



**Renaissance Policy Book  
2022-23**

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## Welcome

Congratulations on your employment with Renaissance Academy. The following pages are designed to give you information about your roles and responsibilities.

The Renaissance Academy Employee Handbook has been prepared as a guideline and information resource for employees. These policies are presented as a matter of information only and not as an all-comprehensive resource covering all circumstances and situations. If at any time an employee has questions or concerns about these any aspect of his/her employment, the employee is responsible to seek clarification from school administration.

These policies supersede all and any prior school policies, oral or written, concerning employment. The school reserves the right to alter, withdraw, or add to any or all sections of the Employee Handbook without prior notice.

The following policies are not a contract and do not legally bind Renaissance Academy in any way.

## Mission Statement

Renaissance Academy seeks to be an academically rigorous center of World language, arts, math and sciences. We will use a 'beyond our borders' perspective designed to create global citizens. Renaissance Academy will utilize both traditional and innovative experiential learning methods in achieving a life-long love of learning.

## Philosophy

### Motto: Experience Education

Founded on the methodology of the 'Renaissance', which is recognized as an era that embraces implementation and nourishment of historical ideas, Renaissance Academy aims to implement educational ideas by embracing and combining those of academic merit that assist the in making a 'difference' in his/her sphere of influence now, and in pursuing future opportunities in the economic world. Working in concert with the Utah State Office of Education's core objectives, Renaissance Academy will be seen as a fruitful branch of the public educational system in Utah, cooperating fully with neighboring schools, districts, and state officials in our educational planning and implementation.

# Employer/Employee Relationship

## Philosophy

Renaissance Academy seeks to create and maintain a work environment of respect, stability, and mutual benefit. Employees, Board Members, Volunteers, and Parents are expected to maintain a professional code of conduct in all situations relating to the school.

To maintain consistency and stability for students and faculty, the administration is advised to make mid-year changes to the teaching staff only when employees violate state or federal law, the Code of Ethics Policy or the Employee Expectations Policy.

The school will also maintain a strict policy of zero-tolerance for the hiring of unlicensed teaching staff. RA requires all teachers to report individual licensing status to the administration by May 30<sup>th</sup> of each calendar year.

All employees are expected to keep individual compensation including salary, benefits, bonus incentives, stipends and scheduling confidential. The school also reserves the right to immediately terminate any employee who lobbies student, parent, or community support for individual gain related to employment.

Renaissance Academy expects staff to seek for the continual pursuit of academic improvement and advises all decisions to be weighed with student benefit as the most important facet of daily and long-term consideration.

# Code of Ethics

## Philosophy

Renaissance Academy seeks to create and maintain an environment where ethical behavior is maintained and modeled.

## Standards

Renaissance Academy employees shall follow the guidelines outlined by the Division of Administrative Rules of the Utah State Board of Education (Rule R686-103 Professional Practices and Conduct for Utah Educators). These guidelines outline the Authority and Purposes of an Educator, Action if an Educator Violates the Provisions of Professional Practice, Professionalism in Employment Practices, Competent Practices, Competent Practices Related to Students, and Moral and Ethical Conduct.

In addition to the guidelines outlined in R686-103, Renaissance Academy employees shall:

- Use no offensive, vulgar, or profane language, actions, or gestures.
- Be fair, kind, and generous in praise.
- Cooperate with colleagues, team teachers, parents, and administration for the general improvement of the school.

## Enforcement

Action will be taken by the school administration regarding any employee in violation of this code or R686-103.

# Employee Expectations Policy

## Philosophy

Renaissance Academy wishes to foster a positive schoolhouse environment for students and employees. Therefore, the Board of Directors directs staff members, administration, and volunteers to maintain the highest standards of professional and ethical behavior. Renaissance Academy further desires to instill security and confidence in employees by clearly outlining employee expectations.

Employee misconduct shall generally be addressed by the Board of Directors, Executive Director, and/or Principal. When allegations of employee misconduct arise, the Board of Directors, Executive Director, and/or Principal shall investigate the allegations in a conference with the employee. A further conference with all relevant parties shall also take place as needed.

## Standards

Misconduct deserving of disciplinary action is not limited to

- Failure to devote full time and efforts to Employee Duties, as outlined in the Employment Agreement.
- Breach of Employment Agreement.
- Violation of negotiated agreements, oral or written.
- Incompetence or inefficiency in the performance of Employee Duties, as outlined but not limited to the Employment Agreement.
- Dishonesty on the job, including but not limited to dishonesty to administration, colleagues, parents, School Executive Committee, or Board of Trustees.
- Any violation of State or Federal Law (excluding minor traffic offenses).
- Bringing in an intoxicant into or consuming an intoxicant on school property or reporting to work under the influence of an intoxicant.
- Being under the influence of a narcotic or other habit-forming drugs without a prescription or abuse of a prescription drug. Employees may be subject to a random drug test.
- Use of tobacco in any form on school premises.
- Use of Renaissance Academy for personal gain.
- Negligent or willful damage to school property or excessive waste of school resources
- Falsifying any information supplied to the school, including to, but not limited to, data on application forms or employment records.
- Unauthorized absence or tardiness without due cause.
- Any violation of the Code of Ethics Policy.
- Any violation of the Policies contained in this handbook.
- Possession of firearms or weapons of any kind on school premises.
- Use of school computer and network resources, including but not limited to Internet access or email accounts, to access, view, or download any pornographic, sexually explicit, obscene, lewd, or otherwise inappropriate material, including but not limited to websites.
- Use of any school computer and/or network resources, including, but not limited to, Internet access or email accounts, for any form of direct or indirect activity for commercial or political purposes or to obtain financial gain.

## **Enforcement**

Employee Misconduct may be disciplined with the following actions up to and including termination:

- Written Warning
- Counsel
- Suspension
- Termination

Certain offenses can have an immediate and serious negative impact upon the school and are grounds for the school, at its option, to effect an immediate termination of employment regardless of whether the employee has been warned or previously counseled/suspended. Examples of such offenses include, but are not limited to

- Any violation of State or Federal Law (excluding minor traffic offenses)
- Any conduct which endangers or threatens the health, safety, or welfare of any student, employee, or any other person.
- Release of confidential information without authorization.
- Three or more days of unauthorized absence.
- Violation of the Alcohol, Drug, and Tobacco-Free Workplace Policy Fighting.
- Dishonesty such as but not limited to, misrepresentation of facts to the administration and/or Board of Trustees and unauthorized altering of time records
- Insubordination/Refusal to perform Employee Duties as outlined

## **Punctuality/ Schedule**

### **Philosophy**

Renaissance Academy will maintain consistent punctuality and hours of operation and expects all staff to arrive on time for assigned duties.

### **Standards**

Employees are expected to know and abide by individual scheduling criteria and to maintain consistent punctuality.

All employees are required to notify their supervisor as early as possible in the event of emergency and make arrangements to ensure their job responsibilities are maintained in their absence.

### **Enforcement**

Any team member, who does not adhere to standards of punctuality and attendance, will be subject to disciplinary action, which may include termination.

# Benefits Summary

## Philosophy

Renaissance Academy seeks to provide competitive and fair compensation for all employees and to reward staff members based upon individual performance and merit.

## Standards

Employees are granted paid leave days according to their individual Employment Agreement. The standards outlined below are generally consistent for all salaried employees.

## Paid Time Off

Salaried employees are granted a set number of paid leave days per year, as outlined in individual employment agreements. Paid time off for full-time teaching staff is accrued at a rate of one day per month worked. During a school year, teachers will accrue a total of 9 days paid time off. When a teacher is absent and uses an accrued personal day, the employee will be paid and the school will pay for the substitute. This is considered paid leave.

When a teacher has exceeded the number of personal days accrued, and the teacher is absent, the teacher's leave will be unpaid and the cost of the substitute will be deducted from their pay. This is considered unpaid leave. Nevertheless, the executive director may, at their discretion, allow an employee to carry a negative time off balance--if the remaining potential accrual would result in a zero balance by the last day worked in a given school year.

For non-teaching salaried employees, missed work days exceeding the authorized leave days will first be counted as vacation time. If the employee misses work with authorization, exceeding vacation time, then the daily rate of pay will be subtracted from the paycheck following the absences.

Employees may use their accrued paid leave days for any reason and without explanation by providing at least two days advance notice to the school.

Except in the case of sudden illness or death in the immediate family, employees may not use paid leave days the day before or after a holiday or anytime during the last two weeks of the school year.

## Bereavement Leave

When eligible employees experience a family death, they are entitled to 3 days leave for in state immediate family members and five days for out of state immediate family members. The immediate family includes: spouse, spouse's parents, children, parents, grandchildren and any other close relative who assumed a parental role in the employee's life.

## Retirement Benefits

Each eligible employee will receive an employer contribution to a 401K plan offered by



Renaissance Academy. The employee will also be able to make an employee contribution to the plan.

## **Health Benefits**

A medical and dental insurance plan will be provided for full-time employees. At the time of employment, eligible employees will receive a handbook explaining this benefit in detail. Renaissance Academy will offer the most cost-effective plan that can be found for their employees. Employees will be expected to make a contribution to the monthly cost of the plan.

## **Substitute Employees**

In the event of absence, the employee is responsible to arrange his/her own substitute from a pool of approved substitutes. The employee must inform the school administration immediately upon the securing of a substitute. Failure to notify school administration of a substitute employee and employee leave can result in disciplinary action including termination. When advance notice is given, the employee shall provide the substitute with adequate materials and guidelines as to limit disruption to the daily routine of the school. In the even no substitute can be secured, the employee is not relieved from his/her Duties of Employment. Once an employee's paid leave benefits have been exhausted, substitute employee wages will be paid the daily substitute rate from monies garnished from the employee's salary.

## **Unemployment**

Utah State Law prohibits employees of educational institutions from receiving unemployment insurance when school is not in session.

## **Maternity Leave**

Renaissance Academy will allow a faculty member to take up to 12 weeks of leave. If the employee has accrued paid leave, the employee may use the accrued days for maternity leave, consistent with RA guidelines for PTO. After paid leave is exhausted, a faculty member may choose to take unpaid leave up to a total absence of 12 weeks.

It is expected that a teacher who will be going out on maternity leave prepare, in advance of their departure, lesson plans for the length of their leave to facilitate a smooth transition to a substitute teacher.

It is expected that school resources will be made available to assist with a teacher's class while they are out on leave. This should include, but not be limited to, the following:

Administration should provide oversight of classroom and school resources during the teacher's leave.

# Classroom Management Guidelines

## Classroom Behavior Management

The ability to create and maintain a positive classroom environment is one of the most powerful indicators of a skilled educator. Excellent teachers are constantly aware of and responsive to distractions that may positively or negatively impact the tone and quality of teaching. Renaissance Academy maintains a positive school culture by: focusing on three clearly defined tools for behavior management.

- Clearly defining student expectations
- Generously praising appropriate behavior
- Consistently administering consequences for inappropriate behavior

To accomplish this goal, all teachers are instructed to review school-wide and classroom expectations with students as often as needed.

Teachers are further instructed to review the classroom behavior plan including the consequences of inappropriate student behavior. The progressive consequence levels have been developed consistent with the “Love and Logic” philosophy which governs student interactions at Renaissance Academy. These management guidelines also enable teachers to identify inappropriate behavior with minimal classroom disruption. Additionally, the guidelines allow teachers to seek proper administrative intervention for escalating behavior. Staff members are encouraged to follow the plan consistently. Staff members are also empowered to bypass any of the steps and seek immediate administrative intervention when needed.

1. Redirect student.
2. Write the student’s name on the board.
3. Place a check mark behind the student’s name. At the next available time, (recess, lunch, etc..) the employee in authority, will meet with the student confidentially and discuss the incident and appropriate consequences if needed.
4. Refer student to the office with an Office Discipline Referral “ODR” card.

Administration is instructed to contact parents/guardians when a student’s behavior reaches level 4 within 24 hours of the incident and to make every effort to inform parents of misbehavior on the same day the incident occurred. Administration and teachers, and staff in authority are advised to contact parents regarding student behavior at any point and to compliment appropriate behavior and to inform them of behavior that does not meet expectations.

## Classroom Budgets

Teaching staff may be allotted individual classroom budgets for use in instruction. The school

recognizes that class-specific supplies and teaching aids can be tools to enhance learning. Renaissance Academy empowers teachers to use professional judgment in ensuring each dollar is utilized appropriately and fits within the framework of “in-class” spending as outlined below. Teachers are also advised that supplies that do not fit the definition will not be reimbursed. The business manager will maintain a record of individual classroom budgets. Additional spending exceeding classroom budgets will not be refunded.

### **Classroom Organization**

Renaissance Academy maintains a zero-tolerance policy for disorder in classroom organization. Teaching staff are required to maintain orderly classrooms as detailed below.

### **Class Websites**

Technology and communication are critical components of a 21<sup>st</sup> century education. Teachers are required to make regular weekly postings of classroom assignments and activities.

### **Parent Communication**

Communication between parents and teachers is an essential part of meeting the needs of all students. Renaissance Academy values prompt and thorough attention to parent requests, questions and concerns. Parent emails and phone calls must be returned within 24 hours of receipt.

# Student Expectations

## Philosophy

Renaissance Academy expects students to maintain high standards of behavior, academic integrity, and to play an active role in school improvement. The standards outlined below are not all inclusive; however, they represent a general description of student expectations.

## Standards

- Remain on school grounds during school hours unless with permission and supervision of a parent, guardian or teacher
- Walk bikes on school grounds
- Respect school property and the property of others
- Observe the dress code
- Come to school prepared to learn and with homework and assignments completed
- Cell phones must remain off and out of view during school hours\*
- No skateboards or roller-blades are allowed on campus
- Electronic toys and games are not allowed on campus\*
- Be polite and courteous at all times
- Keep hands and feet to yourself at all times
- Be attentive at all times
- Be respectful and polite in all forms of communication
- No food or drink allowed in class (except a clear water bottle). No gum allowed on campus
- Bringing weapons or facsimile weapons of any type to school is absolutely prohibited
- Remain seated during class time

# Behavior Plan

## Philosophy

The Love and Logic philosophy is a critical aspect of the Renaissance Academy ideal and culture.

“Love and Logic” is an approach to administering the behavior plan. The philosophy achieves the following goals:

- Puts teachers in control
- Teaches kids to think for themselves
- Raises the level of student responsibility
- Prepares kids to function effectively in a society filled with temptations, decisions, and consequences.” (Jim Fay, Teaching with Love & Logic)

## Procedures

These guidelines have been designed to maintain a safe, orderly, and academic atmosphere. The classroom management procedures create school-wide consistency, structure and standards. These guidelines also give students clear expectations and predictable consequences for inappropriate behavior. This plan is designed to act as a guide in addressing behavior related to RA. Staff members are empowered to make situational adjustments as needed. Staff members may not institute long-term individual plans or strategies without written authorization from administration.

The Renaissance Academy behavior plan classifies inappropriate student behavior as minor, major or severe. A description of each level, and possible consequences are also outlined.

### **Minor Infractions** (not limited to the following):

- Dress Code violations
- Inappropriate language
- Leaving class without permission
- Minor cheating
- Yelling
- Purposeful swearing
- Minor property damage
- Minor disruptions
- Chewing gum
- Minor disrespect
- Whispering/talking to another student
- Running through the classroom, campus
- Littering
- Bullying
- Forgetting homework, planners, folders, etc.

