



# The Renaissance

35-59 81st Street, Jackson Heights, NY 11372  
www.renaissancecharter.org • 718-803-0060 • 718-803-3785 (fax) Charter School

- **Spanish:** *Esto es un aviso importante con respecto a la educación de su niño. Haga por favor que alguien traduzca este documento para usted puntualmente.*
- **French:** *C'est une notification importante concernant l'éducation de votre enfant. Veuillez faire traduire à quelqu'un ce document pour toi promptement.*
- **Bengali:** *এটি আপনার সন্তানের শিক্ষা সংক্রান্ত একটি গুরুত্বপূর্ণ নোটিশ। দয়া করে আপনার জন্য এই নথিটি অবিলম্বে অনুবাদ করুন।*
- **Urdu:** *ye aik important ittelaah taak education ka tumhari child please someone translate ye kaghazaat liye tum promptly have hai.*
- **Chinese (traditional):** *这是一个重要的通知，关于您的孩子的教育。请有有人为你翻译这份文件及时。*
- **Russian:** *Это будет важным извещением относительно образования вашего ребенка. Пожалуйста имейте кто-то перевести этот документ для вас проворно.*

Welcome to the 2018-2019 school year at Renaissance! Please read the 2018 APIL, and take note of anything that relates to your child.

As always, please make sure that we have **updated email addresses and phone numbers** so that we can reach you when necessary. The best way to do this is to send in a new **Student Information Form** every year, attached in the FORMS packet here. We have not included a school calendar—that will be coming later in the month—but as always, please read any and all communications that we send home as there are often date changes during the year. You can always check on our website, <http://www.renaissancecharter.org/cal>, which is updated regularly, and the calendar on PupilPath. Of special importance to take note of are the early dismissal days. Please check the full summer packet for more detailed information but note the schedule below:

The first day of school for all students is **Thursday, September 6, 2018**. It is a full day for all students. The arrival times and dismissal times for each grade are as follows –

<u>Grades</u>	<u>Arrival Time</u>	<u>Dismissal Time</u>
PreK-6	8:20 AM	3:10 PM
7-11*	8:20 AM	3:13 or 4:01 PM
12*	8:20 AM. or 7:29 AM	3:10 PM or various

\* Please go over your child's schedule and make a copy for your reference.

Make sure you read the 2018 "APIL" to learn more, and pay special attention to anything marked "New This Year" or "Important". If you are unable to access this, or if you need a printed copy of any of the forms, applications or letters, please call the main office (718-803-0060), and we will print out the documents you need for pick-up.

**\*Important\*:** As always, the use of cell phones and other electronics is strictly forbidden in the school building. Please **do not call your child** on their phone during school hours. Tell your child to go to the main office if they need to make a phone call, or to the nurse's office if they are feeling ill. See "APIL" document for full details

**\*Important\*:** Students must be registered in an after-school program in order to stay beyond their scheduled time. PK-4<sup>th</sup> grade afterschool is available for a fee, and free after-school for registered 5<sup>th</sup>-10<sup>th</sup> graders. Both programs are administered by 82<sup>nd</sup> Street Academics. See the "APIL" document for full details. If your child is not registered in either of these programs, they must be picked up promptly at dismissal time; younger siblings may not wait for older siblings in the office, or any other place in the school. Under no circumstances may younger siblings attend upper grade homework centers or programs.

**Please read through this with your child.**  
**ANNUAL PARENT INFORMATION LETTER**



**(The 2018-2019 “APIL”)**

**PART 1: *The School Day***

*Renaissance students experience a rich, project-based academic curriculum, a full spectrum of arts classes, and the opportunity to grow into confident global citizens through experiences that take them outside the classroom and into the world at large.*

**First Day of School**

The first day of school for all students is Thursday, September 6, 2018. It is a full day for all students. The arrival times and dismissal times for each grade **on the first day** are as follows –

<i>Grades</i>	<i>Arrival Time</i>	<i>Dismissal Time</i>
PreK-12	8:20 a.m.	3:10 p.m.

*Breakfast will be served from 7:40 AM to 8:10 AM.*

**Arrival and Dismissal Times – 2018-2019 School Year**

Pre-Kindergarten – 6<sup>th</sup> grade classes will begin at 8:20 and will end at 3:10 p.m.

