



## **Student Handbook**

**2014-2015**

**Renaissance Academy  
1301 McCulloh Street. 3<sup>RD</sup> Floor  
Baltimore, Maryland 21217  
(443) 984-3164**

**Nikkia T. Rowe  
Principal**

**Greta Goodwin  
Assistant Principal**

**Melissa G. Smith  
Educational Associate**



**Renaissance Academy BELIEVES:**

- *All children are capable of powerful learning and unprecedented achievement when provided with the opportunities to engage in rigorous tasks, empowered to critically think, and understand their civil responsibilities within the school and community.*
- *Teachers are obligated to teach, monitor and support students and encourage them to make sound decisions that will lead to academic and social success.*
- *All students and staff have a right to learn and work in a safe and nurturing environment.*
- *Learning is a process for both children and adults that involves collaboration, examination of data, and reflection and adjustment to meet the needs of all involved.*
- *Families and communities are the consumers who help drive the work and therefore, must be included as partners and equal holders of the vision.*

## **Renaissance Academy High School Vision, Mission and Philosophy**

### **VISION**

The Renaissance Academy High School vision is to ensure that all students will graduate from this high school prepared for success at a four-year college or university. If they have the skills necessary for college, then they will also be ready to enter a post-secondary career of their choice.

### **MISSION**

The Renaissance Academy High School will reach its vision by:

- *Developing a comprehensive academic plan for each student that is individualized and ensures that students will graduate within their fourth year cohort;*
- *Ensuring that all students receive 1:1 mentoring, academic counseling, and early intervention to include college and career readiness exposures;*
- *Cultivating student voice to promote leadership and social justice- personal towards goals, within the school community, and extend to the greater community;*
- *Establish afterschool and summer enrichment programs that afford every scholar an opportunity to explore post secondary options beyond the academic day and year*
- *Offer a signature theme of study unique to Renaissance Academy that allows students to receive exposures to themed study in law, government, and justice- general exposure track, intensified exposure track, Career and Technical Education track- Homeland Security;*
- *Promote student ownership and recognition through town hall assemblies within the school community and including the greater community;*
- *Mobilize students, the school, and neighborhood to foster a sense of collective action to increase social capital through education and awareness;*

## BALTIMORE CITY PUBLIC SCHOOL CALENDAR 2014-2015

Events by month	Events by type
<p><b>August 2014</b></p> <ul style="list-style-type: none"> <li>• <b>19 to 22</b> - PD for staff</li> <li>• <b>25</b> - First day for students, start of 1st quarter</li> </ul> <p><b>September 2014</b></p> <ul style="list-style-type: none"> <li>• <b>1</b> - Labor Day, schools and offices closed</li> <li>• <b>26</b> - PD for staff, schools closed for students</li> <li>• <b>29 to 30</b> - Window for distribution of 1st-quarter progress reports</li> </ul> <p><b>October 2014</b></p> <ul style="list-style-type: none"> <li>• <b>1 to 2 -, 7 to 11</b> – Window for distribution of 1<sup>st</sup>-quarter progress reports</li> <li>• <b>3</b> – Parent-teacher conferences early release day for students</li> <li>• <b>6 - 16</b> – High School Assessments</li> <li>• <b>17</b> - PD for staff, schools closed for students</li> <li>• <b>29</b> - End of 1st quarter</li> </ul>	<p><b>First day</b></p> <ul style="list-style-type: none"> <li>• <b>August 19, 2014</b> - for teachers</li> <li>• <b>August 25</b> - for students</li> </ul> <p><b>Last day*</b></p> <ul style="list-style-type: none"> <li>• <b>June 15, 2014</b> (if five "snow days" are used*) - for students</li> <li>• <b>June 16</b> (if five "snow days" are used*) - for school staff</li> </ul> <p><b>Holidays</b> Schools closed for students and staff, offices closed as noted</p> <ul style="list-style-type: none"> <li>• <b>September 1, 2014</b> - Labor Day (schools and offices closed)</li> <li>• <b>November 27 and 28</b> - Thanksgiving (schools and offices closed)</li> <li>• <b>December 24 to January 2, 2014, inclusive</b> - Winter holiday (offices closed only December 24, December 25 and January 1)</li> <li>• <b>January 19</b> - Dr. Martin Luther King, Jr., Day (schools and offices closed)</li> <li>• <b>February 16</b> - Presidents' Day (schools and offices closed)</li> <li>• <b>April 3 to 10</b> - Spring break (offices closed only April 3 and 6)</li> </ul>