### **Consequences for Minor Infractions** (not limited to the following):

- Warning
- Loss of classroom privileges
- After class discussion with teacher
- Phone call home
- In-school suspension
- Meeting with parents and out-of-school suspension
- After-school detention for 30 minutes
- Written individual behavior plan
- Office Referral Card "ORC"

In general, students will only be referred to the office for major infractions (see list below). Students should be sent to the office with an ORC card explaining the infraction. Students are readmitted to class when the card has been signed by administration. In emergencies, teachers may call the front office for assistance (Ext. 5000) and an administrator will come to escort the student as soon as possible.

**Major Infractions** (not limited to the following):

- Level 3 minor infraction.
- Insubordination (defined as deliberate rudeness in any way to any employee)
- Inappropriate language directed at others
- Major property damage
- Harassment/Bullying
- Threat to students or adults
- Fighting
- Teasing
- Theft
- Severe Misbehavior
- Inappropriate sexual conduct
- Illegal behavior
- Belligerence
- Weapons
- Possession of illegal drugs or substances of any kind
- Consequences for Major Infractions are not limited to the following:
- Loss of privileges such as class trip, assemblies, etc.
- After school detention
- Referral to the School Counselor
- Conference with Principal and Parents
- After-school detention
- Suspension from school

**Severe Misbehavior** (not limited to the following):

- Causing, attempting to cause, or threatening to cause physical injury to another student/person
- Possessing, selling, or otherwise offering any firearm, knife, explosive, or other dangerous object.
- Unlawfully possessing, using, selling, or otherwise furnishing or being under the influence

- of any controlled substance, alcohol, or intoxicant.
- Committing robbery or extortion
- Stealing or attempting to steal school property or private property
- Possessing or using tobacco
- Committing an obscene act and/or profanity or vulgarity
- Defying the valid authority of supervisors, teachers, administrators, school officials or other school personnel.
- Sexual harassment
- Extortion
- Habitual Minor or Major Infractions
- Excessive tardiness, truancy, leaving school without permission
- Bullying

**Consequences for Severe Behavior** (not limited to the following):

- Loss of privileges such as class trip, assemblies, etc.
- After school detention
- Referral to the School Counselor
- Conference with Principal and Parents
- After-school detention
- Suspension from school
- Expulsion from school
- Referral to appropriate community agencies, including law enforcement and mental health services.

# Drop-off and Pick-up

## Philosophy

School hours for students are 8:00am to 3:00pm and 8:00am to 12:15pm on early out days. Because there **is no supervision provided** before 7:45, students should not be on campus. This includes playing on the playground or in and around the school building. Students are expected to go directly home after they are dismissed. Prior arrangements must be made for remaining after school with teachers, participating in after-school activities, or visiting a friend. If prior arrangements have not been made, students must go home.

## Standards

### Drop-off and Pick-up guidelines

- **Drive Slowly** – The speed limit on school property is 9 mph. Follow all posted speed limits on public roads surrounding the school. Pay special attention to crosswalk areas;
- Follow the directions of the crossing guards and those who are directing traffic;
- **Enter and Exit With Caution** - If your passengers are loaded and you are ready to exit the parking lot please look over your shoulder for oncoming traffic, look for cars backing out of parking stalls towards you and look for cars ahead of you that may be pulling out as well. Use your signal and slowly proceed
- **Pull your vehicle along the curb as far forward as possible** before stopping to unload or load passengers. If students in your carpool group approach the vehicle and attempt to load please motion for them to walk down the sidewalk so you can move forward and allow other vehicles to enter the loading/unloading zone;
- **No Cell Phone Usage** – Do not use cell phones while driving towards or away from the school. Studies show an increase of accidents when drivers are on the phone
- Do Not Enter through the Parking Lot Exit
- Students/Pedestrians/Passengers:
  - **Follow Directions of Adults Working Crossing Guards and Directing Traffic** – Only cross streets at designated crosswalks. Do not step off of the curb to cross until the crossing guard has lifted the stop sign and has motioned for you to cross. Never cross a street unless there is an adult;
  - **Waiting for Pick-Up** - If you are being picked up immediately exit the school, go directly to the area where you are picked up, watch for siblings/passengers of your carpool and remind them to wait in the same area, look for your vehicle, when your ride arrives, if necessary, walk down the sidewalk until the vehicle stops before attempting to open the door and load. Once in the car quickly fasten your seatbelts so the driver can promptly exit and free up space for the many other drivers who are waiting to enter the school;
  - Only open doors and unload/load vehicles once the car is parked alongside a curb;
    - No Running, No Playing Tag, No Throwing Rocks or Snowballs, No Climbing on Large Rocks, No Horseplay

## Bicycles



Students riding bicycles to campus must obey all road and traffic laws pertaining to bicycles. Helmets and other proper clothing must be worn. Students must walk their bikes while on campus. Students must lock their bicycles in the appropriate stations on campus. Bicycles may not be used during school hours and must remain locked up until the end of classes each day. Students riding bicycles are assigned to the blue pick-up time and should be leaving campus by 3:05pm (12:20pm on Fridays).

## **Walking Students**

Walking students will be excused at 3:00 pm M-Th and 12:15 pm F. Walkers must use the designated crosswalks and stay on the sidewalk. Students are expected respect the property of surrounding businesses.

## **Drop-off Procedure**

To safely and efficiently **drop off** students in the morning, please do the following:

- REMEMBER, during drop off and pick up times, excited students are present. Please use extreme care and caution and follow the 10 MPH speed limit.
- Students may be dropped off starting at 7:45am. PM kindergarten students may arrive starting at 11:55am.
- BEFORE pulling into the drop-off zone, please ensure that students are ready to exit your vehicle. (Coats on, backpacks in hand, kisses planted).
- Pull into the school drop-off zone as close to the curb as possible. Please pull as far forward as you can to expedite the drop-off procedure.
- Please drop off students only in the drop-off zones, not in the street, cul-de-sac, or nearby businesses.
- After dropping off students, please use the exit lane to depart.
- If students are late or tardy, parents must park and walk their students into the school and sign them in at the office.
- If you intend on entering the school to volunteer etc., please drop students off first using proper protocol and then park your vehicle.

## **Pick-up Procedure**

Student pick-up is directed by assigned staff members and volunteers. Parent and students are expected to be conscientious and courteous each day in the process. Parents who need to enter the school must park their vehicles in the south parking lot.

To safely and efficiently pick-up your children up after school is over, please do the following:

- Pick-up begins five minutes after the end of the school day (3:00 standard day, 12:15 early out). Under normal circumstances, please do not pick up your student before the end of the school day.
- AM kindergarten will be picked up at 11:00am (or 9:55 early out)
- Please hang the colored number card from your rear view mirror. If you lose your card, please obtain a new one from the front office.
- When you enter the parking lot to pick up your student, please pull as far forward as possible.
- Students will be released and helped into the car by assigned staff, faculty, and parent volunteers in the car pool lanes.

- Students are not allowed to leave the curb unless they are entering a vehicle stopped adjacent to the curb or being escorted by an adult to a vehicle parked elsewhere in the parking lot.

Please do not attempt to call your student to your vehicle from across the parking lot.

- No one other than a student's parents or legal guardians may pick up a student from school unless written authorization signed by the parent is provided to the school. In accordance with this policy, parents must register their carpool arrangements with the school. Please inform all authorized persons who will pick-up your students about these guidelines and the pick-up procedure.
- Because of limited parking and tight drive-thru areas, carpools are strongly encouraged.
- If car pool staff finds any unexplained inconsistency or change, students will be kept in the school office while the car is parked out of the way and a parent/guardian is telephoned.
- During the pick-up process, please do not ask the teachers for a status report on students.
- Always exit the property with your students in proper seatbelts.
- Students should remember the following:
  - Do NOT leave the curb until your vehicle is stopped and ready for you to enter.
  - Do NOT leave your loading zone to play with or visit other students.

### **After School Activity Pick-up**

Pick-up time is up to 15 minutes following the end of the activity. Parents should follow the same procedures for pick-up of their students from after school activities as those used during regular school hours. Remember, safety is the first consideration in dropping off and picking up students.

# Food Allergies

## Philosophy

The following plan is designed to safeguard our students with food allergies:

## Standards

It is the responsibility of parents/guardians to notify their children’s teacher and administration of allergies. The teacher will then try to ensure that whatever food may be served in class will not jeopardize the students.

We recommend that parents provide their students with a medical alert bracelet or necklace if they have severe enough allergies that teachers, TA’s or food service workers need to be notified. As we have rotating staff monitoring the lunch room, we will be unable to remember which children have which allergies and will need to rely on this information.

For those students with peanut allergies, we will have at least 1 “peanut free” table in the lunch room. Allergic children, and their friends who have “nut-free” lunches, may sit at this table. We will have our school janitor carefully wipe down this table each day to ensure no peanut product residue on this table.

## School Records Management Policy

The Board of Trustees is committed to see that Charter Academy records are managed in an efficient, responsible manner. Therefore, the Board delegates to the Administration responsibility for maintaining, classifying, preserving, accessing, and destroying school records in compliance with the Government Records Access and Management Act (GRAMA), Utah Code §63-2-701, annotated 1991.

### Guidelines

1. Records Management
  - a. Charter Academy records shall be managed under the direction of the principal and business manager.
  - b. The business manager shall be the records officer for all general school records including Board of Education minutes, Human Resource records, and all documents related to fiscal matters such as property, budgets, payroll, accounts, contracts, etc.
  - c. The School Principal shall be the records officer for all records related to students.
2. Records Classification
  - a. All Charter Academy records shall be classified as either public, private, controlled, protected, or exempt.
3. Public Records
  - a. Public records shall include:
    - i. Official minutes, actions and decisions of the Board of Trustees and School Administration unless the record involves information which is classified as

- private, controlled, or protected.
  - ii. Official School and school policies, contracts, minutes, and accounts.
  - iii. Names, gender, job titles, job descriptions, business addresses, business telephone numbers, gross salaries, working hours, and dates of employment of all current and former employees.
  - iv. Documents showing formal criminal charges against an employee unless, in the judgment of the principal, the charges are groundless or the charges are not sustained.
- b. Public records shall be open for public inspection during regular office hours.
4. Private Records
- a. Private records shall include:
    - i. Personnel files including applications, nominations, recommendations, evaluations, and proposals for advancements or appointments.
    - ii. Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical condition, and military status.
    - iii. Individual student records.
  - b. Private records shall be open only to the subject of the record and other authorized individuals or agencies. Access to student records shall be provided in accordance with the Family Educational Rights and Protection Act (FERPA).
5. Controlled Records

# **Volunteers**

## **Philosophy**

For the safety of our children, parents and others wishing to volunteer must complete a background check. The background check form is available on at the front office. A \$10 fee is required to process the background check. Please turn in completed forms and money to the front office prior to the beginning of the school year. Background checks will be valid for 3 years from the date approved.

## **Standards**

All official parent volunteers working in the school and with students will be trained, have a background check, and be issued a volunteer identification tag. Each volunteer is required to wear his/her badge while on campus and to abide by all school policies and procedures.

# **Student Attendance and Punctuality**

## **Philosophy**

To fulfill Renaissance Academy's goal of educating the whole child in a collaborative learning environment, regular and punctual attendance is vital. Students must be present to maximize their experiences and success, as well as the success of their classmates. Punctuality and attendance are important skills designed to prepare students for the workplace.

## **Standards**

Students may not have more than five (5) excused or unexcused absences per term. For purposes of this policy, term dates will be established in the Renaissance Academy annual school calendar. Absence from class for any reason, including family convenience, shall be counted in this total.

## **Excused Absences**

Absences from school with the knowledge and approval of a student's parents/guardian are excused absences, but such absences are counted toward the maximum allowed per term. In order for an absence to be excused, oral or written communication from the student's parent/guardian must be received within 48 hours of the last day of the absence. A message may be left on voicemail before or after school hours. Please leave your name, your child's name, classroom, the date and the reason for absence. If the staff does not receive an oral or written communication within two days of an absence, it is automatically unexcused. Please be aware that teachers will not be required to put together packets of work prior to your absence.

## **Unexcused Absences**

An unexcused absence is any absence from school without written or oral communication from the student's parents/guardian.

## **Enforcement**

### **Absence**

Parents/guardians will be notified by office staff of the 3rd and 4th absences during a term. Notice of the 3rd absence will include an invitation for the parents/guardian to meet with the Administration to discuss ways to address the student's attendance. On notice of the 4th absence, the Administration may develop an attendance contract with the parents/guardian.

Parents/Guardians will be notified of the 3rd and 5th absences of the term. After the 5th absence administration will review the absences and an invitation may be sent to parents/guardians to meet with a member of administration.

Students with 10 consecutive unexcused absences will be unenrolled from school and consistent with the requirements of R277-419-5 will not be considered an eligible student for the purpose of determining continuing enrollment as described therein.

## **Tardiness**

Every student is expected to be punctual for school. Tardiness results in a student missing necessary instruction and interruption of the class. A student is considered tardy if they arrive at school any time after the bell rings commencing school (currently 8:00 a.m.) If a child is tardy to school, the parent must sign the student in at the front desk or provide the office with a note. The student must obtain a tardy slip before going to the classroom. If there is a valid reason for the tardiness, please explain the reason in the note. Students arriving without parent check-in or note will automatically receive an unexcused tardy. Oversleeping is not considered an excused tardy. Parents will receive an email after every tardy. After 3 excused or unexcused tardies within a 2 week period, an invitation may be extended to parents/guardian to meet with Administration.

## **Vacations**

Vacations during the school year are discouraged. If your family intends to take a vacation, written notice must be made to the Principal and the classroom teacher(s). Please be aware that teachers will not be required to put together packets of work prior to your vacation.

## **Release of students**

Students are discouraged from leaving school during school hours. In the event that it is absolutely necessary, please send a note to the teacher regarding the early dismissal. Children will be released only to the parent/guardian or to those family members or adults designated on the emergency information form. Parents/guardians must come to the office, not the classroom, to collect children who will then be called to the office. The person who is checking the student out requires picture identification. Parents/Guardians, please do not send unauthorized individuals to check your students out. For the safety of your children and students, this policy will be strictly enforced. Children may not leave school grounds until they have been signed out at the school office.

## Usage Fees

### **Philosophy**

In order to help maintain the school, Renaissance Academy will require a monthly usage fee for every before or after school activity. This usage fee charge will come out of the monies collected by the TFL at the beginning of each contract. The money will pay for the upkeep of the school, the maintaining of equipment, and the promotion of the Before/After School Program.

### Standards

The following usage fees have been established:

Gym \$25/month

Gym + equipment \$35/month

Classrooms & Labs \$10/month

Lab equipment \$25/month

Library & Common Area Pods \$15/month

For occasions when a before or after school program will have a very limited need of equipment, (e.g. Theatre Arts performances requiring seating chairs for three days, Ballroom Dance Concert or Band Concert requiring seating chairs for one day) a one-time usage fee of \$25 will be charged to the program, which will include the monthly usage fee(s) stated above.



# Fieldtrip Policy, Procedure and Guidelines

## Philosophy

Fieldtrips extend learning beyond the classroom and are an integral part of Renaissance Academy. The following policies have been developed to ensure a uniform procedure, to establish a coordinated standard of safety, and to provide a meaningful experience for all students.