7<sup>th</sup> - 12<sup>th</sup> graders will have individualized program cards to accommodate targeted instructional plans that may utilize 1st period (7:29-8:15) and 10<sup>th</sup> period (3:13-4:01) in different ways throughout the year. Some students may be programmed for 1st period or 10<sup>th</sup> period for various electives, AP, Skills or Gym classes, or for short-term tutoring as needed. Please note that 1st and 10<sup>th</sup> period programming may change throughout the year based on the academic needs of each individual student. If your child is scheduled for 1<sup>st</sup> or 10<sup>th</sup> period, it is a mandatory part of his or her school day. Your 7<sup>th</sup>-12<sup>th</sup> grade child may be dismissed at 3:13 on some days, and at 4:01 on others. You will be notified of any changes in a timely manner.

**Transportation**

Busing is not provided for Pre-Kindergarten students. Eligible students in grades K-6, as well as some students with special needs, may ride yellow school buses to and from school. If you would like your child to be considered for bus service, please complete the enclosed *Request for Bus Transportation* form and we will contact you concerning eligibility and bus stops. Only those families who return the form will be contacted. Generally, the school receives its bus routes at the end of August.

Students in grades K-12 may also qualify for MetroCards. The Office of Pupil Transportation, NYC Department of Education, *not TRCS*, makes eligibility determinations for yellow bus service and MetroCards. Under no circumstances can a student both ride the yellow bus and receive a MetroCard.

MetroCards will be distributed as soon as we receive them. ***MetroCards should be kept in a safe place. The school cannot guarantee replacement of a lost card***, as we are only provided with a limited number of cards.

Patricia Poljanic, Transportation Coordinator, will be available to answer your questions by phone and during the opening days of school at a specially designated Transportation table. Please remind your child that the School's Discipline Policy is in full effect when traveling to and from school. Students are expected to follow the directions of the bus driver when riding the yellow school bus. Students who do not follow all rules may lose his/her bus privileges.

### **What To Bring and Not To Bring To School**

Elementary, Middle and High School teachers may have assigned summer homework (due on September 6). Check our website: (<http://www.renaissancecharter.org/parents.html/pta.com/notices>) for more information. Some teachers have also posted supply lists there. Other teachers will be distributing these the first few days of school. High School students all need a TI 85 (or above) calculator. This is a purchase your child will use for all four years of high school mathematics. All students should always bring pencils, pens, paper and a folder for notices.

**Lockers:** Renaissance will issue locks for all school lockers (currently available to **5<sup>th</sup>-12<sup>th</sup> graders.**) No outside locks will be permitted and students without a school lock will not be issued a locker. **New Students and Rising 5<sup>th</sup> graders:** please send \$5 with your 5<sup>th</sup>-12<sup>th</sup> grade child to rent a lock for a locker. **Returning Students:** Students who paid for their locks and returned them will get the locks for no cost. Students who chose to keep their locks from previous years must register the lock with Laurie Zic (HS) or Mary Sugrue (MS), in order to be assigned a new locker. New students and students who did not return their locks must rent a new lock.

The following items are always prohibited: laser pointers, weapons of any kind (including pocket knives, razors, items with spikes), illegal and / or non-prescribed drugs/medications, tobacco, e-cigarettes and all vaping products, alcohol, glass containers, matches, lighters, stink bombs, spray paint, "slime" and any other item that may jeopardize the health, welfare, or safety of the school community. Students who bring these items to school will have them confiscated and will be subject to disciplinary action including suspension and expulsion. We will also contact the police as necessary.

Students are not permitted to take any medication on school property without having a 504 form on file with the Medical Office. This includes Tylenol, ibuprofen, cough medicine, and all non-prescription and prescription medications. If your child needs to take any medication for any reason, please contact Mary Sugrue in the main office.

### **School Meals**

School meals are cooked onsite in our own kitchen, under the supervision of "Chef Mo". Students will enjoy nutritious and delicious breakfasts, lunches and suppers, as well as mid-afternoon snacks. Weekly menus and parent information letters are posted on our website (see link below.) In addition, all students are welcome to partake in the snack and supper program. **\*\*NEW\*\*** We are pleased to inform you that Renaissance has been approved to implement a meal certification program for the 2018 – 2019 school year, which means that ALL enrolled students are eligible to receive a healthy breakfast and lunch at **no charge** to your household. Your child(ren) will be able to participate in these meal

programs without having to pay a fee or submit an application. Please see the letter reprinted on our website at <http://www.renaissancecharter.org/parents.html/foodservice>, available in English and Spanish.