<ul style="list-style-type: none"> <li>• <b>30</b> – Start of 2<sup>nd</sup> quarter</li> </ul> <p><b>November 2014</b></p> <ul style="list-style-type: none"> <li>• <b>3</b> – PD for staff; schools closed for students</li> <li>• <b>4</b> – Election Day Schools and offices closed</li> <li>• <b>5 to 7</b> - Window for distribution of 1st-quarter report cards</li> <li>• <b>27 and 28</b> - Thanksgiving holiday, schools and offices closed</li> </ul> <p><b>December 2014</b></p> <ul style="list-style-type: none"> <li>• <b>8 to 10</b> – Window for distribution of 2<sup>nd</sup> quarter progress reports Progress reports issued</li> <li>• <b>11 to 16</b> - Window for evening parent-teacher conferences</li> <li>• <b>24 to 31</b> - Winter holiday, schools closed (offices also closed December 24 and 25)</li> </ul> <p><b>January 2014</b></p> <ul style="list-style-type: none"> <li>• <b>1</b> - New Year's Day, schools and offices closed</li> <li>• <b>2</b> – Winter holiday; schools closed</li> <li>• <b>12 to 23</b> - High School Assessments (HSAs)</li> <li>• <b>13 to 16</b> - High school midterm exams</li> </ul>	<ul style="list-style-type: none"> <li>• <b>May 25</b> - Memorial Day (schools and offices closed)</li> </ul> <p><b>Professional days</b> Schools closed for students</p> <ul style="list-style-type: none"> <li>• <b>August 19 to 22, 2014</b></li> <li>• <b>September 26</b></li> <li>• <b>October 17</b></li> <li>• <b>November 3</b></li> <li>• <b>February 17, 2015</b></li> <li>• <b>April 17, 2015</b></li> <li>• <b>The day in June that follows the last day for students*</b></li> </ul> <p><b>Early release days</b> Schools dismiss students early for parent-teacher conferences</p> <ul style="list-style-type: none"> <li>• <b>October 3, 2014</b></li> <li>• <b>March 6, 2015</b></li> </ul> <p><b>Parent-teacher conference windows</b></p> <ul style="list-style-type: none"> <li>• <b>December 11 to 16, 2014</b> - evening appoints for December 11-16</li> <li>• <b>May 11 to 15, 2015</b> - evening appoints for May 11- 15</li> </ul> <p><b>Major assessments</b> Maryland School Assessments (MSAs)</p> <ul style="list-style-type: none"> <li>• <b>April 13 to 16; 20 to 24; 27 to 30</b></li> </ul> <p>Partnership for Assessment of Readiness for College and Careers (PARCC)</p>
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- **16** - End of 2nd quarter
- **19** - Dr. Martin Luther King, Jr., Day, schools and offices closed
- **20** - Start of 3rd quarter
- **22 to 26** - Window for distribution of 2nd-quarter report cards

**February 2014**

- **16** - Presidents' Day, schools and offices closed
- **17** – PD for staff; schools closed for students

**March 2014**

- **2 to 4** Window for distribution of 3<sup>rd</sup> quarter progress reports
- **6** – Parent-teacher conferences  
Early release day for students
- **2 to 27** – Window for PARCC assessments
- **30 to 31** – Window for distribution of 3<sup>rd</sup> quarter report cards

**April 2014**

- **1 to 2** - Window for distribution of 3rd-quarter report cards
- **6 to 10** - Spring break, schools closed **May 2014**
- **13 to 30** - Maryland School Assessments (MSAs) in science for grades 5 and 8

- **March 2 to 5; 9 to 13; 16 to 20; 23 to 27**
- **April 20 to 24; 27 to 30**
- **May 1; 4 to 8; 11 to 15**

High School Assessments (HSAs)

- **October 6 to 10; 13 to 16**
- **January 12 to 16; 20 to 23, 2015**
- **April 13 to 16** - Seniors only
- **May 18 to 22; 26 to 29**
- **June 1 to 4**

High school exams

- **January 13 to 16, 2014** - Midterms
- **June 8 to 10** – Final Exams
- **June 11 to 12** – Makeup for Final Exams

Advanced Placement (AP) exams

- **May 4 to 8, 11 to 15, 2015**

Quarters

- **August 26 to October 29, 2014** - 1st quarter
- **October 30 to January 19, 2015** - 2nd quarter
- **January 20 to March 24, 2015** - 3rd quarter
- **March 26 to June 15, 2015\*** - 4th quarter

- **13 to 16** – High School Assessments (Seniors)
- **17** - PD for staff, schools closed for students
- **20 to 30** – PARCC Assessment

**May 2014**

- **1** - Window for Maryland School Assessment (MSA) in science in grades 5 and 8; window for Partnership for Assessment of Readiness for College and Career Assessments
- **4 to 15** – PARCC; AP Exams
- **7 to 11** – Window for distribution of 4<sup>th</sup> quarter progress reports
- **11 to 15** – Window for evening parent-teacher conferences
- **18 to 29** High School Assessments (HSA's)
- **25** – Memorial Day School and offices closed

**June 2014**

- **1 to 4** - High School Assessments (HSAs)
- **8 to 10** - High school final exams
- **11 to 12** – Makeup day for high school final exams (grades 9-11)
- **15** - End of 4th quarter; Last day of school for students (if five "snow days" are used)\*

**Progress report distribution**

- **September 29 to 30; October 1 to 2** - 1st quarter
- **December 8 to 10** - 2nd quarter
- **March 2 to 4** - 3rd quarter
- **May 7 to 8; 11** - 4th quarter

**Report card distribution**

- **November 5 to 7** - 1st quarter
- **January 22 to 23; 26** - 2nd quarter
- **March 30 to 31** - 3rd quarter
- **April 1 to 2** – 3<sup>rd</sup> quarter
- **June 16 to 18** - 4th quarter

<ul style="list-style-type: none"> <li>• <b>16 to 18</b> - Window for distribution of 4th-quarter report card</li> <li>• <b>16</b> - Last day of school for staff (if five "snow days" are used)*</li> </ul>	
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The last day of school will fall between June 9 and June 17, depending on the number of days used for emergency or other weather-related closings ("snow days") during the year:

