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**All high school students also need to reference “Pathway to Graduation.”**

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RENAISSANCE PUBLIC ACADEMY DIRECTORY
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Fax: (503) 759-7004
Website: www.rpa-molalla.org
Facebook: Renaissance Public Academy (Molalla)
Instagram: rpamolalla
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Physical Location - “Historical Maple Grove” School 39214 S. Sawtell Road, Molalla, OR 97038
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Welcome back RPA Students and Families!

I am excited to have another year at RPA to work with students, parents and the community! In my position thus far, the RPA “family” has been incredibly welcoming and supportive. It is an absolute pleasure to be a part of your child(ren)s education and life. Each one of them is brimming with untapped potential and I look forward to discovering it along with them during their time at RPA.

We have an incredible staff this year and I urge you to visit our website and read their profiles. In addition to our staff, we have consistent volunteer jobs. Whether you want to be a part of our Site Council, help serve lunches once a month or make copies, we welcome you and the donation of your time. If you have further questions about volunteer opportunities, please contact the office.

This year, we will continue showing our RPA pride with new events, celebrations and most importantly, incorporating your child(ren)s great ideas for our school. Please check the calendar on our website to save the dates of our school activities.

Finally, thank you all for helping us be a part of every students’ education. The partnership between parents, staff members and students best support their growth socially, emotionally and academically.

I look forward to celebrating another great year at RPA!

Sincerely,

Nicole Hans
Principal
Renaissance Public Academy
Values
In order to fulfill our mission and vision, Renaissance Public Academy is committed to building individual and collective character through the following set of shared values:

Respect
Responsibility
Honesty
Integrity
Perseverance
Humility
Courage
Citizenship

Mission
At Renaissance Public Academy, we develop the academic potential of each student through the classical education model and cultivate invaluable character traits that will help them succeed in their future.

Vision
All educational collaboration will result in what best supports student success.
RENAISSANCE PUBLIC ACADEMY PHILOSOPHY
“A Classical Education for Modern Times”
*Doctrina sed vim promovet insitam, rectique cultus pectora roborant.*

Renaissance Public Academy has deliberately taken a classical approach to education. That is, we adhere to an ancient view of learning and traditional teaching methods.

Classical education has a history of over 2,500 years. It began in ancient Greece, was adopted wholesale by the Romans, faltered after the fall of Rome, made a slow but steady recovery during the Middle Ages, and was again brought to a central focus in the Italian Renaissance. From there the classical inheritance passed to England and then to America through colonists. The American Founding Fathers were huge proponents of a Classical mindset, and examples of that can be found throughout their lasting imprints on American History.

Renaissance Public Academy remains classical by upholding the same standards of teaching, curriculum, and discipline found in schools of old. RPA thus takes stock in the “tried and true” rather than in the latest fads popping out of the nation’s schools of education.

When comparing the classical education model to modern education, the following four reasons distinguish what we do at RPA from other schools: .

• values knowledge for its own sake;
• upholds the standards of correctness, logic, beauty, and importance intrinsic to the liberal arts;
• demands moral virtue of its adherents; and
• prepares human beings to assume their places as responsible citizens in the political order.

We truly believe in the Classical Education model and have seen how it helps our students grow into independent thinkers with sound logic. They possess a wide variety of knowledge in many areas of subject matter that, in some cases, are no longer taught in modern schools. We welcome your family into our classical community and look forward to helping your child(ren) cultivate their skills in a plethora of subject areas.
Role of the Home, Student, School, And School Personnel

We the personnel, parents, and students of Renaissance Public Academy share responsibility for a safe and secure environment, improving student learning, and increasing creativity and social skills. In order for effective instruction to occur, there must be a cooperative relationship between the student, family, and educators.

This relationship and expectations may be described as follows:

The responsibility of students at RPA is to:

Uphold the Pillars of Character (respect, responsibility, humility, courage, perseverance, citizenship, honesty and integrity).

Ask for help from teachers, parents and family if you are having trouble with your work.

Take responsibility for your own work.

Arrive to class prepared with materials and homework when it is due.

Always put forth my best effort and strive for excellence.

The responsibility of family members is to:

Assure the daily attendance of my child and promptly report and explain any absence or tardiness from school.

Talk to my child about the school day, review school work and review and/or sign the school planner each day (grades 3-8).

Inform teachers of events possibly affecting my child’s behavior or academics (death in the family, change in medication, etc.).

Be prepared with suggestions, questions, concerns about my child’s progress and needs to be discussed in productive parent-teacher conferences.
Our VIII Pillars of Character

RESPECT
I regard myself and others as deserving of kind and just treatment. My conduct is considerate and polite. I look for the good in others and demonstrate compassion. My attitude towards others and their property reflects the way I wish to be treated.

HONESTY
I will not knowingly induce others to believe what is false. I am always truthful with my words and actions regardless of circumstances or consequences.

RESPONSIBILITY
I accept obligations related to my own good and the good of others and I act on those obligations in a manner suitable to their timely and satisfactory fulfillment. I am willingly accountable for what I do and say, and I seek to learn from my mistakes.

HUMILITY
I use my gifts, talents, and intellect to serve others humbly. I am teachable, not aggressive or arrogant. I have a realistic self-esteem, yet I act consciously to take a place lower than others.

COURAGE
I will do what I know is right despite fear, hardship, and opposition. I resist negative peer pressure and defend the rights of myself and others and encourage others to do the same.

INTEGRITY
I am a person of strong ethical values who makes consistently good choices in keeping with my knowledge of right and wrong. I ask for help if I am unsure of what to do or say.

CITIZENSHIP
I honor rules and laws and act with obedience toward authority. I give of my time and abilities to serve others. I uphold liberty and equality through respect for individual differences and knowledge of our democratic system.

