

**THE RENAISSANCE CHARTER SCHOOL
2014 HIGH SCHOOL HANDBOOK**

“Developing Leaders for the Renaissance of New York”

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LETTER FROM THE STAFF

Dear Renaissance Charter High School Students and Families,

This is an important document regarding the education of your child. Please have someone translate this document for you promptly.

- 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.
- Urdu: ye aik important ittelaah taak education ka tumhari child please someone translate ye kaghazaat liye tum promptly have hai.
- Chinese (traditional): 這是一個重要通知關於您的孩子的教育。請讓某人及時地翻譯本文為您。
- Russian: Это будет важным извещением относительно образования вашего ребенка. Пожалуйста имейте кто-то перевести этот документ для вас проворно.

Thank you and have a wonderful school year!
The Staff of the Renaissance Charter School

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GENERAL INFORMATION

Mission Statement

The Renaissance Charter School (Renaissance) 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 K - 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 and active contribution to peace, human rights, the environment, and sustainable development.

Important School Contact Information

School Office Telephone Number: (718) 803-0060

School Fax Number: (718) 803-3785

School Web Site: www.renaissancecharter.org

SCHOOL GOVERNANCE

Board of Trustees

The Board of Trustees at The Renaissance Charter School is composed of founding teachers, appointed teachers, parents, staff, an elected teacher, an elected parent, and community members. The Board of Trustees determines whether the school is fulfilling the mandates of its charter, monitors the fiscal integrity of the school, and oversees the evaluation and performance of the Principal. The Board's meetings are governed by the NYS Open Meeting Laws and therefore are open to the public. Parents and guardians are encouraged to attend.

CSG (Collaborative School Governance) and SMT (School Management Team)

The CSG is the leadership team for The Renaissance Charter School. It meets monthly to discuss school-wide issues, such as curriculum, budgeting, and discipline. It monitors the quality of life and instruction at Renaissance. The CSG is composed of the Principal, chapter chairperson (the school liaison to the United Federation of Teachers), PTA co-presidents, parent and teacher representatives for each cluster, a non-pedagogical representative, and three student representatives. These voting members of the CSG are the policy- and decision-making body for Renaissance and set the direction for the school. In addition to these official members, all parents, guardians, and school employees are welcome and encouraged to attend and participate in CSG meetings.

The SMT consists of the Principal and Directors who implement the policies of the Board and CSG. The team handles the day-to-day operation of the school including: teaching and learning, instructional support services (special education), operations, and development. The team meets frequently to share the joint responsibility for the oversight and development of the school and staff supervision. One of its main responsibilities is to be the vision keepers of the school.

PTA (Parent-Teacher Association)

The Renaissance Charter School has a very dynamic PTA. We encourage all parents and guardians to join and become active participants in the life of the school. There are regular meetings to discuss issues that arise during the year. See the school calendar on our website for specific dates and times of PTA activities.

CALENDARS AND SCHEDULES

The regular school schedule runs from September to June. See our website for a current school year calendar and important dates.

For school day hours, Main Office hours, and daily arrival time for students, please see the Annual Parent Information Letter (the "APIL") that is sent by email every August. Parents who are not able to print out or view the APIL may contact the main office for a printed copy.

Renaissance School Year Calendar

See our website or the APIL for a calendar of important dates for this school year.

School Closings

The Renaissance Charter School will generally follow New York City Public School Closings. Check the following TV and radio morning news programs:

Radio: WINS 1010 AM, WABC 770 AM, WCBS 880 AM

Local TV: WCBS, WNBC, FOX, WABC (Channels 2, 4, 5, & 7)

Cable TV: New York 1 (Channel 1)

These channels and stations will carry information about school closings in the case of inclement weather.

Class and Transition Times

For a schedule of this school year's class and transition times, see the APIL.

LATENESS AND ATTENDANCE POLICIES

Students are expected to attend classes every school day unless they are sick or have been officially excused, such as for religious observances. Students who miss school are required to bring a note from their parent, guardian, or health care provider explaining the lateness or absence. Work missed due to absence and lateness must be made up.

Lateness to School

School is a preparation for the world of work and success in adult life. It is important that students be on time for school and for each class during the day. Renaissance's goal of 95% on time arrival helps to insure that all students are able to participate fully in their educational experience. Students who arrive late miss instruction, disrupt the learning environment for all members of the class, and impedes optimal lesson delivery. The protocol below is in place to help insure that students take responsibility for this habit of mind. All responses are intended to help the student and family solve the issue of lateness. Students and/or families who need assistance in building the life skills necessary for prompt attendance are encouraged to contact school personnel.

All students who met the goal of 95% on time arrival in the previous school year are granted all privileges, provided no other circumstances prevent this. These students' paperwork will receive priority processing and the students will receive incentives based on the percentage of days they arrived on time. Congratulations!

Students who did not meet this goal will take part in a provisional period in which they have the opportunity to earn these privileges. In order to earn privileges, students who were late the previous year between six and ten percent of school days must achieve on time arrival for four consecutive weeks. Students who were late more than ten percent of school days must achieve on time arrival for six consecutive weeks. After the provisional period, privileges will be granted. All students must maintain 95% on time arrival continually, throughout the school year. Arrival data will be reviewed the second week of every month. Students who do not maintain 95% prompt arrival will lose privileges until such time as four consecutive weeks of 95% prompt arrival is achieved.

Students who arrive late to school will serve after school detention. One lateness incurs one detention period. It is mandatory that students arrive to detention on time and serve all assigned detention periods. Refusal to attend

detention results in proposal for 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.

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.

Absence from School

After a student's absence, a parent must send a note explaining every day of the student's absence. The student should show this note to every teacher whose class was missed during the absence and request any work to be made up. At the end of the day, the student must bring the note to the Main Office so that the absence can be noted as excused in the student's official attendance record.

Parents/guardians should advise the school if a student will be absent for more than three days. We encourage all students to have a classmate whom they can call to keep them up-to-date with homework and class work. Students are responsible for making up any work they missed during their absence, and should discuss this with their teachers as soon as they return to school.

Students should be mindful of the specific requirements set by their teachers with regard to absence and making up work.

Students who are hospitalized or convalescing at home for an extended period may, if possible, continue their work through a hospital school or home schooling to avoid missing promotion to a higher grade. Instructional Support Services can assist in arranging appropriate services.

Parents/guardians should contact their child's teachers if they are concerned with the amount of school their child has missed. Students who are absent more than 5% of the time (approximately 9 days) during the school year may not be promoted if missed academic work is not completed.

Unexcused Absence or Lateness to Class

Unexcused absence or lateness to class will impact a student's grades because he or she will miss classwork. If a student cuts a class, this will impact the student's grade in that class, and may also result in disciplinary action such as in-school

suspension. If a student is absent from a class more than 5% of the time, he or she may not receive a passing grade. It is important that students pay careful attention to their attendance and punctuality. Excessive lateness to class may lead to consequences, including, but not limited to, detention, the revocation of outdoor lunch and other student privileges. Seniors who have more than 5% unexcused absences or latenesses will not be allowed to participate in Senior activities. See “Participation in Senior Class Activities” in the STUDENT LIFE PROTOCOLS AND POLICIES section.

Leaving School Before Regular Dismissal Time

Early excuse for doctor’s appointment:

The student must have a written request in advance from the parent, guardian, or doctor’s office. Students under the age of 18 must be picked up by a designated parent or guardian. Parents/guardians and students should try to schedule appointments after school hours to limit disruption to the school day.

Leaving school early due to sickness:

A student may report to the nurse’s office if he or she is not feeling well, after first obtaining a pass from his or her classroom teacher. If the student is not well enough to remain in school, the nurse will call the parent/guardian or emergency contact, if the parent/guardian is not available. The student must be picked up by a parent, guardian, or someone 18 years or older (with proof of age and identification) who has been designated by the parent/guardian in writing. A list of permitted escorts can be placed in a student’s file.

Students over 18 who must leave before regular dismissal:

After meeting with the Principal or a member of the School Management Team and contacting a family member by telephone, students over the age of 18 may leave school on their own if they have a scheduled appointment or in case of illness, depending on their health condition.

Making Up Work

If a student is absent for one or more days, he or she may need to make up some or all of the work covered. It is the student’s responsibility to avoid falling behind through clear communication with teachers and attention to class requirements. Students can usually find information about the day’s work on the online student portal. However, they should make sure that they have the telephone numbers of other students in the class so that they may contact them for assignments if necessary. Parents may also contact the school to speak with their child’s teachers if this is necessary.

ADMINISTRATIVE MATTERS

Calling the School

Staff members at The Renaissance Charter School believe that one of the keys to a successful and supportive educational environment is clear communication among all community members. Parents/guardians are encouraged to call the school regarding any matter they believe may impact a student’s education and well-being. Parents/guardians can call a student’s teacher or members of the Student Support Team when they have questions or concerns, or need to share pertinent information.

Parents/Guardians: Do not call your child’s cell phone or pager while they are in school. Call the Main Office and leave a message.

It is against school rules for students to use a cell phone or other electronic communication device in school, and this equipment, if seen or heard, will be confiscated. Exceptions will only be made when a student has staff approval and is under a teacher’s supervision.

To contact teachers, call the Main Office and request the teacher’s voice mail. Teachers will call back at their earliest convenience. It is the intention of the school to maintain the integrity of instructional time in the class by reducing, as much as possible, unnecessary disruptions. Therefore, neither students nor teachers will be pulled from the classroom during instruction except for an emergency. Please be aware that email or written notes may be your child’s teacher’s preferred method of communication. Email addresses can be found at http://www.renaissancecharter.org/about/contact/staff_directory.

The New York State Education Department prohibits students from using cell phones and other communications devices while taking New York State assessments. Prohibited devices include, but are not limited to: cell phones; PDAs; iPods and MP3 players; iPads, tablets, and other eReaders; laptops, notebooks or any other personal computing devices; cameras or other photographic equipment; headphones, headsets, or in-ear headphones such as earbuds; or any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.

Test proctors, test monitors, and school officials have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them while the test is being administered. Admission to the test shall be denied to any student who refuses to relinquish a prohibited device.

Some students with disabilities may use certain recording/playback devices provided that such an accommodation is specified in the student's IEP or 504 Plan. Prohibited devices further may be allowed if there is documentation from a medical practitioner on file at the school that a student requires such a device during testing. In all other cases, a student may not enter the exam room with any prohibited device.

Change of Address

A student whose emergency contact information changes after the beginning of the school year must notify the Main Office immediately so that the change can be noted. It is essential that the school have accurate home addresses for mailings, and telephone numbers where parents, guardians, or emergency contacts can be reached. The official school records (computer ATS records) must also accurately reflect each student's current address, home phone number, and contact information (daytime phone numbers) for parents or guardians.

High School ID

All high school students must have Renaissance ID cards. The school provides IDs to all ninth grade through twelfth grade students, as well as to newly admitted students in those grades, at the beginning of the student's entry into high school. It is the student's responsibility to safeguard the ID. Beginning with school year 2014, a \$5 fee must be paid before any replacement card will be issued. Application must be made in the main office and the fee paid before a new card will be issued. Damaged cards or cards lost with stolen goods will be replaced free of charge only if identifiable pieces of the card are presented or if a copy of a valid police report of the theft is shown. It is extremely important that students carry their IDs at all times. New York City high schools are not all on the same schedule, so students may be stopped by transit police while traveling to or from school.

Transportation - MetroCards

Renaissance provides student MetroCards for eligible* students twice during the school year, at the beginning of each semester. If a student loses a MetroCard, there may be delay of several days in obtaining a replacement. Therefore, students who travel by public transportation should always carry at least enough money to get home, in the event that their MetroCard is missing. If a student does require assistance regarding transportation, he or she should report to the Main Office.

**Students are determined to be "eligible" for busing or a metrocard by the NYC Department of Education's Office of Pupil Transportation, not by the school.*

Returning Books and Other School Materials

Most courses require specific textbooks or reading materials. Each textbook has a unique barcode. Books or other classroom materials are assigned to students individually, by scanning the unique barcode. Students are required to return all borrowed books/materials by the end of the school year. Students must replace any books/materials that are lost or damaged, so that the school maintains a class set. Students must pay for or replace textbooks and/or class materials that are lost or damaged.

