and local academic standards and assessments: 1118 (e) (1)

To ensure that families are informed about academic standards and assessments, RPSA will provide the following:

- *Parent Conferences (Fall and Spring, additional conferences available upon request)*
- *Grade Level Common Core State Standards provided at Curriculum Night/Open House*
- *ELPA results for ELL students sent to families*
- *Assessment information shared with families at conferences*
- *Students receiving additional assistance will be progress monitored on a monthly or bi-weekly basis depending on student need. Information will be shared with families when appropriate.*
- *Intervention Specialist available at conferences to provide information and answer questions about assessments*
- *Fall Curriculum Night/Open House: Staff share expectations and provide all families with examples of at home activities to help their child reach their highest potential.*

Provide materials and training to families: 1118 (e) (2)

RPSA offers training and materials to families through the following events and activities:

- *Fall Curriculum Night/Open House (childcare provided)*
- *Transition to Kindergarten Parent Night (childcare provided) ...Part of Title I KINDERGARTEN CAMP*
- *Kindergarten Parent Night/Open House*
- *Parent Workshops (childcare provided)*
- *Provide family learning resources to Tier II students in the areas of math and reading*

- *Family Kindergarten Readiness Resource Bag for incoming Kindergarteners given to families at Kindergarten Registration*
- *Summer Reading Program*
- *Weekly school newsletters/Classroom newsletters/Academy publications*

Educate teachers, staff and principals regarding the value of parent involvement, ways to communicate effectively with families, and implementation of parent programs: 1118 (e) (3)

- *RPSA values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will attend workshops and implement new ideas for effective parent communication. When situations occur that involve students or the welfare of the entire school community, families are always the first point of contact.*

Coordinate parent involvement activities with other programs: 1118 (e) (4)

RPSA will work to coordinate programs to ensure success for all:

- *Transition to Kindergarten: activities to educate preschool families, daycares and community stakeholders on Kindergarten expectations*
- *GSRP-Great Start Readiness Program: Preschool program located at RPSA that prepares students for Kindergarten expectations*
- *School wide fun nights*
- *PTO*
- *Head Start*
- *Preschool Visit: Preschoolers and their families invited to RPSA to tour(April)*

Inform families of school and family programs in a timely and practical format in a language they can understand: 1118 (e) (5)

To ensure that all families are informed in a timely and user-friendly manner, RPSA Elementary will provide:

- *Student Agendas*
- *School Newsletter/Classroom Newsletters/Academy Newsletters written in a language families can understand*
- *Bilingual interpreter, as needed, through GISD for all parent contacts*
- *Utilize CMU Foreign Language Department resources as necessary*
- *Accommodations for families physical disabilities*

Provide support for parental involvement at their request: 1118 (e) (14)

RPSA will make every effort to support our families and make sure their needs are met:

- *Make every effort to accommodate parent requests to ensure that students and families individual needs are met in order to foster more positive parent involvement*

Part IV: Accessibility

Parent involvement activities accessible to all families, including those with disabilities and families who use English as their 2nd language: 1118 (f)

RPSA will provide:

- *Flexible meeting times*
- *Handicapped Accessible Facilities*
- *Home Visits*

- *Phone Conferences (Bilingual interpreter, as needed, through GISD for all parent contacts)*
- *School Newsletter/Classroom Newsletters/District Newsletters written in a language families can understand*
- *Accommodations for families with physical disabilities*
- *Collaboration with community agencies; i.e., Community Mental Health*
- *Transportation Assistance*

Visiting the Academy

We have many visitors between the hours of 8:00 a.m.-3:00 p.m. For safety purposes, we are requiring all visitors, including volunteers, CMU students, student teachers, social workers, parents, guardians, and other family members, to check in at the office to receive a pass. This will allow all staff members to account for all visitors each day. If you are dropping something off for your student (such as a lunch) you may leave it at the office and it will be delivered to your child for you. If you have a message to get to your child, please call or stop at the office, and the message will be delivered for you. If you have an appointment with your child's teacher or another staff member, you may wait at the office where that individual will come to meet you.

Children accompanying visiting families must be directly supervised at all times inside the school building, on the playground, and in the parking lot and walkways. This applies to Academy-enrolled children before school and after school hours and to non-Academy-enrolled children at all times.

Visitors including parents/guardians who are registered sex offenders are required to so notify the School Leader or designee before visiting the Academy and to strictly comply with all applicable school safety legislation. All registered sex offenders, including parents and guardians, must safely and expeditiously drop off their children and pick them up during the prescribed times for drop off and pick up and then promptly and safely exit the Academy premises. The School Leader or designee may be contacted for any questions or for further information.

The Academy strictly prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Academy for the purpose of school activities. (These settings include Academy-sponsored events (both on and off Academy property and traveling to and from such events), Academy premises (leased, owned or used by the Academy), Academy vehicles, and at any activity authorized or approved by the Academy. Any person who violates the policy will be referred to law enforcement.