- If **no snow days** are used, last day is **June 8** for students and June 9 for 10-month employees
- If **1 snow day** is used, last day is **June 9** for students and June 10 for 10-month employees
- If **2 snow days** are used, last day is **June 10** for students and June 11 for 10-month employees
- If **3 snow days** are used, last day is **June 11** for students and June 12 for 10-month employees
- If **4 snow days** are used, last day is **June 12** for students and June 15 for 10-month employees
- If **5 snow days** are used, last day is **June 15** for students and June 16 for 10-month employees

The school day has been extended by ten minutes to offset three - hour early dismissal of students once each month. Students will be dismissed three hours early on the following days: **8/27/14, 9/10/14, 10/8/14, 11/12/14, 12/10/14, 1/14/15, 2/11/15, 3/11/15, 4/1/15, 5/13/15 and 6/10/15. The school's operating time is 7:30am to 2:30pm.**





**Instructional Bell Schedule  
2014-2015**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Homeroom</b>	7:30 – 7:40	7:30 – 7:40	7:30 – 7:40	7:30 – 7:40	7:30 – 7:40
<b>Period 2</b>	7:42 – 8:42	7:42 – 8:42	7:42 – 8:42	7:42 – 8:42	7:42 – 8:42
<b>Period 3</b>	8:44 – 9:44	8:44 – 9:44	8:44 – 9:44	8:44 – 9:44	8:44 – 9:44
<b>Period 4</b>	9:46 - 10:20	9:46 - 10:20	9:46 - 10:20	9:46 - 10:20	9:46 - 10:20
<b>Period 5/Lunch</b>	10:22 - 10:52	10:22 - 10:52	10:22 - 10:52	10:22 - 10:52	10:22 - 10:52
<b>Period 6</b>	10:54 - 11:24	10:54 - 11:24	10:54 - 11:24	10:54 - 11:24	10:54 - 11:24
<b>Period 7</b>	11:26 - 12:26	11:26 - 12:26	11:26 - 12:26	11:26 - 12:26	11:26 - 12:26
<b>Period 8</b>	12:28 – 1:28	12:28 – 1:28	12:28 – 1:28	12:28 – 1:28	12:28 – 1:28
<b>Period 9</b>	1:30 - 2:30	1:30 - 2:30	1:30 - 2:30	1:30 - 2:30	1:30 - 2:30



# GRADING POLICY

## **Grade Schedule:**

Renaissance Academy has adopted the following grading period timeline:

- Renaissance Academy operates on a 40 - week school year. There are two semesters per-year; each semester is 20 weeks long.
- Students will receive progress reports quarterly.
- **Parents may discuss students' performance during scheduled parent – teacher conferences. The course syllabus will also outline teacher's preferred method of contact, days and contact hours for parent/student conferences.**
- Students will receive credits at the end of each year for classes they have passed. Students will receive credits at the end of the semester for semester – long courses. (See graduation requirements on the next page)

## **Grading Scale:**

Renaissance Academy has adopted the following grading scale:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	65-60
B-	80-82	F	0- 59

## **Course Grading Policy:**

Formative Assessments (Warm Ups/Exit Tickets/Observations)	30%
Summative Assessments (End of Unit Assessments/Quizzes/Tests)	50%
Home Assignments	20%

## BALTIMORE CITY PUBLIC SCHOOLS

### High School Graduation Requirements, 2013-14

SUBJECT AREA	ENTERED 9 <sup>th</sup> Grade 08/2011 Class of 2015	ENTERED 9 <sup>th</sup> Grade prior to 08/2011 Class of 2014
<b>ENGLISH**</b>	4	4
<b>MATHEMATICS***</b> Algebra I Geometry Algebra II Additional Math Credit	4	3
<b>SCIENCE</b> Biology 2 <sup>nd</sup> Lab Science 3 <sup>rd</sup> Lab Science	3	3
<b>SOCIAL STUDIES</b> US History American Government World History	3	3
<b>TECH ED</b>	1	1
<b>FINE ARTS</b>	1	1
<b>PHYSICAL EDUCATION</b>	½	½
<b>HEALTH</b>	½	½
<b>OTHER</b> World and Classical Languages OR Advanced Tech Ed OR State Approved CTE Program	2 (Same Language) OR 2 (Advanced Tech) OR 4-6 (meet CTE Program Requirements)	2 (Same Language) OR 2 (Advanced Tech) OR 4-6 (meet CTE Program Requirements)
<b>ELECTIVES</b> (courses beyond the above requirements)	2	3
<b>TOTAL (minimum)</b>	<b>21</b>	<b>21</b>
<b>High School Assessments (HSAs)</b>	Students must take HSAs for <i>English, Algebra/Data Analysis, Government and Biology</i> Specific Score must be included on transcript. Students entering high school in or after 2010 must pass the High School Assessments to graduate. Maryland State Department of Education requires one of the following: 1. Earn a passing score on each exam. 2. Earn a combined score of 1602/1208 (the total of the minimum passing scores) OR 3. Successfully complete the High School Bridge for Academic Validation Plan	
<b>SERVICE LEARNING</b>	75 Hours	

#### PROMOTION REQUIREMENTS

Grade 9 to 10 To be promoted to grade 10, students must have earned at least 4 credits

Grade 10 to 11 To be promoted to grade 11, students must have earned at least 9 cumulative credits

Grade 11 to 12 To be promoted to grade 12, students must have earned at least 15 cumulative credits *and* completed three years of attendance in a high school program.