The cafeteria will begin serving breakfast and lunch on the first day of school. Students can choose to have school meals or may bring food from home. Kindergarten and 1<sup>st</sup> grade students will have lunch delivered to their classrooms, but breakfast and supper are served for them in the cafeteria.

*Please note: TRCS does not have appliances for students to heat food. Students are not permitted to call in for food. Please **do not** bring your children meals from McDonald's, Taco Bell, etc. as we cannot guarantee that we can deliver this to them. Glass bottles are not allowed. In order to keep our building rodent and bug-free, eating in classrooms is prohibited except for early-grade students, and school approved special events. Students must discard, or store in a closed and stowed lunchbox, all uneaten food and drink **before** entering the building.*

All students are welcome to participate in the breakfast program beginning at 7:40 a.m. in the cafeteria. MS and HS students may choose to have a cold breakfast in the MS or HS common areas, but cooked food cannot be carried from the cafeteria to other areas. No student will be admitted to the breakfast program after 8:10 a.m. Students not participating in the breakfast program should arrive to school 10 minutes prior to their scheduled start time. This will ensure that they will not be marked late for class. TRCS is a community that requires everyone's contribution. All students are expected to clean up their table space after eating and to behave responsibly and respectfully in the cafeteria or in the classroom at all times.

As a school that promotes the development of leadership, we encourage students who are interested in participating in our School Food and Nutrition Committee to speak to a member of the Cafeteria Staff.

**We are extremely concerned about food allergies. If your child has a diagnosed food allergy, please inform us on the Medical History Questionnaire form enclosed. We will then inform the School Nurse, Cafeteria Staff, and Kitchen Staff. The medical room is equipped with an Epi-Pen should a serious allergic reaction occur.**

### **Outdoor Lunch**

7<sup>th</sup>-12<sup>th</sup> Grade students who display good citizenship, act responsibly, and demonstrate that they are ready for this experience will be permitted to go outside for lunch, or may leave the cafeteria after school-lunch, time permitting. All students in grades 7-12 with outdoor lunch privileges will need to carry lunch permission cards. These lunch permission cards will be turned into staff when leaving for lunch and retrieved upon return. Outdoor lunch privileges will be revoked for infractions of rules, insubordination, lateness, or disruption of the learning community. Please see the High School Handbook under Lunch Privileges for details concerning how students are deemed responsible and eligible for outdoor lunch. The handbook (currently being updated) can be found on our website at <http://www.renaissancecharter.org/parents.html/studentsupport.html>.

### **After-School at Renaissance**

Renaissance provides after-school care, academic support, and extracurricular activities to students in grades PK-12.

**\*\*NEW THIS YEAR\*\* PK-4 After-School Center:** We are pleased to announce that our long-time after-school partners, 82<sup>nd</sup> Street Academics, Inc., will be running the early-childhood and upper elementary after-school program, and for the first time we will be able to offer after-school child-care for Pre-Kindergarten students at their site down the block from the school. 82SA will arrange for Pre-K students to be safely escorted from Renaissance to the Pre-Kindergarten Center. The Pre-Kindergarten and K-4 programs require a fee, as before, with a payment plan available. You will find all the information you need in their enrollment packet found on our website (see link below), and you can call Stephanie Melendez – [stephanie.melendez@82ndst.com](mailto:stephanie.melendez@82ndst.com) (718) 457-0429, ext. 200 with questions. Children in the centers are given supper and snacks and have the opportunity to participate in a variety of activities including homework help, arts and crafts, playground free time, recreational activities, including games and sports, movie time, and special events. No busing is provided, so other transportation and pick-up arrangements must be made. The program will begin on September 6<sup>th</sup> and requires prior registration. application can be found at: <http://www.renaissancecharter.org/parents.html/afterschool.html>, and will be attached in a separate email.

**Upper Elementary:** Students in grades 5-10 are eligible for the after-school programming provided by 82<sup>nd</sup> Street Academics, supported by The After-School Corporation, Councilman Daniel Dromm’s Discretionary funding and the NYC SONYC program. The program features homework help and enrichment activities taught by a group of carefully selected 82SA staffers, and outside teaching artists and specialists. This program will also begin on **September 6<sup>th</sup>**, and requires an application and a commitment to attend the program consistently. (For students on sports teams, an agreement may be worked out between the coaches and 82SA staff.)