PERSEVERANCE
I shun despair and strive to complete a task or project to the best of my ability even when it is difficult. I respond creatively to overcome obstacles and ask for help when
necessary.

**Athletic Eligibility**

The Oregon School Activities Association (OSAA) is the governing body for high school athletics in the state of Oregon, and they have stated, “*Schools control the eligibility rules for athletics.*” The following are RPA’s standards for athletic eligibility, and failure to comply will result in the ineligibility of the student to participate in OSAA sanctioned events:

1. Athletes must be enrolled in at least 5 classes the trimester before the season and during the season.
2. Athletes who earned an F the previous trimester are ineligible (may not practice or compete) until the end of the next trimester or the F is made up. An athlete is eligible if he/she is passing all current classes with a D or better. Students with an F are ineligible to compete (they may practice) until that grade is improved to a D or better.

**Athletic Attendance Policy**

Athletes must be in attendance at school for all periods on the day of a practice or event in order to participate. A *pre-arranged absence* form will need to be filled out and turned into office a day *prior to event* otherwise the student will be marked unexcused.

**Attendance**

It is imperative that all students enrolled at RPA be accounted for each day. This is a safety issue. Therefore, if your child will not be attending school on a given day, please telephone the school prior to 8:00 a.m. on the day of the absence. The office number is 503-759-7002. If parents do not call, the school will telephone the parents at home or at work. If a parent cannot be reached, persons listed on the emergency form will be contacted. Missed work will be waiting for them upon return.

**Excused vs. Unexcused Absences**

**Excused**
- Student illness
- All medical appointments
o An emergency, such as death, accident, or injury
o Sickness of a family member
o Teacher / Administrator arrangements
o Pre-arranged absence approved by the school (Not to exceed 5 days in 3 months OR not to exceed 10 days in 6 months)

**Unexcused Absences:**
- Student slept in
- Student is absent without an excuse by the parent or guardian
- Family vacations (Unless prearranged and approved)
- Tardy / Late past the first 30 minutes of class
- Student leaves school or a class without permission from a teacher or administrator
- Care of siblings (baby-sitting)
- Student leaves campus prior to having absence excused

**Consequences for Irregular Attendance and Tardy Policy:**
- All students caught in the act of skipping class or being off-campus without a pass will serve ISS (in-school suspension).
- Students not maintaining regular attendance will be referred for the Clackamas County Truancy Court process which could include being placed on an attendance contract, attending a meeting with the administration and/or receiving a truancy fine.
- Students arriving after the tardy bell and within the first 30 minutes of class are tardy. Students arriving later than 30 minutes to class without an excused slip from the Attendance Office will be marked absent. To ensure a student’s attendance is correctly marked, students arriving after the first 10 minutes of class will be responsible for checking in at the attendance window before heading to class.

**Arriving Late or Leaving Early:** Students must sign out at the office prior to leaving the building. This means a student needs either:

A. An email/phone call/note from the authorized parent/guardian

B. A call to the office from the authorized parent/guardian before the student leaves

While 18-year-old students are allowed to sign themselves out of school, we will verify with authorized parent/guardian unless student is own guardian (FERPA reference will be sent home to guardian(s)) Authorized personnel will speak with the parent/guardian to obtain permission for the student to leave.

If a student is sick and needs to leave school early, they must check in at the office. A student may request to call home at the office.
Cell phone/Electronic Devices
Students will not be allowed to use electronic devices during class time.

Elementary: Students need to keep all electronic devices turned off and in their backpacks for the duration of the day.

Middle School/High School:
Upon entering each class, students will be asked to put their cellphones into a container for safe keeping. They will be able to retrieve them at the end of class. Any use of electronics in the classroom must be granted by that specific teacher whether to play music, use a calculator or perform research on a topic if laptops are unavailable.

If a student is found using their electronics at an inappropriate time, or in an inappropriate manner, they will be confiscated until the end of the day or until a parent is notified to pick them up from RPA.

Clubs
RPA has three clubs on campus: Key Club and National Honors Society.

Key Club: A branch of Kiwanis that serves the community through volunteering. Any high school student can join. Dues are $10 annually. A successful member of Key Club attends all meetings, participates in service projects and helps the club with fundraising events.

Latin Club: Students work together to further imbed Latin into our school culture, while also preparing for the Latin Convention in the spring.

National Honors Society: Students who retain a GPA of 3.5 over the course of a year will be invited to fill out an application to be a part of this club. It is an excellent club to list on college applications.
Curriculum

At RPA, we offer the following curricula:

The Core Knowledge (3rd-8th) approach is to specify, in a clear grade-by-grade sequence, what students need to know. Only by specifying the knowledge and skills that all children should share can we guarantee equal access to that knowledge. Educational excellence and equity require that every child in a democracy have access to important shared knowledge and language.

Riggs (3rd-6th) is an organized system of word analysis beginning with 71 phonograms and a series of markings to make decoding (reading) and encoding (spelling) easier and better understood. We do not use letter names in spelling, but rather the sound the

Saxon Math is a teaching method for incremental learning of mathematics. It involves teaching a new mathematical concept every day and constant review of old concepts. In all books before Algebra, the book is designed for the student to complete assorted mental math problems, learn a new mathematical concept, practice problems relating to that lesson, and solve a varied number of problems which are similar to the practice problems learned in that lesson and select previous lessons-all for one day’s math. This daily cycle is interrupted for tests and life application exercises.

Communications

Phone Calls

Parents, please try to make arrangements with your students for activities, rides, etc. prior to dropping them off at the bus stop or school. We understand that sometimes changes to schedules occur and you need to communicate with your student during the day. Phone messages will be delivered by the office via an in- house communication process with teachers so as not to disrupt classes.

