

**The Renaissance School of Art & Reasoning
Student Handbook Review Statement**
(Please print this page, sign and turn in to Guild Teacher)

Student Name (Print) _____

Guild Teacher _____

I have read the 2015 - 2016 RSAR (Renaissance School of Art and Reasoning) Student Handbook and reviewed it with my parents. I am aware of the policies, procedures, and expectations of RSAR and Lake Washington School District contained in this handbook and agree to abide by them.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

----- (cut on this line) -----

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(Please return this portion to your Guild teacher)

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Please cut out the bottom section and return to your Guild teacher. If you or your parents have questions or concerns, please call or email your Guild teacher.

If you have more than one child at RSAR, each child will be required to return a copy of the signed agreement.

The Renaissance School of Art & Reasoning

Student Handbook

School Information

History and Mission

Renaissance School of Art and Reasoning is a Lake Washington School District “Choice School” serving 6th through 8th grade students. The school was founded in 2006 by teachers who envisioned an engaging, challenging academic environment that would meet the needs of middle school students. At Renaissance, students develop in an environment of artistry, rigor and warmth. They learn to think and act using multiple approaches and perspectives. They are known and nurtured as important individuals who have an active concern for their community and society.

Enrollment Policy

Renaissance School is open to any student in the Lake Washington School District. Families who value a challenging academic environment, an integrated curriculum, an emphasis on school community, extensive parent involvement, project-based learning, community stewardship and the arts, mathematics and science choose Renaissance School for their middle school experience. Students enroll through an application and lottery process. An information night is held in January, providing parents and students with an in-depth picture of our school. Applications are available at that meeting and on the LWSD and Renaissance websites.

Decision Making

The staff, with input from the students and parents, takes responsibility for the major decisions affecting the school. The staff includes the teachers and principals and, in some cases, a counselor. Such decisions are brought to students for input and explanation. Students and staff use the consensus approach to develop guidelines and to make day to day decisions for the school. The consensus model may take a little longer than simple majority rule, but everyone learns to listen, propose alternatives, and compromise. Problem solving belongs to everyone and everyone shares ownership in the final outcome.

Guilds

Students are assigned to a small group with a teacher called a Guild. Guilds are similar to advisories or homerooms and students stay with their Guilds for the entire year. Guilds promote a sense of belonging, shared leadership, collaboration, and support individual purpose and development. During Guild, teachers and students focus on group projects, decision making, setting goals, social skills, health education, High School and Beyond, celebrations, and having a good time together. Guilds play a vital role at the Renaissance by providing positive peer interaction and acting as a resource and forum for problem solving and conflict-resolution.

Parent Involvement

Family involvement is highly valued and very important at Renaissance. As such, families are asked to contribute 25 volunteer hours each year at Renaissance. Volunteer options include, but are not limited to, copy services, lunch supervision, field trip, dance chaperones and classroom helpers along with many other opportunities. Parents may choose to share their talents in classes and organize activities occurring beyond the school day. Parents can watch for opportunities through VolunteerSpot which logs their hours. Families who are unable to fulfill their 25 volunteer hours have the option to “buy-out” their hours at \$10.00 per hour.

Parent Contribution Fee

Each family is asked to make a **\$225 Parent Contribution** per student, Renaissance does not conduct traditional Associated Student Body (ASB) fundraisers throughout the year. In lieu of requesting financial support for student activities through traditional ASB fund raisers, Renaissance families are asked to contribute a flat sum of \$225 per year to fund extra projects and excursions typically funded through school ASB fundraisers. Scholarship funds are always available to those with demonstrated financial need.

Student Led Conferences

In November students meet with families to share portfolios, reflect upon their progress and set and revise goals. Current state guidelines require that students demonstrate proficiency in order to meet the standard at established levels in their learning. We have adopted the state’s 4 point scoring model where a “3” indicates “at the standard.” To score a “3” a student must show proficiency in performing a skill or demonstrate a significant grasp of knowledge.