Applications for the 82SA After-school Program can be found on our website at <http://www.renaissancecharter.org/parents.html/afterschool.html>. If you have questions about the program please contact Jessica Kim at [jessica.kim@82ndst.com](mailto:jessica.kim@82ndst.com) and Catherine Aponte at [catherine.aponte@82ndst.com](mailto:catherine.aponte@82ndst.com).

We also have arrangements with the Performing Art Center of NY (PACONY) to provide on site music lessons (for a fee); their application can also be found on our website, at [http://www.renaissancecharter.org/parents.html/afterschool\\_5-12.html](http://www.renaissancecharter.org/parents.html/afterschool_5-12.html). PACONY will be providing a low-cost group guitar lesson, supported by a small grant from Queens Council on the Arts. Please see the PACONY flier attached to this email.

Eleventh and twelfth grade after school will offer various opportunities for tutoring and homework starting in October. Eleventh and twelfth grade students can meet with the college advisors after school beginning immediately, by appointment only.

Students **must** be enrolled in a program in order to stay on site after their scheduled dismissal. This may include 82<sup>nd</sup> Street Academics PK-4 or 5<sup>th</sup>-10<sup>th</sup> grade After School Program, the Charter School Athletic League or PSAL sports, or various *scheduled and approved* tutoring, homework help, or college advisement. If students are not signed up with any of these supervised programs, they must leave the building at their scheduled dismissal time. Students who are found unsupervised in the building after their scheduled dismissal time will be subject to disciplinary action. Under no circumstances may younger siblings wait for their older siblings by attending upper grade homework centers or programs— younger siblings must be enrolled in an age-appropriate program.

## **PART 2: “Developing Leaders for the Renaissance of New York”**

### **TRCS Mission Statement**

*“The Renaissance Charter School is based on the conviction that a change in the destiny of a single individual can lead to a change in the destiny of a community, nation, and ultimately humankind. Its mission as a PreK-12 school is to foster educated, responsible, humanistic young leaders who will through their own personal growth spark a renaissance in New York. Its graduates will be global citizens with an abiding respect for peace, human rights, the environment, and sustainable development”.*

Towards accomplishing this goal TRCS has built a culture of community, cooperation, and collaboration. Its core belief is that a dynamic learning environment which prizes friendship and deep respect will open both hearts and minds of students. In this type of environment students will meet all standards as a matter of course.

In a small, village-like atmosphere, teachers team-teach, classes are arranged in clusters, and parents play a central role. Students often stay with the same dedicated teachers for two years, providing stability and enabling each student to feel cared for and well-known. The school operates under a collaborative governance model in which all constituencies have a voice. TRCS reflects the spectrum of the different ethnic backgrounds, talents, and abilities that exists in New York City.

The study of New York is the central curricular theme of TRCS. Traditional subjects such as math, science, language arts and social studies are related to the study of the geography, history, economics, culture, and people of New York. Rooted in their community, as they advance, students engage in community involvement activities and work on individual and small group projects to prepare them for the work of the 21<sup>st</sup> century. Since the arts are so central to New York, students take classes in dance, music, fine arts and drama.

The spirit of leadership can best be transmitted through example. TRCS staff members model collaborative leadership which is characterized by compassion and responsible dialogue. Through this process wise decision-making emerges. TRCS is committed to graduating individuals who are competent, powerful thinkers, engaged citizens, and life-long learners who will create the renaissance of New York.

### **Advisory Program**

All students in grades 6-10 will have an advisory period. The main focuses of Advisory are community and relationship building, social-emotional skill-building, academic advising, study skill development and community service. These areas connect to our school’s mission of humanistic global citizenship and leadership.

Students in grades 6-8 will have two periods of advisory per week. One period will focus on social-emotional skill-building and the other on academic tracking and study-skill development. Students in grades 9-10 will have advisory one period per week.

Advisories will be comprised of no more than 10 students who will work closely with one faculty member for the entire year. Participation in advisory is mandatory.

## **STUDENT BEHAVIOR EXPECTATIONS**

A successful education includes the acquisition of skills and knowledge and the development of positive attitudes and effective behaviors. We strive to nurture concerned global citizens, by encouraging caring, respect, and responsibility. These benchmarks for leadership and citizenship are recognized in every interaction; by the way we acknowledge others, listen and speak to each other, by putting others' interests before our own, and by responding to those in need. We stand up for others, work to resolve conflict, and fight injustice. We take pride in our community, our diversity, and appreciate and support the hard work of community members in providing a safe, clean, well-cared for environment.