Students may participate in fieldtrips only with parental or guardian permission. Appropriate forms must be filled out and returned to the schoolhouse prior to fieldtrip departure. Student attendance on fieldtrips is at the sole discretion of the teacher. (This may be affected by student behavior or incomplete assignments.)

## Standards

Transportation will be provided by carpool or by school bus. An adult representative from each family is encouraged to participate in at least two (2) field trips per family during the year. An option for single parent families, parents whom both work, and/or families with multiple children and toddlers unable to attend fieldtrips would be a “trade” option. The “trade” option would mean parent(s) in prior mentioned situations would have the responsibility of arranging a different volunteer time in another area to compensate.

Chaperones will be included if expense, space, and necessity for additional supervision is determined to be appropriate by the teacher and field trip coordinator. Chaperones will be informed before the trip if their costs (ticket price, etc.) are covered or if they must cover their own expenses.

## Adult Chaperone Fieldtrip Responsibilities

1. Keep carpool students with you at all times, including escorting them to the restrooms. NEVER LEAVE ANY STUDENTS UNATTENDED.
2. Maintain order and encourage appropriate behavior both in the car and at the facility.
3. Communicate observed incidents of unsafe driving to your Fieldtrip Coordinator (FC). (The FC will share those concerns with the Principal who will address, if needed, the concern with that driver and document the conversation. The Principal will then determine whether the driver will continue driving on field trips or fulfill his/her field trip requirement by chaperoning.)
4. Provide a smoke-free, alcohol-free, drug-free, weapon-free environment during the trip.
5. Follow instructions and directions as requested by the lead teacher and/or FC.

## Fieldtrip Driver Requirements

1. Possess a valid Utah State driver's license and be 25 years of age or older, or the parent of one of the students traveling on the field trip. Drivers with any history of reckless, drunk, drug or other illegal offense will not be allowed to drive on any field trips.
2. Complete and pass the Driver Training Course – video and quiz – required by the USOE.
3. Provide proof of liability insurance as specified by RA (100,000/\$300,000/\$50,000 -Bodily Injury and Property Damage Liability and \$100,000/\$300,000 - Underinsured Motorist and

- \$10,000 Personal Injury Protection or Medical Payments)
4. Use only a vehicle registered to the driver and on file at the school.
  5. Provide one working seat restraint for each person in the vehicle as required by state law.
  6. Ensure that no student sits in a seat with an air bag unless they are of proper weight and size.
  7. Provide a vehicle in good working order with a full tank of gas and a spare tire.
  8. Provide required driver and vehicle information to be kept on file at school.
  9. Other requirements as may be listed by Renaissance Academy specific to each Fieldtrip.

## **Fieldtrip Driver Responsibilities**

Notify the FC immediately in the event of an illness or emergency, which prevents you from fulfilling your obligation. Drive directly to and from the fieldtrip with NO SIDE TRIPS OR SPECIAL STOPS. Follow speed limits and posted traffic instructions.

Arrive at or before the designated classroom meeting time to review the fieldtrip carpool packet. Listen to classroom guidelines for the trip. Walk students to the vehicle. Be certain ALL seatbelts are fastened on individual students. Walk the students back to the classroom upon returning to school, being sure there is an adult/teacher to supervise the students in the room.

Carry fieldtrip carpool packets at all times. Return packets to the teacher. Operate cell phones only in emergency situations.

Recognize that siblings of students may not attend field trips.

## **Fieldtrip Grade Guidelines**

1. K-3rd grade: Most fieldtrips taken will be school day trips that can be completed during the regularly scheduled school day. However, there are some that extend past Kindergarten hours.
2. 4th grade: Fieldtrips may be school day trips or all day trips. All day trips are limited to a maximum of three (3) hours traveling distance from the school. This is to facilitate students visiting and learning about Utah, their history topic for the year.
3. 5th–8th grade: Fieldtrips may be school day trips, all day trips, or an overnight trip. Each grade may plan one (1) overnight fieldtrip during the school year. The teacher/organizer of the fieldtrip must provide all details to parents and options if the student is unable or unwilling to attend the fieldtrip. Cost will be kept to a minimum as schoolhouse fundraising will not be sponsored.

## **Extended Overnight Fieldtrips Guidelines for 5th-8th grades**

1. 5th-6th grade: Fieldtrips may be planned to include students from both grades, teachers, and an adult family member or guardian chaperones. Teachers must submit the Application for Overnight Fieldtrip form by April 15 of the previous school year. The final decision on which fieldtrip will be taken will be determined by the Schoolhouse Administration by May 15 of the previous school year. Decisions will be based upon factors such as adherence to the Renaissance vision, cost, time away, distance, educational value, student safety, availability of or participation in other similar activities, and logistics. Schoolhouse administration will limit the number of extended

overnight fieldtrips to two per year. Cost will be kept to a minimum, as fundraising will not be allowed. The teacher/organizer of the fieldtrip must provide all details to parents and options if the student is unable or unwilling to attend the fieldtrip. Families must be made aware of these fieldtrips at the beginning of the school year to enable students to earn the money required to go on the fieldtrip.

2. 7th–8th grade: Fieldtrips may be planned to include students from both grades, teachers, and an adult family member or guardian chaperones. Teachers must submit the Application for Overnight Fieldtrip form by April 15 of the previous school year. The final decision on which fieldtrip will be taken will be determined by the Schoolhouse Administration by May 15 of the previous school year. Decisions will be based upon factors such as adherence to the Renaissance vision, cost, time away, distance, educational value, student safety, availability of or participation in other similar activities, and logistics. Schoolhouse administration will limit the number of extended overnight fieldtrips to two per year. Cost will be kept to a minimum, as fundraising will not be allowed. The teacher/organizer of the fieldtrip must provide all details to parents and options if the student is unable or unwilling to attend the fieldtrip. Families must be made aware of these fieldtrips at the beginning of the school year to enable students to earn the money required to go on the fieldtrip.

# Emergency Response Plan

## Philosophy

Renaissance Academy maintains policies consistent with readiness and response in cases of emergency.

## Standards

In case of emergency, each classroom is equipped with basic First Aid supplies, emergency guidelines, and the specific health problems of the students (these are placed in the care of each teacher). Parents are asked to provide a 72-hour emergency kit for each student attending Renaissance Academy. Information on the contents of the kit can be obtained from the Family Engagement Committee. KSL (AM 1160) is our emergency radio station and they will indicate when schools are closed due to inclement weather or emergency.

In the event that conditions at the school make it unsafe for students to remain, the school will contact parents, using the data supplied on the Emergency Information Form, of the need to pick up their children.

In the event of a major disaster affecting the entire community, and if the building is still a safe refuge, students will be kept at school until released to a parent, family member or authorized adult.

## Emergency Information

All families are required to complete the emergency information packet per student upon enrollment at Renaissance Academy. All emergency contact information will be kept confidential and used only by administrators, teachers, or appropriate personnel for emergency contacting.  
Hour Kits for Students

All students should have a 72 Hour emergency kit to be kept at the school. Put everything in one 2 gallon size bag with the student's name on it.

- Food (crackers, pouched tuna fish, cereal, fruit, granola bars, fruit snacks, etc.)
- 3 water bottles (20 ounces)
- Whistle
- Tissues or Toilet Paper (traveling size available at Wal-Mart in the traveling section)
- Hand sanitizer
- Flashlight & extra batteries
- Hand Wipes Mini first aid kit (Band-Aid, Neosporin or Band-Aids plus antibiotic)
- Emergency Blanket (Wal-Mart, Recreation Outlet, Target, Shopko, etc.)
- Light Stick
- Gum
- Information contact paper

## **Extreme Temperature**

In the event that the air inside the school maintains a temperature above 90 degrees or below 50 degrees for longer than 2 hours, Renaissance Academy will cancel school for the day. Administration will contact parents and ask them to pick up their children. After all the children have gone home all employees will be sent home. Renaissance Academy will contact an appropriate repair technician to resolve the problem.

Student Medical Policy & Procedures

## **Philosophy**

Each student will have a health form filled out by their parent/guardian as part of school registration. Students will not be allowed at school without a health form on file in the front office. Students with health concerns, chronic illness, or in need of medication during school hours will have a “health alert” folder, which will be kept at the school office. This folder will contain information on procedures to follow in case of illness or emergency, as well as any necessary parental permission.

## **Standards**

1. Teachers will be given health files on students with health concerns, chronic illness or who take daily medication administered during school hours. Teachers will keep health files on these students readily available to them.
1. At the beginning of each school year, staff will receive their health alert files and each student's need discussed by the teacher, office staff and Administration.

## Medications

Whenever possible, medications should be administered at home. However, RA administration and/or front office staff will administer medication if families comply with the following policy and procedures:

- **“Asthma medication”** means prescription or nonprescription, inhaled asthma medication.
- **“Diabetes medication”** means prescription or nonprescription medication used to treat diabetes, including related medical devices, supplies, and equipment used to treat diabetes.
- **“Epinephrine auto-injector”** means a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to provide, rapid, convenient first-aid for persons suffering a potentially fatal anaphylactic reaction.
- **“Medication”** means a medicine or substance recognized by the FDA to have curative or remedial properties. The medication must be administered under the direction of a licensed medical provider, and may be a prescribed or over the counter product intended for internal or external use.

### Administration of Medication at School

Designated personnel have the responsibility to administer medication to all students with a written physician's medication order. If a medication is repeatedly refused or not given, the parent/guardian must be notified.

As long as authorized personnel act in a prudent and responsible manner, school staff that provide assistance in substantial compliance with the licensed medical provider's written statement, are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of the medication under this policy.

### Procedure for Administration of Medication at School

Do not ask teachers to administer medication to your student. Prescription and/or nonprescription medication may be administered to a student only if:

1. The student's parent or legal guardian has provided a completed, current, signed and dated, “Authorization of School Personnel to Administer Medication” form (see Appendix) providing for the administration of medication to the student during regular school hours. This request must be updated, at least, on a yearly basis, or whenever a change is made in the administration of medication.
2. The student's licensed medical provider has also provided a signed and dated “Authorization of School Personnel to Administer Medications” form describing the method, amount, and time schedule for medication administration, and the side effects that may be seen in the school setting from medication.
3. The medication is delivered to the school by the student's parent/guardian. A one week's supply or more is recommended.
4. Prescription medicine must be in its original prescription container listing the student's name, the name of the medicine, the amount of dose, and the time it is to be taken.
5. Nonprescription, over the counter medication, is in the original container and clearly labeled with child's name and dose, per doctor's order, on the container.
6. The medication is an oral, inhalant, eye or ear drop, gastrostomy, rectal, topical, epinephrine

auto-injector, glucagons, or insulin medication. Medications requiring other routes (IV, and other injectable medications) **cannot** be administered by school personnel.

7. Prescription and/or nonprescription medication specified in a student's IEP or 504 accommodation plan will be administered as outlined in the accommodation plan.

The Administration will:

1. Designate staff to administer medication. A record or form identifying the authorized staff by name and position will be kept in the medication administration book.
2. Arrange annual training with the school nurse for designated employees. This training will include:
  - a. How to properly administer medication(s).
  - b. Indications for the medication(s).
  - c. Dosage and time of medication(s).
  - d. Adverse reactions and side effects of medication(s).
  - e. Proper maintenance of records.
  - f. Requirement that designated staff sign that they received medication administration training.
3. Insure proper maintenance of records pertaining to the student's daily administration of medication(s) which includes:
  - a. Provide a secure location for the safekeeping of medications.
  - b. Each student must have his/her own "Authorization of School Personnel to Administer Medication" [form on file](#).
  - c. A daily medication tracking form will show authorized signature and initials of designated staff.
  - d. The daily medication tracking form will show medication, dosage, time of day, and date. It will show how much and when medication has been delivered to the school by the parent. It may also show how much medication has been discarded (if necessary) and who witnessed it.
  - e. Any adverse reactions or medication error will be reported promptly to the parent/guardian. If the parent is unavailable, the student's doctor will be called for further direction. This adverse reaction or error must be documented.
  - f. The daily medication tracking form will be available to be viewed by parent/guardian upon request.
  - g. The medication documents will be placed in the student's cumulative file or special education file at the end of each year. The "Authorization of School Personnel to Administer Medication" and daily medication tracking forms are legal medical documents.
  - h. Medication(s) to be administered by school staff must be stored in a locked cabinet with the exception of those medications needing refrigeration.
  - i. Adequate temperature of all medication must be maintained.
  - j. Unused medication(s) should be picked up within two weeks following notification of parents/guardians or it will be disposed of by the school and recorded on the daily medication tracking form. In disposing of medication, two people must be present to record the amount of medication discarded, date and how discarded. Both witnesses must sign the daily medication tracking form.

Authorization for administration of medication by school personnel may be withdrawn by the school at any time after actual notification to the parent/guardian should problems or difficulties occur, such as:

1. The parent/guardian has been non-compliant with the medication policy; or
2. The student has been non-compliant with the medication policy by:
  - k. refusing medication repeatedly; or
  - l. frequently not coming for medication at appointed time.

The withdrawal of medication for students on 504 accommodation plans or IEP can only occur after a renegotiation meeting with the parent has taken place.

### **Student Self-Administration** (of Asthma, Diabetes Medication Or An Epinephrine Auto-Injector)

A student shall be permitted to possess and self-administer asthma medication, or diabetes medication, or an epinephrine auto-injector if;

1. the student's parent or guardian signs a statement authorizing the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector; and acknowledging that the student is responsible for, and capable of, self-administering the asthma or diabetes medication, or an epinephrine auto-injector; and
2. the student's health care provider provides a written statement that states it is medically appropriate for the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector and be in possession of the asthma or diabetes medication, the epinephrine auto-injector at all times; and the name of the asthma or diabetes medication prescribed or authorized for the student's use.
3. Any misuse of asthma or diabetes medication, or the epinephrine auto-injector by the student may be subject to disciplinary action under RA's Policy (5S-401).

### **Accidents or Illness**

If a child is injured at school, she/he will be given emergency first aid treatment by an appropriate adult trained in first aid. Judgment will be used on whether to call 911. A parent will be called immediately. If a parent is not available, the designated emergency contact will be called. If a child should become ill or complain of feeling ill at school, the school nurse or office staff will contact the student's parent and discuss with the parent to determine if the child should be sent home. Students may not attend school with a fever of 100 degrees or higher or other symptoms indicative of illness. Parents, please do not send your student to school if they exhibit any symptoms of sickness or ill health.

In the event that it is determined that an ill student will leave school, a parent will be called, and if not available, the designated guardian(s) will be called. That person must come into the school building to sign out their student during school hours. For safety reason, students will not be sent out to meet parents waiting at the curb. For their comfort and well being and the well being of all our students, children who are determined to be sick must be sent home. School facilities are not adequate to care for sick children.

Parents must notify the school immediately if a student has been diagnosed with an infectious disease such as lice, chicken pox (varicella zoster), whooping cough (pertussis), pink eye, etc. Students with contagious diseases must remain home until cleared for return to school by a doctor.





# Immunizations

## Philosophy

All children enrolled in a school or early childhood program **MUST** have an immunization record, which documents all doses and dates for all required vaccines received.