It is the student's responsibility to ensure that bar codes remain on books and any other school materials that were borrowed. If a student returns a book or other item borrowed from the school without the bar code under his or her name, he or she will not be credited and must replace the book or other lost item, or pay the cost in full.

Student Lockers

Lockers are available to 6th-12th grade students for the storage of clothing, books, and other belongings. The Renaissance Charter School is not responsible for lost or stolen materials. We advise all students not to bring valuables to school.

Students are assigned lockers and locks at the beginning of the school year. There is a one-time, non-refundable fee of \$5.00 for use of the locks. Students must use only the locks that are assigned specifically to them by the school. Students are advised to not tell anyone else their lock combination. After the close of school in June, students must return the lock used that school year. If a student does not return a lock for any reason, he or she must purchase a new lock in the fall from the school for the cost of \$5.00. Lost or stolen locks are the sole responsibility of the student.

Students are responsible for the care and condition of their lockers. A student must use only the locker that he or she is assigned. They are not allowed to share or switch lockers. Lockers must be secured with a school-issued lock at all times. Lockers that are not secured, are shared or are switched, will be emptied and locker privileges will be lost. Because the lockers and locks are school property, school personnel under the supervision of a School Safety Officer have the right to search lockers at any time. If locker contents suggest illegal activity, school personnel reserve the right to notify Juvenile Justice.

At the end of the year, each student must empty his or her locker. Any possessions remaining in school lockers after the close of school in June will be disposed of as deemed appropriate.

Any student having difficulty with his or her locker should immediately report this problem to a Renaissance staff member.

Working Papers

Students who are 14 years of age or older can obtain forms to apply for working papers in the Main Office between 9 a.m. and 3 p.m. any day that school is in session.

In order to apply for working papers students must have a copy of their birth certificate, a copy of their social security card, and a medical form filled out by a doctor. This medical form is available in the Main Office.

HEALTH

The health and well-being of all students is of central importance to us. We are committed to creating a safe environment for all students. We recommend that all students have annual physical exams. We also provide on-site hearing and vision screening to newly admitted students, at-risk students, and students referred by teachers, parents, or themselves.

Immunizations

Students entering Renaissance must have a satisfactory physical examination with certification of immunization on file. Required immunizations include:

- DTAP, DPT, DT, TD (diphtheria-tetanus) - 3 doses
- OPV or IPV (Polio) - 3 doses
- Measles, Mumps, Rubella - 2 doses
- Hepatitis B (3 doses of pediatric hepatitis B vaccine OR for ages 11 - 15 only, 2 doses, at least four months apart, of Merck Recombivax HB adult vaccine. Documentation must clearly specify vaccine type and dose given.)
- Varicella (Chicken Pox) (all children born on or after January 1, 1994) - 1 dose

At the time of printing, these are the required immunizations. Please check with the staff in the Main Office for updated information. No child may attend school without proper immunizations. Some students may be exempt due to religious considerations. Please contact the Main Office for details on immunization exemption.

Medications

Some students take medication during the day due to physical or emotional conditions. A 504 form (a written physician's order and parent permission form) is necessary for the nurse to be permitted to administer medication. These medications must be given to the school nurse, who keeps them in a safe

place and dispenses them to students at designated times. Students must take the medication in the Nurse's Office and return the container to the nurse for safekeeping. The 504 form must be updated annually by parents or guardians and submitted to the nurse for ongoing medication needs.

School Nurse

The Nurse's Office is located inside the Main Office. The nurse is responsible for providing medical attention. All students **MUST** have a pass to be admitted to see the nurse; stopping in the Nurse's Office between classes is not permitted.

After entering the Nurse's Office, students must sign in and wait quietly. Students taking medication must be authorized via a 504 form completed by their physician and filed appropriately with the nurse. The school nurse is not permitted by law to diagnose medical problems, and cannot prescribe or dispense medications without a legally filed 504 form. If it is necessary to send a student home, the nurse will contact the student's parent or emergency contact. Students under 18 are not to leave school without accompaniment by a parent, guardian, or designated emergency contact 18 years or older.

Students who do not feel well should go to the nurse, not diagnose their own illness, or call their parents directly. The classroom teacher can write them a pass to go to the Nurse's Office. Failure to follow established procedures will result in appropriate student support response.

Elevator Keys

Students must have a written physician's order to use the elevator for medical reasons. An elevator key will be issued for the duration of time medically necessary. It is imperative that students with elevator keys not let other students ride with them on the elevator, unless an accompanying student has been designated by a Renaissance staff member to provide assistance.

The student must sign for the key and is responsible for returning the key to the nurse as directed. Any student who fails to return the key or makes a copy of the key may be subject to disciplinary consequences as determined by the Student Support Team.

Medical Excuses

All students are required by state law to participate in physical education classes unless they provide a medical reason from their doctor for exemption. The following procedure applies when requesting a medical exemption:

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1. The student must present the medical excuse (stating inclusive dates and limitations) to the nurse in advance of the period for which it was issued.
 2. The nurse will provide a copy of the medical excuse to show to the physical education teacher.
 3. The student will then attend his or her regularly scheduled physical education class, and the teacher will provide alternative work for the duration of the medical release.

No credit will be given for time missed and not covered by the medical excuse. A medical excuse does not erase a previously failing grade. A medical exemption from physical education does not provide credit toward graduation. Therefore, some other course must be scheduled to fulfill graduation requirements. Please note that parental requests or excuses require a doctor's verification.

ACADEMIC PROGRAM

The Renaissance Charter School has a rigorous academic program based on the expectation that each student, with guidance and support, can reach his or her highest level of academic achievement. Our focus is on creating an environment that will encourage all students to work towards the pursuit of higher learning and leadership positions after successful completion of high school. We believe this can be achieved if lines of communication remain open between students, their families, and our faculty. Students are strongly encouraged to seek staff support regarding any academic, social, or personal challenges that are interfering with their success in school.

Semesters

There are two credit-bearing semesters: the first runs from September through January; the second is from February through June. Credit will be earned at the end of each semester and students will receive official grades for each class. At the end of each semester, students will receive updated transcripts with their grades and credits to date.

Students will receive mid-semester progress reports in November and March that assess their performance in each class.

Fall Semester:

November – Students receive mid-semester progress reports.
January – Students receive end-of-semester transcripts with final grades and credits.

Spring Semester:

March – Students receive mid-semester progress reports.
June – Students receive end-of-semester transcripts with final grades and credits.

It is each student's responsibility to know and fulfill the requirements for each class. For fall and spring semesters, danger-of-failure letters are sent out, as appropriate, in addition to the mid-semester progress reports and end-of-semester transcripts. It is the student's responsibility, with support of parents/guardians, to follow up on these notices and take appropriate action. Teachers may also contact parents or guardians at any time during the semester to report academic or behavioral issues that are interfering with a student's success in class.

If a student is not doing well in a class mid-semester, he or she should immediately discuss this situation with the teacher and take appropriate action to ensure success at the end of the semester.

We strongly advise students to pay careful attention to class requirements, and regularly discuss their progress with their teachers. Parents and guardians are encouraged to attend all scheduled parent events: curriculum night, parent/teacher conferences, and grade meetings conducted by the College Office. Additionally, parents can set-up additional meetings with your child's teachers, as needed. When students fall behind and seem to be having trouble with their work, a teacher may schedule a case conference with a student and/or with a parent or guardian.

Grades

In our high school, progress reports and transcripts reflect an assessment of scholastic performance. Our grading system (with the exception of pass/fail classes) is based on the 0.0 – 4.0 GPA system used in colleges. Grades allow us to assess the student's strengths and help identify areas where improvement is needed. Transcripts and report cards are designed to give students, parents, and guardians an accurate idea of the student's progress. Regular assessment of each student enables us to more readily provide students with extra help and to offer special projects to encourage their talents.

The passing grade is 2.0 (70%). At the end of each semester, teachers submit their final grades to the Main Office for entry into students' transcripts.

Teachers are available for conferences about a student's progress by appointment. It is most important that the lines of communication between students, parents, and teachers remain open.

Grading Scales for Student Work

At the beginning of a high school course, each teacher informs the students about the requirements and grading pol-

icy of that course. Students must take responsibility for doing their work and earning grades that reflect their best effort. Our school is committed to providing a supportive environment and opportunities for students to get extra help if needed. It is important that students understand that grades are the result of their own determination and action, and not the whim of a teacher. The High School staff believes that every student can excel through effort and perseverance.

Teachers may use a variety of criteria to determine grades, including but not limited to performance on classwork, homework, projects, and/or tests. During the semester, teachers assess and provide feedback to students in many formats, including written comments, 0 – 100 grades, 0.0 – 4.0 grades, or pass/fail. If students have questions about grading methods, they should ask their classroom teachers for clarification at the beginning of the marking period.

Computation of Final Course Grade (for Transcript)

At the end of a course, teachers evaluate student work over the duration of a course. Based on the course’s stated requirements and grading policy, teachers calculate the final (transcript) grade of each student. Final grades range from 0.0 – 4.0, with 2.0 as the minimum required to pass a class. All of the transcript grades earned by a student are averaged to determine that student’s unweighted GPA.

A student’s weighted GPA is determined by converting final grades to weighted grades, based on the difficulty of each particular class. Specific classes, labeled Honors or Advanced Placement, are weighted. Therefore, a weighted GPA reflects both a student’s performance in a class and the level of difficulty of the course requirements. The chart below shows the conversion from unweighted to weighted grades.

Unweighted grades appear on transcript Used to calculate unweighted GPA.	Weighted grades used to calculate weighted GPA Honors/AP.
4.0	4.5
3.7	4.2
3.5	4.0
3.3	3.8
3.0	3.5
2.7	3.2
2.3	2.8
2.0	2.5
0.0 – 1.99	0.0 – 1.99

Courses Included in GPA

All Renaissance courses graded on a 0.0 – 4.0 scale are included in GPA calculations. The GPA calculation does not include grades determined on a pass/fail basis, grades transferred from other schools, or grades from courses taken in summer school or online to make up credit.

Advisory, College Bound, Health, Global Lab, and Physical Education are graded classes and calculated in the GPA.

Class Rank

Class rank is the position of a student relative to all other students in his or her graduating class. A student’s class rank is based on the student’s weighted GPA, computed to the nearest hundredth percentile. A student’s rank is calculated at the end of the seventh semester. When two or more students are tied for the same rank, the next rank number will reflect the number of students in the tie. For example, if three students have a rank of 14, the next class rank is 17.

Grades in our school may be weighted to reflect the skill level and workload of each class. Courses are classified as Regular, Honors, or Advanced Placement (AP). Teachers will inform students when there is an option to do higher level work in a particular class. Because classes are weighted, a student’s rank in the graduating class will reflect the level of difficulty of his or her coursework.

National Honor Society

The National Honor Society (NHS) recognizes students who demonstrate academic achievement and the qualities of service, leadership, and character. Renaissance’s chapter conforms to the NHS Constitution as set forth by the National Council. Students may be selected to join the National Honor Society in the tenth, eleventh, and twelfth grades. The process of selection and induction is outlined below:

- Renaissance students are eligible for induction into the National Honor Society based on the following criteria:
 Scholarship: The student has a GPA of at least 3.0.
 Character: The student demonstrates exemplary behavior as a member of the Renaissance community, including academic integrity and good attendance.
 Leadership: The student shows that he or she participates in the academic community and is in a position of responsibility in extracurricular activities.
 Service: The student engages in service to his or her community, whether at the school, local, national, or international level.
- The selection of each student member to the chapter is by

a majority vote of the faculty council. The faculty council consists of five voting faculty members, and excludes the Principal.

3. The chapter advisor is a sixth, non-voting member of the council.
4. If additional faculty input is deemed beneficial, other members are invited to make comments, but the actual selection is made by the appointed faculty council.
5. Candidates receiving a majority vote of the faculty council (three votes) will be inducted into the chapter. Membership is granted only to those students selected by the faculty council.
6. Chapters are not obligated to share specific information concerning membership selection with parents or students.
7. The Principal's designee shall be a part of an appeal process for non-selection or dismissal cases.