Visitors, who are rowdy, commit a verbal assault on the premises, or who are otherwise disorderly, will be asked to leave the premises; this type of behavior is unacceptable.

Protocol for Volunteers

The Academy welcomes and encourages volunteers. The teachers appreciate this adult assistance and have prepared in advance specific tasks that can be readily assigned to their classroom volunteers.

The role of the volunteer in the classroom is to assist the teacher(s) in facilitating the learning activities that occur throughout the day. To provide such assistance will require the full attention of the classroom volunteer, and a willingness to work cooperatively with the classroom teacher(s) on behalf of the students in the classroom.

The following guidelines serve as a framework for volunteers in the classroom; we expect that all volunteers will abide by these important guidelines:

- It is preferred that classroom volunteers make advance arrangements with the teacher(s) regarding date(s), time, and length of service in the classroom whenever possible.
- To optimize the assistance provided to the teacher and students, families are not permitted to bring younger siblings/children during their volunteer time.
- The classroom volunteer must be willing and prepared to:
 - Engage with, and assist any student, or group of students as directed by the classroom teacher(s).
 - Learn and support classroom procedures, social protocols, and routines.
 - Engage in a positive manner with all students, and refer all incidents of injury and/or medical issues to the classroom teacher, as well as any incidents of disruption, non-compliance, or concerning student behavior (i.e., do not engage in disciplinary action with students).
 - If there is more than one volunteer in the classroom at the same time, their full attention must be given to assisting the teacher and supporting the students. If the volunteers wish to chat with each other, they must do so outside of the classroom.
 - **Do not use cell phones and other electronic devices, including, but not limited to texting, when in the building and volunteering in the classroom.**
 - Photographs and video recordings (including cell phone recordings) taken on academy property, in an academy vehicle, or at any academy sponsored activity or event shall not be published without the expressed prior consent of the School Leader.
- Confidentiality is of the utmost importance, especially when families volunteer in the classroom and school. **Communication of personal and educational information regarding students, families, staff or administration must be regarded as confidential and safeguarded.**
- **Volunteers must not be privy to student personal and educational information in the course of the duties assigned to them (i.e. copying move-up certificates, helping with report cards, transferring assessment data of any kind, etc...)**

The purpose of these guidelines is to ensure that the learning environment is optimized for students. We appreciate the cooperation of families in following these important guidelines, and we are very appreciative of those families who are able and willing to dedicate their time to supporting the education of all students.

All volunteers working with students must be in a location that is visible to teachers and staff (i.e., not alone in a room or office with no visibility).

Background Checks

In order to provide a safe environment for all Academy students, volunteers (including families) may be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar site for background checks, prior to certain volunteer assignments. Volunteers are required to submit a form and a copy of their driver's license for this purpose. The School Leader may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate. Any decisions made by the Academy are final and are subject to the Academy's sole discretion. The School Leader may be contacted for any questions or for further information.

Search and Seizure/Locker Searches

All lockers, cubbies, and other storage places assigned to students are the property of the Academy. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies or other school-supplied storage areas. The School Leader or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the School Leader or his/her designee. The School Leader or his/her designee may search lockers, locker contents, cubbies or other school-supplied storage areas, as well as open lockers for repairs, at any time, without notice and without parental/guardianship or student consent.

The Academy assigns lockers, cubbies, and other storage places to its students for the students' convenience and temporary use. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use these storage areas for any other purpose, unless specifically authorized by Academy board policy or the School Leader or his/her designee, in advance of students bringing the items to the Academy. Students are solely responsible for the contents of their lockers, cubbies and other storage places and must not share these storage areas with other students, unless authorized by the School Leader or his/her designee. The locations at which searches of students and student property may be conducted are not limited to the Academy building or at Academy property, but may be conducted wherever the student is involved in a school-sponsored function.

The School Leader or his/her designee may search a student and/or a student's personal items in the student's possession (such as but not limited to purses, backpacks, lunch boxes, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either state law, Board policies or Academy rules. A student's failure to permit searches and seizures as provided in this policy will be considered insubordinate and will be disciplined under the gross misdemeanors section of the student code of conduct.

The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student's age, gender and the nature of the infraction. If a pat down search of a student's person is conducted, it will be conducted in private by an Academy official of the same sex and with an adult witness of the same sex present. Strip searches are prohibited.

Academy computers, software and internet access are school property. Students are only authorized to use Academy computers and other similar educational technology consistent with the educational mission of the Academy. Academy officials may search school computers, software and internet access records at any time for any reason and without student consent.

The School Leader or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The School Leader or his/her designee shall supervise the search. In the course of a search, the School Leader or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against Academy policy and rules.