NOTE: This chart is aligned with IKED-RA dated 6/28/2011 which replaces all other regulations.

Any school may add requirements for completion of additional, special or traditional curriculum programs as well as additional, special or traditional diploma certificates to be given at the graduation ceremony.

\*\*English I and English II must be taken sequentially. Students must complete English I prior to enrolling in English II and complete English II prior to enrolling in English III and/or English IV

\*\*\*Algebra I and Algebra II must be taken sequentially. Students must complete Algebra I prior to enrolling in Algebra II.

\*\*\*\*World Language must be taken sequentially. Ex. Students must complete Spanish I before taking Spanish II.



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## Power Teacher Gradebook

Your teacher will post your grades in Power Teacher Gradebook, an online grading system in which you will have access. Grades will be updated weekly and posted by Tuesday morning in all classes. This will help you stay aware of your course performance. Use the weekly grade reports for resubmissions and continuous assessment of your course grade.

A, B, C--- Not yet Grading  
**The new Power of “I”**

### What is Not Yet Grading?

In an effort to ensure all students master the content specific standards and do not fall behind—students will be given opportunities to make up, re-do, and re-submit their work throughout the quarter. It is important that all students pay close attention to the grade closing period during each quarter. **Make up work cannot be submitted within five days of the closing period.** Teachers will provide the opportunity but it is your responsibility to attend coach class to take advantage of this opportunity.

All students will have the opportunity to re-do their work. If you received less than 70, you should redo the work for a higher grade. If you turned in an assignment that was not complete, the assignment will receive a NOT YET or I in the grade book. This is not the same thing as a zero. The NOT YET signifies we are still waiting for the work and that you will turn it in.

The new Power of I is designed to give you a chance to be successful! This is not a punishment or an opportunity to take advantage of the system. Instead you should think of this as a chance to ensure that you are prepared for your future. If you chose not to take advantage of the Power of I, please do not expect to be given extra credit or alternative assignments to improve your grade. Remember you must take full responsibility for your academic success or failure

## ENTRY PROCEDURES

1. Renaissance Academy students will enter the building on Madison Avenue ONLY! There are NO EXCEPTIONS!
2. Entry will begin at 7:10 for breakfast.
3. Students will be allowed to eat breakfast in the cafeteria from 7:10 – 7:25 am. **FIRST PERIOD STARTS AT 7:30!**
4. Students will enter Renaissance Academy at 7:20am.
5. All students are subject to search upon entering the school building.

## IDENTIFICATION BADGES

Every student will be issued a photo ID that must be in plain view, worn around the neck during the school day and at all school sponsored activities. A temporary ID may be issued if a student misplaces or leaves his/her ID at home. Each temporary ID will cost \$1.00. The cost of a replacement Student ID is \$5.00.

It is important that ALL students wear their IDs to ensure the safety of everyone in the building. Wearing your ID allows faculty to quickly identify who belongs in the school from those who are trespassing.

## ATTENDANCE POLICY

**Attendance.** Renaissance Academy believes that school is a student's top priority. **If at all possible, students should make medical or other appointments after school hours or on weekends.**

Attendance is taken during each period at Renaissance Academy High School.

Laws and Policies of Operation:

- COMAR 13.A.08.01.01 states that each child who resides in this State and is 5 years old or older and under 16 shall attend a public school regularly during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age.
- Penalties – any person who has legal custody or care and control of a child who is 5 years old or older and under 16 who fails to see that the child attends school or receives instruction under this is guilty of a misdemeanor and:
  - o A first conviction is subject to a fine not to exceed \$50 per day of unlawful absence or imprisonment not to exceed 10 days, or both; and

- A second or subsequent conviction is subject to a fine not to exceed \$100 per day of unlawful absence or imprisonment not to exceed 30 days, or both.

Definitions:

**Full Day Attendance** – Students are counted present for a full day if they are in attendance at least four hours of the school day.

**Half Day Attendance** – Students are counted present for a half day if they are in attendance for at least two hours of the school day, but less than four hours. Students attending less than two clock hours will receive an “Absent Unexcused” code.

**Excused Absence** – Any absence for any portion of the day under the following conditions, which are considered legally acceptable: illness, court summons, hazardous weather conditions, work approved or school sponsored, observance of a religious holiday, state emergency, suspension, lack of authorized school transportation, other emergency circumstances, death in the immediate family. These constitute legally acceptable reasons for a child to be absent.

**Unexcused Absence** – An absence, including absence for any portion of the day, that is not excused due to one of the legally acceptable reasons mentioned above.

**Truant** – A student who is absent without lawful cause for the attendance of a school day or portion of it.

**Habitual Truant** – A student who is unlawfully absent from school for more than 20 percent of the school days within any marking period, semester, or year.

**Consecutive Absences** – 2 or more absences in a row

**Sporadic Absences** – Absences that are not part of a consecutive pattern.

#### **Early Dismissals and Lateness**

**Early Dismissals** – If a student misses instruction as a result of frequent early dismissals, an informal conference is recommended with parents to determine if additional supports are required so that the student can remain in the learning environment. Impeccable Attendance is a priority at Renaissance Academy. Your daily commitment to the school-learning environment ensures your success as a student as well as a contributing member of the 21<sup>st</sup> century work force.

**Tardiness** – A student is considered tardy when not seated in their assigned classroom at the start of the day or at the start of a class.