More information about the National Honor Society is available online at <http://www.nhs.us>.

Excelsior Club

The Excelsior Club recognizes students who have achieved a cumulative GPA of at least 3.0. Membership in the Excelsior Club is determined at the end of each semester and all Renaissance high school students are eligible for inclusion based on their grades. Students in the club have their names posted on one of three honor rolls:

Excelsior Honor Roll: For students who have a cumulative GPA of 3.00 - 3.49.

Excelsior High Honor Roll: For students who have a cumulative GPA of 3.50 - 4.00.

Principal's List: For students who have a GPA of 3:00 or higher for the current semester.

Promotion Guidelines

Students must satisfactorily complete course work before they will be promoted to the next grade. This includes passing the Regents or RCT exams at scheduled times throughout the year. See below for more information about exams and course work required for promotion and graduation. High school schedules are designed whenever possible to match the skill level of the student. Parents/guardians should speak with teachers regularly to be aware of their child's progress.

Inclusion Model

The Renaissance Charter School is committed to an inclusion model of instruction for special needs students. This model provides an opportunity for students to grow and learn in the least restrictive environment, a setting where students

are not separated based on ability. All staff members equally share the challenge of helping every student meet recognized standards and his/her own potential. All students benefit from the coordinated efforts of parents, teachers, and support personnel in achieving their goals.

Supplies

Students need school supplies to use during the school year. Valuable instructional time is lost when a student is not prepared for a lesson; this may affect his or her performance and be reflected in the class grade. All high school students must have writing instruments (pens and pencils); loose leaf paper; notebooks, folders, or portfolios as assigned by their classroom teachers; a dictionary; a thesaurus; a calculator; and a school planner. Parents/guardians are responsible for providing these. Lists will be given to each student at the beginning of the school year, and are posted at <http://www.renaissancecharter.org/parents.html/pta.com/notices>.

Parents/Guardians: It is essential that your child come to school prepared every day. If you have difficulty obtaining supplies, please speak with your child's teacher or one of the High School Coordinators.

Homework

Homework will be given on a grade appropriate level and should be expected on most evenings. Homework and after-school projects are designed to accomplish the following goals:

- To reinforce classroom learning through practice and application.
- To develop study skills, work habits and time management.
- To enrich student learning and help students connect their classroom experiences to leisure activities and career centered interests.

Students are expected to complete their assignments on time and are responsible for finding out what assignments are due if they are absent from class. Parents or guardians will be notified if a student's assignments are habitually late, incomplete, or unsatisfactory.

Parents/Guardians: We hope that you will support your children in the evenings by creating a setting conducive to learning, helping your child to develop good study habits that will last a lifetime.

The school partners with 82nd Street Academics, Inc. to provide a comprehensive after-school program for all 5th - 10th grade students, where homework help, tutoring and life-skills are taught and reinforced. Eleventh and twelfth grade students may partake of tutoring opportunities and homework help

as specifically outlined by high-school staff at the beginning of each semester. More information, and applications for the 82nd Street Academic program, are available on our website at: http://www.renaissancecharter.org/parents.html/after-school_5-12.html. It is important that students follow the guidelines of the after-school program, using it as a place to work and grow as students. It is not a hang out! The same disciplinary expectations are in place during after-school as during the school day, and students are expected to abide by the rules set down by all Renaissance and 82nd Street Academic personnel, or their after-school privileges will be reduced or eliminated and their parents will be notified in writing.

Class Trips

Most of our students attend various field trips during the year to enhance their educational experience. The field trips are an integral part of the curriculum at The Renaissance Charter School, and connect to classwork and homework assignments that students receive. If a student is unable to attend a trip, he or she may be given an alternative assignment to compensate for the missed activity. If a student's family is experiencing economic hardship and cannot afford the cost of a trip, the student's parent should make a request for financial support from the Angel Fund by contacting the teacher organizing the trip, who will contact the Angel Fund committee. All direct communication regarding the request should be between the teacher and the parent or guardian, and the request should be made in a timely manner, before the deadline for full payment. If a student comes directly to a teacher with the request, the teacher should first contact the parent or guardian (unless circumstances with the family prevent that) and then make the request of the Angel Fund.

Participation in a class trip requires that students be attentive, responsible, and respectful to others, for the safety and well-being of all concerned. If a student's behavior in school indicates that he or she is lacking in self control or the ability to follow directions, we may ask that a parent or guardian accompany the student on the trip. The student may be required to remain at school with alternative work, after consideration for all due-process rights.

Permission slips will be sent home before each trip and must be signed by a parent/guardian in order for the student to participate. It is important that students obtain signatures for their consent forms as soon as possible, not waiting until the last minute before a trip takes place. If a student does not have a signed permission slip on the day of the activity, he or she must remain at school. Parents are to submit written permission to the school by fax, or by hand.

Renaissance Arts Focus Sequence

Arts enable us to access our thoughts, feelings, and perceptions and provide a vehicle for self-expression. The study of art entails focus, discipline, and perseverance by developing skills ranging from sensory motor coordination and public speaking to math and writing. Arts are a central part of the curriculum at The Renaissance Charter High School. Every high school student surveys an Art Focus at the beginning of freshman year, and chooses an area of focus at the end of freshman year. Students then concentrate on this discipline for the next two to three years. Students demonstrate their accomplishments each year during the spring semester in exhibitions and performances that are open to the public.

Two credits in the arts are required by New York State for high school graduation. Students who complete a Renaissance Arts Focus sequence receive four credits, two of which fulfill the arts requirement and two of which can be counted as elective credits.

Students may need special supplies for arts classes. These items will be specified by the course instructor.

Physical Education and Health Education

At The Renaissance Charter School, we place great importance on each student's physical, mental, and emotional well-being. All students must successfully pass physical education classes for all four years of high school and successfully complete one credit of health in order to graduate. Failure to pass a gym or health class may require a student to attend summer school or may delay graduation. In order to participate in gym, students must come to class prepared. Students must have the following items: change of shirt (T-shirt); shorts (with no pockets); sweats (for outdoor wear); sneakers; deodorant; a hand towel; and a combination lock. Students who do not participate in gym for more than four days in one semester (because they have unexcused absences or are unprepared) will NOT pass this class.

High school students coming to gym must change their clothes in the second floor bathrooms. They must report to the gym, prepared for class, seven minutes (at the most) after the time scheduled for the period to begin, or they will be considered late.

High school students should enter the gym at the beginning of class through the door nearest the stairwell. Students should exit the gym at the end of class using the door nearest the room 202. Students are not allowed to leave the gym during class at any time without permission of the physical education teacher. A water fountain is provided inside the

gym for student use.

A combination lock for PE class, in addition to the lock provided by the school, is necessary because students are responsible for locking up their belongings during class in the gym-lockers provided. Renaissance is not responsible for any lost or stolen belongings. For safekeeping, students are advised not to share their lock combinations with their classmates. It is important that students remove their locks at the end of class to accommodate the next class; locks that are not removed may be cut.

Participation in a PSAL sport enables students to develop their athletic ability and skills. If needed, a student can use participation in a PSAL sport to earn elective credits (0.5 credits for each sport per semester). However, participation in PSAL cannot be used to make up physical education credit.

Students are not permitted in the gym or weight room at any time without faculty supervision. Students are advised not to bring money, jewelry, or valuables to physical education classes. The school is not responsible for losses of personal property; however, losses should be reported to Student Support for investigation.

PROMOTION AND GRADUATION GUIDELINES

Promotion Requirements

Schedule of Credits and Class Standing:

Students will be considered as freshmen, sophomores, juniors, seniors, and fifth-year seniors based on the credits listed below. Students must satisfactorily complete course work before they will be promoted to the next grade.

According to the Charter of TRCS:

Requirements for promotion to each grade are outlined in the table below:

Class Standing	# of Crdts. Required (minimum)	Credit Distribution	Regents Exams Required (minimum)
Sophomore (2nd year)	11	2 English 2 Social Studies 2 Math 2 Science 1 Foreign Language 1 Art 1 Phys Ed .5 Health	1 Math Regents or 1 Science Regents

Junior (third year)	22	4 English 4 Social Studies 4 Math 4 Science 2 Foreign Language 2 Art 2 Phys Ed	1 Math Regents 1 Science Regents 1 Global History Regents
Senior (fourth year)	33	6 English 6 Social Studies 6 Math 6 Science 2 Foreign Language 2 Art 3 Phys Ed at least 2 elective credits	1 Math Regents 1 Science Regents 1 Global History Regents 1 English Regents 1 US History Regents

Students must have successfully completed all required classes and passed all required Regents exams (or RCT tests if eligible) and have a minimum of 44 credits to graduate.

**This chart reflects the credits required by New York State.*

GRADE LEVEL	CREDITS REQUIRED
Freshman	0 - 10.99
Sophomore	11 - 21.99
Junior	22 - 32.99
Senior	33+

44 credits and five Regents exams (list) are required for graduation

Graduation Responsibilities

In order to receive a diploma, students must complete the following:

- Meet state credit requirements for graduation.
- Clear all financial obligations, including senior dues, book reimbursements, and any other expenses.

Students who wish to participate in Commencement must attend all rehearsals unless they have an excused absence. Students who do not wish to participate in commencement may obtain their diploma, after commencement, from the school Registrar. The school reserves the right to deny student participation in commencement based on unacceptable conduct.

Graduation Requirements

It is imperative that each student knows, understands, and fulfills New York State graduation requirements. All students should be aware of the status of their progress towards fulfilling these requirements.

Students in New York State must earn 44 course credits and

pass required Regents exams in order to graduate. Each credit represents 80 hours of instruction. For courses that meet every day of the week, one credit (80 hours) is completed in one semester. For courses that meet less frequently, in one semester students will earn a fraction of a credit, depending on the number of hours of instruction.

The requirement to walk in a TRCS graduation ceremony is: fulfillment of all graduation requirements by the end of August of your senior year. **NOTE: The minimum number of credits required to walk is subject to change based on summer school availability, if needed.**

Diploma Requirements

High school graduation requirements in New York State have changed, so a student’s date of entry into the ninth grade will affect his or her requirements to obtain a diploma. Students are required to pass the following Regents with a 65: English, Global History, US History, Mathematics, and Science. All English Language Learners must pass the Regents English Exam to receive a regular high school diploma. However, if they enter the U.S. in ninth grade or later, they may take other required Regents examinations in their native languages if the translated exam is available and if the test is taken within three years of their entering the U.S. The other required Regents examinations are available in Spanish, Chinese, Russian, Haitian-Creole, and Korean. For students who enter a New York State school after the ninth grade, Regents requirements vary depending on date of entry; these students should immediately speak with the school Registrar.

Diplomas

At Renaissance, there are three types of diplomas that may be conferred on graduating seniors: Local Diploma (if eligible), Regents Diploma, and Advanced Regents Diploma. The “with honors” designation is added to either Regents Diploma option for students with an average score of 90 or more on all required Regents exams.

Local Diploma

Currently, students who entered ninth grade in 2010 with IEPs (Individual Education Plans) or 504s are still eligible to receive a Local Diploma with a score of 55 or above on any or all the required Regents examinations. This may change, as the New York State Education Department is still considering doing away with this option.

Regents Diploma

To receive a Regents Diploma, students must earn at least 44 credits:

- 8 in English
- 8 in Social Studies
- 6 in Mathematics
- 6 in Science
- 2 in Foreign Language
- 2 in Arts
- 4 in Physical Education
- 1 in Health
- 7 Elective credits, which may include additional courses in academic subjects.

In addition, students must pass Regents exams with a score of at least 65. Each student must pass Regents exams in English, Math, Global History, U.S. History, and Science.

NOTE: Colleges look for applicants working towards a Regents Diploma, so it is important for students to focus on this goal.

Advanced Regents Diploma

Students must fulfill the following requirements to receive an Advanced Regents Diploma: score 65 or above or more on their Regents exams, earn at least six credits in a language other than English and pass a Regents Comprehensive Assessment in that language, pass two or more Regents exams in science (at least one course should be in life science and one in physical sciences), and pass an additional Regents exam in Math. Students have the option to complete five credits in the arts instead of the additional language requirement.

