



Parent Handbook
2011 - 2012



August 1, 2011

Dear Parents:

It is a pleasure to welcome you to the 2011/2012 school year at Renaissance Elementary & Middle Charter Schools. We are extremely proud that once again both of our schools achieved an “A+” for the 2010/2011 State of Florida Student Performance Grades. We congratulate our students, parents, and staff for an incredibly successful school year—all of your hard work and dedication once again truly paid off.

This handbook is designed to assist you in understanding the policies and guidelines used at Renaissance Elementary & Middle Charter Schools. Please read the handbook and discuss appropriate items with your child. After reviewing the handbook, please complete the **parent contract** and the **handbook acknowledgment** pages and return them to your child’s teacher by Thursday, August 25th, 2011.

We look forward to working with you and your children in order to provide an environment that will enable students to reach their highest potential in academics, citizenship and life skills. If you have any questions regarding the handbook, please do not hesitate to contact your child’s teacher or the School Office.

Sincerely,

A handwritten signature in black ink that reads "Ana Cordal". The signature is written in a cursive, flowing style.

Ana Cordal
Principal

Renaissance Elementary/Middle Charter School

School Calendar 2011-2012

Dates when teacher/students are not in school:

September 5	Labor Day
November 11	Veterans Day
November 24/25	Thanksgiving Vacation
December 20 – January 2	Holiday Break
January 16	Dr. Martin Luther King, Jr. Day
February 20	Presidents' Day
March 12 – March 16	Spring Break
May 28	Memorial Day

Dates when there is no school due to teacher planning day:

September 29	Teacher Planning Day
October 28	Teacher Planning Day
December 19	Teacher Planning Day
January 23	Teacher Planning Day
February 3	Teacher Planning Day
March 30	Teacher Planning Day
April 6	Teacher Planning Day

SCHOOL HOURS: ELEMENTARY

8:30 am - 2:45 pm	K & 1 st
8:30 am - 3:15 pm	2 nd & 3 rd
8:30 am - 3:30 pm	4 th & 5 th

SCHOOL HOURS: MIDDLE

8:40 am – 3:40 pm

EARLY DISMISSAL: ELEMENTARY

Early Dismissal each Wednesday

1:45 - 2:00	K & 1 st
2:00 - 2:15	2 nd & 3 rd
2:15 - 2:30	4 th & 5 th
June 4-7 th	11:30 K- 2 nd 11:45 3 rd – 5 th

EARLY RELEASE DAYS: MIDDLE

On the following dates, dismissal will be at 1:30 pm:

September 22
October 27
December 8
February 2
May 3
June 4 – 7

GRADING PERIODS:

First grading period ends	October 27
Second grading period ends	January 20
Third grading period ends	March 29
Fourth grading period ends	June 7

FCAT TESTING SCHEDULE:

February 28 – March 1	FCAT WRITING 4 th & 8 th grades only
April 16 - 27	FCAT Reading & Math Grades 3 rd – 8 th
April 16 - 27	FCAT Science 5 th & 8 th grades only
April 10 - 12	SAT 10 Kindergarten, 1 st and 2 nd grades only

Please be sure not to schedule any vacations or appointments during the above-mentioned dates.

<u>School Board Meeting Dates</u>	<u>PTO Meeting Dates</u>	<u>School Advisory Council</u>
TBD	TBD	TBD

Dates are subject to change. Please check the School Website at www.recscharter.org at least every two weeks.

ABSENCES:



Any time a student returns to school after an absence, a note **MUST** be brought from home. Acceptable excuses for students' absences are illness, a death in the family, a school-sponsored event or activity that has been previously approved or a religious holiday. Doctor's notes will **ONLY** be accepted by the student's homeroom teacher upon his/her return to school. Doctor's notes **will not** be accepted at the **END** of the school year for an absence that occurred previously in the year. If you need to take your child out of school before the end of the school day, come to the school office before 2:00 p.m. (Weds. 1:00 p.m.) to sign him/her out and a school employee will send for your child.

Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the administration. Notification must be made in writing at least two weeks in advance so teachers can have the appropriate work ready for each student. Absences due to vacations are not considered excused.

Students exceeding a combination of 20 unexcused absences, tardies or early dismissals will lose automatic re-enrollment privileges.

PROGRESS MONITORING PLAN PLAN (PMP):

A PMP is required by the state when a student is not progressing at the appropriate rate in academics and/or behavior. It is designed to help meet a child's individual needs and assist that child in reaching grade level standards.

Students are required to have a PMP if:

- They receive a Level 1 or 2 in reading or math on the FCAT.
- Academic grades are a "D" or below.
- Behavior is negatively affecting academic achievement.