Official Posting Place of Communications
Committee Meeting times and agendas are posted on the bulletin board just outside the front office inside the front doors of the school, and on the website. Board of Directors meeting agents are also posted on the main bulletin board and on the website. A notebook of minutes is maintained in the office for viewing by the public. (The Board of Directors’ website is separate and is accessible through RPA”s primary website.)

Teacher Conferences
Parent/Teacher conferences are scheduled for the first trimester for all students and for the third trimester at parent request or teacher invitation. Arrangements for additional conferences may be made with your child’s teacher before or after school hours.

Website
Our website provides a plethora of information from forms, to the school calendar, to recent school events.

Social Media
Multiple communications occur via our Facebook and Instagram accounts. Please see page two for that specific information.

Weekly Communication from the School
A weekly communication from the school will be distributed via email. A hard copy is available on request.

“One Call Now”
A telephone networking program is in place allowing teachers and staff to send messages to parents. This system will be used to communicate with parents during the school year. Messages marked “urgent” are sent to all phone numbers listed for each student including emergency contacts. “Urgent” messages are reserved for emergencies and time sensitive information.

Computer/Internet Policy

Network Use
Renaissance Public Academy recognizes the importance of the network and Internet access as a valuable resource in the education of today’s youth. We also recognize the need of supervision to protect our students. It is our goal to provide these services in as safe an environment as possible. It is understood that this access is a privilege, not a right, and all students and staff are expected to practice proper and ethical use of these systems. The use of these systems is monitored and subject to administrative review at any time. It is intended that these resources will be used to pursue intellectual activities in support of research and education. Renaissance Public Academy does not assume responsibility for system failures that could result in the loss of data.

Any computer equipment provided by Renaissance Public Academy should only be used as
directed by faculty or staff. Unauthorized use of school computer equipment or internal or external (internet) networks including accessing, posting, e-mailing or instant messaging obscene, harassing, or offensive material, copyright violations, deliberate attempts to disrupt system or network performance, and spreading computer viruses is prohibited and will result in disciplinary action.

- **User Accounts** - User accounts for the Internet may be granted for classroom or research purposes only.

- **Electronic Mail** – Students are not allowed unsupervised access to or use of personal electronic mail resources. (All students will be given an RPA specific gmail account.)

- **Netiquette** - During supervised classroom activities on the network, students are expected to observe the same standards of behavior as they do in the classroom. Be polite and courteous. Never reveal any personal information about yourself. This includes addresses, phone numbers, and credit card numbers. Do not reveal addresses or phone numbers of any other student or member of the staff.

- **Network Security** – Periodically a student may be allowed to access other networks and/or computer systems. These are to be used for research purposes only. Do not make copies of copyrighted materials. For penalties for inappropriate actions refer to discipline policy.

**Student Conduct on School Bus**

The following Student Conduct on School Buses was taken from the Molalla River School District Website. These apply to all school related bus services (transportation to and from school, and for field trips.)

**Student Conduct on School Buses**

The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring animals (except approved assistance guide animals), firearms, weapons or other potentially hazardous material on the bus;
6. Students will remain seated while the bus is in motion;
7. Students may be assigned seats by the bus driver;
8. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
9. Students will not extend their hands, feet, arms or heads through bus windows;
10. Students will have written permission to leave the bus other than for home or school;
11. Students will converse in normal tones; loud or vulgar language is prohibited;
12. Students will not open or close windows without permission of driver;
13. Students will keep the bus clean and must refrain from damaging it; 
14. Students will be courteous to the driver, fellow students and passers-by; 
15. Students who refuse to promptly obey the directions of the driver or refuse to obey 
regulations may forfeit their privilege to ride on the buses.

The superintendent will establish other regulations as necessary for the safe conduct of 
students riding district school buses or other forms of district transportation. Such regulations 
will be available to all parents and students and posted in each school bus or other district 
vehicle.

Students who violate bus rules of conduct may be denied the use of district transportation.

Adopted EEACC-2 MRSD 8/2008

Discipline

Renaissance Public Academy is committed to optimizing learning for all students. Renaissance 
students are expected to be well behaved at all times, to respect themselves, others, and 
property. Our philosophy toward discipline is that discipline policies and procedures should 
provide guidance and direction of acceptable behavior in order to develop a child’s own sense 
of self discipline.

Teachers have the authority to implement discipline in their classrooms that is consistent with 
the Renaissance discipline goals.

The activity of learning requires students to be attentive and polite. Students are expected to 
 adhere to the Character Pillars as they have agreed. If a student misbehaves, the 
consequences for the infraction will be immediate, relevant and effectual.

Behaviors that are a danger to themselves or others will result in immediate removal of the 
situation and a major consequence. Examples of dangerous behaviors include:

Weapons, Drugs, Alcohol, Willful defiance, Sexual harassment, intimidations, bullying, threats, 
verbal aggression, profane/vulgar language, and physical aggression.

*Please note that in order for the Administration at RPA to carry out disciplinary action, these 
behaviors need to be reported to a staff member.

Theft and Vandalism

Renaissance is not responsible for loss, theft, or breakage of items brought to school. Fines will 
be levied on parents for vandalism or theft committed by their students. Fines will also be levied 
for lost or damaged school property. Students may also be required to be involved in the 
maintenance or repair of damaged property.

Discipline Committee

For most disciplinary issues, the teacher in charge will determine the gravity of the offense by
interpretation of the discipline policy. For more serious issues, staff members will call a Discipline Committee meeting consisting of at least three staff members. These meetings consist of the incident being shared without mention of the students name, age, or gender for objectivity. When the committee has completed their discussion, the Administrator will follow up with parents/guardians of the students to assign consequences.

Suspended students will not be on the honor roll for that trimester. Such suspensions may render a student ineligible for field trips and other activities.

At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in an attempt to discern the truth.

Renaissance Public Academy desires to educate all students who enter our school, expecting nothing less than the best from each one.