The table below outlines the requirements for Regents and Advanced Regents diplomas:

Subject	Regents Diploma (65 passing score)	Advanced Regents Diploma (65 passing score plus additional courses and Regents exams)
English	8 credits (R)	8 credits (R)
Social Studies	8 credits (2R)	8 credits (2R)
Science**	6 credits (1R)	6 credits (2R)
Math	6 credits (1R)	6 credits (2R)
Language (other than English)	2 credits	3 credits (1R)***
Physical Education	4 credits	4 credits
Health Education	1 credit	1 credit
Arts	2 credits	2 credits
Electives	7 credits	7 credits
TOTAL	44 credits	44 credits

(R) Regents exam required

- * *Social Studies Course Requirements: 4 credits in Global History plus Regents exam, 2 credits in U.S. History plus Regents exam, 1 credit in Government, and 1 credit in Economics.*
- ** *Science Requirements: This includes one course in life science, one course in physical science, and a third course in either life or physical science.*
- *** *Second Language Requirements: Instead of additional language studies, students may complete 5 credits in the arts.*

Schedule of Credit Distribution (Per Year)

English

English 1A/B	9th grade	2 credits
English 2A/B	10th grade	2 credits
English 3A/B	11th grade*	2 credits
English 4A/B	12th grade	2 credits

(Regents test in January of 11th grade – if not taken previously)

Science

Science Course*	9th grade	2 credits - (Regents test)
Science Course*	10th grade	2 credits - (Regents test)
Science Course*	11th grade	2 credits - (Regents test)
Science Course*	12th grade	2 credits - (Regents test)

**The distribution of science courses for each grade vary from year to year. Regents requirements are based on the courses offered.*

Social Studies

Global Studies 1A/B	9th grade	2 credits
Global Studies 2A/2B	10th grade	2 credits - (Regents test)
America History 1A/B	11th grade	2 credits - (Regents test)
Economics	12th grade	1 credit
Government	12th grade	1 credit

Math

Integrated Algebra	9th grade	2 credits - (Regents test)
Geometry	10th grade	2 credits - (Regents test)
Algebra/Trigonometry	11th grade	2 credits - (Regents test)
Math course*	12th grade	2 credits - (Regents test)

**There are three math courses available for seniors, based on their level of achievement in math.*

Arts

Drama, Music, or Studio Arts 1A/B	9th grade	1 credit
Drama, Music, or Studio Arts 2A/B	10th grade	2 credits

Drama, Music, or Studio Arts 3A/B	11th grade	2 credits
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College Bound

College Bound 1A/B	9th grade	1 credit
College Bound 2A/B	10th grade	1 credit
College Bound 3A/B	11th grade	1 credit
Senior Seminar	12th grade	2 credits

Spanish

Spanish Language*	9th grade	1 credit
Spanish Language*	10th grade	1 credit
Spanish Language**	11th grade	1 credit***
Spanish Language**	12th grade	2 credit***

**Spanish course varies based on student proficiency.*

*** AP Spanish offered as an option for juniors and seniors.*

**** AP exam, or Regents-Other than English.*

Health and Physical Education

Physical Ed. 1A/B	9th grade	1 credit - 0.5/semester
Physical Ed. 2A/B	10th grade	1 credit - 0.5/semester
Physical Ed. 3A/B	11th grade	1 credit - 0.5/semester
Physical Ed. 4A/B	12th grade	1 credit - 0.5/semester
Health	9th grade	.5 credit
Health	12th grade	.5 credit

Valedictorian/Salutatorian Designation Policy

In order to be considered for Valedictorian or Salutatorian honors, students must earn at least half of the academic credits required for graduation at Renaissance. In addition to this 22-credit requirement, students must continue to study at Renaissance for at least one semester of their senior year to be considered for Valedictorian or Salutatorian honors. These honors are presented to students with the highest cumulative GPA earned at Renaissance. Cumulative GPAs are rounded off to the nearest hundredth percentile for comparison. There may be co-Valedictorians and/or co-Salutatorians if there is a tied GPA.

Awards Conferred to Seniors

Several awards are presented to graduating seniors. Some awards may be presented to students during the graduation ceremony, but most awards are given to students with their final transcripts, and/or conferred during Senior Awards Night, an event that may take place in June, before graduation. On this night, students, parents, and school faculty

gather to celebrate the achievements of each senior. Students receive awards for their accomplishments in areas such as academics, leadership, community service, the arts, and sports, as well as for their contributions to the school community

Scholarship Nominations

Renaissance nominations for scholarships are made through the College Office in consultation with other Renaissance staff. Students are nominated for scholarship consideration based on the following criteria:

- Academic accomplishment - To be considered for nomination, students must have a cumulative GPA of at least 3.0. If a student has a GPA lower than 3.0, he or she may still be considered if all other criteria are outstanding.
- Academic integrity - It is important that any student nominated for a scholarship has made academic achievements based on his or her own effort, and not through plagiarizing the work of others. Any student caught plagiarizing will be deemed ineligible for scholarship nominations.
- Leadership ability - Scholarship sponsors frequently look for students who are leaders. Leadership is synonymous with involvement. If a scholarship is based on leadership criteria, Renaissance staff members will only nominate students who have demonstrated leadership ability through extracurricular activities and community service.
- Citizenship - Nominees must demonstrate exemplary citizenship as members of the Renaissance community. Students with a record of discipline infractions, or with a history of disrespectful and/or disruptive behavior, will not be nominated by Renaissance staff for scholarship consideration.
- Consistency - Nominees must exhibit consistency in all of the areas listed above. Consistency in academics means that the student's work reflects a history of dedicated effort and accomplishment over time and across disciplines. Consistency in leadership means that the student has participated in and contributed to the Renaissance community on an ongoing basis. Consistency in citizenship means that the student has demonstrated qualities of character that include integrity, responsibility, and respect toward all Renaissance community members continuously while in high school.
- Attendance - Nominees must have a minimum of 95% attendance during their enrollment in high school, and maintain their attendance at this level or above for the duration of the nomination process.

The College Office reserves the right to withdraw a nomination based on a student's performance in any of the areas listed above.

COLLEGE PREPARATION

The Renaissance Charter School sets high academic standards so that students can successfully pursue a path in higher education. Renaissance has a four-year multi-approach College Bound program that supports students in developing leadership skills, scholastic ability, and self-awareness. The program addresses the needs of each grade as students go through the college preparation process.

Examinations for College/Program Admissions

In addition to the Regents exams necessary for graduation, there are several types of examinations that colleges may require for admission. In addition, outside academic programs and scholarship sponsors sometimes request exam scores to determine scholarship eligibility. Types of college/program admissions exams include: PSAT/NMSQT, SAT I, ACT, and SAT IIs.

Students should check college catalogs in the College Office or online to determine which tests are required by the colleges they are considering. Test information is available in the College Office.

Each of these exams requires a fee. The College Office has a limited number of ACT and College Board fee waivers available for eligible students; interested students should consult with a college advisor.

PSAT/NMSQT

This test is a preparation for the SAT and in the junior year is a qualifying test to determine the candidates for National Merit Scholarships. The PSAT tests critical reading skills, mathematical reasoning, and writing skills. PSAT scores are NOT requested by colleges for admission. The test is administered in October at The Renaissance Charter School. Sophomores take the PSAT to assess their strengths and weaknesses, and to become familiar with the exam. Both tenth and eleventh grade scores may be used to determine eligibility for outside academic programs. For further information, visit www.collegeboard.org.

SAT Reasoning Test (SAT I)

The SAT I tests critical reading skills, mathematical reasoning,

and writing skills. Some colleges require SAT I scores as part of their admissions requirements. For more information and to register, visit www.collegeboard.com. Information is available in the College Office.

ACT

The ACT assesses a student's general educational development and his or her ability to complete college-level work. Some colleges require ACT scores as part of their admissions requirements. Students should check the admissions requirements of specific schools. The ACT tests achievement in English, math, natural sciences, and social studies. An optional writing section is available. Students can register online at www.act.org. For more information about the ACT, go to www.act.org.

SAT Subject Tests (SAT II)

These test specific areas of knowledge such as foreign language, science, math and U.S. history. Many universities and colleges require one or more of these tests. Students should register as early as possible online at www.collegeboard.com.

Special Tests for College Credit

Advanced Placement Tests:

These tests are given to students in various subject areas and are usually administered in May. College credit and grades can be earned for acceptable scores, at the discretion of the college or university. Students are strongly encouraged to take AP exams whenever possible because these tests indicate a student's ability to handle challenging coursework, and colleges consider this in selecting students. Information regarding registration for these tests is available in early spring. Visit www.collegeboard.com for further information.

ACADEMIC PROGRAM POLICIES

Definition of a Renaissance High School Class/Course

A Renaissance high school course is a class carried out under the supervision of a Renaissance staff member, either through direct instruction, consultation for online courses, or advisement in the case of an independent study course. An online course is only considered a Renaissance course if used for advancement towards graduation. Students wishing to take such a course online must get prior approval from the teacher of that discipline in consultation with the "Intervention

Team" (defined in "Services for Students, page __"). Online courses that are used to make up credits for previously failed classes are considered "transfer-in" courses, even when under the advisement of a teacher.

Making Up Credits for Academic Courses

Summer School: Students who fail a class during the school year may make up the credit by attending summer school if summer school is available. However, the failing grade will remain on the student's transcript and will be computed in his or her GPA. The grade from summer school will be recorded on the transcript but will not be computed in the GPA. Students are advised to make all possible efforts to pass their classes at Renaissance, so their transcripts reflect their best abilities.

IT IS IMPORTANT TO NOTE THAT SUMMER SCHOOL IS NOT GUARANTEED.

Online Courses: Online courses may also be offered for advancement. Students must get permission from the teachers in the subject area in question and the Intervention Team.

Earning Academic Credits at Outside Institutions

College Now: Through this program, CUNY offers students the opportunity to earn high school or college credit free of charge. College Now courses take place on CUNY campuses in all five boroughs. For more information about College Now courses and requirements, visit www.collegenow.cuny.edu. The College Now liaison for Renaissance is the College Advisor.

Academic Dishonesty

It is important that students know the rules for academic conduct specific to each class. Students should also note that academic dishonesty and other disciplinary infractions may be reported to colleges.

Cheating: When a student is caught cheating on an assignment or test, enabling another student to cheat, or doing work for another student, the following rules will apply:

- A student who copies from another student's test or homework assignment, who allows his or her work to be copied, or who does the work for another student may receive a grade of zero on that assignment.
- A student who brings and uses unauthorized information in any form on a test may receive a failing grade for the semester, for the subject(s) involved.
- A student who distributes or receives stolen test information may receive a failing grade for the semester, for the subject(s) involved.

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- A student who steals, distributes, or uses unauthorized tests or engages in any other such major form of cheating may receive a failing grade for the semester in the subject(s) involved.

Instances of cheating will be noted in a student's school file. Parents will be notified, and additional disciplinary action may be taken as well. Repeated incidents of cheating will result in further action, which may include suspension and/or loss of class credit.

Plagiarism: Plagiarism is a serious offense in the worlds of higher education and work. It is important that high school students understand the magnitude of this infraction. In college, a student who is caught plagiarizing may be asked to leave the school. At Renaissance, plagiarism is not acceptable and has serious consequences.

Plagiarism means taking credit for work that is not your own. It can include copying someone's ideas or essays word for word. Plagiarism also includes adding information from the Internet or other research sources to your work without credit or citations. Information that is not general knowledge, even if rewritten in your own words, must be cited.

A teacher who suspects a student of plagiarism will question the student promptly for an explanation of the situation. If, after this discussion, the teacher determines that the work is plagiarized, the followed procedure will ensue:

- The teacher will contact the student's parent or guardian by letter or telephone, explaining what has happened.
- The teacher will contact Student Support and ask them look into the matter. Based on this investigation, Student Support will implement appropriate disciplinary action.
- The teacher will request a conference with the student and the student's parent or guardian to discuss in-class consequences, which may include a lowered or failing grade for the semester.

Instances of plagiarism will be noted in a student's school file, and additional disciplinary action may be taken as well. Should there be more incidents of plagiarism, further action will be taken by the teacher and Student Support Team.