AFTER SCHOOL CARE:

The After School Care (ASC) program is a service we provide for parents for a reasonable fee. The ASC program begins immediately after school ends until 6:30 p.m. Students are provided a snack and a drink. During an hour of ASC time, students are to work on their home learning and read a book. Please review the home learning assignments with your child on a daily basis. After home learning time is over, students have time for recess, games, and a variety of structured activities. Please see our web site for payment procedures and policies. **Students may not be picked up from ASC during dismissal time (2:00 p.m. to 3:45 pm). ASC Students will be not be dismissed until after 3:45 p.m.**

AGENDA BOOK:

Each student will be required to purchase an agenda from the school. The agenda book will be used on a daily basis by teachers for communication to parents. Students will use the book to log in their home learning assignments. The agenda book (\$12.00) along with the communication folder (\$3.00) may be purchased from the classroom teacher for a total of \$15.00 the first 2 weeks of school. The agenda book must be **signed each night**, by a parent to ensure that home learning is completed and all communication has been seen daily. This is to ensure that parents are kept informed on a daily basis. If a student misplaces an agenda book, he/she will be required to purchase another one from the front office in the morning. No other agenda books will be accepted, as the school has ordered books with specific items.

RECS ARRIVAL:



Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time.** All students must use the school driveway to be dropped off. Drop off is from 8:00 a.m. to 8:25 a.m., so that students are sitting in class by 8:30 a.m. There **is no supervision before 8:00 a.m.** for students who are **not** enrolled in the Before School Care Program. If students are dropped off prior to 8:00 a.m. they will be placed in Before School Care. The parent will be assessed a \$25.00 registration fee and the daily rate of \$5.00. **Students are not permitted to be dropped off on the N.W. 19 Street side of the school. All traffic must approach the school from the east, heading west on N.W. 21 Street. Also, parents are not permitted to use the parking lot across the street or use the Starbuck's shopping center as parking, dropping off, and picking up students at any time during the school year. Anyone parked in the Starbuck's shopping center parking lot will be towed at their discretion.**

RMCS ARRIVAL:

Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time.** All students must use the school driveway to be dropped off. **Drop off is from 7:55 a.m. to 8:30 a.m., so that students are sitting in class by 8:40 a.m. There is no supervision before 7:55 a.m.** for students who are **not** enrolled in the Before School Care Program. If students are dropped off prior to 7:55 a.m. they will be placed in Before School Care. The parent will be assessed a \$ 25.00 registration fee and the daily rate of \$5.00. **Students are not permitted to be dropped off on the N.W. 33 Street side nor in the parking lot behind the school. Parents are not permitted to use the back gated entrance to enter the school or depart from the school. Also, parents are not permitted to use the parking lot behind the school or Kid's Corner as parking, dropping off, and picking up students at any time during the school year. Anyone parked in the Kid's Corner parking lot will be towed at the discretion of Kid's Corner.**

BEFORE SCHOOL CARE:

Before School Care (BSC) is a service RECS/RMCS provides for all parents for an additional monthly fee. Please see our web site for program policies & monthly payment schedule. Students who attend the BSC program are expected to report directly to the Multipurpose Room upon arrival and **parents must sign in their child on a daily basis.** Students in BSC will have time to review the previous day's assignment. Breakfast will be available from 7:00–7:45 a.m. only for an additional fee (please see payment schedule in the cafeteria).

No students will be permitted to enter the building prior to 7:00 a.m.

BIRTHDAY CELEBRATIONS:

Students are welcome to celebrate their birthday at school in Kindergarten through Fifth Grades. Individual snacks (cupcakes, cookies, etc.) and a drink may be brought to school to share with the students in your child's homeroom. Arrangements must be made in advance with the classroom teacher. **No party bags, balloons, decorations, etc., are permitted. Siblings may not attend this celebration as it would be disruptive to another class.**



- A "Birthday Banner" with your child's picture may be purchased for \$10.00 at the Front Office.

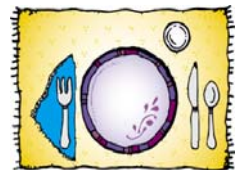
CAFETERIA PROGRAM:

Lunch \$ 3.00 Per Day (includes milk)

Breakfast \$ 1.50 Per Day

A standard menu will be used and is posted on our school website www.recscharter.org. Breakfast and lunch will be served in the Multi-purpose Room. Occasionally, students lose or forget their lunch; when this happens, the student will have cereal and milk. Students will not be permitted to call home. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas, candy or gum to school.

Since we are trying to promote healthy eating habits, we request that fast food not be brought to school. If you insist on bringing your child fast food, it must be placed in a regular lunch box or brown bag. The toys must be removed and remember, no sodas. Parents are encouraged to come eat with their children. Please note that this does not count towards service hours.