## Standards

Before a child enters a school or early childhood program, parents must present the student's immunization record with the following information:

1. The **name** of each required vaccine;
2. The **date** (*month/day/year*) **of each dose** received;
3. **Written verification** of all doses by a physician, clinic, or other authorized medical provider.
  - a. **A student born AFTER July 1, 1986** 5 DTP/DTaP/DT - 4 doses if 4th dose was given on/after the 4th birthday 3 OPV (Oral Polio) or 4 IPV (Inactivated Polio) - 3 doses if 3rd dose was given on/after the 4th birthday 2 Measles 1 Mumps 1 Rubella
  - b. **A student born AFTER July 1, 1993** 5 DTP/DTaP/DT - 4 doses if 4th dose was given on/after the 4th birthday 4 Polio - 3 doses if 3rd dose was given on/after the 4th birthday 2 Measles 1 Mumps 1 Rubella 3 Hepatitis B
  - c. A student born AFTER July 1, 1993 and entering the 7th grade must have: 1 Td booster
  - d. 1 Varicella (chickenpox) -history of disease is acceptable, parent must sign verification statement 3 Hepatitis B
  - e. **A student born AFTER July 1, 1996** 5 DTP/DTaP/DT - 4 doses if 4th dose was given on/after the 4th birthday 4 Polio - 3 doses if 3rd dose was given on/after the 4th birthday 2 Measles 1 Mumps 1 Rubella 3 Hepatitis B 1 Varicella (chickenpox) -history of disease is acceptable, parent must sign verification statement 2 Hepatitis A

## Enforcement

According to the Utah Immunization Rule for Students (R396-100-4), the Utah School Immunization Record (USIR), commonly called the "PINK CARD" is the official school immunization record for all students who are enrolled in any early childhood program, any public, private or parochial school. Renaissance Academy will provide that form for you if you do not already have one with your school records.



# Student Engagement Responsibilities

## Academic Integrity Philosophy

Academic integrity is a fundamental virtue in our community because it is a crucial part of our mission to help students think for themselves. Students are expected to honor that principle by being honest in every aspect of their academic life. Breaches of academic integrity, including plagiarism, collusion, and cheating, are serious violations of the Renaissance Academy Honor Code.

## Standards

A student commits plagiarism when he/she borrows or imitates the wording, ideas, data or thoughts of another author, and represents them as his/her own original work. In all scholarly writing, students' work must appropriately credit the work of the original author or source. **All information received via the electronic media must be properly cited. Downloading papers off of the Internet and utilizing foreign language translators is strictly forbidden.** If a student is unsure about what information needs to be cited or how to properly document research, he/she should seek the help of his/her teachers.

Collusion happens when two or more students work together and one presents the work as his or her own. This includes presenting work as one's own after having received inappropriate assistance on homework, a paper, or other assignment. This does not mean that students cannot ask for help with their school work – if a student is unsure about what kind of help is appropriate, he/she should discuss his/her concerns with his/her Advisor.

We take cases of plagiarism, collusion, and cheating very seriously. All such incidents are brought before the student's Advisor and, if necessary, the Discipline Committee.

## **Grading Philosophy**

Renaissance Academy will adhere to traditional grading methods. Each teacher will provide a grading policy in their disclosure document, which is in harmony with the mission, vision, and values of RA, and their assigned learning community.

## Homework Philosophy

Although regular homework is an important part of the academic program at Renaissance Academy, we also value student involvement in extracurricular activities and family activities. It is expected that RA teachers will assign homework that allows students these opportunities. The following times are provided as guidelines and are not intended to be absolutes. For example, major projects may require more time than the maximum amount. Understand that all students' work at a different pace and that time spent towards completion of a task may vary. Homework has three major purposes:

1. To provide additional academic growth, skill development and understanding formation as students continue to work on their own in a home environment.
2. To teach personal responsibility, life value priorities, and time investment skills.
3. To keep parents informed and engaged in their student's education and learning.

### Homework Maximum/night

Kindergarten	15 Minutes
1 Grade	30 Minutes
2 Grade	35 Minutes
3 Grade	45 Minutes
4 Grade	45 Minutes
5 Grade	60 Minutes
6 Grade	60 Minutes
7 Grade	90 Minutes
8 Grade	90 Minutes

Parents are responsible to:

1. Provide a time and place free from distraction for the student to work.
2. Sign any worksheets or homework logs that the teacher may send home.
3. Monitor student work and provide additional support as needed.
4. Communicate concerns and work closely with the teachers if questions arise.

# Network and Internet Use

## Philosophy

Internet and network use is a privilege, not a right. Use of the internet and network must be consistent with the Professional and Ethical guidelines outlined by the Utah State Office of Education and Utah Educational Network (UEN). Renaissance Academy prohibits any use of the network or internet that violates any federal or state law.

## Standards

Employees of Renaissance Academy are also prohibited from utilizing school property to:

- Gain and use unauthorized access to the accounts on the network.
- Attempt to obtain access to restricted sites, servers, files, databases, or other systems (e.g. "hacking").
- Use internet games or chat rooms not related to core curriculum.
- Use the internet or network for any illegal activity. This includes, but it is not limited to distributing copyrighted, threatening, obscene, or trade protected material. This prohibition includes the violation of any federal, state, or local laws.
- Provide personal addresses, phone numbers, and financial information of any individual other than yourself within any network communication.
- Use the internet for commercial purposes, financial gain, personal business, product advertisement, and use for religious or political lobbying.
- Download music or video files or any other files that are not directly related to the core curriculum.
- No visiting or searching of pornographic sites will be tolerated.

## Enforcement

Internet use is a privilege, not a right. Inappropriate use may result in a loss of network privileges, referral to legal authorities, and/or disciplinary that may include suspension or termination of employment.

# **Illegal Drugs, Tobacco, & Alcohol Policy**

## **Philosophy**

Controlled substances are strictly prohibited.

## **Standards**

A drug offense consists of the possession, use, or distribution (giving away or selling) of any controlled substance (including methamphetamine, marijuana, cocaine, steroids or other drugs listed in the law) or any imitation of a controlled substance (something that looks like a controlled substance even though it isn't) or any drug paraphernalia which may be used to produce, packages, distribute, or use drugs. An alcohol or tobacco offense consists of the possession, use, or distribution (giving away or selling) of any alcoholic or tobacco product.

RA supports parents in their responsibility to prevent or intervene with problems of substance abuse and to seek help from public and private agencies for students who become involved with substance abuse.

School administration, faculty, and students shall cooperate fully in reasonable and appropriate law enforcement investigations relative to the use, possession, sale, or distribution of alcohol, controlled substances, imitation controlled substances, or drug paraphernalia in school facilities or during school activities.

Renaissance Academy recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students.

## **Enforcement**

Any student who is under the influence of or possesses, sells, offers for sale, or distributes alcohol or controlled substances or drug paraphernalia will be considered under the disciplinary category of severe misconduct.



# Weapons Policy

## Philosophy

Renaissance Academy will not tolerate the possession of any weapons or other dangerous objects on campus. RA also prohibits the possession of weapons or other dangerous objects, including toy or facsimile weapons, on school property. Weapons include, but are not limited to: firearms, throwing stars, air guns, weighted chains, firecrackers, baseball bats, nun-chu-ka sticks, toy weapons, knives, facsimile weapons, water guns, clubs and pipes.

## Enforcement

- Any student found to be in possession of dangerous weapons on school property or during a school event shall be expelled; violators are may be charged with a gross misdemeanor.
- Any student using a toy or facsimile weapon in a threatening manner shall be suspended or expelled; violators may be charged with a gross misdemeanor.
- Any student using any dangerous object in a threatening manner, or using any object to cause injury to any person shall be suspended or expelled.
- Any student found to be in possession of a facsimile or dangerous object shall be suspended (minimum of five school days) or expelled. Determining factors for the length of suspension are: The nature of the object degree of possible injury to any person any threatening actions to any person.
- Possession means having a weapon or dangerous object.

# **Notification of Threats of Violence or Harm**

## **Philosophy**

By Utah State Law, the issuing of a threat against individuals or against state property will be taken seriously. Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means. Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property or to harm students, employees, volunteers, patrons or visitors.

Staff, students, volunteers, and other involved in school activities have the responsibility to report any threats of violence or harm to the administrator. Persons found to have made threats of violence or harm will be subject to the Severe Misconduct Discipline policy and will be referred to appropriate community agencies, including law enforcement and mental health services.

# Uniform Dress Code

## Philosophy

Uniforms are an important part of the distinctive learning environment at Renaissance Academy (RA). Uniforms improve the classroom learning environment; build citizenship and a sense of community.

Uniforms accomplish these goals by:

- Setting a tone for serious study
- Decreasing distractions created by modern fashion and socioeconomic differences
- Instilling students with discipline and self-respect
- Eliminating social distinctions
- Maintaining a healthy and positive school image
- Providing a visible and public symbol of commitment to high academic standards

## Standards

Unless otherwise noted school uniform is expected during school hours.

**Full Dress Uniform:** Full dress uniform is worn every Monday and on other special occasions as communicated by the school. As prescribed by the school or the teacher, students may be required to wear the full dress uniform for field trips and special activities, or shall otherwise not be allowed to attend the field trip or activity.

The chart below outlines the required clothing of the Full Dress Uniform for both girls and boys. A description of all approved school uniform items is detailed in Section Four, Approved Uniform Selections and Item Descriptions

## Full Dress Uniform Items

### Girls

- White blouse
- Skirt, skort, or jumper in Marymount plaid or navy
- Black, brown, or navy belt (required only for skirts or skorts with belt loops)
- Cross-tie in Marymount plaid or navy Tie in Marymount plaid or navy (grades 6-8 only)
- Navy sweater or navy sweater vest (optional); no sweatshirts or polartec fleece items
- Navy, black, or white tights or socks; navy or black leggings

### Boys

- White dress shirt
- Navy pants or navy dress shorts
- Black, brown, or navy belt (required for pants or shorts with belt loops)
- Tie in Marymount plaid or navy
- Navy sweater or navy sweater vest (optional); no sweatshirts or polartec fleece items
- Navy, black, or white socks

Regular School Uniform: The regular school uniform is worn Tuesday through Friday. A description of all approved school uniform items is detailed in Section Four, Approved Uniform Selections and Item Descriptions.

The School will work with student who have extenuating circumstances and will provide assistance for low-income students.

Modification Process: The Administrative Director and School Administrative

Committee (SAC) shall monitor uniform implementation and recommend any needed policy or regulation changes to the Governing Board as perceived to be necessary based on developing circumstances. In considering any changes to the uniform policy, the Director, the SAC, and the Governing Board shall consider at least the following elements: quality, cost, availability for purchase, and style of the uniform.

Students are to represent themselves as responsible, respectful individuals, and are expected to wear the school uniform accordingly. To accomplish this, students will:

- Tuck in shirts
- Keep shoes tied
- Visible socks
- Wear all clothing appropriately
- Wear pants, shirts and skorts at the appropriate height
- Limit undershirts to one white undershirt
- Keep clothing in good repair
- A navy shirt with navy pants is unacceptable
- No commercial logo's larger than a quarter are acceptable
- Comfortable shoes that are black, brown or white and that are free from distracting characters or lights
- Girls are strongly encouraged to wear shorts under their skirts.
- Jewelry is acceptable as long as it is not distracting
- Hair should be clean, neat and combed, appropriate for school.

Uniforms should be the appropriate color (Khaki, Cardinal or Marymount plaid) see official handbook for purchasing information

### **Cosmetics**

Makeup is acceptable for girls in grades 6 and above only. Any makeup worn should be appropriate for school and not a distraction. Glitter, artificial tattoos, etc. are prohibited.

### **Head Coverings**

No hats of any kind, including baseball caps, may be worn inside the school building. Head coverings of a religious nature (e.g. yarmulke, hijad, etc.) are permitted.

### **Outerwear**

Outerwear that is worn for warmth to and from school and during outside recess is not considered a uniform item and may not be worn inside the classroom.

### **Backpacks**

The student may choose his or her backpack. However, language, logos, or pictures that are controversial or profane are not acceptable on backpacks and will be confiscated from the student.

## General Rules

- No lace
- No three-quarter length sleeves
- Dress should be modest
- Denim in any form is not allowed
- If the item has belt loops, a belt must be worn.
- No Cargo pants or pockets

Cardigans, sweaters and sweater vests are acceptable any day of the week in the colors of solid navy, cardinal, or white; pullover sweaters must be solid dark navy or cardinal. No hoods are allowed.

White or navy, non-hooded sweatshirts are allowed Tuesday- Friday.

Solid Navy Polartec Fleece, with or without the Renaissance Logo can be worn Monday thru Friday.

## Girls' Uniform

**Monday** - Girls should wear a short or long sleeve white button up shirt that has a collar (various collar styles are appropriate) and is free of lace or logos, a cross tie that is navy or plaid and an appropriate skirt that is also navy or Marymount plaid. Girl's grades 6-8 may wear a necktie that is navy or Marymount plaid.

**Tuesday thru Friday** - Girls may wear a Polo shirt or turtleneck that is solid navy, cardinal or white and pants, skirts, skorts or shorts in navy, khaki or Marymount Plaid. No lace or additional adornment is allowed.

Pants and shorts must be khaki or navy. Shorts must be no shorter than 4 inches above the knee cap and extend no lower than 1 inch below the knee cap.

Girls' Skirts, Shifts, Skorts, and Jumpers: Skirts, skorts, shifts, and jumpers may be worn in solid dark navy, solid dark khaki, or Marymount plaid as appropriately available.

The hemline of skirts, shifts, and jumpers may be no shorter than 2 inches above the kneecap; skorts may be no shorter than 4 inches above the knee cap.

Belts may be worn in black, brown, navy, or khaki.

Hair Accessories should not be distracting. Additionally, no red accessories are allowed.

## Boys' Uniform

**Monday** - Boys should wear a white, collared button up shirt. With a navy or plaid necktie and navy pants.

**Tuesday-Friday** - Boys may wear a solid white, solid navy, or solid cardinal that has short or long sleeves; A turtleneck in the same colors is acceptable.

Shorts must be no shorter than 4 inches above the kneecap and extend no lower than 1 inch below the knee cap.

Unisex Optional Dress Code Items

### **School Sweatshirts**

The school sweatshirt with the mandatory embroidered RA logo (available through Thorson Embroidery only) may be worn indoors as an approved regular uniform dress code item Tuesday thru Friday. The sweatshirts are not approved to be worn on Mondays or any other time the full dress uniform is worn. The sweatshirts are available in solid navy or solid white crew neck only. No hoods or zippers are allowed. No visible commercial logos or brand markings are allowed. Sweatshirts must be worn with an approved collared shirt or turtleneck underneath.

### **Jackets and Vests**

Solid navy blue polartec fleece jackets with a full zipper front and two front pockets may be worn indoors as an approved regular uniform dress code item Tuesday thru Friday. The jackets are not approved to be worn on Mondays or any other time the full dress uniform is worn. No hoods are allowed. The jacket may be worn with or without the embroidered RA logo. No visible commercial logos or brand markings are allowed. Fleece jackets must be worn with an approved collared shirt or turtleneck underneath.