Class Add/Drop Policy

Students may request to add or drop a class that is not required by Renaissance for graduation by following the procedure outlined below.

Add/Drop Process: Students may add or drop a class before the tenth meeting of the class in question or before the end of the first two weeks of the semester, whichever comes first.

Students wishing to add or drop a course must, within the time stated above:

- Notify the teachers of all classes to be added and/or dropped.
- Meet with members of the Intervention Team to discuss the reasons for the schedule change. The Intervention Team must approve all program changes.

Students may also drop a required class due to extenuating circumstances, if they have approval from the Intervention Team and complete the procedure outlined above. However, in such a case, the dropped class must eventually be made up in order for the student to graduate if it is required course.

The Intervention Team will only approve the dropping of a course if the student has a clear alternative plan to account for the opening in his/her schedule. If the dropped class is at the beginning or end of the day, the student may receive permission to enter or leave school at an adjusted time. However, if the dropped class occurs during the course of the school day, the student must have an approved means of utilizing the open period. No student is allowed to remain in the building unsupervised, at any time.

Once the add/drop period has expired (the tenth meeting of the class to be added or dropped, or before the end of the first two weeks of the semester, whichever comes first), students who have registered for a course must remain in the course for the entire semester.

If, due to an emergency, a student must drop a class after this deadline has passed, he or she must have a documented excuse and receive permission from the Intervention Team. However, in such a case, the dropped class must eventually be made up in order for the student to graduate if it is required course. Otherwise, failure to complete class requirements will result in a failing grade.

Incomplete Policy

Students who have a valid reason for not completing course requirements on time when a semester ends can request a grade of Incomplete from their teacher and document the request with the Registrar. A grade of Incomplete may be issued in January and/or June and must be completed by the end of the following semester.

An incomplete may be awarded at the end of a semester to a student with extenuating circumstances. These circumstances must be documented and include but are not limited to:

- Death in the family
- Significant illness of the student or the student's family member(s)

After an Incomplete has been approved, the student must consult with the teacher within the first two weeks of the following semester and create an Action Plan to complete coursework. The students must bring a copy of the Action Plan to the Registrar and another copy must be filed with the teacher. Any and all work must be completed by the end of the following semester in order to receive a grade and possible credit.

If the student's Action Plan is not satisfactorily completed within the time designated, the teacher will assign a grade based on the work submitted by the student, which may result in a failing grade.

Grade Appeal Policy

After each semester, the student has a window of two weeks during which he or she may contest a grade. The student should contact the teacher within this two-week time period to discuss the grade in question. If the grade is a result of mathematical and/or clerical error, the student must obtain a Grade Change form from the Registrar immediately. This form must be filled out and signed by the teacher and be returned to the Registrar. The student is advised to keep a copy of the Grade Change form. It is important that the student makes sure that the changed grade appears on his or her transcript.

After this two-week window, and if the grade still stands contested, the student must schedule a conference with the teacher, a member of the Intervention Team, and a parent or guardian.

If after this meeting the grade still stands contested, the Principal will investigate the issue and issue a judgment. From there, if the grading is still questioned, the issue will come before the Board of Trustees.

How to Create and Implement an Independent Study Project

The option to create and carry out an independent study project is open to students in the tenth through twelfth grades that meet the following criteria:

- Have passing grades in all credit-bearing subjects for two semesters prior to the start of the course or independent study.
- Have a record of 95% attendance during their time in high school.
- Are on target to graduate, based on the subject and credit requirements of each grade.

The application process to conduct an independent study project is outlined below:

1. Find a teacher willing to be your faculty advisor. Your

advisor will approve your proposal, provide supervision, monitor your progress, assess your results, and confer a grade and credit upon completion of work.

- For independent study work, it is important to schedule regular meetings with your faculty advisor to obtain assistance and feedback, and ensure that you are on target in fulfilling your requirements.
 - If you are doing independent study work, and need to use school facilities such as The Learning Center ("TLC", defined in "Services for Students", page __), it is necessary to obtain permission from and be supervised by appropriate faculty members, such as TLC staff.
2. Create a proposal that includes:
 - Name of Renaissance Faculty Advisor.
 - Total Hours Involved - High school credit is conferred based upon the number of hours of instruction (self-instruction in the case of independent study). One credit is earned in 80 hours, and fractions of a credit are calculated based upon this ratio. At Renaissance, course credits are granted for self-instruction that takes place over a minimum of 40 hours (0.5 credits).
 - Location and Time - Where and at what time the course will take place? (Are school facilities required at any time?)
 - Project Schedule - Outline the dates involved (the project should begin no less than five weeks after submission of the proposal).
 - Project Aim - Statement of project's purpose.
 - Project Objectives - Statements that outline what the student will gain in knowledge and/or skills through completion of the project. In other words, what is the final product?
 - Project Plan - Outline of syllabus for self-instruction, including resources and materials used.
 - Student Requirements - Description of project components that must be completed to receive credit.
 - Assessment - A rubric that details how a grade or pass/fail will be determined.
 3. Get signatures of the faculty advisor and all others named in proposal (including yourself) and submit the proposal to the Intervention Team for approval.
 4. Your proposal must be submitted for consideration at least five weeks prior to the date your independent study project is scheduled to begin.
 5. It is important to note that once a student has received approval to implement an Independent Study Project for credit, if the work is not completed, the student will receive a failing grade on his or her transcript.

STUDENT LIFE

Students are encouraged to take a leading role in their academic success by involving themselves in all processes and events that support a well-rounded education, including opportunities to involve your parents and guardians in open school events.

Open School Events

Open school events include but are not limited to the following:

- **Curriculum Night** – Scheduled near the beginning of the school year, curriculum night provides parents with the opportunity to meet with all the high school teachers who will be instructing their children. Each teacher briefly presents a description of the class curriculum, as well as information about any requirements or supplies. While there is not an opportunity for parents to meet with teachers individually, parents are encouraged to ask questions.
- **Parent-Teacher-Student Conferences** – These events are preset times when parents can meet briefly and privately with teachers to discuss their child’s progress. There are both evening and afternoon hours for these conferences, and they are generally scheduled in November and March. If parents/guardians are unable to attend one of these events, or feel that they need a longer meeting, it is suggested that they contact their child’s teachers if they have any concerns about how he or she is doing in class. The teacher will schedule a meeting at an alternative time.
- **College Bound Grade Meetings** – Sponsored by the College Office, grade meetings address topics particular to that grade regarding high school requirements and the college application process. Students and their parents are strongly encouraged to attend. Parents are notified about these meetings in the school calendar as well as through email; it is important that all parents are in email contact with the College Office (afallariff@gmail.com).
- **Exhibition Nights** – All high school students study an art discipline (visual arts, music, or drama) during their first three years of high school. Students exhibit or perform their work during exhibition nights, which are scheduled in the spring. Parents are strongly encouraged to attend.
- **Fund-Raising Activities** – Students frequently sponsor day and evening activities such as luncheons, talent shows, and multicultural festivals in order to raise money for their graduating class. Students organize and promote these events and parents are welcome to attend and provide support.

Extra-curricular Activities

Students at Renaissance are strongly encouraged to participate

in extracurricular activities in order to develop as well-rounded and highly skilled individuals. A student’s participation in and commitment to extracurricular activities is also an important component in a student’s application to college. Our school offers a wide variety of extracurricular activities, some of which are sponsored by Renaissance and others that are conducted through outside programs. Activities range from volunteer work and internships to workshops that enhance artistic and/or academic skills. Extracurricular activities at Renaissance include but are not limited to those listed below:

- Public School Athletic League
- Charter School Athletic League
- National Honor Society
- Robotics
- Future Farmers of America
- Teens for Racial and Ethnic Awakening (TREA)
- Art (Digital Portfolio, Media Art, Photography, etc)
- Jazz Band
- Recording Studio
- Book Clubs
- Spanish Theatre Company
- Fiesta Latina: Latin Dancing
- Curtain Up! Drama Club
- Yearbook
- Chess
- Mandarin, Korean or other language and culture
- 82nd Street Academics After-School Program, through 10th grade
- College Bound essay and application workshops

TREA (Teens for Racial and Ethnic Awakening)

TREA, Teens for Racial and Ethnic Awakening, is a group run by teens, for teens. TREA meets on Thursdays from 6 to 8 p.m. during the school year to talk about issues that relate to teens’ lives. All high school students are welcome to attend.

In TREA, students learn about different cultures and find out what is happening in their local, national, and global communities. Sometimes discussions lead participants to take action around issues they feel strongly about.

TREA does all this by organizing fun activities, by inviting guest speakers and musicians to talk and jam, by taking trips around the city, and by hosting three awesome Open Mic Nights each year!

TREA Mentor Internship

TREA “mentors” are teens who facilitate the weekly Thursday workshops. Mentors are central to the running of TREA,

and make it a group that is run by teens, for teens. Mentors create a safe space where teens can discuss many issues that relate to their lives.

The main responsibilities of TREA mentors are as follows:

- Attend and actively participate in weekly planning meetings (Mondays: 5-6:30 p.m.; Thursdays: 5-6 p.m.).
- Facilitate the weekly workshops (Thursdays: 6-8 p.m.).
- Conduct outreach to bring more teens into TREA through promotion efforts such as flyers, a Listserv, and word of mouth.
- Help with other decisions and business related to the group, such as planning trips, inviting special guests, or researching a topic on the Internet.

Along with these responsibilities, there are many benefits to being a TREA mentor! These include:

- Getting to know other teens and making new friends.
- Learning a lot about yourself, different cultures, politics, and the world.
- Developing skills that you can use for the rest of your life.
- Earning community service credits.

Robotics Club

The Robotics Club is open to students in grades 8 – 12. In this club, students have the opportunity to make REAL robots (not “battlebots”)! Participants work on REAL programming design to construct REAL robots that solve REAL problems. The Robotics Club meets once a week after school until March. Starting in March the club meets more frequently, in order to prepare for the Botball National Competition in May.

Tech Crew

This activity, which exists on an ad hoc, as-needed basis, enables students with an interest in technology to develop and utilize their skills to support the technical needs of the school. The Tech Crew is responsible for sound systems, lighting, computers, and other hi-tech services in order to provide maintenance and support school functions.

Rensizzle

Rensizzle is a designated period of time during the school year during which students have the opportunity, together with Renaissance teachers, to actively explore a topic of interest to them. The length and frequency of Rensizzle may vary from year to year, based on scheduling. During Rensizzle, the high school departs from its regular schedule so that clusters can devote the entire school day to their process of exploration and research. Before Rensizzle begins, clusters meet to create an action plan for how they will utilize their time.

Following Rensizzle, there is often a high school assembly, in which each cluster makes a presentation, sharing what they have experienced and what they have learned.

To further their exploration of a topic, clusters often go on trips and interact with people outside the school community who are knowledgeable about their topic. Rensizzle is a wonderful opportunity for students to gain experience in leadership and team-building, the process of conducting research, and the creation and execution of a presentation.

Social Justice Day

In keeping with our school’s mission to develop leaders, the junior class is charged with the responsibility of organizing a “Social Justice Day.” The entire high school student body attends this yearly event. Juniors select social issues that they want to address, such as sexism, racism, and classism. The students work in cooperative groups to research these issues and then prepare and facilitate workshops to educate the rest of the high school student body. In addition to conducting workshops, eleventh graders must plan the day’s schedule and assign students in other grades to workshops based on an interest questionnaire that the juniors design, distribute, and analyze. Renaissance students frequently cite their involvement in Social Justice Day as one of the highlights of their high school experience.

Career Day

Juniors also have the opportunity to explore their career interests and to expose other high school students to professional opportunities by planning a “Career Day.” Eleventh graders survey their peers regarding possible career choices and then contact speakers to schedule workshops for this yearly event. Juniors take responsibility for creating student rosters for each workshop and host the visiting speakers who come to the school.