Payment:

Payments and order forms are due on **Wednesdays** only. Monthly order payments are due on the **LAST WEDNESDAY** of the previous month. For example, payment for October lunch is due on the last Wednesday in September. Weekly order payments are due the **WEDNESDAY** prior to the week

you are ordering lunch. Payments will not be accepted on any other day unless the student was absent from school. Payments may be made in cash or check (payable to RECS) Please note: there is a \$30.00 fee for returned checks & you may be required to pay in cash or money order for the remainder of the school year. Days missed due to absences or fieldtrips are **NOT** credited. A special fieldtrip lunch will be provided. Milk can be purchased for .50 cents everyday.

Free/Reduced Price Lunches: Applications for Free or Reduced Priced meals are available in the school office and cafeteria. Parents must apply for this benefit yearly. Applications should be completed and returned by Friday, August 26th for students starting school at the beginning of the school year. Students who enroll after the school year has begun must return their free/reduced lunch applications with their registration packets. A random selection of applicants will be asked for additional information regarding verification of income. Notification pertaining to qualification for free/reduced lunch will be sent promptly. **Parents are responsible for providing lunch for their children until the application is approved; however, prior year lunch status is valid for the first two weeks of school only.**

Behavior: Conduct in the cafeteria reflects a student's home training. Students should eat in an atmosphere that is pleasant and conducive to good habits. Please discuss good cafeteria manners with your child. Students will receive a strike or detention for improper cafeteria behavior.

Students Will:

- Use low voices during lunch.
- Not play or throw food.
- Raise their hand if they need something.
- Remain seated during the lunch period at the assigned table.

Service Hours during Lunch:

Please see Ms. Conde our cafeteria coordinator for assignment and approval of service hours during lunch. Please note that just having lunch with your child during lunch is not considered service hours.

COMMUNICATION:

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communication with parents at all times.



Parents will have access to their child's grades at all times by logging into the following website www.recscharter.org. **Parent User names and Passwords will be sent home during the first few weeks of school for new students. Returning students have the same usernames and passwords from prior school year. Please don't call the front office for your Parent User names or Passwords. Contact your child's teacher via Student Agenda.**

In addition to the report cards and conferences, student work will be sent home along with a progress report from your child's teacher in a communication folder. The parent/guardian will be asked to sign and return the information the following day. This information will be sent home bi-weekly. The communication folder (\$3.00) and class agenda (\$12.00) can be purchased through your classroom teacher for a total of \$15.00.

Please feel free to consult with the office regarding any problems or questions that concern your child. However; it is imperative you speak with the child's teacher first for classroom issues. It is the desire of the administrators and the faculty to be of service to both parent and student, and every teacher welcomes a conference with any parent. At no time is it appropriate for a teacher to meet with parents while students are present, including the arrival time from 8:00 – 8:30 a.m. Therefore, conferences need to be scheduled ahead of time, so the teacher and/or administrator will be available to meet with you.

It is the parents' responsibility to stay informed. We are striving to become a paperless school. Important information will be posted on our school website.

If you don't have access to the internet, a copy of the information will be posted in the School Lobby. Also, please check your child's backpacks daily for emergency notices and www.recscharter.org every two weeks for new information.

DISCIPLINE PROCEDURE:

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior. We desire to teach the student to do what is right. Students are not disciplined out of anger or for the sake of convenience, but with the intention of helping the student make appropriate choices. Though few students desire discipline, they often need it in order to reach their full potential.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on the following guidelines. Please note that this list is **not** all-inclusive.

1. Students are expected to respect the authority of school personnel, which includes but is not limited to: administration, teachers, staff and substitutes.
2. Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on the school grounds.
4. Items such as water pistols, matches, radios, cassette players, skateboards, Gameboys, ipods, trading cards, Silly Bandz, toys, weapons of any sort, etc. are not permitted at school.
5. No notebooks, albums, magazines, lunchboxes, etc. will be permitted that carry pictures or slogans referring to the drug culture or alcohol.

- No profane, abusive or slang language is to be used.
6. Zero tolerance for aggression, drugs and alcohol. (Students that push, hit, bite, kick, harass, bully or use the internet in a negative way will be suspended or expelled).
 7. **No cell phones should be brought to school. School phones are available for emergencies. Cell phones will be confiscated by school personnel and returned on the last day of school (June 07, 2012). The only exception to the cell phone policy: Students that ride the bus may bring them to the office in the morning and check them out before riding the bus home in case they need to contact their parents after exiting the bus.**

The Miami-Dade County School Board passed a Code of Student Conduct that lists violations and disciplinary actions that must be taken in order to deal with the misconduct.