If for any reason a student is tardy to school, he/she must report to the Main Office before going to class in order to obtain a tardy slip. Any student who arrives after 9:30 am, an administrator must be called to address the issue.

**(Please see the discipline policy for additional information about the consequences for unexcused tardiness.)**

**Leaving the campus (school):** Students are not permitted to leave Renaissance’s campus once they are inside the building. Leaving the campus (school) without authorization will result in a consequence using the school – wide discipline policy.

**Early Dismissals.** In the rare event that a student needs an early dismissal, the following procedures must be followed:

1. The student must bring a note with a valid telephone number and verifiable contact. The contact must be listed in SMS.
2. The student must submit the note to the main office secretary upon entry to school.
3. The secretary will call to verify the permission for dismissal.
4. At the time of the dismissal, the student will request a hall pass from their teacher and report immediately to the main office.
5. With permission from the secretary, the student will sign the early dismissal log.
6. The student will SWIPE out and retrieve a “street pass” from the machine.

### **Leaving School**

For safety reasons, no student may leave the building or leave the area designated as Renaissance Academy High School without written permission. The school is responsible for your safety during school hours. In order to ensure your safety we are a closed campus. This includes leaving/returning for lunch.

**DISCIPLINE POLICY**  
**Renaissance Academy**

**Rattler Bucks and Incentives**

Rattler Bucks will be given when students perform above and beyond the call of duty during the school day. They will also be distributed when students exemplify “Environmental Excellence”. Forms of recognition include but are not limited to: school PA announcements and acknowledgements, social media shout-outs, school website features and Rattler Bucks. Some examples of behaviors that could result in public recognition include:

- Enhancing the school with removing trash and debris in the hallways.
- Serving as the Recycling Coordinator.
- Greeting guests in the hallway as they enter our school building.
- Serving as “The Revered also know as The Student Government Association” (School Ambassador program that works to improve the school culture and climate by organizing school events, assist new students with healthy transitions and facilitate Peer Mediation as needed.)
- Tutoring a Fellow Rattler.
- Serving as a positive role model for other students.
- Supporting or defending another student during a time of crisis or concern.

Recognition is not given when a teacher is asked to give one. Each time a student receives a Rattler Buck, he/she should save it for an incentive opportunity. Recognition could also result in a student being entered in a raffle for prizes or tickets to various events or field trips. Rattler Bucks may be distributed when you least expect it. So make sure you are working hard even when no-one is looking.

**We will follow Baltimore City School’s Code of Conduct to administer consequences for student infractions. Some of the most common rule infractions we have identified include, but are not limited to the following:**

- **Cell Phone Usage**
- **Lateness to School and/or Class**
- **Profanity**
- **Disruption**
- **Insubordination**



- **Class Cutting**
- **Leaving Class Without a Pass**

**You are at Renaissance Academy High School. In addition, you must adhere to the classroom expectations set forth by your teachers. When rule infractions occur, either a teacher or other staff member will administer the following hierarchy of consequences.**

1. Verbal Warning
2. Conference with the Student
3. Classroom Level Consequences
4. Call Home/Parent – Teacher Conferences
5. Additional Support Services from Staff
6. Office Referral

**Use of Electronics:** Students are not permitted to use cell phones and other electronic devices while in the building. **The only exception is in the cafeteria.** This policy may be altered in the classroom setting for instructional purposes only.

**Good Standing:** Students who break school rules or fail to serve the penalty for breaking them, may not be eligible to be in good standing at school. For those who are not in good standing, this could result in not being eligible for sports, dances, proms, activities, field trips, night school classes and other activities.

#### **Non-Negotiable Expectations**

1. Attend classes every day except for illness or family emergency.
1. Arrive to school on time each day with all required materials.
2. Follow dress code each day. See attached “Renaissance Academy School Year Dress Code”.
3. Refrain from bringing beepers, IPODs, headphones, cell phones or other electronic devices to school. These items are permitted at school, but cannot be visible at any time except for the cafeteria. Cell phones and other electronic devices should be on silent at all times. (This rule may be altered in the classroom setting for instructional purposes only.)
4. Refrain from marking up or dirtying any wall, desk, or other part of the school building. Destruction of school property constitutes immediate disciplinary action (suspension). Any student caught defacing School/Settlement property will be held financially responsible for any/and all repairs.
5. Refrain from chewing gum/candy/sunflower or pumpkin seeds anywhere.
6. Refrain from eating anywhere outside of the lunchroom. Food can only be eaten in the cafeteria and not in the hallways, or stairwells.

7. Follow classroom rules.
8. Do homework nightly.
9. Do your own work on tests, quizzes and homework.
10. Speak softly in the hallways and classrooms.
11. Refrain from foul language at all times.
12. Refrain from fighting and unwanted physical contact and negative verbal contact.
13. Show respect to all adults who work on both campuses including: Booker T. Washington and Renaissance Academy High School.
14. Accept responsibility for your positive or negative behavior. Such action is looked upon favorably and is taken into consideration when the administration determines consequences.
15. Follow all school policies.

### **Drugs and Alcohol**

The use of any drugs or alcohol on or around school property is prohibited. There will be zero tolerance of possession, offering to sell, or claiming to sell illegal drugs, controlled substances, dangerous drugs, prescription drugs, intoxicating substances, alcohol, or counterfeit drugs while on school property or at any activity sponsored by the school. Prescribed medications must be kept and taken in the school office or school nurse's office unless the student is authorized by the principal to do otherwise. Use or possession of any drugs or alcohol carries serious consequences including but not limited to the following: parent notification, referral to drug/alcohol treatment/education, school police notification and expulsion from school.