*When students are expelled from our school, they may also be expelled from the Molalla River School District, which includes Renaissance.

Adopted policy 8/2008

**Enrollment of expelled student**

Students expelled for drugs or violence will not be admitted to RPA during the time of their expulsion. Expelled students will be evaluated on a case-by-case basis. The Administrator and B.O.D. will participate in the decision.

**Suspension and Expulsion**

An Administrator or designee has the authority to suspend students as appropriate. Suspensions last from one to five days depending on the severity of the infraction. All suspensions will require a parent/Administrator conference. A remedial student discipline plan will be created during this conference. The conference will occur before the student is readmitted to class. The Administrator may require the parent to attend a full day of class with the student upon return. Procedure will follow MRSD policy. A student may be declared habitually disruptive after being suspended three times in one year for causing a material and substantial disruption in the class, on school grounds, in school vehicles, or at school activities or events because of behavior that was initiated, willful and overt on the part of the student, and the suspensions were made for:

- continual, willful disobedience or open and persistent defiance of proper authority
- willful destruction or defacing of school property
- behavior on or off school property, which is detrimental to the welfare or safety of other students or of school personnel
- serious violations in a school building or on school property
- repeated interference with the school’s ability to provide educational opportunities to other students and other grounds found in ORS 339.250 which in part states:
“... The district school board may authorize the discipline, suspension or expulsion of any refractory student and may suspend or expel any student who assaults or menaces a school employee or another student. The age of a student and the past pattern of behavior of a student shall be considered prior to a suspension or expulsion of a student. As used in this subsection "menace" means by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury.

(4)(a) Willful disobedience, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school employee, open defiance of a teacher’s authority or use or display of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school.”

Expulsion from RPA will be mandatory for the following violations:

• the carrying, bringing, using, or possessing a dangerous weapon;
• the sale or distribution of a drug or controlled substance;
• or the commission of an act which, if committed by an adult, would be robbery or assault other than third-degree assault.

Expulsion is also mandatory if a student is declared habitually disruptive.

According to ORS 339.254 RPA may also choose to file with the Department of Transportation a written request to suspend the driving privileges of a student or the right to apply for driving privileges if the student is at least 15 years of age and:

(A) The student has been expelled for bringing a weapon to school;

(B) The student has been suspended or expelled at least twice for assaulting or menacing a school employee or another student, for willful damage or injury to school property or for use of threats, intimidation, harassment or coercion against a school employee or another student; or

(C) The student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school sponsored activity, function or event.

The behavioral and discipline rules and requirements above will be enforced consistently for all students except to the extent that such discipline or behavioral expectations are inconsistent with the provisions of Section 18 below and/or the statutes or regulations concerning students with special needs including but not limited to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

Adopted policy JGD
Adopted policy JGE/JGEA RPA 06/18

Adopted policy JGEA (Alternative Educational Programs following expulsion) RPA 06/18
2019-2020 DRESS CODE

Grades 3-5
TOPS: Green, White, Navy, or Maroon Polo shirt, or RPA shirt. NO TEE SHIRTS
Bottom: Khaki, Black or Navy pants, knee length skirt or shorts. NO JEANS
Sweatshirts: RPA sweatshirt (only for hooded), or plain solid colored sweatshirts (non hooded)
Coats: Outdoor coats will not be worn in the classroom
Friday: Free Dress days!

Grades 6-8
TOPS: Button Down and/or Collared Shirt or RPA shirt- of any type
Bottom: Khaki, Black, or Navy in color.
  • NO Blue Jeans, Jeggings, or Leggings.
  • NO holes
Sweatshirts: RPA/College/Latin Convention/Washington DC trips/Oregon pride/Any educational institution.
Friday: Free Dress days!

High School

Preface: Clothing will reflect and respect the learning environment and will not take away, distract, or impede the learning process of yourself or your peers.

8 Pillars of Fashion

• NO hats or hoods on while in the classroom
• Shirts MUST have sleeves, no "cold- shoulders"
• NO Open backs, NO bare midriff, and No low-cut necklines
• NO Jeggings, or Leggings
• Incredibly DARK blue jeans that are almost black are OK - Google Dark Blue
• NO holes in clothing
• Shorts and Skirts must be no shorter than ONE INCH above the knee
• NO athletic shorts, athletic pants, sweatpants, or leggings/running tights
• NO weapons, hateful imagery or slogans, drugs, or alcohol paraphernalia, or crude imagery
**Infractions for being out of Dress Code or Uniform**

First infraction: Warning and email home  
Second Infraction: Call home by student  
Third Infraction: Call to parents to bring up proper uniform clothing  
Fourth Infraction: In School suspension

**Field Trips**

Field trips must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the Administrator a minimum of two weeks prior to planning.

A permission slip signed by the parent/guardian of each student must be obtained prior to occurrence of the field trip.

Parents may not drive students outside Clackamas County. Only under specific circumstances (field trip cannot occur because the number of students make contracted transportation impossible) in which a limited number of students are involved may parents transport students outside of Clackamas County.

Whenever parents are driving each driver must have completed a background check form and results on file with the school, as well as the Volunteer Field trip Driver Application Insert application which includes submitting a copy of his driver’s license, vehicle registration, and proof of insurance a minimum of 1 week in advance.

Teachers must adhere to these guidelines:

- The chaperone-to-student ratio must be a minimum of 1:10.
- Chaperones must submit a copy of their current driver’s license and be registered with RPA as a volunteer. The following must be completed and submitted to the business office prior to the event:
  - Document of Rules, signed by students,
  - Document of Responsibilities, signed by chaperones,
  - Established Discipline Policy,
  - Written Emergency/Accident Procedures

If any of the aforementioned criteria are not met, the field trip will be canceled.