Sports Teams

At Renaissance, high school students have the opportunity to join teams that compete in the PSAL (Public School Athletic League), as well as teams that compete in the CSAA (Charter School Athletic Association), as long as they meet Renaissance sports eligibility guidelines. Currently at Renaissance, PSAL teams include boys basketball and boys baseball. CSAA teams include girls basketball, girls softball, girls volleyball and soccer teams for boys and girls. Students must have passing grades in all their current credit-bearing classes to be eligible to participate, and must maintain a passing grade-point average in every currently scheduled class to

remain on these teams. In addition, students must be in good standing with regard to the school discipline code. Note that Renaissance sports eligibility guidelines are stricter than those of PSAL, with the intent that participating students will graduate on time and have the skills and knowledge to pursue their goals.

Students participating on PSAL teams may store their athletic uniforms and/or equipment in basement lockers assigned by the team coach.

Student Councils

The Renaissance Charter High School has active student councils for each grade that function to facilitate communication between the students and faculty, provide a student voice in curriculum and policy decisions, advocate for student welfare and other aspects of school life, and sponsor fundraisers to support the needs and activities of each graduating class.

Council members are elected representatives from the student body and officers serve for a one-year term. Each grade has a faculty advisor who provides support and guidance to the council members. The council operates on the premise that all persons within the school community have rights and responsibilities. Through communication and open discussion, as well as mutual respect, the council seeks to work for the improvement of our school.

Yearbook Committee

The Yearbook Committee is an activity open to a roster of ten students selected by the Yearbook Coordinator. The Yearbook Committee meets twice a week for the duration of the school year, and participants receive a pass/fail grade and one credit.

Responsibilities for Yearbook Committee members include: creating the format and theme for a K - 12 yearbook, organizing fund-raisers, and submitting photography or artwork. Students do not have to be artistically inclined, but must have at least 95% attendance and actively participate as committee members. In addition to scheduled class time, all committee members must be able to attend at least two yearbook fund-raisers.

Selection of students for the Yearbook Committee members is based on consideration of the following criteria:

- Interview with Yearbook Coordinator.
- Teacher Recommendations: Students must be passing all their classes; their teachers must sign a consent form, giving permission for them to participate.

- Past record of commitment and attendance in extracurricular activities.

Renaissance faculty may be consulted and involved in making the final selection. Students who are not selected may join a waiting list, in case there are openings on the committee during the course of the school year. If a committee member does not demonstrate satisfactory attendance, participation, and/or commitment, he or she will be removed from this activity.

Student Dances

Student dances at Renaissance are often sponsored by the Student Council or other student activity groups as fund-raising initiatives. Dances are open to all high school students.

All non-TRCS students who attend a dance must have a picture ID.

Some dances cater to a variety of musical tastes, while others focus on a particular genre or theme. Advertisements and other forms of promotion generally describe the type of music that will be played. It is important that all students attending a dance respect the musical tastes of others and cooperate to make the dance a success.

During a dance, no storage space is available for personal items unless otherwise stated.

Students who are responsible for organizing a dance are also in charge of clean-up.

A minimum of six chaperones is needed, with two subs. Before a dance can be approved, all chaperones must have signed a form indicating their commitment to attend the activity. If a chaperone is absent on the day of the dance and no sub is available, the dance will be cancelled. Dances will also be cancelled if the sponsors utilize unapproved methods of advertising, or encourage students to bring inappropriate paraphernalia. Advertising on the Internet (i.e., Facebook, MySpace, Twitter, Tumblr, etc.) for a dance is NOT allowed.

STUDENT LIFE PROTOCOLS AND POLICIES

How to Start a Club

1. Find a teacher who will be willing to be your faculty supervisor. Your faculty supervisor must be present at all club meetings and activities.
2. Create a proposal that includes:
 - Name of faculty supervisor
 - Description of the club's purpose - What is its focus?

- Description of who is eligible to join.
 - Location and time - Where and when the club will take place, and if room reservations are necessary.
 - Club schedule (calculate the dates and number of hours involved – the club should begin no less than five weeks after submission of the proposal)
 - Brief description of club activities
3. Get signatures of the faculty supervisor and all others named in proposal (including yourself) and submit the proposal to the Director of Development and Partnerships..
 4. Your proposed club will be considered for approval by the School Management Team..
 5. Your proposal must be submitted for consideration at least five weeks prior to the date your club is scheduled to begin.

How to Organize and Implement a Fund-Raiser and/or Activity

1. Find a teacher willing to be your faculty supervisor. Your faculty supervisor must be present at all meetings, rehearsals, and performances in preparation for your event.
2. Create a proposal that includes:
 - Type of event (dance, performance, sale, trip).
 - Date (at least five weeks after proposal submission).
 - Time.
 - Rooms you will utilize.
 - Names and signatures of confirmed chaperones.
 - Rehearsals (for performances, at least two required with faculty supervisor); include when and where they will take place).
 - Detailed schedule that begins with set-up and ends with clean-up and vacating the building.
 - Who will attend the event (public, high school students, TREA members, etc.).
 - For whom the funds are being raised (keep in mind that funds may not be raised for any particular individual).
 - On what the funds will be spent.
 - Who is on the:
 - set-up committee
 - advertising committee
 - funds committee
 - food committee
 - clean-up committee
3. Get signatures of faculty supervisor and all others named in proposal (including yourself) and submit the proposal to the Principal for approval.
4. Your proposal must be submitted for consideration at least five weeks prior to your event.

Note: Sponsors must obtain the names of chaperones in advance for an event to be approved. Dances require six chaperones and two subs; shows usually require four chaperones and one sub (but this may vary, depending on the nature of the show). If an event does not have a sufficient number of chaperones, it will be cancelled.

It is important that event sponsors know that all advertising strategies must be approved by their faculty supervisor, as well as by the Principal. Advertising for a school event on the Internet is NOT allowed. Inappropriate or unapproved advertising will result in the cancellation of the event.

Renaissance Academic Requirements for PSAL Athletics

Scholastic Eligibility:

- In order to be eligible to play on a PSAL team, a student may be currently failing no more than one credit-bearing subject and may have failed no more than one credit-bearing subject during the most recent semester (January or June). In the former case, if a student is at risk of failing a second subject, the student must, in conjunction with the teacher and coach, have an action plan for passing the course and the plan must be approved by the HS Coordinator of Operations.
- The student must have all his or her current teachers sign a progress report that indicates the student's current academic standing in order to be on a team. Teachers and coaches will remain in communication throughout the season, to ensure that students stay on target in meeting class requirements. If a student is failing a second class in his or her current schedule, that student may be placed on probation and removed from some or all team activities until his/her academic work is satisfactory and on target for passing the class.
- Entering freshmen (first year in grade 9) are academically eligible until the fall semester report card is issued.
- The date when transcripts are issued at the end of a semester shall be the official date for determining eligibility.
- Scholastic eligibility at the beginning of each term shall be determined by the final grades of the previous term. If a student passes a course in summer school and this course's credit is accepted by Renaissance, this shall be counted as credit for the previous June.

Attendance Requirements:

- At the end of each marking period a student must achieve a minimum of 95% attendance for that marking period in order to be considered for athletic eligibility. The 95% minimum attendance requirement refers to attendance in school as well as attendance in individual classes. The 95%

attendance requirement is not cumulative, but must be maintained on a monthly basis.

- A student must be present in school and must attend all assigned classes that day in order to observe or participate in any team practice, scrimmage, league or non-league game, meet, contest, or try-out on that day. Bona fide medical absence documented by a physician's statement is an exception. Absence due to the death of a father, mother, grandparent, or sibling, or due to other extenuating circumstances, may be approved to a maximum of five school days based upon the submission of documentation to the coach. Absences due to extenuating circumstances such as court appearances, Medicaid face-to-face appointments and other legal matters, college or internship meetings, and CSE or private evaluations may be approved upon submission of documentation to the coach.
- A student with less than 95% attendance at the end of the term or at the end of any marking period is ineligible, but can establish attendance eligibility at the end of the following marking period.
- A student who has been declared ineligible due to failure to meet the 95% minimum attendance requirement and who establishes eligibility at the end of the following marking period must maintain a minimum of 95% attendance for every consecutive ten-day period of required school attendance following the date of eligibility for the duration of the term. When a student fails to meet this requirement, he or she immediately becomes ineligible for the remainder of the term. Eligibility for the subsequent term is based on the 95% minimum attendance requirement set forth above.

Suspended Students:

- Suspended students are not eligible to participate in or observe any team practice, scrimmage, league or non-league game, meet, contest, or try-out during the period of their suspension.

Participation in Extracurricular Activities

If a student is not passing one or more credit-bearing classes or has disciplinary infractions, he or she may be removed from participation in an extracurricular activity, based on the decision of his or her teachers and/or the Intervention Team. While extracurricular activities may be both meaningful and enriching educational experiences, it is imperative that students fulfill all their academic requirements so that their grades reflect their best efforts and they are on target for graduation.

School Attendance and After-School Activities

Attendance is a crucial component for a student's success in school. A student who is absent may not participate in an

after-school activity on that same day, unless they have an excused absence based on a written explanation from a parent, doctor, or teacher. This includes evening activities such as dances, trips, rehearsals, and talent shows.

Participation in Senior Class Activities

A student is considered a "senior" if he or she has a minimum of 33 credits in the distribution required, and has passed the five required Regents. Sometimes a student enters senior year knowing that he or she will have to attend summer school or pass additional regents to complete graduation requirements. In this case, to qualify for senior class activities the student must meet with the Intervention Team to create a contract that states the number of credits he or she will earn or and/or regents exams passed by June, and abide by this plan during the school year.

Seniors who wish to participate in senior class activities must remain on target to graduate for the duration of the senior year. Seniors must know at the beginning of senior year how many credits they must complete to graduate in June. If, during the course of the school year, a senior fails to pass a class that is required or necessary for graduation, he or she will become ineligible to participate in senior activities such as the Senior Class Trip and/or Prom. If a student scheduled to graduate in June is unable to complete the targeted number of credits due to extenuating circumstances, he or she may only participate in senior class activities with the approval of the Principal.

Seniors who wish to attend the Senior Class Trip must be on target for graduation at the end of fall semester of the senior year. Students who wish to attend the Senior Prom must have completed their graduation requirements, excluding any end-of-semester assignments. They must be on target to pass each class in their schedule necessary for graduation with May 31st as a benchmark. A student must obtain signatures from every classroom teacher indicating that this requirement has been met.

Seniors who are not on target to graduate will not be allowed to attend the Senior Prom under any circumstances (not even as a "date"). In addition, effective September, 2013, an attendance of 95% is required for participation in all senior class activities. The 95% minimum attendance requirement is defined as having no more than 5% unexcused latenesses, no more than 5% unexcused absences, and refers to attendance in school as well as attendance in individual classes.

It is important that seniors understand the importance of maintaining good grades and working hard to complete

all graduation requirements right up to the day of graduation. Many colleges do not make admissions decisions until they receive the first semester grades (mid-year report) of the senior year. Frequently, colleges and some scholarship programs request an end-of-year report with spring semester grades as well. Even if a student has been accepted, colleges have the right to withdraw this acceptance at any time before the student registers in the fall, if they determine the student's academic performance to be below standards.

SERVICES FOR STUDENTS

We believe that students can develop when they feel safe, supported, and challenged to do their best. Renaissance is designed as a K – 12 school in which students often will work with the same dedicated teachers for multiple years. This enables teachers to better know the individual abilities and needs of each student and to more effectively provide instruction.

The Learning Center (TLC)

The Learning Center is designed to support students in multiple ways: instructional support, academic enrichment/independent study, supervision of in-school suspensions, and supervision of the academic requirements for out-of-school suspensions.

The Intervention Team

The Renaissance Charter School Intervention Team is comprised of management team members, including the Principal, Counseling team members, College Bound staff, and members of both Student Support and Instructional Support teams. The team meets on a weekly basis in order to provide plans for students who are at risk of academic decline or failure. Often the team meets with students and parents directly to devise plans to support these students. Plans may include but are not limited to: changes in scheduling and programming, additional supports from IS, Counseling Services, or other staff, and/or referrals to outside service providers or the Committee on Special Education.

Academic Support Services

Support for special needs students: The Instructional Support (IS) provides educational assistance to special needs students through classes called Special Education Teacher Support Services (SETSS), also known as “resource room.” SETSS is a regularly scheduled class incorporated into a student's schedule as required by his or her IEP (Individualized

Education Plan). Students with IEPs have been evaluated based on a battery of tests by a team of professionals.