School Policies

Expectations

For healthy development and successful learning to occur, our students must feel safe. Real safety only comes through building an inclusive school community in which diversity is honored and all students are welcomed. Basic district expectations for maintaining a safe environment follow this section. We believe the most important step for creating a safe school is to empower students to develop and uphold their own agreements and ground rules. Parents and school staff have a joint responsibility to communicate, encourage, and follow through with the agreements and ground rules. It is the students' responsibility to respect the rights of others to learn in a safe and caring environment. Cooperation among all groups is necessary to achieve the following goals:

1. Take care of yourself.
 - Begin warm-up/preparation as class begins
 - Bring all necessary materials and completed assignments to class
 - Ask questions appropriately
 - Follow teacher directions, classroom procedures and school policies
2. Take care of each other.
 - Listen to and support each other
 - Keep conversations private
 - Focus on issues, not people
 - Seek to understand
 - Follow teacher directions, classroom procedures and school policies
3. Take care of this place.
 - Keep desks/tables clean
 - Return class materials and pick up debris around your desk/table before you leave
 - Follow teacher directions, classroom procedures and school policies
4. Persist with learning: Never give up on making sense in any class.

Upholding Agreements and Procedures

Staff Responsibility

Realizing not all unacceptable behaviors can be specifically identified in written expectations, staff will teach self-assessment and self-control by following these instructional discipline procedures:

1. Staff members reinforce behavior expectations for the classroom/school.
2. Staff members teach students how to self-monitor and adjust behavior appropriately.
3. Students will be assessed on their knowledge of the behavior expectations for the school.

The following are the procedures that staff will follow in consistently dealing with students who violate behavior expectations and agreements.

1. For a first violation, the student will reflect on the behavior and fill out a Time Out Form.
2. If the unacceptable behavior continues, the student and teacher will hold a conference outside of school hours to determine a consequence and create a behavior contract agreeing that the student will refrain from the behavior and will accept any additional consequences. Parents may be present at this meeting.
3. If the student violates the behavior contract, the student will be referred to the Associate Principal to determine a course of action.

The above are the procedures to be followed under school jurisdiction and authority, which includes student conduct to and from school, on school campus and at any school sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activities which school authorities have reason to believe will interfere with the work of the school or impinge on the rights of other students or staff at school.

Consequence options include, but are not limited to:

1. Conference with the student outside of school hours to come to an agreement concerning what is acceptable to all parties.
2. Time out of the classroom with the expectation that the student is responsible for any instruction/work missed.
3. Natural consequences – the consequence is closely aligned with the problem.
4. Further consequences will be determined by law, school district policies, and the judgment of the administrator. These may include short or long-term suspension.
5. Student misconduct of an extreme nature will require immediate action. The student will be removed from the classroom and directed to the office.

Student/Parent/Teacher Communication

Parents are welcome to contact the staff at school should a concern arise. Student well-being is at the heart of our work here at Renaissance and open communication is a critical component of this. Because they are devoting full attention to working with students during the school day, teachers are not available to answer phone calls or email messages. They will respond in a timely manner to messages within 72 hours. A three-way conference between the student, a staff person and a parent may be arranged to discuss the concern. Should a parent require a private meeting with a staff person, it should be pre-arranged so full attention can be given to the concern.

Daily Schedule

School begins at 7:30 a.m. and dismisses at 2:15 p.m. Monday, Tuesday, Thursday and Friday. Each Wednesday is Early Release Day, with dismissal at 12:30 pm. Teachers are available to work with students from 7:00 a.m. to 7:30 a.m. and from 2:00 – 2:30 p.m. on most days. Early Release Days provide teachers with team planning time. Class schedules will be provided at Back 2 Business Day and are posted in each classroom.

Transportation

Families are responsible for transporting students and may choose to set up carpools with others in their area. Students may meet the Eastlake High School bus at scheduled stops. Students choosing to use Metro may make arrangements for passes to use when travelling to and from school.

Medication

If a student needs to take any prescription or over-the-counter medications during school hours, a staff member must administer it. The school must have a written authorization form on file, signed by a parent/guardian and the prescribing physician or dentist. A parent may not call in, or send a note, authorizing use of medication, but may come to the school and administer it personally. An additional form is required if the student will carry the medication her/himself. This is generally limited to epi-pens and asthma inhalers. These forms are available from the Renaissance School office, and must be filled out each school year.