Solid navy blue polartec fleece vests with a full zipper front and two front pockets may be worn indoors as an approved regular uniform dress code item Tuesday through Friday. The vests are not approved to be worn on Mondays or any other time the full dress uniform is worn. The vest may be worn with or without the embroidered RA logo. No visible commercial logos or brand markings are allowed. Fleece vests must be worn with an approved collared shirt or turtleneck underneath.

Both the polartec fleece jacket and polartec fleece vest in solid navy are available for purchase through Dennis Uniform, but the embroidered RA logo, if desired, is *available through Thorson Embroidery only*. An approved solid navy polartec fleece jacket with a black contrast collar and black zipper with the RA logo pre-embroidered is available through Thorson Embroidery.

### **Physical Education Dress Code**

Students in grades 1-5 will participate in physical education (P.E.) class dressed in their regular school uniform dress code clothing. For comfort and safety, it is required that students wear athletic shoes or other shoes appropriate for physical activity to participate in P.E. class. For modesty, it is required that girls wear shorts; skorts; pants; or, bike shorts under their skirts or jumpers to participate in P.E. class.

Students in grades 6-8 are strongly encouraged to change into a P.E. uniform prior to participating in P.E. class. Students who do not choose to change into a P.E. uniform will participate in P.E. class dressed in their regular school dress code clothing, following the modesty guidelines stated above. All students in grade 6-8 are required to wear athletic shoes during P.E.

Female students in grades 6-8 who choose to change into a P.E. uniform may wear a short sleeve

light yellow or white t-shirt with or without the navy embroidered RA lion logo; male students in grades 6-8 who choose to change into a P.E. uniform may wear a short sleeve white t-shirt with or without the navy embroidered RA lion logo. Both male and female students in grades 6-8 may wear plain solid navy shorts that are modest in length. In order for shorts to be considered modest in length they may be no shorter than mid-thigh; however, shorts are not to be excessively long and are not allowed to extend below the knee cap. Neither shorts nor shirts may have any visible commercial logos, brand markings, pictures, or lettering.

For convenience, all approved P.E. uniform dress code items are available for purchase through Thorson Embroidery. If the embroidered RA lion logo is desired on the white or light yellow t-shirts, it is available only through Thorson Embroidery. Through Thorson Embroidery t-shirts may be purchased with the embroidered logo already on them, or previously purchased t-shirts from any vendor may have a logo added for a minimal fee.

See Official Policy Manual for Purchasing Recommendations.

## **Enforcement**

The Renaissance Academy Dress code will be enforced by ALL faculty and staff members.

Students who do not adhere to the dress code will be in violation of the dress code and will be responsible for the consequences of that action.

1. On the first infraction, staff members will fill out the Office Referral Card and send the student to the front office. Office staff will record dress code violations via RENWEB and will instruct students to phone home or check out an alternate clothing selection from the school. If an immediate remedy is not available, a documented phone call will be made home explaining the infraction and setting a reasonable timeframe for compliance.
2. On the second infraction, a documented phone call will be made home explaining the infraction and the timeframe for compliance. Parents and students will be reminded that on the third infraction the student will be in in-school suspension until they are in compliance.
3. On the third infraction, the student will be in in-school suspension until they are in compliance.

# Wellness Policies on Nutrition and Physical Activity

## Philosophy

Renaissance Academy is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

## Standards

Renaissance Academy will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school nutrition and physical activity policies.

All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.

Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the reasonable religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

To the maximum extent practicable, Renaissance Academy will participate in available federal school meal programs. Renaissance Academy will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

1. Renaissance Academy Health Council
  - a. Renaissance Academy will create a school health council to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies.
2. Nutritional Quality of Foods and Beverages on Campus
  - a. Meals served through the National School Lunch Program will:
    - i. be appealing and attractive to children; be served in clean and pleasant settings; meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations; offer a variety of fruits and vegetables.

## Free and Reduced-priced Meals

Renaissance Academy will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

## Meal Times and Scheduling.

Renaissance Academy:

- will provide students with at least 20 minutes after sitting down for lunch;



- will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

## **Qualifications of Renaissance Academy Food Service Staff**

Qualified nutrition professionals will administer the school meal programs. Renaissance Academy will encourage continuing professional development for all nutrition professionals. Programs should include appropriate certification and/or training programs for school nutrition managers, and cafeteria workers, according to their levels of responsibility.

## **Sharing of Foods and Beverages**

Renaissance Academy will discourage students from sharing their foods or beverages with one another during meal or snack times.

## **Elementary Schools**

The school food service program will approve and provide food and beverage sales to students in elementary schools. Food in elementary schools should be sold as balanced meals.

## **Middle/Junior High and High Schools**

In middle/junior high and high schools, foods and beverages sold individually outside the reimbursable school meal programs during the school day, will meet nutrition and portion size standards.

## **Fundraising Activities**

Renaissance Academy will encourage fundraising activities that promote physical activity.

## **Rewards**

Beginning August 1, 2011 Renaissance Academy will not use foods or beverages, especially those that do not meet nutrition standards for foods and beverages, as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment.

## **Celebrations**

Beginning August 1, 2011 School should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards.

## **Nutrition and Physical Activity Promotion and Food Marketing**

Nutrition Education and Promotion. Renaissance Academy will endeavor to involve and teach students, parents and teachers about the importance of food intake and energy expenditure.

Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television. Renaissance Academy will also ensure the following:

- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

### **Communications with Parents**

Renaissance Academy will encourage parents to pack healthy lunches and snacks. The school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day.

### **Food Marketing in Schools**

School-based marketing will be consistent with nutrition education and health promotion.

### **Staff Wellness**

Renaissance Academy highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

# Physical Activity Opportunities and Physical Education

## Physical Education (P.E.) K-12

All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive 30 minutes of physical education per week during the entire school year. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

## Daily Recess

All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. Renaissance Academy will discourage extended periods of inactivity.

## Physical Activity and Punishment

Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

## Safe Routes to School

Renaissance Academy will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school.

## **Monitoring and Policy Review**

### **Monitoring**

School Administration will ensure and report on compliance with all related wellness policies. School food service staff will ensure compliance with nutrition policies within school food service areas. School Administration will develop a summary report every three years on compliance with the schools established nutrition and physical activity wellness policies.

### **Policy Review**

To help with the initial development of the wellness policies, the Renaissance Academy will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those assessments will be compiled to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. Renaissance Academy will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

# Bullying and Hazing Policy

## Philosophy

Renaissance Academy wishes to establish an environment with zero tolerance for all types of bullying and hazing against all students, employees and volunteers. This will be accomplished through awareness efforts, training, identification, and disciplinary action (both students and employees) against those who violate this policy.

## Standards

**Hazing and Bullying is an action that endangers the health or safety of a school employee or student.** The following actions will not be tolerated.

- Any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements.
- involves forced or involuntary consumption of any food, liquor, drug, or other substance;
- involves forced or coerced actions or activities of a sexual nature or with sexual connotations;
- involves other physical activity that endangers the physical health and safety of a school employee or student; or
- involves physically obstructing a school employee's or student's freedom to move; and
- is done for the purpose of placing a school employee or student in fear of:
  - physical harm to the school employee or student; or
  - harm to property of the school employee or student.

The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

## Hazing

- "Hazing" means intentionally or knowingly committing an act that:
  - endangers the physical health or safety of a school employee or student;
  - involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
  - involves consumption of any food, liquor, drug, or other substance;
  - involves forced or coerced actions or activities of a sexual nature or with sexual connotations;
    - involves other physical activity that endangers the physical health and safety of a school employee or student; or
    - involves physically obstructing a school employee's or student's freedom to move; and
    - is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event;
    - or if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a

- school, or school sponsored team, organization, program,
- or event to which the person committing the act belongs to or participates in.

The conduct described in above constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

## Cyberbullying

- "Cyberbullying" means the use of email, instant messaging, chat rooms, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone for the purpose of placing a school employee or a student in fear of:
  - physical harm to the school employee or student; or
  - harm to property of the school employee or student.

## Retaliate

- "Retaliate" means an act or communication intended:
  - as retribution against a person for reporting bullying or hazing; or
  - to improperly influence the investigation of, or the response to, a report of bullying or hazing.

## Definitions

- "School" means any public elementary or secondary school or charter school.
- "School board" means:
  - a local school board
  - a local charter board.
- "School employee" means:
  - school teachers;
  - school staff;
  - school administrators
  - all others employed or authorized as volunteers, directly or indirectly, by the school or school board.

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## Expectations

1. No school employee or student may engage in bullying or cyberbullying a school employee or student;
  - a. on school property;
  - b. at a school related or sponsored event
  - c. on a bus or other form of school sponsored transportation
  - d. while the school employee or student is traveling to or from a location or event described above.
2. No school employee or student may engage in hazing a school employee or student at any time or in any location.
3. No school employee or student may engage in retaliation against:
  - a. a school employee;
  - b. a student; or
  - c. an investigator for, or witness of, an alleged incident of bullying, cyberbullying, hazing, or retaliation.

4. No school employee or student may make a false allegation of bullying, cyberbullying, hazing, or retaliation against a school employee or student.

## **Enforcement**

RA Administration shall set an Administrative policy which establishes:

1. procedures allowing for anonymous reporting of bullying, hazing, or retaliation;
2. names and positions of persons responsible for taking, investigating, and responding to reports of bullying, hazing, or retaliation. At least two school employees (preferably one male and one female) in appropriate positions of authority shall be identified to receive reports.

In addition to the published procedures and notification above, each school shall establish procedures and plans for:

1. involving parents or guardians of a perpetrator or victim of bullying, hazing, or retaliation in the process of responding to, and resolving, conduct prohibited in this Policy;
2. referring a victim of bullying or hazing to counseling following parental notice and consent;
3. to the extent permitted by federal and state law, including the federal Family Educational Rights and Privacy Act of 1974, as amended, informing the parents or guardians of a student who is a victim of bullying or hazing of the actions taken against the perpetrators of the bullying or hazing;
4. publicizing this policy, preferably including electronic publication and availability, to school employees, to students, and parents/guardians of students; and
5. training school employees and students to recognize and prevent bullying, or retaliation.

## **Reporting**

### **Administration Requirements**

Each reported complaint shall include:

1. name of complaining party;
2. name of offender (if known);
3. date and location of incident(s);
4. a statement describing the incident(s), including names of witnesses (if known).

Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous report of bullying, hazing, or retaliation.

All information received in a complaint, names of complainants shall be treated with the utmost confidence to the extent possible. Administrators shall notify complainant before revealing his name.

Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties may include but are not limited to:

1. student suspension or removal from a school-sponsored team or activity including school sponsored transportation;
2. student suspension or expulsion from school or lesser disciplinary action;
3. employee suspension or termination for cause or lesser disciplinary action;
4. employee reassignment; or

5. other action against student or employee as appropriate.

Actions must also include, as appropriate:

1. procedures for protecting the victim and other involved individuals from being subjected to:
  - a. further bullying or hazing, and
  - b. retaliation for reporting the bullying or hazing.
2. prompt reporting to law enforcement of all acts of bullying, hazing, or retaliation that constitute suspected criminal activity.
  - a. prompt reporting to the Office of Civil Rights (OCR) of all acts of bullying, hazing, retaliation that may be violations of student(s)' or employee(s)' civil rights.
  - b. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline.
  - c. procedures for providing due process rights under Section 53A-8-102 (licensed staff), local employee discipline policies or Section 53A-11-903 and local policies (students) prior to long term (more than 10 day) student discipline or employee discipline.

The training of school employees shall include training regarding bullying, hazing, and retaliation.

To the extent possible, programs or initiatives designed to provide training and education regarding the prevention of bullying, hazing, and retaliation should be implemented.

In addition to training for all students and school employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall:

1. participate in bullying and hazing prevention training prior to participation;
2. repeat bullying and hazing prevention training at least every three years;
3. be informed annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.



# **Search & Seizure Policy**

## **Philosophy**

Renaissance Academy reserves the right to make searches of a student if there is a suspicion of misconduct.

## **Standards**

While on school grounds and on school vehicles, the Administration, resource officer, or designee, reserve the right to search and seize any materials in violation of school policy. By federal law searches of a student (including clothing, pockets, backpack, purse, locker, etc.) while on school property will be conducted if there is reasonable suspicion or belief that a breach of school policy or law is being committed.

# Student Internet Policy

## Philosophy

The Internet can be a valuable tool in achieving academic goals. Along with the opportunity to use the Internet at school comes the responsibility to use it appropriately.

## Standards

Students in Grades 5 - 8 may have access to the Internet under the following conditions:

1. Students have on file the Renaissance Academy Acceptable Use Policy signed by both the student and a parent.
2. The student has completed a review of the Acceptable Use Policy as conducted by a staff member.
3. The student uses the Internet to search for information related to a classroom unit only (NO web surfing); students may search for information related to a special topic only if granted permission by a staff member.
4. The student is under supervision by a staff member who can periodically monitor the student's progress.

Students in Grades K-4 are NOT permitted to access the Internet for any reason, unless as a guided activity with a staff member. Students who use the Internet inappropriately will have their Internet privileges permanently rescinded. Students are not permitted to access the Internet for any reason after school hours. As a K-8 school, we use a filtering system that filters out websites related to pornography, obscene and tasteless material, alcohol, gambling, anarchy, chat rooms, criminal skills, drugs, personal ads, R-rated material, and web-based newsgroups. Although no filter will block all of the sites on the Internet that might be offensive, having a filter can help. All student-used Renaissance Academy computers will have an Internet access filter.



# Movie Usage Policy and Procedure

## Philosophy

Renaissance Academy is dedicated to furthering the educational experiences of their student body. Different multimedia products may be employed in the classrooms, including DVDs and videos.

## Standards

Renaissance Academy is actively pursuing new materials for the libraries, including educational DVDs and videos. Such material will be previewed by the librarian or library committee and deemed whether appropriate or not for different grade levels.

Renaissance Academy will provide a current list of movies and their ratings contained in the library. If parents are interested, they may request to see the list of movies during regular school hours

Occasionally a teacher or instructor may fall ill. As a final resort, an educational movie may be viewed by the students. Movies should not be used as a 'babysitter' when teachers are not available, or when extra time is left in class, unless the movie can specifically enhance the students' learning experience.

Parents/volunteers are highly encouraged to fill their parent co-op hours in the classroom, thus helping the faculty continue to teach the prescribed material, even if they cannot be present. Having a continuous group of parents in the classroom will help the flow of instruction be uninterrupted, regardless of emergency situations that may arise.

To ensure the mental and emotional safety of the students, Renaissance Academy will allow the viewing of movies without parental consent to those holding a 'G' (General) rating by the Motion Picture Association of America. At times it may be appropriate and enhance the educational experience of a student to view a movie(s) or portions of a movie (s) receiving a 'PG' (Parental Guidance) or stronger rating; i.e.; material used in the upper level grades may have a more mature content. Teachers must adhere to the following procedure in order to show such material:

1. Teachers are to inform parents of any "PG" or stronger rated material that may be used at the beginning of each unit.
2. A written explanation to the parent should include:
  - d. how this will positively impact the educational experience of the class;
  - e. which portion(s) of the movie will be viewed;
  - f. the basic content of the movie which is being viewed;
  - g. the date the movie will be viewed;
  - h. alternate educational options for students opting to not view the movie; and
  - i. parental or guardian consent
3. If a parent is not comfortable with the movie selection, the parent must take responsibility to alert the teacher of their concern(s). A discussion can then occur where an agreement can be reached.
4. Once parental consent is received, the teacher will document the approved movie selection and continue with the lesson plan.