### **Renaissance Academy School Dress Code**

Renaissance Academy Faculty and staff strictly enforce the dress code. *Warnings are not issued because the expectations for dress code compliance are clearly spelled out.*

#### **Renaissance Academy- SCHOOL-YEAR DRESS CODE**

##### **1. Shirts**

Each day students must wear a Renaissance shirt to demonstrate school pride and school spirit. Students will wear the school seal or logo on their shirt to identify themselves as a Renaissance student, not only on the school campus, but also in the greater community.

- a. Students may purchase various styles of shirts to accommodate personal style, as well as changes in the weather.
- b. Coats, non-school seal sweatshirts and other outerwear are prohibited in the building and must be left in the locker all day.

##### **2. Bottoms**

All students must wear Khaki bottoms. Skirts, shorts and other bottoms must fall to the knee when standing.

- a. Leggings and other form-fitting bottoms are strictly prohibited at Renaissance Academy High School.
- b. Sweatpants are strictly prohibited.
- c. Visible tears, rips, holes or writing on khaki bottoms are strictly prohibited.
- d. Bottoms must be secured to the waist, and students must wear a belt at all times. Sagging pants are prohibited at Renaissance Academy High School.

## **We adhere to the Baltimore City School's Code of Conduct.**

Students and parents are provided with a copy of the Code of Conduct at the start of each school year.

### **Other Specific Acts of Misconduct**

**Academic Dishonesty.** At Renaissance Academy students must learn that in order to grow academically, they will be evaluated on their own work. We expect students to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered **PLAGIARISM**. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of **CHEATING**.

These types of academic dishonesty will receive a zero and/or failure according to the discretion of the teacher. Students will also receive an automatic detention (first offense), or more severe penalty if their cheating continues.

#### *Deliberate plagiarism:*

- Copying of a phrase, sentence or a longer passage from a source and passing it off as ones own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not ones own.
- Buying a term paper and handing it in as your own.

### Accidental Plagiarism

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

### Cheating:

- Obtaining a copy of tests or scoring devices.
- Copying another student's answers during a test.
- Providing another student questions or answers to, or copies of, test questions.
- Having or using notes or other unpermitted materials during tests.
- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's homework, paper, project, and laboratory report or takehome test.
- Permitting another student to copy the student's homework, paper, project, and laboratory report or takehome test. Representing as one's own work the product of someone else's creativity.

## MEDICAL POLICIES

**Records and Physical Exams** - In order to enroll at Renaissance Academy every student must have an up-to-date physical, health records, including immunizations. It is expected that all immunizations are up to date in order to avoid exclusion from school.

**Medications** - If a student requires medication during school hours, the distribution of the medications will be supervised by the nurse under the following guidelines required by state law:

- Prescription medications must be supplied in the original pharmacy container.
- The container must be identified with the following information: Student name, Name of Medication, Doctor's Name and Phone Number, Pharmacy and Phone Number.
- Parents/guardians must sign the appropriate administration forms.
- Nonprescription medications must also be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian.

All medication must be placed in a locked box in the health suite. In order to administer any prescribed medication to a student or child, there must be a doctor's

note on file. For any over the counter medication, we must have a note signed by the parent with directions. Furthermore, a log will be kept on file that indicates the following:

*Name of Student/Child, Name of Medication, Date, Time, and The Person who Dispensed Medication.*

Students are responsible for going to the health suite to receive their medications at the appropriate time.

**All students must obtain a pass from the teacher in order to access the health suite for any service.**

Students are not allowed to have medications in their possession or in their lockers. This includes any over the counter medications.

### **FIRE DRILL**

Posted in every room is a map detailing the evacuation protocol required. Students are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, students must not stop at bathrooms or lockers. They must go directly downstairs and stay as a class in the designated outside location until given further instruction. Any student violating this procedure is jeopardizing the safety of our school and will face consequences including possible suspension. **There is to be no talking whatsoever during a fire drill.**

### **TEXTBOOKS**

Students are responsible for keeping their textbooks in a usable condition. If students do not properly care for their textbooks during the year and they are lost or severely damaged the student/parent will be responsible to pay for their book to be replaced.

### **PARENTS/GUARDIANS**

**Contracts** – Renaissance Academy expects parents/guardians to be our partners as we seek to prepare our students to take responsibility for their education and to be productive citizens. Parents are expected to sign a contract pledging their concern for academic excellence and their respective rolls to support it.

**Homework** - Students have homework every night; parents/guardians should remember to ask about homework and encourage students to submit

all assignments on time. In addition, we ask that parents/guardians do the following:

- provide students with quiet, well lit place to work
- arrange all vacations to insure that students do not miss school
- call students at school only in the event of an emergency
- ensure that students are ready for school each day with a uniform, books, notebook, assignment book, pen and **homework**
- consistently check student homework grades

**Communication** - Parents and students are responsible for communicating the student's schedule with one another. The main office is not able to keep track of where students are outside of their scheduled classes. Students are expected to inform their parents anytime they will be delayed or kept late at school. Parents can expect that anytime a student is held after school by any member of the staff, the staff member will provide a written verification if and only if requested by the parent.