Medications are kept in a locked drawer in the school office, next to the Health Room. They must be in the original pharmacy or manufacturer's container and labeled with the following information:

- Name of student
- Name of medication
- Dosage, mode and time of administration
- Name of physician prescribing medication

Health Room

Students must sign in and out with the school secretary or health room volunteer, identify the health concern, and either return to class within 20 minutes, or be picked up by a parent/guardian. A student must be picked up immediately if he/she has a fever or is vomiting. Please make sure your child's emergency contacts are up to date in the event she/he needs to go home and you are not available.

Attendance

Excused Absences

The school will determine whether absences or tardies are excused. Excused absences (based on Washington State Compulsory School Attendance and Admission Law, RCW 28A.225, also called the "Becca Bill" and LWSD Policy) include the following: illness, medical appointments, family emergency, religious holiday, school-related field trips, suspensions, or other pre-arranged absence. *If insufficient reason for absence is provided, the absence will be considered unexcused.*

In the case of serious illness or emergencies, please notify the school at **425-936-1544 by 8:30 a.m.** Absence from school or class without the knowledge and consent of either parents or school authorities is truancy. A written excuse or phone call from a parent is needed for any student who has to leave campus during the school day.

Please try to schedule all personal appointments (e.g., doctor, dentist, orthodontist) on Wednesday afternoons. Most of the work of students is directly related to class discussions, peer and teacher feedback during class, and material presented in class. It is very difficult to replicate this learning

Unexcused Absences/Becca Bill

Any absence that has not been deemed excused by the school will remain unexcused. Examples would include: oversleeping, missed bus, traffic, homework, shopping, babysitting, planned trips not pre-arranged through the office, or other absences that could be planned outside the school day. As mandated by Washington State law, the “Becca Bill”, students who accumulate seven unexcused absences in 30 days or 10 unexcused absences in a school year will be referred to the King County Juvenile Court System. The Court may impose sanctions on the student and/or the parent or guardian.

Excessive Absences or Tardies

Because regular attendance is both an expectation and a critical component of school success, parents or guardians of students who exceed 4 unexcused absences in a semester will be sent a letter of concern. Parents/guardians and students who exceed 7 unexcused absences in a semester will be required to meet with the Assistant Principal; contact will be made with the LWSD Becca Coordinator for referral . If a student exceeds ten total absences (excused and/or unexcused) in a semester, the school may require documentation to verify the excessive absences. Unexcused tardiness to school will result in the assignment of detention or school service.

Tardiness

Students arriving late must check in with the school secretary in the Renaissance office. If there is a legitimate reason for being late to school, the parent must call or send a written excuse within 24 hours. If a student arrives more than 20 minutes late and is not excused, it is considered a skip. Students are expected to be in their classrooms on time and prepared to begin working. Chronic tardiness, whether excused or unexcused, is a disruption to the learning environment of all students. The school office maintains records of student tardiness. An excessive number of tardies will result in a conference with teachers and/or principal to problem solve.

Picking Up Early

Students leaving before dismissal time should take a note to the school office in the morning prior to the start of class. They will receive an early dismissal slip to give to their teacher. While it is understood that an unexpected situation may arise that requires a note to be delivered to a student, it is a disruption to the class when this occurs.

Please inform your student of any plans that may require a release form and remind your child pick these up from the school secretary outside of class times.

Homework Policy

Should students miss one day they should consult HAIKU for missed assignments. Missed assignments may be requested via email to the teacher. **Please allow at least one day for the materials to be prepared.** Upon return from an excused absence, students will have the number of days absent plus one to turn in make-up work. Students are responsible for monitoring their missed assignments, as well as knowing the due dates.

Lunch Procedures

Students may purchase food in the Eastlake Commons cafeteria or bring their own lunches. Students purchase lunch with cash or use an account. Parents add money to a student's account by sending a check (made out to Lake Washington School District) or cash to the EHS kitchen cashier with their child's name noted on the envelope. Visa or MasterCard payments may be made by calling the Food Services office at 425.936-1393, or going online to www.lwsd.org. Click on the Parent tab at the top, then look in the left hand menu under *Breakfast and Lunch*.

Those students with a lunch account **will need to have their ASB ID cards on a daily basis.** Lunch will be eaten in the cafeteria on most days under adult supervision. When lunch is eaten in the classrooms, students are expected to take care of all food-related waste, leaving the classrooms clean and ready for the next class.