# Enrollment

## Philosophy

In the spring of each year, current students are asked to declare their intention to remain at RA for the following year. When this process is complete, any identified positions will be filled through the application and enrollment process.

## Standards

Year round open application and enrollment process

- Renaissance Academy will make a good faith effort to distribute to interested parties: information about charter schools in general and information about Renaissance Academy, specifically: the Mission, Vision, & Values; Parent Involvement; open enrollment dates, and how to apply for admission.
- Parents who are interested in applying for enrollment are encouraged to first contact the school for a tour of the school. They will receive instructions on the application process at the end of the tour.
- Renaissance Academy will accept applications for enrollment at any time of the year, except during the lottery process (see “lottery” below).
- Official open enrollment will begin December 1st, and end at 5:00 pm on February 1st or the first business day after.
- Those interested in applying may fill out an application online at [www.renacademy.org](http://www.renacademy.org), or an application may be picked up from the school office between 8 am to 4 pm on school days.
- Renaissance Academy shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or the school.
- If the number of applications exceeds the capacity of a program, class, grade level, or the school, students shall be selected on a random basis through an enrollment lottery, except that Renaissance Academy gives preference to the following individuals in the following order: Founding family, a student of a parent who is a full-time licensed educator of Renaissance, siblings of students presently enrolled at Renaissance Academy, then applicants of the lottery pool.
- Once a student’s parent or legal guardian is contacted and offered placement, the family will be given five school business days give written acceptance or declination of the position (form will be emailed or can be picked up at the front office). The enrollment specialist will document the date and time of the initial phone call. In the event that a wrong number is listed or phone messages are not returned promptly, a letter will be sent offering placement with a five day extension deadline to respond.
- The final date for enrolling children in a current year’s class will be October 1st.
- If a family is offered placement and declines, they will need to re-enroll and enter the lottery for the following school year.
- It is the responsibility of the family to update changes to pertinent information with the front office enrollment specialist.



# Lottery

## Philosophy

Renaissance Academy will conduct all aspects of the lottery in accordance with state law.

## Standards

- Prospective students are invited to attend a meeting where the lottery policy and procedures are explained in detail and provided a copy.
- The lottery will take place on February 5th or the first school day after.
- Following the lottery, written notification to the student's parent or legal guardian of acceptance or rejection of an application will occur within six weeks after the lottery or by March 31, whichever is earlier.
- If the lottery pool is exhausted for a specific grade, enrollment will occur on a first come, first serve basis (note: siblings of enrolled students will be placed on the sibling preference list).
- After October 1st, the wait list will no longer be maintained. Contact data may be kept to inform families of future enrollment opportunities.

## Waiting List

- Students not selected by the lottery will be placed on a wait list in the order they are drawn from the lottery.
- Students on the wait list will be contacted once an opening becomes available in their grade level.
- Renaissance will continue to take applications for enrollment the day following the Lottery. If necessary, a second lottery may be held on March 31st.

## Admissions Age Requirement

Renaissance Academy adheres to the guidelines of the Utah Charter School Department and practices an open admission policy. According to Utah State Law, students entering Kindergarten must be 5 years of age before September 1.

## Rules and Regulations - No. 5162 (Ref. Policy No. 5162)

1.0 By Utah State law, the following requirements must be met for a child to enter kindergarten:

1.1 The child must be five years of age on or before September first of the year in which admission is sought. To verify age, a valid birth certificate must be submitted to the school where admission is sought prior to the starting of school [Utah Code 53A-3-402(5)].

1.2 The child must have been immunized in accordance with the rules adopted by the Department of Health. As proof of compliance, a certificate of immunization must be submitted to the school where admission is sought prior to starting school [Utah Code 53A-11-301 and 53A-11-302].

1.2.1 A child may be exempted from the immunization rules for personal, medical, or religious

objections.

1.2.2 A child who has not completely complied with the immunization requirements may enter school under conditional enrollment provided that the child has received at least one dose of each vaccine required.

1.2.3 A child may enter school without a certificate of immunization if the child has moved to the state within 30 days of entry into school. To stay in school, a valid certificate of immunization must be presented to the school within 30 days after entry.



# **Classroom Placement Policy & Procedure**

## **Philosophy**

If parents wish to ensure a good match for their student in a classroom, they may list the strengths and weaknesses their student has on a form that parents must obtain from the office and return by April 30. The placement committee, including a member of the administration and faculty will take these into consideration when placing the student. The Placement Committee may elect to counsel with specific parents who have filled Classroom Placement Forms to structure optimal classroom lists. Specific teachers may not be requested.

When students graduate to the next classroom, the teachers will divide the graduating students into balanced groups; mixing students for variety of classmates and student special needs, and matching student learning style with a teacher's teaching style. Classroom assignments for the new school year will be posted by August 1st at the school.

If parents are not satisfied with their student's placement they may fill out a Classroom Transfer Form for the next available opening. If the Placement Committee or teacher disagrees with a parental classroom request, parents should follow the conflict resolution guidelines.

# Classroom Transfer Policy & Procedure

## Philosophy

Parents of students at Renaissance Academy are able to request classroom transfer by completing a Classroom Transfer Form. Classroom Transfer forms will be available year round, but can only be granted when an opening is available.

Teachers may initiate a transfer, with parental permission, if they deem necessary. Parents may complete a Classroom Transfer Form, which would take effect when there is an opening in the new class.

## Standards

The guidelines for such a transfer are:

- Set-up and conduct a conflict resolution meeting between parent(s), teacher(s) and administrator. (Include student when appropriate.)
- Place student at the top of the waiting list for the other classroom. When an opening occurs within previously stated guidelines, fill it with this student.
- Fill the remaining opening in the other classroom with the next student on the waiting list.
- Update class list and fill out all forms pertaining to the situation.
- If there are more requests for available positions in certain classrooms, the Classroom Transfer Requests shall be dated as received and entered on first come, first serve basis as openings occur. *Note: If a parent is interested in a mid-year classroom transfer, the parent must follow the Classroom Transfer Policy.*

# World Language Participation Policy

## Philosophy

World Language is at the heart of what we believe every child can learn. Our philosophy maintains that studying a world language, even when it does not come easily, is expected of all students who have been accepted to attend Renaissance Academy. Completion of the language requirement includes passing specified courses, and demonstrating minimal proficiency on multi-skill world language tests.

Research shows that knowledge of other languages boosts students' understanding of languages in general and enables them to use their native language more effectively. Children who learn a second language show greater cognitive development in areas such as mental flexibility, creativity, and higher order thinking skills, such as problem solving, conceptualizing and reasoning. World language learners have stronger vocabulary skills, and improved literacy and even show higher test scores in areas thought of as unrelated to languages, such as math. In addition to cognitive benefits, the study of world languages leads to acquisition of some important life skills. Because language learners strive to understand unfamiliar cultural ideas, they are better equipped to adapt and cope in a fast-changing world. They also learn to more effectively handle new situations. Language students learn to understand and communicate with people from all walks of life.

## Standards

World language is part of the Renaissance Academy core curriculum and thus, participation in the program is expected of all enrolled students. There is no exemption from world language classes.

## Children with Special Needs

We want every child to succeed in the world language program and believe that the following reflects the national concern for special needs students while it supports Renaissance Academy's commitment to world language learning.

It is our position that students with special needs can successfully complete world language classes. We recognize that some students with language learning disabilities may encounter difficulties when attempting to learn a world language. On the other hand, we feel that success in a world language is still within reach for these students. While it may take them more time and effort than students without disabilities, we believe they can develop world language skills and even gain the confidence to speak and write in a new language. Keys to their success include sufficient time studying the language, a program with the right kind of structure, teachers willing to use creative strategies, appropriate accommodations, supportive administration and families, and the students' own effort and perseverance.

## Placement

The World Language Director will work with language teachers and the Special Education Team to

observe and test students with special needs. Each student will be placed at a level where they will have the most meaningful world language experience. This could mean the child might attend world language classes with a lower grade level.

## **Accommodations**

The world language program will provide appropriate accommodations for students with special needs. These accommodations will be determined on a case by case basis. Accommodations include: alternative formats for homework and assignments; reduction in homework expectations; modified, shortened, un-timed or extended-time tests; less emphasis on oral or aural components; less emphasis on written work; use of technology; repetition and review incorporated into lessons; motivational classroom activities; differentiated teaching, using kinesthetic, auditory and visual modalities in instruction; charts and learning aids; a supportive learning environment.

# Business and Fiscal Policies

## Asset Liability and Net Asset Policies

### Assets

Economic resources that are recognized and measured in conformity with generally accepted accounting principles. Assets also include certain deferred charges that are not resources, but are recognized and measured in conformity with generally accepted accounting principles. The following sections describe policies related to the recognition of assets.

#### 3.1.1 Bank Accounts

A. Bank accounts for the indicated purpose(s) and limitation(s) have been authorized by the Board of Directors of Renaissance Academy at the indicated Federal Deposit Insurance Corporation (FDIC)-insured banks :

*Name of Bank Purpose/Limitation of Account*

Zions Bank Savings and Checking Accounts

#### 3.1.2 Petty Cash Payments

A. Petty cash payments are made from a fund not to exceed \$300, and should be for cash advances, local expense reimbursement, and small-dollar vendor purchases, provided proper documentation is furnished with each request. No individual payment shall be greater than \$100.

B. The petty cash account is balanced on a monthly basis by the Office Manager.

#### 3.1.3 Criteria for Capitalizing and Depreciating for Property and Equipment

All tangible personal property with a useful life of more than one year and a unit acquisition cost of \$5,000 or more is capitalized and recorded in the statement of net assets. Depreciation associated with the fixed asset will be calculated based on its useful life and straight-line depreciation method. The depreciation expense will be recorded in the statement of revenues, expenses, and changes in net assets.

#### 3.1.4 Impairment of Assets

A recognized impairment of an asset is reflected when circumstances warrant. The appropriate adjustment is made for any impaired assets, accompanied by a description of the impaired asset and the measurement assumptions used in determining the impairment. All impairments should be reported to the Board of Directors for approval of the adjustment to the fixed asset subsidiary ledger.

#### 3.1.5 Betterments

Expenditures for significant betterments of existing leased/owned properties are recorded in fixed assets at cost. Maintenance and repairs are expensed as incurred. Depreciation associated with the betterment will be calculated based on its useful life and straight-line depreciation method. The depreciation expense will be recorded in the statement of revenues, expenses, and changes in net assets.

## **Consultant and Contractor Policies**

### **8.1 Consultant Utilization**

The utilization of all consultants and contract personnel are sufficiently evidenced by:

1. Details of all agreements (e.g., work requirements, rate of compensation, and nature and amount of other expenses, if any) with the individuals or organizations providing the services and details of actual services performed.
2. Invoices or billings submitted by consultants, including sufficient detail as to the time expended and nature of the actual services performed.
3. The use of a management contract for educational and administrative services will clearly identify the contractor's performance requirements, including students' academic achievement, contractor's compensation and the Renaissance Academy's rights to educational curricula and intellectual property developed.

### **8.2 Independent Contractors**

The use of consultants is closely monitored so as not to vary from the rules of the Internal Revenue Code and Utah law. In particular, consultants will:

1. Be free from the employer's control and direction in performing the service, both under a contract and in fact.
2. Provide a service that is outside the employer's usual course of business.
3. Must be engaged in an independent trade, occupation, profession, or business of the same type.
4. Not receive any fringe benefits as such, although their fee may include provision for fringe benefits.
5. Not be assigned a permanent workstation.
6. Use his or her own stationary or time sheet in billing for services.

## **Cost Accounting Policies**

### **4.1 Consistency in Cost Accounting**

Practices used by Renaissance Academy in estimating costs in grant/contract proposals are consistent with its accounting practices used in accumulating and reporting costs. Accounting practices used by Renaissance Academy in accumulating and reporting actual costs are consistent with its practices used in estimating costs in its grant and contract proposals.

### **4.2 Cost Accounting Period**

The fiscal year of Renaissance Academy is July 1st through June 30th. The same accounting period is used for all adjusting entries and accruals.

### **4.3 Gain or Loss on Disposition of Assets**

Gains and losses from the sale or other disposition of property are recorded as revenue in the year in which they occur, and are reflected as such on the Statement of Revenue, Expenditures, and Changes in Net Assets.

# Harassment

## Philosophy

Renaissance Academy has adopted a policy of "zero-tolerance" with respect to unlawful employee harassment. Harassment is verbal or physical conduct which denigrates or shows hostility or aversion toward an individual based on race, color, religion, sex, national origin, age, sexual orientation, personal appearance, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. Harassment can also occur if conduct is directed toward a person's relative, friends, or associates.

## Standards

Sexual Harassment is defined as:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.

Sexual harassment constitutes a form of sexual discrimination under Title VII of the Civil Rights Act of 1964. As was stated above, the EEOC and the federal courts have recognized two distinct types of sexual harassment: "quid pro quo" and "hostile environment" harassment.

- "Quid pro quo" harassment occurs when an aspect of a person's job is conditioned on his or her accepting the sexual advances or conduct of another worker (usually a manager or supervisor).
- "Hostile environment" harassment occurs when an employee is subjected to a pattern of unwelcome, sexually, racial, religious, etc. related conduct in the workplace that creates a hostile, intimidating, or offensive work environment. Such conduct includes, but is not limited to:
  - Slurs
  - Stereotyping
  - Threats
  - Intimidation Hostile or demeaning jokes and pranks
  - Harassing material displayed on walls, bulletin boards, or circulated in the workplace
  - Favoritism or persecution

It should be noted, however, that sexually harassing conduct need not be of a specifically sexual nature, it need only be gender-based.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Violating someone's "personal space."
- Whistling at another person.
- Lewd, off-color, sexually oriented comments or jokes.
- Foul or obscene language.
- Leering, staring, stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive E-mail or voice-mail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Spreading of sexual rumors.
- Sexual assault or rape.

## **Enforcement**

Employees who feel that they are being harassed should report the incident immediately to the school administration unless the complaint involves the Director, in which case employees should report to the Board. Employees who have personal knowledge of the occurrence of harassment shall report the incident immediately to the school administration and/or Board. If for any reason you believe it would be inappropriate to discuss the matter with the school administration and/or Board the employee may report it directly to the appropriate Human Resources contact who will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible; however, Renaissance Academy cannot guarantee anonymity to persons who report harassment.

If Renaissance Academy determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee up to and including termination of employment.

Renaissance Academy prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, it is determined that the complaint was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, including disciplinary and/or legal action.



## Dating Between Employees Policy

### **Philosophy**

Renaissance Academy has adopted this policy in recognition of its responsibility to provide guidelines on romantic and sexual relationships with other employees and to caution employees about the potential problems posed by such relationships. These problems include conflicts of interest, interference with the productivity of co-workers, and potential charges of sexual harassment. They can be particularly serious in situations in which one person has a position of authority over the other, such as in a supervisor- subordinate relationship.