Additionally, the main office staff cannot remove students from class to receive phone calls from parents. If parents have an emergency situation, they must reveal the emergency to the Office Manger. The office staff will be responsible for contacting the student in the event the emergency is verified. If not verified, students will not be removed from class.

If parents have a message for their child, the main office will attempt to email the message to the student's teachers in order to make contact with the student. **We make no guarantee, and assume no responsibility, for non-emergency messages parents wish to relay to their son/daughter, as this is not the function of the school's main office.**

## VISITORS

Renaissance Academy is a learning organization that values the presence of observers and guests. Guests must check in and check out through Baltimore City Public School's CAASS system. A visitor's pass will be provided through the CAASS system however; visitors must still sign in using the Main Office Visitor's Log.

## STUDENTS' RIGHTS

The right of students to freedom of expression shall not be abridged, **provided that such right shall not cause any disruption or disorder within the school.** Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal (or designee).

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students.

**Freedom of Speech.** Students' right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way.
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the laws.
- No students may be obscene.
- Students may not say (slander) or write things about (libel) another person that damage that person's reputation and are not true, if they know the statement to be false or don't care whether it is true or false.
- Students may not use fighting words, that is, words which, when spoken to a reasonable person is reasonably certain to produce a violent action. Included in this category are racial, sexual, ethnic, or religious slurs.

**Freedom of Press.** Students may express their opinions in publication and other written material as long as it follows standards of good taste. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing "fighting words." Renaissance Academy reserves the right to regulate the content of "school sponsored express activities." A sign posted must be signed by the person who puts it up and must be posted in the designated area in the school. All signs and publications must be approved by the Principal or Principal Designee.

**Freedom of religion.** Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify the office manager and school office in writing **prior** to absence. An absence for religious reasons does not count as an official absence from school.

**Search and Seizure.** Any searches of lockers *will* be conducted solely for the safety and well being of the Renaissance Academy community. Mass searches of lockers is permitted when the Principal (designee) deems that a threat to the safety of the school exists. Ownership of lockers is maintained by Renaissance Academy and student use is subject to the right of the school administration to have access to the lockers at any time for cleaning or to search for illegal or dangerous materials.

**Right to equal education.** Renaissance Academy students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, or handicap.

**What to do if rights are violated.** *You are encouraged to talk to your teachers, your Principal, or someone else in the Renaissance Academy.* Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a complaint with school Principal. The Principal will make a determination in the matter. If that determination is unsatisfactory, the member of the school community can request a hearing before the School Board President, by submitting a request in writing to the school office.

#### **BUILDING HOURS**

Students are not to be in the building or on the school grounds after 2:40 p.m. unless under the direct supervision of a school staff member. All afterschool activities on school nights will cease by 8:00 p.m. unless the principal grants special permission.

#### **LUNCHROOM PROCEDURES**

All students must report to the cafeteria for lunch. No student is to remain on the third floor for any reason. During the lunch period, Renaissance students must remain in the cafeteria and use the facilities near the cafeteria on the basement floor. Since the cafeteria is in constant use, clean up by each student is necessary in order to maintain a pleasant, clean, relaxed atmosphere for all students. During lunch, each student will use a tray to keep all food cartons, utensils, dishes, etc. in the cafeteria. Each student must return the tray with cartons, utensils, etc. to the appropriate station before leaving the cafeteria. These four things are among those not permitted in the lunchroom at any time: Standing, running, yelling or throwing.



In an effort to keep our school clean, students are not allowed to take food out of the cafeteria. The common area and halls are not areas used to eat food.

### ACCEPTABLE USE POLICY

Students have the privilege to use computer workstations, the school network, and the Internet for educational purposes only.

**Student Responsibilities:** In order for Renaissance Academy to provide sound educational opportunities via its computer network, each student must use computers and the network responsibly.

**Responsible students treat computers, printers, other hardware, and printers carefully.** Students will leave a computer working in the same condition as they found it; namely, making no setting changes that alter the computer's appearance or function; treating the mouse, keyboard, printers, and furniture gently to avoid damage; and keeping the computer, monitor, keyboard, mouse, and furniture clean.

**Responsible students use the Internet appropriately. *The student exercising the privilege to use the Internet as an educational resource is responsible for all material received.*** Only those students with prior experience or instruction shall be authorized to use the Internet. This involves studying the Acceptable Use Policy and passing a quiz on its contents with a 100% score.

Students are not allowed to access, use or possess pornographic, gang-related, violent, or illegal material; inappropriate or offensive text via email or other means; or files deemed dangerous to the integrity of the Renaissance Academy network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). In addition, students may not access, use, or possess unauthorized or illegally obtained hardware, software or data.

Students must comply with the following safety rules for Internet use. Students should not give out any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission. Students should tell their teacher, principal, or parent/guardian immediately if they experience uncomfortable information. Students should never agree to meet or to send any picture to someone they have communicated with on-line.

**Responsible students use the school network properly.** Students must keep their computer account and password private; if students have a group project, they will arrange with their teacher to create a shared folder for that particular

assignment. Students may not alter any network address or identifiers. Students may not copy software from computers, destroy or damage another person's files or messages, copy other people's work or attempt unauthorized entry, interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate or supervise it.

**Responsible students maintain the integrity of the private electronic mail system. *The student has the responsibility to report all violations of privacy. Students are accountable for all mail sent or received under their user accounts.*** Students may not use the network or labs for wasteful or frivolous purposes including but not limited to playing games, using chat programs, listening to music, watching videos unrelated to a school assignment, participating in "chain letters," or engaging in any for-profit commercial activities including advertising or sales. It is the student's responsibility to follow all computer lab rules and obey supervisors of the labs.