Extended field trips will follow Molalla River SD guidelines and must be approved by the RPA B.O.D.

**Extended Field Trips/Overnight trip**

All extended field trips require individual board approval a minimum of 90 days (180 days outside US) prior to the trip. All students attending the extended field trip must have unanimous approval of the administrators of RPA. All extended field trips must have liability insurance protecting all the trip attendees, the school, and MRSD. Any liability insurance not covered by the school’s policy must be paid for by the fees charged to trip participants. Any increases in the
costs of extended field trips (due to inflation, changes in exchange rates, etc) must be paid for by increases in fees by trip participants.

RPA is bound to the Molalla River School District policies regarding extended field trips and RPA.

Friday School
Students, Parents, or Teachers may initiate attendance on these days. Friday School provides the opportunity for additional one-on-one with teachers for students who may benefit. Bus transportation is available; hours are 8:30-11:30. Teacher initiated participation will be coordinated with the parents and students. Parent or student initiated participation must be coordinated through the office.

Fundraising
Fundraising activities must not undermine the mission and philosophy of the school. All fundraising must be coordinated through the B.O.D. Students will not engage in door-to-door sales of any kind. All requests of monetary donations from the parent and community team must be approved by the B.O.D.

Grading Policy/Report Cards
Grades are a useful tool to evaluate the extent to which a student has mastered a particular skill or course. Therefore grades will be assigned in all subjects. Renaissance will assign grades in order to reflect accurately the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged. In this scheme the following letter grades have these meanings:

A = Mastery  B = Proficiency  C = Sufficiency (Competency)  D = Insufficiency  F = Failing

In addition to these general parameters, we will be using a 4.0 grading scale. The letter and numerical grades for this system are listed below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade</th>
<th>Percentage</th>
<th>Grade</th>
<th>Percentage</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
<td>B</td>
<td>84-86%</td>
<td>C</td>
<td>74-76%</td>
<td>D</td>
<td>64-66%</td>
</tr>
<tr>
<td>A-</td>
<td>90-93%</td>
<td>B-</td>
<td>80-83%</td>
<td>C-</td>
<td>70–73%</td>
<td>D-</td>
<td>60-63%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
<td>C+</td>
<td>77-79%</td>
<td>D+</td>
<td>67-69%</td>
<td>F</td>
<td>0-59%</td>
</tr>
</tbody>
</table>

This grading scale is utilized for all students. Incompletes will only be given under special circumstances as determined by the Administrator. Parents and students should remain informed of the student’s progress. To be in good academic standing the student must obtain a
2.0 GPA and be eligible.

For students who transfer into Renaissance Public Academy, they may need to be evaluated by a team to determine academic eligibility. The student may need to be in a position of pass / fail. The pass / fail would be investigated on a case by case situation. Each student would be evaluated by an academic team consisting of administration, teachers and parents all consulting to ensure the child’s best interest.

Grading of homework

If a student is absent, they will have an allotted amount of days to catch up on their work. For example, if they miss one day, they will have an extra day to turn it in. If they miss a week, they will have a week to turn it in.

For elementary students, they will need to get their planners signed each night. If the student does not turn in their homework for 3 days, the teacher will call home. If it continues for a week, RPA will set up a meeting between the parents/guardians and the principal.

For middle school and high school, assignments that are turned in late are worth 50% of the grade. Additionally, late assignments will not be accepted once the unit test has been taken.

Report Cards

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the following means will be employed to inform parents of their student’s academic progress:

- If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- Trimester report cards will be mailed or sent home.
- Scheduled in each trimester, a parent-teacher conference opportunity will occur allowing for discussion of the student’s academic progress.
- Through teachers, parents will be provided access to an online gradebook (Parent Vue in Synergy) for monitoring of grades.

*Grades will be posted within 7 business days after the due date. Missing assignments can be monitored by parents online and/or by communication with the teacher(s). Parents are encouraged to notify the teacher if they are unable to find assignment/grade information for any particular academic subject or course.*

Mid-term Reports and Report Cards

Mid-term Reports are sent home half-way through each trimester to students with a “C-” grade or lower in any subject. Student Report Cards are completed at the end of each trimester. They will be sent home with students or mailed. Final Report Cards will be mailed after school is out in June.
Graffiti/Vandalism/Destruction of Property

Graffiti is not acceptable and may result in a disciplinary referral. Parents may be charged for graffiti damage, vandalism or the willful destruction of school property.

Grievances

This school firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the student than anyone else.

1. The Teacher. Parents should schedule a meeting with the teacher through the office. Under no circumstances is it ever acceptable for a parent to confront a teacher about an issue with students present, including their own.

2. The Administrator. If the grievance cannot be resolved with the teacher and the matter regards academics, the parent should schedule a meeting with the Principal.

If a resolution is not achieved by the foregoing process two other options are available. The grievance can be submitted to the Board of Directors in writing. The B.O.D. will review the summary and will make one of the following determinations:

1. The B.O.D. may decide to support the previous decision;
2. The B.O.D. may appoint up to two Board members to address the issue;
3. The B.O.D. may address the issue in an open Board format;
4. The B.O.D. may address the issue in an executive session, in accordance with the Oregon Public Meetings Law.

Board of Director’s Meeting. Parental concerns and grievances may also be raised during the community comments portion of the Board of Director’s meeting. The concern or grievance must be submitted in writing and no more than three minutes will be granted. Grievances or discussions involving specific personnel will not be entertained. It is recommended that the aforementioned steps be taken before using this option.

Grievances concern or grievance be addressed in one regarding policy should be directed to a Board Member. Grievances regarding an administrator should be directed to the individual first, then in writing to the B.O.D. at a meeting. Though we are chartered through MRSD, the district does not have general oversight of RPA operations. Only violations of the amended charter should be reported to MRSD.