### **Standards**

Renaissance Academy does not prohibit consensual romantic relationships between employees, but it does impose the following restrictions:

- Renaissance Academy strongly discourages supervisors and managers from engaging in romantic or sexual relationships with subordinates and requires the supervisor or manager to disclose the existence of such a relationship. Additionally, supervisors and managers are required to take steps to resolve any actual or potential conflict of interest or impropriety created by the relationship.
- All employees must avoid romantic or sexual relationships with other employees that create conflicts of interest, potential charges of sexual harassment, or discord or distractions that interfere with other employees' productivity.

### **Enforcement**

Any romantic relationship between a supervisor and subordinate employee must be disclosed by the supervisor to the administration and/or Board. The administration and/or Board must assess the situation and make a recommendation to resolve any actual or potential conflict of interest or impropriety created by the relationship. The recommendation can require the dating couple to determine which partner will resign.

Failure to make required disclosures or comply with a recommendation to resolve a conflict with this policy can result in disciplinary action up to and including termination.

# Conflict of Interest Policy

## Philosophy

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to Renaissance Academy, or result in personal financial, professional, or political gain on the part of such persons at the expense of Renaissance Academy or its members, supporters, and other stakeholders.

## Standards

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of Renaissance Academy. Board means the Board of Directors. Officer means an officer of the Board of Directors. Volunteer means a person -- other than a board member -- who does not receive compensation for services and expertise provided to Renaissance Academy and retains a significant independent decision-making authority to commit resources of the organization. Staff Member means a person who receives all or part of her/his income from the payroll of Renaissance Academy. Supporter means corporations, foundations, individuals, 501 (c ) (3) nonprofits, and other nonprofit organizations who contribute to Renaissance Academy.

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
2.
  - a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
  - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
  - c. A board member or their organization stands to benefit from an Renaissance Academy transaction or staff member of such organization receives payment from Renaissance Academy for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
  - d. A board member's organization receives grant funding from Renaissance Academy.
  - e. A board member or staff member is a member of the governing body of a contributor to Renaissance Academy.
  - f. A volunteer working on behalf of Renaissance Academy who meets any of the situations or criteria listed above.
    1. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Renaissance Academy's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
    2. A Board member or Committee member who is formally considering employment with Renaissance Academy must take a temporary leave of absence until the position is

filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with Renaissance Academy must submit a written request for a temporary leave of absence to the Secretary of the Renaissance Academy Board, c/o Renaissance Academy's office, indicating the time period of the leave. The Secretary of Renaissance Academy will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the Renaissance Academy.

3. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
4. Anyone in a position to make decisions about spending Renaissance Academy's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
5. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with Renaissance Academy or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
6. This policy and disclosure form must be filed annually by all specified parties.

## **Financial Management Policies**

Charter school accounting policies and financial reporting adopted by the school should be consistent with a special purpose governmental entity that engages in business type activities. The Board of Directors has oversight of the management of a charter school inclusive of establishing the governance structure and the financial management policies as set forth in the charter school application.

### **Basis of Accounting**

The Renaissance Academy will maintain its accounting records and related financial reports on the accrual basis of accounting, with accrual taking place annually.

### **Accounting Policies**

The accounting policies and financial reporting adopted are consistent with state law and generally accepted accounting practices.

### **Revenues**

Under the accrual basis of accounting, revenues are recognized when earned, consistent with generally accepted accounting principles applicable to special purpose governmental units.

### **Expenditures**

Under the accrual basis of accounting, expenses are recognized when services are incurred or goods are received.

### **Cash Management**

A. The school maintains cash accounts at the following banks:

1. Payroll - Bank of American Fork
2. Operating – Bank of American Fork

B. A schedule of aged accounts and grants receivable is prepared monthly and reviewed by the Business Manager or designee for collection. Appropriate collection procedures are initiated, if necessary.

### **Budgets**

A. Renaissance Academy prepares an annual operating budget of revenues and expenses and a cash flow projection. These budgets and projections are reviewed and approved by the Board of Directors at the annual meeting and modified, as necessary.

B. Financial statements displaying budget vs. actual results are prepared by the Business Manager and reviewed by the Treasurer and presented to the Board of Directors at each monthly board meeting.

## **Insurance and Bonding**

A. The school maintains minimum levels of coverage, as deemed appropriate by the Board of Directors, for the following policies:

1. General liability
2. Business & personal property (including auto/bus)
3. Computer equipment
4. Workers' compensation
5. Personal injury liability
6. Unemployment
7. Fidelity bond
8. Board Insurance

B. The school requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the Board of Directors.

## **Employee Retirement Program**

Renaissance Academy shall participate in a retirement program as determined by the Board of Directors and administered by the Business Manager.

## **Record Retention and Disposal**

A. Records are maintained for the following minimum periods:

1. Books, records, documents, and other supporting evidence including paid, cancelled, or voided checks, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, tax withholding statements, employee timesheets and other public documents are retained for seven years after the original entry date.

B. The following records supporting federal contracts, as required by U.S. Office of Management and Budget, are retained for the indicated minimum periods:

1. For three years after submission of the final report of expenditures: general ledger, trial balance, accounts payable and accounts receivable ledger, payroll register, and petty cash book, check register and checks, invoices. Except for:

a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

b) Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.

2. Permanently: Audit reports, annual corporate reports, charter, board minutes, tax and legal correspondence, labor contracts, insurance claims and policies, and retirement and pension records.

C. The disposal date determined under this policy is the end of the fiscal year, or the date of final payment of government grants.

D. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for three years from the end of the fiscal year in which the records were originally prepared.

E. All financial records are maintained in chronological order, organized by fiscal year.

F. In connection with the disposal of any records, a memorandum of record disposal is prepared by the Business Manager listing the record or the class of records disposed of. The Board of Directors certifies this memorandum of records disposal.

## Financial Reporting

The Business Manager maintains supporting records in sufficient detail to prepare the School's financial reports, including:

A. Annually:

1. Financial statements for audit
2. Annual budget

B. Monthly:

1. Trial balance
2. Internally generated budget vs. actual financial statements with explanations for significant variances
3. Updating of the cash flow projection
4. Monthly report for State Office of Education

C. Quarterly:

1. IRS Form 941 and payroll tax returns and comparable state taxing authority returns, unless outsourced
2. Uploads to the state transparency website

## Audit

The Board of Directors contracts annually with a qualified independent certified public accounting firm to conduct an audit of Renaissance Academy's financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, 2003 Revision (GAS) and, if applicable, the *U.S. Office of Management and Budget's Circular A-133*. The selected audit firm must be familiar with these standards, and related State of Utah and Charter School regulations in order to properly conduct the audit engagement.

## Internal Control Policies

Renaissance Academy, under the direction of the Board of Directors, is required to establish and maintain adequate accounting records and internal control procedures. Internal control consists of five components: control environment, risk assessment, control activities, information and communication, and monitoring. The objectives of internal control relate to financial reporting, operations, and compliance.

Renaissance Academy and all levels of management are responsible for preventing and detecting instances of fraud and related misconduct and for establishing and maintaining proper internal controls that provide security and accountability of the resources of the school. Management is also responsible for recognizing risks and exposures inherent to these areas of responsibility and for being aware of indications of fraud or related misconduct. Any employee with reasonable basis

for believing fraudulent or related misconduct has occurred should report such incidents to the designated authorities within the school or the State Office of Education.

Internal control policies provide Renaissance Academy with the foundation to properly safeguard its assets, implement management's internal policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. The following policies will highlight some of the areas of internal control that Renaissance Academy should consider:

## **Compliance with Laws**

Renaissance Academy will follow all the relevant laws and regulations that govern Charter Schools within the State of Utah. Additionally, U.S. Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies of Renaissance Academy:

## **Political Contributions**

No funds or assets of Renaissance Academy may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of Renaissance Academy for political contributions in any form—whether in cash or other property, services, or the use of facilities—is strictly prohibited. Renaissance Academy also cannot be involved with any committee or other organization that raises funds for political purposes.

Following are examples of prohibited activities:

1. Contributions by an employee that are reimbursed through expense accounts or in other ways.
2. Purchase by the organization of tickets for political fundraising events.
3. Contributions in-kind, such as lending employees to political parties or using the school's assets in political campaigns.

## **Record Keeping**

To provide an accurate and auditable record of all financial transactions, the school's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by state law applicable to Charter Schools.

Further, the school specifically requires that:

1. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the school.
2. Receipts and disbursements must be fully and accurately described in the books and records.
3. No false entries may be made on the books or records nor any false or misleading reports issued.
4. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

## **Board of Directors Authorities**

The Board of Directors is responsible for the operation of Renaissance Academy in accordance with state and federal laws. The Board of Directors is also responsible for operating the school in accordance with the representations made in its charter.

Specifically, the Board of Directors shall have the sole authority to approve and will incorporate into its own minutes such matters as

- (i) change of the School's name, with the charter authorizer's approval
  - (ii) adoption of the annual operating and capital budgets
  - (iii) incurrence of debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the charter
  - (iv) investment policies,
  - (v) depository and investment banks,
  - (vi) purchase or sale of property
  - (vii) opening up or closing checking or savings accounts, and
- The Board of Directors will meet regularly to ensure that its fiduciary duty is maintained.  
The Board should review the following: prior meeting minutes, business items, educational items, subcommittee reports, new business and other items.

## **Signature Authorities**

To properly segregate duties within Renaissance Academy, the board President, Treasurer and Executive Director are the only individuals with signatory authority and are responsible for authorizing all cash transactions.

## **Government Records Access Management Act (GRAMA)**

Renaissance Academy will provide access to the Charter School's records if requested to the State Office of Education, State Charter School Board, or any group or individual formally requesting such information consistent with GRAMA.

## **Security of Financial Data**

- A. The school's accounting software should be reviewed to ensure that general and application controls to unauthorized access to data is precluded (i.e., proper password protection and authorizations for inquiry or browse only functions.)
- B. The system's accounting data must be backed up regularly by the Business Manager to ensure the recoverability of financial information in case of hardware failure. The backup should be stored in a fire safe area and properly secured.
- C. All other financial data, unused checks and unclaimed checks will be secured by the Business Manager from unauthorized access.
- D. A petty cash box may be maintained and reconciled by the Renaissance Academy Office Manager.

## **1.6 Security of School Documents**

Originals of the following corporate documents are maintained and their presence is verified on a periodic basis:

- A. Charter and all related amendments
- B. Charter School bylaws
- C. Minutes of the Board of Trustees and subcommittees
- D. Banking agreements
- E. Leases
- F. Insurance policies
- G. Vendor invoices
- H. Grant and contract agreements



- I. Fixed asset inventory list
- J. Contract and grant billings

## **Use of School Assets**

School employees may not use any of the school's assets for personal use without prior approval of the Executive Director.

## **Use of School Credit Cards**

Renaissance Academy credit cards and procurement cards should only be issued with the formal approval of the Board of Directors and with proper justification. The cost/benefit to the Charter School should be fully reviewed to ensure that no other method is appropriate. If credit cards are issued they should be assigned to certain Charter School employees and should be used only for school-related expenditures. All charges must be supported by invoices or travel reports to be eligible for payment by the Charter School. Monthly credit card statements are reconciled to invoices and travel reports and are approved by the Renaissance Academy Executive Director or Business Manager.

## **Payroll Policies**

### **7.1 Payroll Policies**

- A. Employees are paid on a 12-month schedule from September 1 to the following August 31.
- B. Employee's time is properly approved by both the individual and the supervisor and reported to the Business Office or designated representative.
- C. All employee payroll amounts are calculated based upon approved rates included in the individual's personnel file.
- D. Any changes to the pay rates or benefits are properly authorized.
- E. All payroll taxes and benefits are properly calculated and any deposits made in a timely manner.
- F. Payroll liabilities and expenses are recorded in the general ledger by the Business Manager after review and approval of the payroll register.
- G. All payroll tax reports are prepared in a timely manner and reviewed by a designated individual for accuracy prior to filing.

## **Procurement Policies**

### **6.1 Procurement – Goods and Services**

Renaissance Academy purchases are made consistent with the Utah Procurement Code (Title 63G Chapter 6a) Procurement decisions are evaluated using a best value contracting philosophy which determines value by considering quality, performance and price for purchases of less than \$5,000. The school will also select the best value by obtaining three written quotes for items greater than \$5,000 and less than \$20,000. Finally, a formal bid process will be used for items greater than \$20,000, in which three bids will be received and evaluated using a formal evaluation process.

- A. Renaissance Academy adheres to the following guidance when making purchases:
  - 1. Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
  - 2. Make all purchases in the best interests of the school and its funding sources.

3. Obtain quality supplies/services needed for delivery at the time and place required.
  4. Buy from responsible and dependable sources of supply.
  5. Obtain maximum value for all expenditures.
  6. Deal fairly and impartially with all vendors.
  7. Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the Charter School supplier relationships.
- B. Renaissance Academy will execute a Requisition Form for all purchases. It shall be approved by the Executive Director for purchases up to \$2,000, and by the Board Treasurer for purchases between \$2000-5000. Purchases over \$5000 require formal approval by the Board of Directors.
- C. All lease agreements will 1) be detailed in writing by a lease or sublease agreement that will be inclusive of any and all terms and conditions of the agreement 2) will include all USBE directives regarding real property leases 3) will be approved by the Board of Directors and signed by the Board Chair.

### **Emergency Purchases**

An “emergency purchase” is the purchase of goods or services that are so urgently needed that the school will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the school’s discretion and “best value” procurement guidelines must be followed. In addition, the purchase must be authorized by the Treasurer or Principal.

## **Property Management Policies**

### **Property and Equipment**

Renaissance Academy maintains detailed record of all capital purchases as outlined below.

#### **Identification of Property and Equipment**

Renaissance Academy tags all capital equipment/property upon receipt and assigns an identification number to the property and all applicable documents.

#### **Recording and Reporting of Property and Equipment**

Renaissance Academy maintains a log identifying all capitalized property/equipment in its possession including the following information:

1. Name and description
2. Serial number, model number, or other identification
3. Whether title vests with Renaissance Academy or another entity
5. Location and condition of the equipment
6. Ultimate disposition data, including date of disposal and sales price or method of disposal

#### **Physical Inventory of Property and Equipment**

- A. Renaissance Academy performs a physical inventory of all capital assets in its possession or control on an annual basis.
- B. The physical inventory records include each asset, the related control number, location, and a

brief description of its condition.

C. The physical inventory is reconciled to the detailed fixed asset subsidiary ledger, and differences, if any, are investigated and reconciled.

### **Disposal of Property and Equipment**

A. No item of property or equipment shall be removed from the premises without prior approval from the Business Manager and/or the Board of Directors.

B. Renaissance Academy has adopted standard disposition procedures for the school staff to follow, which include an Asset Disposal Form, which identifies the asset, the reason for disposition, and signature of the requester. The form also allows for an identification of the asset's book value, condition of the asset, and supervisory approval or denial.

C. When property is retired, the appropriate asset in the fixed asset subsidiary will be adjusted and properly reflected in the general ledger.

# Hiring Procedure

## Philosophy

Renaissance Academy maintains the highest standards of transparency, equality and professionalism in all aspects of employee relations. Strict adherence to all federal and state guidelines is required of all individuals participating in the hiring process. This procedure has been developed to empower Renaissance Academy to hire and recruit professional staff while exercising complete transparency and thorough investigation of all candidates. All members of the board of directors will be presented with a monthly report of all new employees including names, position and start date, regardless of their individual board assignments.