Successful people recognize that achievement is their responsibility and they act on this belief. They are prepared to engage in meaningful participation, equipped with assignments, supplies, knowledge, and open-minds. Successful people show up every day, on time, and abide by community standards, recognizing that rules help communities function for the benefit of all. They take responsibility for missteps and are prepared to learn from their mistakes. We strive to recognize the efforts of our young people, to encourage their growth, and to support them in working through the sometimes difficult process of growing up.

To help develop a sense of responsibility for one's actions, as opposed to punishment for misdeeds, we offer a few alternatives to suspensions, at the discretion of school personnel. Saturday School, offered periodically, in lieu of suspension as well as detention, either during lunch or after school. Students and families who agree to attend Saturday School or detention will avoid suspension proceedings, absences, missed work, and the detrimental impact on student records. Suspension will still be considered for some behaviors, however, and these alternatives will not always be available.

We are continuing a behavior development framework intended to encourage positive comportment in all of our students. Referred to as Positive Behavior Interventions and Supports (PBIS), the framework consists of explicit instruction for behavior expectations and consequences, the development of social emotional skill sets, and data driven decision-making for missteps in behavior. Please, be ready to encourage your child to follow our expectations and to celebrate her or his successes!

### **Parent Support**

Renaissance believes that parents are full partners in the education of their children, and as such we welcome parent input and collaboration in your child's academic success and living the mission and vision of our school. Parents are encouraged to become active members in the school Parent-Teacher Association, and are invited to serve on the Collaborative School Governance Committee, as the parent-representative on the school's governing Board of Trustees, and we rely on parents to bring their talents and expertise to support our school.

In return, we provide parent workshops on a variety of subjects, in partnership with the PTA and other organizations. For example, we have held workshops on understanding the Common Core, helping your child with Math homework, understanding Leveled Reading Intervention, talking to your teen, fixing kid-friendly nutritious meals and snacks, and others. Our teachers have delivered model lessons in Science, Math, Spanish and the Arts to our parents so you can understand better your child's

academic day. In addition, we have fitted out a room in the main office that will be available for parents to use by appointment—there is a computer, printer and phone. Everett Boyd, our Administrator for Family Engagement, will be holding a variety of events throughout the year to better understand the needs of our parents and guardians. Pierina Arias at extension 118 and Peggy Heeney at extension 119 are here to help you—give them a call.

### **Bullying Prevention Policy**

The Renaissance Charter School's commitment to creating humanistic leaders of its students means that bullying is not tolerated within our walls. We have adopted the *Olweus Bullying Prevention Program*, which is designed to improve peer relations and make schools safer, more positive places for students to learn and develop. We define bullying as the repeated exposure, over time, to intentional, negative actions on the part of one or more other persons, in which the subject of the treatment has difficulty defending him or herself. Our community's rules about bullying are (1) We will not bully others; (2) We will try to help others who are being bullied; (3) We will include others who are being left out; and (4) We will tell an adult at school and at home if we witness bullying.

### **Attendance and Lateness**

TRCS strives for student excellence at all levels. We consider academic achievement, character development and social responsibility integral facets of success. Maintaining excellent attendance and being on time for school are critical elements in demonstrating and/or supporting these. Students should only be absent for illness, family emergencies (such as death in the family) or for other valid reasons that prohibit the student coming to school. These are considered excused absences. We do not consider well-care doctor or dental visits to be valid reasons for absence. These visits should be scheduled during days and times when school is not in session whenever possible. **Additionally, family vacations should not be scheduled during times when school is in session, including Rensizzle Week.**

In the event of a winter storm emergency, TRCS follows the Chancellor's decision as to whether to close or delay school opening. Please check public news sources such as 1010 WINS radio or NY1, NBC, CBS or ABC television news to find out whether school will be closed.

All absences must be documented by a parent note. Parents are also encouraged to contact the main office when their child will be absent. In many cases, Renaissance staff may call your home to verify your child's absence. Students who have excessive absences (attendance below 95%) are considered to be at-risk for attendance which is one component of class grades and promotion. You will be contacted by our SchoolMessenger® service each time your child is marked late or absent. In the event your child is absent, it is your (and your child's) responsibility to get the make-up work. We encourage you to establish contact with other students and families in your child's class.