See policy ________________________.

General Concerns/Questions/Suggestions

Please submit any general concerns, questions, or suggestions via email to the office or in a
sealed envelope delivered to the office, noting B.O.D. or “Board.” It will be handed off to them prior to their next regularly scheduled meeting. The B.O.D. will review the issue at their next regularly scheduled meeting. In the unfortunate event that a resolution is not achieved through the process outlined above, it is unlikely that RPA is the best educational option for you and your child. The Board of Directors will not entertain anonymous complaints nor can they hold information in confidence when it is not in the best interest of the school.

High School Path to Graduation

Please see the separate handbook about this or contact RPA’s Student Success Coach.

Homework Expectations

Homework is a fundamental part of our general academic program. It prepares students for high school and college and for entry into the working world upon graduation. It also helps develop a strong work ethic and personal organizational skills. Homework’s immediate educational purpose is:

- to reinforce skills and concepts learned in class;
- to develop study skills and habits;
- to practice skills and knowledge in ways not readily accomplished in the classroom and to inform parents of what is being taught in the classroom.

The expected homework time allotment for each grade is as follow:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd</td>
<td>20-30 minutes + reading time</td>
</tr>
<tr>
<td>4th</td>
<td>30-40 minutes + reading time</td>
</tr>
<tr>
<td>5th</td>
<td>50 minutes + reading time</td>
</tr>
<tr>
<td>6th</td>
<td>60 minutes + reading time</td>
</tr>
<tr>
<td>7th</td>
<td>70 minutes + reading time</td>
</tr>
<tr>
<td>8th</td>
<td>80 minutes + reading time</td>
</tr>
<tr>
<td>9th-12th</td>
<td>2 hours + reading time</td>
</tr>
</tbody>
</table>

The above designated times serve as guidelines and may vary depending on the work assigned on any given day, the schedule, the student’s organizational skills and study habits, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Supervised study times are provided for all grades. Parents are expected to support their children in this endeavor. Advanced, honors or college credit classes may require additional homework time. For poor or incomplete work, teachers may require students to redo assignments. Whether such work is given any credit is at the discretion of the teacher.

Homework is an essential part of education. As such, students at all grade levels will have assignments to work on and complete on a daily basis. Parents should be supportive of this
policy by providing a suitable, quiet place to work, free from intrusion by other family members
and the various media. Homework should be an opportunity for practice or for acquisition of
background material. Parents are not expected to “teach” material to students.

Homework and late work is at the discretion of the teacher for credit. Medical conditions are the
only routinely excused absences. Students have one school day for each day missed to turn in
assignments and make up missed work. Absences for any other reasons must be excused by
the Administrator.

Homework will not be sent home nor will credit be awarded for any work done during periods of
unexcused absence.

**Illness/Injury**

Please call if a child is ill or unable to attend school by 8 a.m. of the given day to be accounted
in the attendance records.

Please do not bring a sick child to school, especially if they have vomited or had a fever within
the previous 24 hours. It is the parent’s responsibility to notify the school if a child has been
injured at home and may need special considerations at school. Keep school information up to
date, especially phone numbers and emergency contacts.

Parents will be informed when a student reports to the office with a fever or has been seriously
injured. If a parent cannot be reached, school personnel will determine what action needs to be
taken. Any child with a fever will not be allowed to remain in the classroom and must be picked
up by a parent or designee. If a head injury is sustained, or any injury requiring medical
attention, the parent will be asked to come to school and determine what action should be
taken. In case of more serious injuries, or in case the parent cannot be contacted, the school
will immediately call 911 for emergency assistance.

**Immunizations**

In compliance with state law, all children must have a complete, up-to-date immunization record
on file in the office. Parents opposed to immunizations for personal, religious, or medical
reasons must file an exemption form with the school office and complete state required
education classes. This record includes proper shots for measles, rubella, diphtheria-pertussis-tetanus (DPT) and polio. Students may not continue enrollment without
up-to-date immunization records.

Any student not in compliance with Oregon statutes and rules related to immunization may be
excluded from school until such time as he/she has met immunization requirements. Parents will
be notified of the reason for this exclusion. A hearing will be afforded upon request.

**Inclement Weather**

**Winter Weather Conditions & Safety**

When weather and road conditions in the area become a concern for safety, First Student Bus
Services conducts a road check beginning at approximately 4:30 a.m. A follow-up call is made
to RPA’s Administrator. If the decision is made to close the campus, a “One Call Now” message is broadcast to all RPA families and staff by approximately 5:30 a.m. A follow-up mass email is transmitted.

**Emergency and Mid-Day School Closures**

Should a closure occur due to weather conditions the above policy will apply. Any other closures will be reported as soon as is possible through the automated message services and will include instructions for the return of your child. Please do not call the school if it is an emergency closure as we will need to keep phone lines free.

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**Renaissance Public Academy Literature Progression**

**3rd Grade Literature**

*Alice in Wonderland*
*Arabian Nights-excerpts*
*The Little Match Girl*
*The Wind in the Willows 1-6*

**4th Grade Literature**

*Pollyanna*
*Gulliver’s Travels-excerpts*
*Treasure Island*
*Robinson Crusoe*
*Robin Hood*
*Poetry – Rip Van Winkle, Sleepy Hollow*

**5th Grade Literature**

*Don Quixote*
*Midsummer’s Night Dream*
*Secret Garden*
*Narrative of the Life of Frederick Douglass*
*Tom Sawyer*
*Little Women*
*Sherlock Holmes*
*Poetry – Robert Frost and Zen*

**6th Grade Literature**

*Children’s Homer (Iliad and Odyssey)*
*Julius Caesar*
*The Prince and Pauper*
7th Grade Literature
Cyrano de Bergerac
The Strange Case of Dr. Jekyll and Mr. Hyde
Call of the Wild
Poetry selections