SETSS is not a credit-bearing course. Conducted by certified Special Education Teachers, SETSS is intended to support students with their academic coursework, providing learning strategies and reinforcement of skills through tutoring, modified instruction, and smaller groupings.

The IS staff also provides assistance to special needs students through inclusion or “push in” instruction. In this model, the SETSS teacher attends academic classes with students and works together with the class instructor in a co-teaching capacity to provide additional support. Students with IEPs are often provided with differentiated instruction in the same classroom as their peers, reviewing the same or similar materials.

Support for at-risk students: Students who are considered at-risk of academic failure are sometimes also referred for TLC support services on a temporary basis. The type of intervention is determined by the needs of the student. These students are generally identified by their general education teachers as being in need of additional services. This is in no way a substitute for services mandated under an IEP (SETSS); it is solely to serve as a supplementary and, in general, short term intervention. For ongoing support, a student who has failed to respond sufficiently to intervention must be referred for evaluation by the Committee on Special Education (CSE) of the Department of Education (DOE).

Support for making up course credit: Some academic classes are available online in TLC for a student who has been approved to make up credit for a failed class. This option is only available for students who have to make up 0.5 credits or less. Successful completion of an online course grants a student credit and yields a pass as a grade. However, the passing grade is not averaged into the GPA; the failing grade remains on his or her transcript and is computed into the GPA.

Academic enrichment/independent study: Students who are working on independent study credits may complete some or all of this work in TLC, with the permission of the HS Coordinator of Operations as well as TLC staff. For example, a student may take an online course in a subject not offered at Renaissance or not available based on scheduling. The student must write and submit an independent study proposal in advance (see guidelines on page 32) and work in close communication with a faculty advisor to fulfill all course requirements. Students are only allowed to use TLC under supervision, during times for which they have received approval.

Supervision of in-school suspensions: When a student is in

need of either in-school or out-of-school suspensions, the educational component of this suspension is conducted in TLC.

If the Student Support Team determines that all or part of the student's suspension is to be served in-school, a representative of the team will meet with the Coordinator of TLC or his/her designee to discuss the student and pertinent facts of the suspension. The Coordinator of TLC will conduct an orientation meeting with the student upon his or her return to school to explain the ground rules of the suspension. Upon the basis of this meeting and with consideration to the needs of other TLC students, the Coordinator will decide the appropriate physical placement of the suspended student. Suspended students who stay in TLC must follow all TLC regulations and stay in TLC unless directed otherwise by staff. Suspended students must stay in TLC during lunch.

In the case of an out-of-school suspension, the student will be given a scheduled time to attend TLC for two hours of academic instruction. The student must remain in TLC at all times unless directed otherwise by staff.

Please note that in the event of suspension, students will be provided with applicable assignments and materials from their scheduled classes. During a suspension, students will be permitted to take any examinations required for their scheduled classes.

Counseling Services

The Renaissance Charter School employs a licensed, certified Social Worker and a licensed School Counselor, both of whom are full-time staff members, in order to meet the emotional and mental health needs of students. Additionally, social workers are sometimes contracted through the Department of Education to work with those students who have counseling mandated on their Individualized Educational Plans (IEPs), as stipulated by the Committee on Special Education.

For those students not mandated for counseling, referrals can be made by the student her/himself, teachers, staff, parents, or outside collaterals. Referrals are made directly to counseling staff, in writing, by completing a "Counseling Referral Form." Once this form is completed and submitted to the counseling staff, the student is seen for an assessment, whereby a plan is devised that may entail subsequent counseling services, no subsequent counseling services, family intervention, or referral to outside agencies.

If subsequent counseling services are recommended, parents are given a "Counseling Consent Form," as students are not

further counseled without parental consent. Each counseling plan is unique to each student. However, most students whose parents consent to subsequent sessions will be given a weekly group or individual appointment. If students miss three counseling sessions in a row, their case may be closed. Parents and family members are encouraged to take part in sessions with their child. Counseling sessions are confidential except in the case of suspected abuse or neglect, or if a child is suspected of being in danger to her/himself or others. All school staff are mandated reporters of abuse and neglect.

Counseling staff hold open office hours daily for those students who need to drop in without an appointment. Typically these open office hours take place during the hours of 8:30-9:30 a.m., daily.

After-School at Renaissance

The Renaissance Charter School provides after-school services for high school students who want to stay in the building to do work. The homework center for ninth and tenth grade students is coordinated by 82nd Street Academics and takes place in assigned classrooms. Eleventh and twelfth grade students may stay after school in the third floor media center under the supervision of a school staff member. Scheduling for the homework center may be limited, depending on demand and funding. In the homework center, students may have access to computers, as well as tutoring by Renaissance staff. Supper is provided for any student staying after school. All students who wish to use the homework center must follow the guidelines listed below. Any student who disregards these guidelines may lose some or all after-school privileges. In such cases, parents or guardians will be notified in writing.

- The purpose of the after-school homework center is to provide students with a quiet place to work, computer access for the purposes of work and study, and assistance with their academic work. The homework center is NOT a hang out, and students who are not working or being disruptive will be asked to leave immediately and may have their after-school privileges permanently revoked.
- High school students who stay for the homework center must report to the third floor media center or assigned classroom.
- No high school students should be in any other location in the building after school unless they are under the direct supervision of a Renaissance staff member.
- If students wish to leave the building and return during homework center hours, they must get a pass from their after-school homework supervisor. Students must present their pass to the school safety officer at the front door

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- when leaving and again when reentering the building, .
- Students who use the after-school homework center must take responsibility for keeping the tables, floor, and computers clean. Any paper trash must be thrown away. Eating in the homework center is not permitted, unless the students has permission from a school staff member. Any student who has permission to eat in the homework center must take responsibility for throwing away garbage and cleaning up.
 - Students can only eat and/or drink while sitting at a table, NOT while they are on the computer. No drinks are allowed near the computers at any time.
 - Students who use computers for inappropriate activities (such as social networking or video games) will be asked to leave.
 - Students are permitted to print from the computers. However, it is important that they use discretion when selecting material to avoid wasting paper and jamming up the printer.
 - When students are ready to leave, they should collect all their belongings, and leave their work area neat and clean.

Peer Mediation/Conflict Resolution

The Renaissance mediation program assumes that conflict is a normal and positive force that can accompany personal growth and social change. When conflicts arise, most people react with verbal or physical aggression, ignore the situation, or withdraw and blame themselves. Mediation provides an opportunity for disputants to communicate, cooperate, and create new possibilities beneficial to all involved.

The Renaissance Peer Mediation Program functions as part of Student Support and is under the guidance of the school social worker. Training is provided for high school students who want to become peer mediators. When appropriate and available, these mediators can facilitate dialogue between the parties in a dispute, guiding a process of communication and problem solving that leads to resolution.

SCHOOL FACILITIES AND OPERATIONS

Main Office

We are a small school and have a small office staff. Everyone's cooperation is needed to help the office run smoothly. We expect students to show respect and courtesy to all office staff. Students can go to the office only if they

have a pass from a staff member. There is no student "right" to make phone calls from the office. Students can make phone calls only with Renaissance staff permission, and the school staff may request to dial the number for the student. In the case of an emergency, school personnel will call home on the student's behalf.

There are several machines in the office specifically for use by Renaissance staff, including copy machines, a risograph, a laminator, and a fax machine. These machines receive heavy use and are essential for the smooth running of the school.

Note: Students are not to use equipment in the Main Office under any circumstances.

Students who need copying or other office services must have a pass from a staff member for the specific action and must ask a Renaissance staff member in the office for assistance.

Bathrooms

High school students may use only bathrooms designated to their cluster. *Students may not travel between floors to use bathrooms, but must use the bathrooms nearest their classrooms.* Students may use these bathrooms between periods, as well as before or after school. Students may use these bathrooms between periods, as well as before or after school. During classes and at mealtimes, students going to the bathroom must receive permission of a Renaissance staff member. It is important that students understand and abide by the bathroom policies of classroom teachers.

Students who use the bathroom excessively often miss too much class work and disturb the learning of other students. The bathroom is not a place for students to congregate. All visits to the bathroom must be quiet. A student who needs to use the bathroom frequently due to medical conditions must keep a letter on file with the school nurse, who will notify the student's teachers. Students who make unauthorized visits to the bathroom may be considered to be cutting class.

Note: High school students may not use the bathrooms on the elementary school side of the third floor.

The condition of bathrooms affects the quality of life for students and staff at Renaissance. Students have the responsibility to leave the bathroom clean after their use. It is important that students respect and care for school property. Any acts of vandalism will result in disciplinary action. Students must take responsibility to notify the teacher and/or staff in the media center if the bathrooms require attention due to wet floors, broken facilities, or other concerns.

Cafeteria

Breakfast and lunch are served in the Renaissance cafeteria. Meals are served only at designated times; students are allowed in the cafeteria only when they are scheduled to have breakfast or lunch. The cafeteria is not a social gathering area before first period or between classes. When buying food, students are advised to have correct change for the cashier in order to save time and expedite the serving of meals.

Students who use the cafeteria must abide by the guidelines listed below:

- Students are to walk and never rush or run to the cafeteria, and line up in an orderly fashion for food.
- Students must treat all food service staff, cafeteria supervisors, and fellow students with courtesy and respect. They should conduct themselves with self-control and consideration for others.
- Students are not permitted to place outside orders for food delivery.
- To maintain a clean cafeteria, students must always use a tray and keep milk cartons, food, and waste paper on the tray.
- After eating, students are to throw away all trash and food garbage. Students should take responsibility to assist others who need help. Sponges and mops are available if there is an accidental spill.
- Students who wish to leave the cafeteria to go to the bathroom must receive permission from a cafeteria supervisor. No one is to hang out in the bathroom or make unauthorized visits to basement classrooms.
- No student may leave the basement area without a pass written by a Renaissance staff member that indicates where the student is to go.
- Students are not allowed to take food or beverages out of the lunchroom, unless they have the prior approval of a Renaissance staff member.
- Students must follow all instructions of cafeteria supervisors during dismissal from the cafeteria.
- Students who pay either a full or reduced fee for meals are required to make payments at the time the meal is received.

Breakfast and Lunch Programs

Students eating in the cafeteria may purchase food and drinks there, or bring non-perishable breakfast or lunch from home. It is important that students eat at designated times because eating in class is not permitted unless the class has a special event that includes food.

The Renaissance Charter School aims to support each stu-

dent's physical, mental and emotional well-being. Food menus are prepared to provide healthy and nutritious, tasty meals. Soft drinks and sugary snacks are not provided.

Some students may be eligible for free or subsidized breakfast and lunch programs. All parents will receive a School Meal Form at the beginning of the school year pertaining to this program and must complete it, regardless of their financial situation.

Lost and Found

A Lost and Found is maintained in the cafeteria and in the third floor common area. Over the school year our staff finds many unmarked student belongings. Students are encouraged to keep their coats and other extra clothing in their lockers, and to mark all their belongings for identification.

Auditorium

The Renaissance auditorium functions as a classroom for drama and dance instruction, as well as a space for meetings, performances, and other events. It is a shared space. Students are not permitted in the auditorium or on the stage without the supervision of a staff member. No students are to chew gum in the auditorium at any time. No eating or drinking in the auditorium is allowed except under the supervision of school staff or responsible adults. After use, it is important that the auditorium is left neat and clean. Chairs should be stacked up unless otherwise directed, and all other furniture should be returned to its original place. An auditorium protocol form will be given to organizers of all events that take place in the auditorium. Guidelines delineated in the protocol must be adhered to.

Elevator

There is one elevator at Renaissance, and it is essential for the safe and smooth functioning of the school. Students may not ride the elevator unless they are accompanied by an adult or staff member. Some students may be permitted to use the elevator due to medical conditions. In this case, documentation is required from the students' health care provider and must be filed appropriately with the school nurse. Students with elevator privileges may not be accompanied by other students unless the accompanying student is designated by a Renaissance staff member to provide assistance.