Being late to school is unacceptable in most circumstances. While we understand that transportation delays and weather may contribute to lateness, these are certainly the exceptions. For students who are taken to school by their parents, it is the parents' responsibility to ensure that their child arrives to school on time. Students who travel to and from school on their own are expected to demonstrate that they can arrive on time on a consistent basis. This might mean going to bed earlier the night before, waking up earlier and leaving more time to get to school. Missing homework or the initial portion of a class constitutes an absence from that learning experience, and students must be *in*



*their homerooms* on time in the morning—not just entering the building on time. Students who regularly come in late are deemed as “cutting” which is a violation of the Student Discipline Policy.

### **Lateness Policy *\*\*Important-Please Note\*\****

All students, eighth through eleventh grades in 2017-2018, who met the goal of 95% on time arrival during the previous school year: Congratulations! Your lunch card issuance will be prioritized and you will be allowed to go out for lunch, as soon as you turn in all your forms, including parental permission. For students who did not meet the goal last year: You can earn this privilege by being on time for four consecutive weeks. These privileges include, but are not limited to, outdoor lunch, attendance at dances, talent shows, and any trip or event that is not tied directly to their respective curricula. Please note that this includes all senior class activities. Keep up this habit going forward, and you will continue to enjoy these privileges. The arrival data will be checked at the end of each four-week period, beginning October 15, 2018. Students who are late on any given day will not have outside lunch privileges the following day. Students who leave the building without permission will be subject to discipline measures, including suspension.

Students who are late to school for a legitimate reason, such as a medical appointment, should bring a note written by their parent, guardian, or physician to the Main Office. Families should make every attempt to schedule appointments at times that do not interfere with the students’ school schedule. If your child must go to an appointment during school hours, please give him or her a note so that the teacher can release him or her and he or she will be waiting to be picked up at the correct time.

Chronic, unexcused lateness and absences are considered by us to be educational neglect. As mandated reporters we are obligated to notify the Administration for Children’s Services in case of educational neglect. It is a parent’s responsibility to work with school staff to help your child maintain excellent attendance.

If you anticipate a problem with your child’s attendance, please contact our Pupil Personnel Secretary (718-803-0060, ext. 117) immediately so we can work with you and your child before this becomes a serious issue. We are here to help you!

### **Cell Phones, iPods, MP3 Players, Portable Game Systems, iPads and Other Electronic Devices**

School policy prohibits students from using these devices **anywhere** within the school building at any time, unless given expressed permission to do so by an authorized staff member. The New York State Education Department has issued new regulations regarding cell phones in school during State exams. To further ensure the integrity of State assessments, the current cell phone policy is being enhanced to prohibit all students from bringing cell phones and certain other electronic devices into a classroom or other location where a New York State assessment is being administered. A complete list of prohibited electronic devices can be found in the Student Discipline Policy, found on our website at <http://www.renaissancecharter.org/parents.html/studentsupport.html>.

**Parents and Guardians – Do not** call or text your child during the school day on his or her cell phone. If you have an emergency situation and need to speak with your child, please **contact the main office** and a staff member will assist you. If your child answers your call or text, her or his phone will be confiscated. Refusal of confiscation is considered insubordinate and will result in a proposal for suspension.

**Students who become ill during the school day are also not permitted to call their parents from their cell phone.** Students should ask for a pass to the medical office where they will be able to call home. This will ensure that school staff is aware that your child is ill.

Students who use any of these devices *anywhere* in the building or have them on display at *any time* without permission will have them confiscated. Any device ***seen or heard*** is subject to confiscation.

### **Electronic Device Confiscation**

In response to parent and administrative concerns for student safety, we will no longer hold confiscated cell phones, or other electronic devices, for one week. Cell phones will be available for student or parent pick up on the day of confiscation between 3:10 p.m. and 6:00 p.m. depending on the student's dismissal time that day. Students can pick up their phone or device only after their individual dismissal, which may be at varied times during the week for 7th-12th graders.

**We ask that you clearly review this policy with your child.** We also ask that you discuss which items your child really needs to carry to school.