8th Grade Literature
Animal Farm
The Good Earth
Twelfth Night
Anne Frank: The Diary of a Young Girl
Poetry selections

Classical Literature (9th)
Iliad
Odyssey
Aeneid
Anthony and Cleopatra
Oedipus Rex and other plays by Sophocles
Agamemnon and other Roman poetry selections
Plato’s Republic (selections)

British Literature (10th)
Beowulf (Circa 8th-11th Century)
The Canterbury Tales (14th Century)
Frankenstein (1818)
Hamlet (Circa 1600)
Tale of Two Cities (1859)
Jane Eyre (1847)
Romantic Lyric Poetry (Wordworth, Coleridge, Shelly, and Blake – 18th Century)

American Literature (11th)
Our Town (wilder – 1938) *may be included
Hawthorne’s Short Stories (“Young Goodman Brown,” “Rappaccini’s Daughter,” “Scarlet Letter,” etc.) (1835)
Self Reliance (Emerson, 1830)
Walden (Thoreau, 1853)
The Adventures of Huckleberry Finn (Twain, 1884)
The Great Gatsby (Fitzgerald, 1925)
Poetry Selections: Walt Whitman, Emily Dickinson (19th Century); Langston Hughes, Gwendolyn Brooks (20th Century)
Short Stories: O’Brien, O’Connor, Faulkner ... (20th Century)
Modern Literature (12th)

*Crime and Punishment*

*1984*

*Nietzsche*

*Heart of Darkness*

*The White Man’s Burden*

*The Wasteland & The LoveSong of J. Alfred Prufrock*

*Communist Manifesto*

*Brave New World*

**Student Locker Policy**

All students in grades 7 through 12 are assigned a locker, and a combination lock. The lock and locker are property of the school. The lock must be returned the last day a student attends each school year. **It is a privilege to have use of a locker at RPA.**

Locker inspections may be performed. Every locker, including those unassigned, will have a locked lock on them at all times. If a lock is found “open,” teachers and/or staff may turn the lock backwards and lock it. A “different lock” will be placed on any locker left open. When a lock is changed out, the student will be responsible for checking in the office for their new combination. The new lock or any other school-issued locks not in use are to be returned to the office immediately. Each lost or non-returned lock will mean the family incurs a $10 fee which will be due prior to receipt of the student’s end-of-year report card.

**Lost and Found**

Students are encouraged to check the lost and found on a regular basis. Periodically, items will be gathered and held for 30 days. Parents and students will be notified of the closing date to claim items in these 30 day cycles at the end of which items will be donated.

**Mass Communication Policy**

The Administrator or designee must approve all letters and bulletins, including email (excluding class assignments by teachers) from teachers or parents or other interested parties. Each communication must be submitted to the office in an electronic format, print-ready, three (3) days prior to the date it needs to be communicated.

**Medical Information and Policies/Medication Distribution**

**Medication Delivery**

Renaissance Public Academy requires that NO medication, whether prescription or over-the-counter (including aspirin, cough drops, vitamins, etc.) will be given to a student by any school personnel except on written orders of the parents and physician.

Adopted JHCDA RPA 06/18

**Administering NON-injectable medicines to students.**
Students in grades 7-12 are permitted to self-administer prescription and non-prescription medication upon written request of the parent and physician with permission of the Administrator. When medication is to be given at school, a physician or dentist's instructions are required by the school along with written notice from the parent prior to the administration of the medication. All medications must be in a pharmacy-labeled container including the student’s name, name of the drug, dosage, name of physician and current date. Medical Request Forms are available in the front office.

Additionally, RPA considers safety of vital importance. An Emergency Management Plan has been developed and will be undergoing B.O.D. review. All school faculty and staff are trained in First Aid and CPR.

**Plagiarism/Cheating**

Plagiarism will not be tolerated by any teacher in any subject. Students progress academically only by receiving comments and corrections on work they turn in and by taking these comments and corrections to heart in order to improve their performance. The entire system of assessment rests on the assumption that the work a student turns in is their own.

Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others’ ideas and labor. **Plagiarism is defined as the appropriation of another’s ideas or words in order to present them as one’s own.** An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply re-phrasing an author’s words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment. When a student has been caught plagiarizing, the following process will be followed:

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will write a brief description of the instance of plagiarism.
- These materials will be placed in the student's permanent record.
- The teacher will inform the Administrator of the plagiarism.
- Either the teacher or the Administrator will inform the student's parents of the plagiarism.
- The student will receive an F on the assignment if it is the first offense.
- For a second offense, the student will fail the entire course, and further disciplinary action to include suspension or expulsion, may be instituted.
- A disciplinary referral will be issued if plagiarism has occurred.

**Cheating**

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else’s work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing their own work. Cheating
comes in many forms. One student copying off another, a student using a “cheat sheet” to answer questions on a test, and a student trying to pass off another student’s work as their own are examples of cheating. Whenever a teacher suspects two students of cheating, they should confront the students individually before speaking to them together. Otherwise, the same process outlined for plagiarism should be followed for instances of cheating. A student who allows others to copy their work will also be held accountable in the same fashion. A disciplinary referral will be issued if cheating has occurred.

Schedule Changes
There will be no schedule changes during the trimester unless it is deemed in the best interest of the student by the school. Approval signatures must be obtained from the student’s present teacher, the new teacher, the Administrator, and a parent.

School Calendar (posted on the RPA website)
RPA’s calendar will closely resemble the Molalla River School District calendar. RPA may have fewer in-service and vacation days in order to protect a continuum of the learning process.

Site Council
RPA has a Site Council, which supports academic and fundraising goals. They meet once a month. Please contact the office to get more information.

Special Education
The special education and IEP services are retained by the Molalla River School District.