When conducting searches, the School Leader or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the School Leader or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled

substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the School Leader or his/her designee will be seized and held by Academy officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen years of age or older, shall be notified by the School Leader or his/her designee of items removed from the storage area.

Individuals with Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the School/Academy's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the office at 989-773-9889 to inquire about evaluation procedures and programs. Mrs. Sarah Anderson is the Section 504 Coordinator.

Children and Youth in Transition

It is the policy of the Academy to ensure that students who meet the Federal definition of children and youth in transition have equal access to the same free, appropriate public education as provided to other students. In addition, these students are given meaningful opportunities to succeed at the Academy. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally required. The Academy's Homeless Liaison is the Mrs. Lisa Bergman.

The Academy is committed to ensuring that there is no barrier to enrollment, attendance, or the success of children and youth in transition. In addition, children and youth in transition will not be discriminated, stigmatized or segregated on the basis of their status.

The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact Lisa Bergman at 989-773-9889.

English Learner

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of an academy. It is, therefore, the policy of the Academy that those students identified as English Learners will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. families should contact the office at 989-773-9889 to inquire about procedures and programs offered by the Academy.

Access to Student Records

The Academy maintains many student records including both directory information and confidential information. Educational records of students at the Academy are safeguarded by policies under the federal

legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law. parents/guardians and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the Academy to comply with FERPA

If the Academy receives a record request from another school the Academy will send, without consent, personally identifiable student information to that other school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes Academy administrators, staff, teachers, supervisors, Board members, support staff or contractors to whom the Academy has outsourced institutional services or functions. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

If requesting student records, please contact the Academy office to begin this process and allow up to 45 days for the school to comply with your request.

Families or eligible students who wish to amend a student record should contact the School Leader or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the Academy wishes not to amend the student record as requested, the Academy will notify the parent or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202 -5920

Directory Information

The Family Education Rights and Privacy Act ("FERPA") requires that the Academy, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child's education records. However, the Academy may disclose appropriately designated "directory information" without written consent, unless you have submitted a signed opt-out form to the Academy. The primary purpose of directory information is to allow the Academy to include this type of information from your student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Individual or group recognition of achievement and /or accomplishments;
- Graduation programs; and
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks

If you do not want the Academy to disclose directory information from your child's education records without your prior written consent, you must submit a signed opt-out form to the Academy. The Academy has designated the following information as directory information:

- student's name
- participation in officially recognized activities and sports
- address
- telephone numbers (e.g., home, cell, etc.)
- weight and height of members of athletic teams
- Academy assigned electronic mail address
- photograph/video/DVD/electronic image
- honor roll and awards received
- date and place of birth
- dates of attendance
- grade level and/or classroom assignment

Legal Ref.: Section 9528 of the ESEA (20 USC §7908),; the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.

Teacher and Paraprofessional Qualifications

All of the teachers at the Academy are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate.

Academy teachers and paraprofessionals are all considered highly qualified. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the School Leader at any time.

Review of Instructional Materials and Activities

Families have the right to review instructional materials being used in the school and to observe instruction in their child's classroom. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the Academy. Families' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Concussions

Before a student may participate in an athletic activity (physical education classes, organized practices and competitions) operated by the Academy, student athletes and parents/guardians must review and sign the [parent/athlete concussion information sheet](#) and turned the signed form to the office.

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding", "getting your bell rung" or what seems to be a mild bump or blow to the head can be serious.

If a student is suspected of having sustained a concussion, the student must provide the Academy with written clearance from an appropriate health professional before the student can return to physical activity. The health professional must be licensed or authorized to engage in a health profession whose scope of practice includes the recognition, treatment, or management of concussions. Schools will closely scrutinize any written medical slips submitted by students to make sure that an appropriate health professional has authorized their release.

Preparedness for Toxic and Asbestos Hazards

The Academy is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the *Academy Preparedness for Toxic Hazard and Hazard Policy* and asbestos management plan will be available for inspection at the school office upon request.

Pesticide Notice

The Academy is required by Act 451 Part 83 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act. Under most circumstances chemical treatments will be a last resort.

Only a licensed person or company shall be allowed to apply commercial grade pesticides or herbicides. Advance notice of the pesticide application will be given at least 48 hours before the application. Notices of the application will be posted at Academy entrances and on our website. Additional applications may be necessary.

In addition, families may request in writing to receive written notification at least three (3) day prior to the pesticide application. In case of an emergency, pesticides may be applied without prior notice. The Academy will provide notice of the emergency application as soon as possible.

Families/guardians may review the Academy's integrated pest management program and records of pesticide applications.

If you have any questions or wish to request prior notification of the application, please contact Brandy Reihl, 989-773-9889, breihl@renaissancepsa.com.

Mandated Reporter

Academy administrators, teachers, counselors and social workers are required by law to immediately report any and all suspected cases of child abuse or neglect to Children's Protective Services at the Department of Human Services.