### **\*\*NEW THIS YEAR\*\* School Dress Code**

Thanks to our 2017-2018 High School Student Government in collaboration with high school staff and School Management Team members, we announce a new, updated dress code. The change is in response to our student and staff belief that a dress code for students at Renaissance should be a reflection of our current cultural understandings. The Renaissance Charter School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the school's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type and size. Dress code enforcement will be conducted respectfully and mindfully. Any restrictions to the way a student dresses are necessary to support the overall educational goals of the school and is explained within the dress code.

Please look for the complete dress code in our Family and High School Handbooks, ***which are being updated.*** We will notify you through the Newsletter and by email when these new resources are available.

### **Theft**

Unfortunately, at certain times there are a few individuals in our school who do not respect other community members and have taken items including electronic devices, books, and money. All items should be kept in a locker when not in use. Items should never be left unattended. We strongly advise against bringing large sums of money or any valuable items to school. *Renaissance is not responsible for the loss of any personal items, including money.* Our Student Support Team will not implement an investigation in instances where items were left unattended.

We consider this a violation of our community and will take disciplinary action including suspension and expulsion, as indicated.

### **Disruption of the Learning Community**

Students come to school to learn. Any disruption of the learning environment including rude or inappropriate behavior toward staff or other students will result in a parent meeting. Ongoing disruption of the learning environment will result in additional disciplinary action.

### **Program Cards for Middle and High School Students**

Middle school and high school students must carry program cards and I.D. cards with them at all times and must display them to any staff member that asks to see them at any time. Students who are not where they are scheduled to be are in violation of the discipline code, which will result in disciplinary action.

## **PART 3: Student, Parent, Teacher, Staff Collaboration; How We Communicate**

Renaissance prides itself on an active and involved parent body. There are opportunities to make real contributions to the community through involvement in the PTA, attending Parent-Teacher Conferences, participating in the Collaborative School Governance committee, attending public Board of Trustee meetings, or just getting involved in one of the many volunteer opportunities. There are many ways to stay connected and involved in your child's education. If you would like to meet with any staff member in person, it is imperative that you make an appointment.

### **School-Wide Communication**

Communication starts at the most basic level; between students and teachers. Remember to go to your child's teacher as the first step to getting information or resolving an issue relating to your child's education. Our carefully developed communication protocol ensures that you are getting the most timely and accurate information: 1) Talk to your child's teacher; 2) if the issue is not resolved, talk to the cluster leader; 3) if the issue is not resolved, talk to one of the Directors of Teaching and Learning; 4) if the issue is not resolved, talk to the Principal; 5) and finally, an issue can be brought before our Board of Trustees. Contact information can be found on our website at <http://www.renaissancecharter.org/about/contact/directory>.

### **SchoolMessenger® and <http://www.renaissancecharter.org>**

As part of our effort to communicate more efficiently with our families and to start to become a "greener" school, we have started sending almost all school notices by e-mail rather than on paper fliers. We ask every family to provide us with an e-mail address. Let us know if your e-mail address has changed, or if you are not receiving e-mails from the school, or do not have access to email. Please make sure you put "[admin@renaissancecharter.org](mailto:admin@renaissancecharter.org)" in your email contacts, so our messages do not end up in your SPAM folder. Please make sure that the e-mail address we have on SchoolMessenger matches the address given on the enclosed emergency contact sheet. We are all aware of the problems inherent in sending fliers home – especially in the upper grades. We believe that communicating via

computer will provide you with regular information you need to know. This information will also be given to the Parent-Teacher Association (unless you specifically advise us not to) so that they, too, can keep you informed. We provide translations to all home languages whenever possible.

**\*\*NEW THIS YEAR\*\*** We will begin sending short text messages to parents who opt-in to this service. If you wish to receive text messages from the school, you will be asked to provide your cell-phone number and give permission for us to send messages to you. Please see the attached form.

**\*\*Important--Please Note\*\*** *Do NOT reply to a SchoolMessenger email or text (from admin@renaissancecharter.org.) The system is not set up to get a message to school personnel in a timely manner. Please call the office if you have a question, or email a staff member from the directory at [www.renaissancecharter.org/contact/staff\\_directory](http://www.renaissancecharter.org/contact/staff_directory).*

Our website ([www.renaissancecharter.org](http://www.renaissancecharter.org)) is packed with information for parents and friends of Renaissance. Please take some time to explore the site, especially the information on the PTA, Parents and Parents/Notices and Events pages, and check back frequently for updates.