Hallway Rules and Responsibilities

When in the hallway, students must practice courtesy and respect the rights of people in the classrooms and surrounding area. High school students must especially remember that we have young children in the building.

- Do not block traffic by standing in groups.
- Pass through hallways quietly; loud noises of any type are not permitted.
- Discard trash in containers provided.
- Walk in hallways and common areas.
- Go promptly to classes; lateness to any class is unacceptable.
- Do not use or carry unacceptable electronic devices, including cell phones, CD players, and MP3 players. Any teacher may confiscate these devices from a student. NO CELL PHONES: IF WE SEE IT OR HEAR IT, WE TAKE IT. Confiscated devices will be available in the Main Office after dismissal on the day of confiscation, to parents or guardians, only. Refusal to surrender a device for confiscation constitutes insubordination and WILL result in suspension.
- Follow the direction of all school staff members. Every teacher is your teacher.
- Do not engage in inappropriate physical contact of any type in the halls, including both altercations and public displays of affection (PDA).
- Do not engage in horseplay or use obscene or vulgar language.
- Use designated stairwells only.
- Leave the building and sidewalks surrounding the school premises (including 37th Avenue) at dismissal time or after completing your last class. Unsupervised presence anywhere on school grounds is not allowed and is subject to disciplinary action.

Stairwells

It is important that high school students use only designated stairwells to avoid disturbing classrooms or crowding stairs in other grades. Stairwells are only to be used for traveling between floors; loitering in stairwells is prohibited.

Second Floor Middle School and Third Floor Elementary Common Areas

The second floor middle school, and third floor elementary common areas are learning environments used for instruction, activities, and projects. They are not to be treated as hallways.

- High School students are not allowed to travel through the 3rd floor elementary common area except at dismissal or if they are assigned a class in room 300. High School students are not allowed to use this space after school except with supervision.
- High School students are not allowed to congregate in the 2nd floor middle school common area or use the computers there at any time except under direct supervision of a teacher or after-school staff member. High School are only

allowed to pass through this area if they are assigned to a class on the second floor.

- There is no eating or drinking allowed in any of the common areas without the express permission of a supervising adult.

Students who don't respect these rules will be subject to disciplinary response.

Unsupervised Areas

The following areas of the building are classified unsupervised and students should not be in these areas without faculty supervision. These areas include: auditorium, gym, weight room, unoccupied classrooms, music and art rooms, stairwells, common areas and media centers, TLC and cafeteria, as well as any other area deemed off limits.

SCHOOL SAFETY, CHARACTER DEVELOPMENT, AND CITIZENSHIP

The Renaissance Charter School is a village. A village can prosper only when there is community spirit built on trust and respect and when everyone takes responsibility for the community's safety and well-being. This is why there are school rules and guidelines that govern how members of the Renaissance community work and live together.

The rules of The Renaissance Charter School are based on several important ideas:

- One of a student's most important rights is the right to learn. Any type of behavior that interrupts another student's right to learn is unacceptable.
- A school must be a safe place, physically and emotionally. All members of the Renaissance community are responsible for maintaining and protecting the safety of the village.
- You have the responsibility of improving the village - its facilities, its reputation, and its relationship with the community. The quality of your education will reflect the quality of our educational community.
- This is a school dedicated to promoting leadership. You have common sense and know right from wrong. You are expected to take initiative and fulfill your responsibilities without being told to do so.
- Every adult in the school is there for your education and you are to respect each one equally as your teacher.
- In all disciplinary matters, students will be given notice and will be asked to present their written statement of the facts and circumstances leading to the imposition of disciplinary measures. Depending on the severity of the infraction, dis-

ciplinary responses include, but are not limited to, detention, exclusion from extracurricular activities, suspension, and expulsion. Where appropriate, school officials will also contact law enforcement agencies.

The Renaissance Charter School is committed to ensuring that our school is a place where students learn and staff members teach in a safe and secure environment. In order to achieve this goal, students must be taught to assume responsibility for their behavior. They must understand that there are standards of behavior with which they are expected to comply and consequences if these standards are violated.

TRCS will not tolerate harassment, bullying, or cyber-bullying. We adhere to the Dignity For All Students Act (The Dignity Act), passed into state law that became effective on July 1, 2012. First offenses will result in a warning. Second offenses will result in an educational assignment and written parent notification. Third offenses will result in one-day suspension. For additional information about consequences for continued bullying, please contact Student Support. Details concerning The Dignity Act are available in “The Renaissance Student Support and Discipline Policy”. All students are required to report any acts of bullying of which they become aware.

The Renaissance Charter School community endeavors to help students develop into engaged, global citizens; to develop leaders capable of effecting change in New York and beyond. It is our goal to educate students toward that growth in character through community standards of caring, respect, and responsibility. These benchmarks for leadership and citizenship are essential for individuals’ success in school, in college, and throughout their adult lives. A successful education does not end with skills and knowledge; positive attitudes and effective behaviors are also necessary.

People demonstrate caring and respect through building relationships with intentional interpersonal communication by;

- The way we speak to and treat others
- Standards of polite behavior
 - o Greeting each other
 - o Saying “please”, “thank you”, and “excuse me”
 - o Putting the needs of others before our own needs
 - o Responding to the needs of others with empathy and concern
- Reporting the mistreatment of others
- Standing up for others when we perceive injustice
- Showing interest in and celebrating diversity in all forms
- Taking pride in the appearance of our classrooms and school building and demonstrating that pride through the conscious effort of maintaining clean spaces and well cared-for materials and supplies.

People demonstrate responsibility by being prepared for school and work experiences by;

- Completing assignments and homework
- Bringing required supplies and materials to every class, every day
- Being prepared to participate with accountable, meaningful contributions
- Empowering others to participate with thoughtful, encouraging feedback
- Being consistent in attendance and on time arrival to school and class
- Following school rules and community norms with the understanding that:
 - o These models benefit all members of the community and that
 - o Breaking with those standards is damaging to the community
- Being accountable for mistakes and endeavoring to repair any damage caused to others, the community, property, or facilities.

The Renaissance Discipline Policy

The Renaissance Discipline Policy, which is outlined in The Renaissance Charter School’s Student Support and Discipline Policy handbook, provides comprehensive guidelines for determining unacceptable behaviors. In providing a range of permissible disciplinary measures, the Discipline Code ensures both consistency and equitable treatment for all students and enables teachers, student support staff, and administrators to exercise discretion and educational judgment.

It is important that there be maximum consultation and cooperation between the school and the home. Students, parents, and staff all have a role in making the school safe and must cooperate with one another. Parents must become familiar with the Discipline Policy so that, as active and involved partners, they can instill a sense of responsibility in their children. Educators are responsible for informing parents about their child’s behavior and for nurturing the skills students need to succeed in school and society.

The standards set forth in the Discipline Policy apply to behavior in school during school hours, as well as before and after school while on school property, while traveling to and from school, at all school-sponsored events, and on property outside the school when such behavior can be demonstrated to endanger the health, safety, morals, or welfare of the school community. Students are seen as representatives of Renaissance and therefore their behavior reflects on the school as a whole.

Some of our school's safety and citizenship policies are outlined below. For detailed and complete information about the rules and regulations governing The Renaissance Charter School, as well as intervention measures and penalties, see The Renaissance Charter School's Student Support and Discipline Policy handbook.

Lunch Privileges

Students in grades 9 – 12 in good academic standing and satisfactory conduct in school may be eligible for outdoor lunch privileges. These students must have all permission slips, emergency contact forms, and meal eligibility forms completed and filed in the school office. In addition, these lunch privileges may be rescinded at any time for infractions of the school discipline code as detailed in The Renaissance Charter School's Student Support and Discipline Policy handbook.

Students who leave the building for lunch cannot bring food back into the building. Eating in classrooms is not allowed.

School Dress Code

Clothes for school should be neat, clean, and appropriate to the season and weather and should not disrupt or detract from the educational environment of the school.

- No cleavage, off-the-shoulder tops, or exposed midriffs are allowed. Garments that are backless, strapless, or sheer are unacceptable. Undergarments must not be visible.
- Shorts and skirts must be of appropriate length (at or below students' fingertips when arms at rest at sides), and loose-fitting pants must be secured with a belt at or above the hips.
- Footwear must be worn at all times and must be securely fastened.
- T-shirts with content that is sexually, racially, or ethnically offensive are not allowed.
- Clothing that advertises or promotes gang related activities, or illegal activities or substances, is prohibited.

Students who come to school inappropriately dressed will not be permitted to attend classes and will be sent to Student Support. They may be required to change their clothes, put on additional clothing, or be picked up by their parent/guardian so they can change their clothes and return to school.

Inappropriate Physical Contact

The Renaissance Charter School is K – 12 and there are young, impressionable students in other clusters. Older students must avoid behavior in or around school that may make other people feel uncomfortable. This includes kissing,

hand-holding, or other types of physical contact that are affectionate and/or sexual. No public displays of affection (PDA) are allowed.

Inappropriate Language

The Renaissance Charter School is a federally protected work environment. Students are not to use obscene, sexually suggestive, or inappropriate language under any circumstances.

Loitering

Students who are inside the school building must be under the supervision of a responsible adult at all times. Students determined to be loitering in any of the following areas will be subject to disciplinary action:

- Restrooms
- Gym
- Halls and stairwells
- Unoccupied classrooms
- Auditorium and stage
- Cafeteria
- Outside the building
- Common areas/media centers

Remaining on school grounds after dismissal time and not participating in a scheduled supervised activity will also be considered loitering.

Fire and Safety Drills

Every student knows the seriousness of fire and safety drills. Students also know why we need speed, order, and silence during any potential emergency. Students who misbehave during fire and safety drills are endangering the safety of others as well as their own, and will receive disciplinary action.

Students are not to talk during fire drills. Due to the large number of students who leave and then reenter the building, there is a need for students to remain silent at all times from the beginning of the drill until they have reentered their classrooms. They must remain quiet and orderly while exiting the building, waiting outside, and reentering the building to return to class. Students who do not follow these guidelines, or disregard the instructions of Renaissance staff, will be referred to Student Support.

Students must remain with their group for the duration of a fire or safety drill. After a fire drill, if a student returns to the classroom late, this will be recorded as lateness to class.

During an actual emergency, students must follow the directions of Renaissance staff. Special arrangements will be made for physically challenged students.

Safety drills and fire drills differ. Students will be advised of the school's policies and procedures concerning all safety issues.

Evacuation Plan

In the case of a fire drill, or in the event of an emergency, students will adhere to the following evacuation plan. All students must leave the building immediately with speed, order, and silence. They must follow the instructions of school staff and assemble outside the building at one of the designated locations. In the case of a prolonged event, students should proceed to a designated safe haven.

Student Dances

All regular school rules apply during dances. No use or possession of alcoholic beverages, illegal drugs, tobacco products, or weapons is allowed on school property or on the premises of school sanctioned dances at any time. All school-approved dances are smoke free events, regardless of where they are held.

Students and guests entering the dance must have a ticket. Otherwise, they will be removed from the premises. Students who leave the building will not be permitted to re-enter.

Renaissance staff and chaperones reserve the right to refuse admission to a person or to remove a person from the building or premises at any time if they believe the person might be disruptive to the dance, either because of that person's attitude, presence, or physical condition. Persons removed from a dance for any infraction of the rules stated above may not be allowed to attend any other dances for the remainder of the school year. Regular disciplinary action for such infractions will be taken and may result in suspension from school.

Food and/or drinks may not be brought in from outside. This includes closed bottles and/or containers. These items will be confiscated. Students may be subject to inspection and asked to open their bags, or empty their bags or pockets. If an inappropriate item is found, it may be confiscated and the student may be denied entry to the dance or asked to leave if he or she is already in the building.

Substitute Teachers

Our school is fortunate to have capable substitute teachers to help us whenever our regular teachers are absent. Substitutes provide supervision and support, and also carry impressions of our school into the community. It is essential that students treat substitutes with courtesy and respect, and complete all work that has been assigned. Substitute teachers have all the authority of a regular classroom teacher.

Reporting Safety Concerns

Students are urged to contact any adult about safety concerns. The student may do so verbally or in writing. Student support mailboxes are locked outside of room 211 and in the Main Office.