Cafeteria Theft Policy

A student who takes or attempts to take food from the cafeteria without purchasing it is stealing. **Eating food in line and then not paying for it is also stealing!** The following consequences will apply to a student caught stealing in the cafeteria:

- 1st Offense: \$25 dollar fine (if unable to pay, add 5 more hours of school service)
 5 hours of school service/parking lot cleanup
 An apology to the kitchen staff
 Parent or Student/Resource Office conference
- 2nd Offense: 5 day suspension and a police report will be filed.

Academic Honesty Policy

Academic integrity is vital to learning. For this reason, there are serious consequences for students who plagiarize or copy work, in whole or in part, and represent that work as their own. This includes but is not limited to: Sharing test/quiz answers or questions, copying or allowing another to copy papers or answers on assignments, and copying information from the internet and/or reference books. The penalty for cheating and/or plagiarism ranges from loss of credit on the assignment, to classroom discipline sanctions, to a formal discipline referral.

Clothing Guidelines

Appropriate clothing is important for maintaining an atmosphere for learning and reflection. The following diagram reflects the **minimum** parameters of appropriateness. Coming dressed in anything less will result in the wearing of garb most students would consider unflattering.



CELL PHONES, LISTENING DEVICES, NUISANCE ITEMS

Any items that can create disruption or detract from the learning environment should not be brought to school. Such items will be confiscated and additional consequences may be imposed. Items of value, such as electronic devices, cell phones, MP3 players, iPods, and radio/tape players should be turned off and left in backpacks during the school day (7:30 a.m. – 2:15 p.m.), **including lunch time.** If students are using any of these items during the school day, they will be confiscated and will be returned to the students or to parents, as deemed appropriate by administration. Other items, such as rubber bands, action figures, balloons, darts, toothpicks, playing cards, etc. will not be returned.

BACKPACKS

Students may not bring roller-backpacks of any kind to school. Student backpacks must be kept in the assigned cubbies and remain there throughout the school days. Backpacks may not be left in classrooms.

Fees

Each student will pay an ASB fee of \$20.00 when ASB cards are distributed at the beginning of the year. If the card is lost, a replacement fee of \$20.00 will be charged. Replacement fees for books and/or materials, lost or broken, due to carelessness or negligence vary depending upon the cost of the item. Remember, ASB cards will be *required* to purchase lunch.

Zero Tolerance Policy

Renaissance School, as well as Eastlake High School, has no tolerance for *any* act of violence. Fighting or physical assault of any kind is prohibited at school and school events. A student involved in such action shall be suspended from school. Included in the Zero Tolerance Policy are acts which occur while involved in activities of group affiliation that have the effect of causing intimidation, harassment, physical harm to students or staff, disruption to the educational process, or that cause damage to school property.

Renaissance School Dances

Our student dance committee, staff and parent volunteers put a great deal of time and effort into planning our dances. They are great opportunities for students of all grade levels to mingle, enjoy good music and time spent with friends. Everyone is encouraged to attend whether they come to dance or simply to socialize as part of our school community.

In order to plan accurately for the number of students attending our dances, and in order to ensure the safety of our students, we have some specific guidelines regarding our dances:

- Generally there are three Renaissance school dances per year.
- All dances are parent and staff chaperoned.
- Dance tickets must be pre-purchased. **No tickets are sold at the door.**
- Students must purchase their own tickets as well as those of their guests. They must have a signed Parent Permission Form for their guests in order to purchase a tickets.
- Students must present their tickets to enter the dance.
- Students must observe the school dress code at the dance. Students dressed inappropriately will not be admitted.
- Students are expected to dance in an appropriate and safe manner.
- Students arriving after the dance has begun must be checked in by a parent; students wishing to leave the dance prior to the end time must be checked out by a parent.
- Students must be present at school the day of the dance for at least half the day in order to be eligible to attend the dance.
- If students purchase dance tickets and lose them, they may be admitted to the dance (if verification of a dance ticket is made). Students who did not purchase tickets will not be admitted to the dance.
- Only Renaissance students and their **middle school** guests, who have turned in signed Parent Consent Forms, will be admitted to the dance.
- Students should have their rides prearranged to pick them up promptly at the end of the event. The driver must pick students up in person at the door.