Student Check-out
Students may NOT be taken from school unless a parent or legal guardian has signed them out in the office. School sponsored activities require that a teacher or sponsor be responsible for the students. Therefore if a parent desires to take their student at the completion of an activity, written notification must be given to the teacher or sponsor. Students may only leave the activity or event with their own parent unless prior written consent/authorization is given to the teacher or sponsor.

Student Fees and Supplies
A student body fee of $75.00 per student or $150.00 per family will be charged at the beginning of each school year. RPA may make available periodically additional classes with fees that are not part of the required curriculum. These fees are voluntary and are non-refundable.

Student Vehicle Use and Parking Regulations
All student vehicles must be registered with the school office. A photocopy of the student's driver's license and a proof of insurance document must be provided for the student's file. The
school and facility are not responsible for loss due to accident, theft or vandalism. Students will be provided specific instructions regarding the area of the parking lot to be used during school hours. Students who fail to follow this procedure may find their vehicles towed. Students are to remain out of the parking lot and cars during school hours. Leaving campus without permission from the office will result in student discipline. Vehicles are to be driven to and from school only. School personnel do not have the authority to release students to travel in student cars.

• All school and state traffic laws must be obeyed. Speed Limit is: School Zone: 20 mph; on School Property: 5 mph
• RPA Students park at their own risk.
• Students may not transport/ride with others without written and office-confirmed consent from at least one parent for each student.
• Failure to comply with vehicle use and parking regulations may result in the loss of parking privileges and thus driving privileges to/from school. Level of severity of violations may include suspension or expulsion.
• Upon completion of disciplinary consequences, parking privileges must be applied for and approved by the Office.

Talented and Gifted (TAG)
RPA does screen for Talented and Gifted students. There are certain criteria that must be taken into consideration as well as a process to follow when it comes to TAG. If you have any questions, please contact the office.

Textbooks and Supplies
Academic Textbooks and Supplies Renaissance Public Academy desires the best in learning materials for its students. Materials that are loaned or given to students are to be treated appropriately. Students are responsible for these materials. If materials given to a student are lost the student must pay for any needed replacement. If loaned materials are lost or damaged the student must also pay for its replacement.

In the case that reimbursement has not been made to Renaissance for lost or damaged materials. No further materials will be purchased or issued to that student until past fees are paid in full.

Adopted 8/2008 Re-adopted 11/14

Updating Student Information
In order to ensure safe management of your child, please notify the office of any and all changes in your child’s address, phone number, emergency numbers, and parent work numbers as soon as possible. It is vital that the office keep this information up to date in case of personal
or school emergencies. It is the parent’s responsibility to keep this information updated. You must give your information to the office on the Emergency Contact Form.

Visitors

Visitors and volunteers are required to check in at the office for proper identification.

Volunteers

Confidentiality Policy

Anyone may inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers and parents may observe situations of a sensitive nature. These are also to remain confidential. If anyone has a concern involving something that is witnessed, observed, or overheard it is to be reported to a faculty member, Administrator, or a member of the B.O.D. If a volunteer or parent disregards this policy, the privilege of volunteering or campus visits may be revoked. If a teacher or student disregards this policy, disciplinary action may be taken. A phrase to remember: “If you see something that seems inappropriate, it is your responsibility to report it to the appropriate individual within the school.”

Parental Involvement and Volunteering Policy

Renaissance is a “School of Choice.” When parents have the opportunity to choose the kind of education they prefer for their children, they find the necessary energy, time, and resources to devote themselves to this education. RPA anticipates that parents will be directly engaged in tutoring, coaching, preparing resource materials, providing other necessary and invaluable assistance, including sponsoring, chaperoning, and leading RPA sanctioned off-site events. Each family is encouraged to volunteer 20 hours per year and visit as often as your schedule allows. Volunteers must complete a volunteer application and information form and comply with all guidelines and rules for volunteering outlined in the charter contract. This also pertains to volunteers who participate in RPA sanctioned off-site events.

Volunteers are an integral part of RPA. Volunteers are not only welcome, but also crucial if we are to have high quality teaching of the entire curriculum each year. All volunteers must have cleared an RPA-submitted background check, a signed and current volunteer agreement and character contract on file with the school and have passed the SafeSchools online Child Abuse Awareness training.

The teacher’s individual teaching style sets the tone for the classroom. Volunteers who wish to volunteer in the classroom need to learn the teaching style of the teacher they wish to assist. If the teaching style conflicts with a volunteering style, the volunteer will need either to adjust his style or find a more compatible setting within RPA to volunteer. The teacher has the primary responsibility for student learning in the classroom.

Any grievance or concern a volunteer has with a classroom or a teacher will be handled by the
procedures defined in this handbook. Under NO CIRCUMSTANCE is it ever acceptable for a volunteer to confront a teacher about an issue when students are present.

Volunteers who will tutor in a specific subject or skill may be required to receive prior training. Offsite volunteers must be registered to ensure the safety of all RPA students. NOTE: Parents, if your student participates in offsite school-related activities, you are responsible to make sure that the event has been sanctioned by the school, ensuring volunteer registration. A list of all RPA sanctioned offsite events and activities will be available in the front office.

Renaissance encourages every adult—parents, step parents, grandparents, aunts, uncles, and community members—to take a special interest in the lives of RPA’s students, to act as mentors and tutors, and to instill in every student a love of learning. Volunteers work in conjunction with the faculty to ensure the most effective education possible for their children. To this end, volunteers are responsible for knowing and understanding the contents of RPA’s Charter and are encouraged, but not required, to participate on school committees and provide other volunteer services.

As indicated on the volunteer form, volunteers may be removed for conflicts of interest or violation of confidentiality. **Volunteering is a privilege.** The privilege of volunteering may be removed by the administrator or B.O.D. if either believes it is in the best interest of the school.