Students must check their email accounts on a regular basis. Teachers often communicate to their students and request assignments via email. Students will be using Naviance (College and Career Readiness Site) to communicate with their teachers and school counselor. It is important to have an accessible email account in order to receive timely school news and important dates and upcoming school events.

Failure to comply with the Code of Conduct for Computer Use may result in loss of computer privileges as well as other penalties. Students observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or the principal.

*Students should not expect that files stored on school-based computers or servers will be private.* Electronic messages and files stored on school-based computers or stored outside the school using the school's Internet account may be treated like school lockers. All administrators and teachers have access to stored files and e-mail. Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements.

**\* *Our students are expected to uphold the expectations outlined our school policy as well as those in Baltimore City's Acceptable Use Policy.***

**ADVISORY**

**Course Description:** Students at Renaissance Academy will participate in Advisory for the entire four years they are enrolled. **All students are required to attend Advisory.**

Advisors are responsible for the following:

- Academic planning and monitoring
- Academic intervention
- Career exploration and planning
- College planning
- Regular communication with parents
  
- Implementation of Renaissance Academy standards.

**Earning Credit:** (see grading policy)

### SERVICE LEARNING HOURS

**Description:** Renaissance Academy requires that all students complete service - learning hours. In providing a service to others in need, we are demonstrating an appreciation for the community that supports us as a school. While Renaissance Academy will offer Service Learning Initiatives from time to time, students are responsible for completing all hours prior to the scheduled deadline. Service learning is defined as a link between academic learning and student service that benefits the community. Service-learning projects include academic preparation, a service activity, and structured reflection. Students must complete at least 75 service-learning hours, in the state of Maryland in order to graduate. Service Learning opportunities must be approved by the Service Learning Coordinator/School Counselor.

Students must complete their hours at a minimum of three different approved non-profit organizations each year.

**Procedures:**

- 1.) When a student completes service-learning hours, it is his/her responsibility to complete Renaissance Academy Service learning form. These forms are located in a box mounted on the wall outside of the guidance office. You must complete the Pre-Approval form and wait for the Service Learning Coordinator to approve your proposed Service Learning site.
  
- 2.) Students must completely fill out the service learning form in ink. If any part of the form is not complete, the hours will be voided. Students must make certain that the site supervisor signs and records a phone number for

him/her to be reached during the day. Students must also verify and double-check the math to ensure that the hours were tabulated correctly. Any forms with whiteout will be rejected. Any forms with dates or times altered will be rejected. Any forms that with missing signatures from the site supervisor will be rejected.

- 3.) Students are required to complete one-fourth of the required service learning hours by the end of each quarter. In doing so, by the deadline students will have acquired all hours needed to be promoted.
- 4.) Students must submit the Reflection with the Hours Card at the completion of the Service Learning experience. These forms must be submitted to the guidance office immediately after the volunteer experience has been completed. Reflection is essential to understanding and evaluating your service learning experience. Hours cards with missing reflection forms will not be accepted by the Service Learning Coordinator/School Counselor. Hours will be voided.
- 5.) When you submit your form(s), you will be given a receipt. This indicates that a form was received. It does not serve as verification for hours. Request for a service learning record must be made via email and addressed to the Service Learning Coordinator. Requests will be made in the order in which they are received.

**Guidelines:** Activities and events that qualify for service learning vary widely. Only hours completed at an **approved** non-profit organization will count. There are very specific things that **do not** count as service learning hours:

1. Babysitting, household chores, or work done on the block or around the neighborhood.
2. Performing work at a relative's, friends', neighbor's job, even if it is a non-profit organization.
3. Hours that cannot be verified.
4. Any service for which the student is paid.
5. Other acts may be deemed unacceptable due to the nature of the activity.

### **PHYSICAL FITNESS CLASS**

**Course Description:** Physical fitness class is a required course sequence for all students at Renaissance Academy. Students take a variety of exercise classes that enable them to work on improving their fitness level, conditioning, endurance, strength and flexibility. Students are evaluated according to how well they participate, the effort they put forward, the progress that they make towards personal fitness goals, as

well as other assignments given by the teacher.

**Location:** Students take physical education in the gym unless otherwise directed by the administration. It is important that students are aware of their assigned location so that they can arrive on time. Additionally, students are encouraged to secure their personal items in their school lockers and not leave them out in the open. Items stolen from non-secure locations are not the responsibility of the school and will not be replaced by the school. Students who do not secure personal belongings in their assigned school lockers assume responsibility for their own items.

**Scheduling:** Only students who are scheduled for the class are permitted to take gym.

**Grading:** In order for students to receive a gym credit, they will have to pass the class with a grade of 60 or better. Gym is a course offered here at Renaissance Academy, therefore the school-wide grading policy will be used to determine all final grades and course success.

**Attendance:** Absences - Students are marked absent if they are not present when the teacher takes attendance. In the case where a student does arrive late, it is the student's responsibility to report to the gym instructor in order to remove the absence.

**Gym Rules:**

1. Students are expected to remain with the gym teacher at all times.
2. Students must obtain a hall pass from the teacher before leaving the gym.
3. Students are not permitted to be in the gym at unauthorized times. All students who are in the gym must be scheduled for a gym class.