In addition, our monthly e-newsletter contains important information, news from around the school, pictures, and celebrations of student achievement and activities. You can find archived editions of past newsletters on our website at <http://www.renaissancecharter.org/about/newsletter>.

#### **Parent Portal for Individualized Student Information **\*\*Important-Please Note\*\*****

Our school uses the "Pupil Path" website to bring you immediate information regarding your child's education. Pupil Path allows you to view the following:

- Your child's assignments and projects along with due dates.
- Your child's performance in each class including homework, classwork, tests and projects.
- Progress reports from teachers throughout the school year.
- Handouts and assignments when your child is absent from school.
- Your child's transcripts and graduation eligibility status (HS only).
- An updated calendar showing upcoming events, test schedules and more.

We hope that by enabling you to see this information on a daily basis we will be able to work together to ensure that our children remain on track in every class. As we work together we will ensure that our students get the most out of their education.

All new students and parents will receive information about registering for Pupil Path during Curriculum Night (see below), or you can visit our website at: <http://www.renaissancecharter.org/parents.html>. If you have difficulty registering for 'PupilPath' please email us at [trcspupilpath@gmail.com](mailto:trcspupilpath@gmail.com) or contact Pierina Arias at 718-803-0060 x118.

#### **Curriculum Night**

PTA Curriculum Night will be held on **Thursday, September 13<sup>th</sup>** for grades PreK-12 from 6 to 8 p.m. It is imperative that every student have a parent or guardian attend. On this night, teachers will review the academic goals for the year and inform you of the course requirements for each class. You will have an opportunity to meet the administration and ask questions of your child's teachers. 82SA After-School personnel and PTA Board will also be on hand to answer questions and accept applications.

Many parents decide that once their child reaches middle and high school, it is no longer necessary to attend. This could not be further from the truth. In fact, the work gets more difficult and the organization among the various subject teachers makes school work more challenging.

### **Parent Information and Notification**

According to state and federal law, TRCS is required to annually notify parents and guardians as to their rights of access to their child's educational records. To read The Family Educational Rights and Privacy Act (FERPA) Policy please go to our website at:

<http://www.renaissancecharter.org/parents.html/studentsupport.html>. FERPA affords parents and students over 18 years of age certain rights with respect to the student's education records. Please note that school staff can never divulge information about a student's record, including discipline records, to the family of another student.

TRCS will be participating with the US Department of Education and **National Student Clearinghouse**, which provides information on high school graduates' college performance, in order for us to better understand how to tailor our program to prepare our students for college. If you are concerned about privacy, please see [http://www.studentclearinghouse.org/about/privacy\\_commitment.php](http://www.studentclearinghouse.org/about/privacy_commitment.php) to view the Clearinghouse's Privacy Commitment. In order for TRCS to collect data and information needed for the study, we will be sharing certain "directory information" which may include names, addresses, grade levels, and dates of birth of students, among other information. To see what constitutes "directory information" please go to our website at:

<http://www.renaissancecharter.org/parents.html/studentsupport.html> and click on the link for the FERPA policy. For TRCS to do this, federal law regarding student privacy requires us to provide you with notice and an opportunity for you to instruct TRCS not to release this information. You may opt-out of the program by completing the form on page 2 of your Student Emergency Contact form.

For those students with an Individual Education Plan (IEP), you are also entitled to review this document and any supporting reports and documents. Upon written request to the attention of Michelle Cardoña, Student Records Coordinator, you may obtain copies of your child's cumulative record. Written requests for special education records should be directed to Liz Perez, Special Education Coordinator.

Accordingly, TRCS is notifying you that all of your child's educational records are maintained in a highly confidential manner in the main office. All instructional support evaluations, IEPs, and other records pertaining to the provision of special education services are maintained in a separate, secure file housed in the Instructional Support office. Federal law requires that TRCS also annually notify you as to your right of access to information concerning the certification and qualification of your child's teacher(s) and paraprofessional(s).

The following information is also available on our website: <http://renaissancecharter.org/about>: The School's Charter, Annual School Report Card, School Attendance Policy, Charter School Annual Report and our charter documents. All families have access to copies of the Student Support and Discipline Policy and Family Handbook; as well as the High School Handbook; all available on our website at <http://renaissancecharter.org/parents.html/studentsupport.html>. The Policy for Filing Complaints and Grievances can be found in the Family Handbook. If you need paper copies of any of the above documents, please call the office to request copies be printed out for you.