## Definitions

Reference/Background Check: A reference check must include a minimum of three contacts. The references must be verified and maintained in employee files. All employees must receive a background check, as required by state law, prior to employment with Renaissance Academy.

## Standards

All positions will be posted publicly for a minimum of three business days. Postings are removed when the position has been filled. Internal candidates will be subjected to the same selection process as external candidates.

Any and all individuals interested in applying for employment with Renaissance Academy will be directed to complete employment applications either online or at the office. Candidates must complete an application prior to consideration. When no positions are available, resumes and applications will be kept on file.

The Business Manager will be responsible to answer employment inquiries and conduct reference and background checks. The Business Manager will be responsible for keeping all Human Resource files to include candidate application, resume (if applicable), interview notes, and completed I-9 and W-4 forms for those hired. Files are to be maintained for a period of one year from application date (for candidates not hired). Files for hired candidates must be maintained for three years from hire date or one year from termination date.

Applications will be pre-screened and top candidates will be scheduled for an interview. The names of applicants and the content of interviews, as well as the personal integrity and privacy of all candidates, must be maintained by all who participate in the interview process. School administration is empowered to schedule additional interviews and teaching demonstrations as needed. If a candidate is selected for employment, the Executive Director send a formal letter and/or email to the candidate with a complete compensation offer including salary and/or hourly rate, benefits, and start date. Staffing changes will be presented to the Board of Directors during regularly scheduled meetings.

# Appendix

## Renaissance K-8 Classroom Placement Form

Child's Name: \_\_\_\_\_

Current Grade Level/Teacher: \_\_\_\_\_

We welcome your input into your child's placement for next year. **Please do not request a specific teacher.** If you request a specific teacher, your input will not be considered. **Please do not request placement based on your child's friendships.**

The following criteria will be considered when placing students in classrooms for next year.

### Placement Criteria

1. Maintain a balance of academic, social and emotional needs.
2. Maintain a balance of attitude, leadership and independent/dependent workers.
3. Maintain gender balance (and birth order/age balance for primary classrooms).
4. Maintain balance of new/veteran Coop families/previous placement/parent skills.
5. Accommodate special academic and social needs.

Please describe the learning needs / style of your child.

The most important skill next year's teacher could teach my child is:

The most important attribute of my child that next year's teacher should know is:

\*\*\*\*Please understand that this form is for **input purposes only and in no way guarantees a definite placement** of your child. Refer to Class Placement Policy for details. You may use the back of this sheet for additional comments, but please do not attach any extra sheets.

\_\_\_\_\_  
Parent Name(s) (please print)    Parent Signature(s)    Date

(PLEASE SUBMIT THIS FORM TO THE FRONT OFFICE **NO LATER THAN 4:00 PM ON, APRIL 30TH.**)

## Renaissance K-8 Problem Solving Worksheet

What is the problem?

What do you feel would be a workable solution?

Does the problem concern:

- The Schoolhouse?
  1. Discuss with your child's teacher first.
  2. Discuss with the Principal.
  3. Discuss with Family Engagement Board Member.
  4. Discuss with entire Board of Directors
  5. Discuss with State at the Utah State Office of Education
  
- Special Education?
  1. Discuss with your child's teacher first. Max of 3 work days response and resolution required by teacher.
  2. Discuss with the Special Education director. Max of 2 work days response and resolution required by SE director.
  3. Discuss with the Principal. Max of 2 work days response and resolution required by Principal.
  4. Discuss with entire Board of Directors. Response and resolution required by Board at following board meeting (If urgent, emergency exec. session held.)
  5. Discuss with State at the Utah State Office of Education.
  
- Family Engagement Expectations?
  1. Discuss with Classroom Coordinator
  2. Discuss with Family Engagement Vice Chair over Classrooms
  3. Discuss with Family Engagement Board Member
  4. Discuss with entire Board of Directors

**Note:** At any step along the way an individual is entitled to an advocate. It is important that at any stage adequate opportunity is given to all parties involved to reach a resolution

## Renaissance K-8 Classroom Participation Exemption Application

Due by May 1st of the current year for the following school year. Completed requests should be returned to the VP of Classrooms.

**Names of parent/parents:** \_\_\_\_\_  
(Please Print)

**Name of child:** \_\_\_\_\_  
(Please Print)

**Grade child will be in next year:** \_\_\_\_\_

I am requesting a temporary exemption from in classroom participation for the school year \_\_\_\_\_ - \_\_\_\_\_ for the following reasons:

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(If more space is needed, please add additional sheets as necessary)

My proposal for meeting the time commitment to Renaissance Academy is as follows:

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(If more space is needed, please add additional sheets as necessary)

I understand that exemptions to in-class participation are granted by the Renaissance Academy Board of Directors and that the above application must be re-submitted on an annual basis. I also understand that should my circumstances change and I should again be available to participate in the classroom, it is my responsibility to contact the Parent Volunteer Coordinator in my child's classroom and advise of availability.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

## Renaissance Academy Application for One (1) Day Fieldtrip

Type of Fieldtrip (Circle): School Day Trip All Day Trip

Grade(s) \_\_\_\_\_ Date(s) \_\_\_\_\_ Year \_\_\_\_\_

Brief Description of Fieldtrip \_\_\_\_\_

---

Educational Purpose of Fieldtrip \_\_\_\_\_

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Cost of Fieldtrip per Student \_\_\_\_\_

Transportation needed for Fieldtrip \_\_\_\_\_

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Time Away from School for Fieldtrip \_\_\_\_\_

Chaperones/Additional help needed for Fieldtrip \_\_\_\_\_

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Options for students not attending Fieldtrip \_\_\_\_\_

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Detailed Explanation of Fieldtrip, including how it supports the Renaissance vision and time schedule (Use Back if Necessary)

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## Renaissance Academy Application for Overnight Fieldtrip

Days on Fieldtrip (Circle):      1      2      3      4      5

Grade(s) \_\_\_\_\_ Date(s) \_\_\_\_\_ Year \_\_\_\_\_

Brief Description of Fieldtrip \_\_\_\_\_  
\_\_\_\_\_

Educational Purpose of Fieldtrip \_\_\_\_\_  
\_\_\_\_\_

Cost of Fieldtrip per Student \_\_\_\_\_

Transportation needed for Fieldtrip \_\_\_\_\_  
\_\_\_\_\_

Lodging for Fieldtrip \_\_\_\_\_  
\_\_\_\_\_

Material Required by Students to Bring \_\_\_\_\_  
\_\_\_\_\_

Chaperones/Additional help needed for Fieldtrip \_\_\_\_\_  
\_\_\_\_\_

Fieldtrip Sponsored By (Parent/Teacher) \_\_\_\_\_  
\_\_\_\_\_

Options for students not attending Fieldtrip \_\_\_\_\_  
\_\_\_\_\_

Please Use Back of Form to explain how the activity supports the Renaissance Academy vision.  
Also provide a Detailed Schedule and Explanation of Fieldtrip Including Travel Times, Addresses of  
Destinations and Lodging, Phone numbers, etc

## Renaissance Academy Application for Common Family Adventures

Date(s) \_\_\_\_\_ Year \_\_\_\_\_

Brief Description of Fieldtrip \_\_\_\_\_

\_\_\_\_\_

Educational Purpose of Fieldtrip \_\_\_\_\_

\_\_\_\_\_

Approximate Cost of Fieldtrip per Family (Admission Fees, Parking, etc.) \_\_\_\_\_

\_\_\_\_\_

Additional Transportation needed for Fieldtrip (Bikes, Hiking, etc.) \_\_\_\_\_

\_\_\_\_\_

Possible Lodging Needed for Fieldtrip \_\_\_\_\_

\_\_\_\_\_

Material Required by Students/families to bring \_\_\_\_\_

\_\_\_\_\_

Chaperones/Additional help needed for Fieldtrip \_\_\_\_\_

\_\_\_\_\_

Fieldtrip Sponsored By (Parent/Teacher) \_\_\_\_\_

\_\_\_\_\_

Please Use Back of Form to explain how the activity supports the Renaissance Academy vision. Also provide a Detailed Schedule and Explanation of Fieldtrip Including Travel Times, Addresses of Destinations and Lodging, Phone numbers, etc.

## Renaissance Academy Application for International Family Adventures

Date(s) \_\_\_\_\_ Year \_\_\_\_\_

Destination(s) of Fieldtrip \_\_\_\_\_

\_\_\_\_\_

Brief Description of Fieldtrip \_\_\_\_\_

\_\_\_\_\_

Educational Purpose of Fieldtrip \_\_\_\_\_

\_\_\_\_\_

Approximate Cost of Fieldtrip per Person (Airfare, Port Fees, Museum Fees, Lodging, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lodging(s) for Fieldtrip \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chaperones/Additional help needed for Fieldtrip \_\_\_\_\_

\_\_\_\_\_

Fieldtrip Sponsored By (Parent/Teacher) \_\_\_\_\_

Please Use Back of Form to explain how the activity supports the Renaissance Academy vision.  
Also provide a Detailed Schedule and Explanation of Fieldtrip Including Travel Times, Addresses of  
Destinations and Lodging, Phone numbers, etc.

## Renaissance Academy after School Activity Proposal Form

This form is used to evaluate each after-school activity on an individual basis. Please provide as much information as possible (make estimates if uncertain). If further information is needed, please refer to the After School Program Policy.

Activity: \_\_\_\_\_

Parent Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Involved Parties: \_\_\_\_\_

Start Date: \_\_\_\_\_ Times: \_\_\_\_\_

\_\_\_\_\_ Grade Level(s): \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ (per participant) To Cover What Expenses:

\_\_\_\_\_  
\_\_\_\_\_

Equipment Needs: \_\_\_\_\_

Facility Needs: \_\_\_\_\_

Goal of this Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervision Plan for Before Program Starts:

\_\_\_\_\_  
\_\_\_\_\_

**Supervision Plan for Other Siblings/Students Not in Program:**

End Date: \_\_\_\_\_ Location: \_\_\_\_\_ Estimated Participants: \_\_\_\_\_

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Please Write Any other Additional Information:

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Program Accepted/Denied (If Denied, Please Give Specifics):

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Additional Comments:

### Renaissance Academy Authorization of School Personnel to Administer Medications

Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of licensed health care provider completing form: *(Please Print)*

#### Licensed Health Care Provider's Statement:

1. Name/type of medication: \_\_\_\_\_
2. Dosage/amount to be given: \_\_\_\_\_
3. Frequency/times to be administered: \_\_\_\_\_
4. Duration (week, month, indefinite, etc.): \_\_\_\_\_
5. Anticipated reactions to medication (symptoms, side effects for under dose/overdose, etc.)

\_\_\_\_\_  
Signature of Licensed Health Care Provider

\_\_\_\_\_  
Date

#### Parent/Guardian Request/Approval

I hereby request and give my permission for the above named student to receive the specified medication as stated in the above instruction from the health care provider. I understand that the school administration will designate specific staff to administer medication, train staff, assure proper identification and safekeeping of medication, and maintain records of such administration of medication.

I further understand that school personnel who provide assistance (administration of specified medication so noted) or employer of such staff are not liable, civilly or criminally, for any adverse reaction suffered by my child as a result of taking the medication so indicated and discontinuing the administration of the medication in keeping with the procedure outlined above.

I will personally deliver medication to the school and understand that a one-week supply is recommended.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



# Facilities Access

## Philosophy

This policy is to ensure that Renaissance Academy facilities and property are only accessed for authorized purposes, ensuring health and safety while at the same time providing an open, safe, comfortable, and efficiently run environment that contributes to meeting the teaching objectives of the school. Within this Key Policy, "key" or "keys" will mean: keys; key cards; access codes; passwords; any physical device, piece of information or process used to gain access to all or any part of the school; and any combination of these.

## Standards

1. The Administration shall designate an employee as Key Manager who shall maintain an inventory of all keys together with a list of school personnel to whom each key is issued, and maintain secure storage of master keys, duplicate keys, and unassigned keys.
2. Upon request, the Key Manager will provide any key being stored to the Executive Director or Board of Directors.
3. School personnel are issued keys from the Key Manager for access to the building and parts thereof to facilitate their work at the school. Any other use of the building must be approved as outlined in the school's Facilities Use Policy.
4. In no instance will school personnel loan, duplicate, re-assign, or transfer their keys, other than to the Key Manager, the Executive Director, or a member of the Board of Directors.
5. Keys will be returned to the Key Manager upon request, or at the end of employment or assignment that requires keys.
6. The installation of new locks or the re-keying of existing locks must have prior approval of the Administrative Director. Furthermore, this new lock installation or re-keying must either be keyed to allow access by an existing school master key, or have a duplicate of the key provided to the Key Manager for secure storage.
7. School personnel shall not use their keys to grant access to any part of the school to any person that does not have authorized keys to that part of the school, unless the person is accompanying and is being supervised by the school personnel.
8. Access to school building and grounds outside of regular school hours shall be limited to personnel whose work requires it or for activities that have been approved by the Administrative Director or Board of Trustees.
9. It shall be the responsibility of school personnel to secure the facility if he/she is accessing it outside of designated business hours. At no time shall students be allowed in the school building or part thereof without approved supervision.

**Note:** During public and school holidays the school Administrative Director may restrict some access as required.

## Lost/Temporary Keys



Lost keys/cards shall be reported immediately to the Administrative Director. For any additional keys a Key Request Form must be filled out and signed by both the employee and the Administrative Director.

Temporary keys can be issued for one-time use (through the school administration) for classroom assistance, or in cases where a key has become temporarily unavailable (for example, left at home). These keys must be returned within the agreed time-frame or a fee of \$50 will be issued. If a key is not located and/or returned within 7 days it will be deemed lost and a fee for re-keying or replacing those locks affected up to and including the entire facility will be issued.

# Electronic Device Policy

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## Board Policy

The Renaissance Academy Board of Trustees recognizes the need to regulate the use of electronic devices in the school environment. Such devices are disruptive to the learning environment during the regular course of the school day. The Board delegates to Administration the responsibility for developing appropriate guidelines to implement this policy in accordance with accepted education practices and with the laws of the state of Utah.

## Definitions

1. Electronic Devices - Includes beepers, pagers, cell phones (with or without cameras) Blackberries, I-Phones, smart phones, hands-free devices, digital cameras, video cameras, and all similar or related items.
5. School or School-sponsored Events – The hours that make up the school day from 8:15 a.m. to 3:10 p.m., during the students' individual courses or during the entire school day. This includes the time spent going to school-sponsored events or activities on school-provided transportation to and from such extracurricular activities and field trips, including athletic events.
6. Passing Time – The period designated in secondary schools between classes or to allow students to move between classes or classrooms.
7. Lunch Time – The time period designated for lunch during the school day.
8. Parent/Legal Guardian – Person(s) who has legal responsibility for the student's education.
9. Individualized Suspicion – Credible and substantiated information that an individual has violated the policy.
10. Reasonable Suspicion – Need not be based on a single factor but may be an aggregate of all the information available at the time of a search.
11. Medical Reasons – Documented student illness, with or without documentation for a health care professional, of a student's illness or medical problem.
12. Instructional Time – The hours during the school day designated by the school which includes the cumulative hours and days during the course of the school year consistent with R277-419.

## Use of Electronic Devices

13. During the School Day – Electronic devices may NOT be used by Renaissance Academy students during the school day, during school-sponsored activities or transportation.