Detention Policy:

K - 2nd Grades: 30 minutes (3:30 – 4:00)
3rd - 5th Grades: 1 hour (3:30 – 4:30)
6th - 8th Grades: Saturday Work Detention (8:30 –10:30)

Detentions are served on Thursdays for students in K-5th grade receiving this consequence. Detentions are given by administration, teachers or school staff. Detentions will be given for the following infractions, but not limited to the list below:

Having three strikes in any of the areas mentioned below will constitute a detention. For Example 3 strikes = 1 detention. (Read below)

1 missed homework = 1 strike, 1 missed parent signature= 1 strike, 1 improper behavior= 1 strike = 1 detention.

Middle School Students will receive a Saturday Detention on the third strike. After two Saturday Detentions the next offense will result in suspension.

- **Missed Homework:** For each missed assignment, the child will receive 1 strike. Children with chronic homework infractions are referred to the school administration for possible suspension.
- **Uniform:** The first time a student is out of uniform, a warning will be given to the student and parent. A warning will be written in the child's daily agenda. The second time a student is out of uniform, a strike will be issued.
- **Behavior:** The first time a child demonstrates improper behavior a warning will be given. A warning will be written in the child's daily agenda. However, severe misbehavior may warrant a referral the school administration for disciplinary action which may result in suspension.

When the child receives the second strike, teachers will advise parents that the next infraction will result in a detention. Parents will receive this notification in their child's agenda book.

Once the detention has been assigned, it is the child's responsibility to return the signed detention notification form to the teacher within 24 hours. Failure to return the signed detention form will result in additional consequences.

SATURDAY WORK DETENTION: 8:30 a.m. - 10:30 a.m.

After 2 detentions, students will receive a Saturday Work Detention (SWD). Also, a student may receive a SWD for extreme misbehavior. SWD will consist of working on school grounds to keep it clean and in good repair. After 2 Saturday Work Detentions, a student will be suspended for continued misconduct.

ELEMENTARY K- 5 ENTIRE SCHOOL YEAR

- 1. DETENTION**
- 2. DETENTION**
- 3. SATURDAY WORK DETENTION**
- 4. SATURDAY WORK DETENTION**
- 5. SUSPENSION**

MIDDLE SCHOOL 6- 8 ENTIRE SCHOOL YEAR

- 1. SATURDAY WORK DETENTION**
- 2. SATURDAY WORK DETENTION**
- 3. SUSPENSION**

Students missing a detention on Thursday or Saturday will receive an additional detention day. Leaving a detention early will result in another day being assigned. Students that do not serve their assigned detention or bring their notice signed within 24 hours are subject to another detention.

RECS/RMCS DISMISSAL PROCEDURES

Please avoid calling the front office during dismissal (2:45 p.m. thru 3:50 p.m.) Students must leave the school grounds immediately after dismissal, unless enrolled in the After School Care Program or Enrichment Programs. Parents must wait for their children **outside** the school. **Students will not be dismissed after 2:00 p.m. or 1:00 p.m. on Wednesdays. Please do not call ahead. We do not have students wait in the office for pick-up. Also, After- School Care students will not be dismissed during regular dismissal. After School Care students may be picked up after 3:50 p.m.**

Only individuals listed on the *EMERGENCY CONTACT CARD* will be allowed to pick-up students from the school. Please update information whenever changes occur. A valid photo identification will be required of all individuals' picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will **not** be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents, which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate to be permitted to pick up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent. **Dismissal for Kindergarten and First Grade is from 2:45-3:00 p.m. Students in Second and Third Grades are dismissed from 3:15-3:30 p.m. Students in Fourth and Fifth Grades are dismissed from 3:30-3:40 p. m. Students in Sixth through Eighth Grades are dismissed from 3:40-3:50 p.m.**

Students not picked up on time will be placed in the After School Care Program and be charged a one time registration fee of \$25.00 and assessed a **\$15.00** fee for the day.

If making changes in your child's dismissal plan, please fax information with a photocopy of your Florida Driver's License and signature to the school office at 305-591-2336 (RECS) or 786-401-1978 (RMCS) and follow up by phone 305-591-2225 (RECS) or 305-728-4622 (RMCS) to insure receipt of documentation **before 2:00 p.m.** No last minute phone calls or faxes will be accepted.

Examples of changes to child's dismissal plan:

- A bus student going home through "parent-pick-up" instead of on the bus.
- An After School Care Student going home in "parent-pick-up" instead of going to the After School Care Program.
- Requesting that a student be placed in After School Care for the day instead of going to "parent-pick-up".

No phone calls will be accepted for the above examples.

No early dismissals will be permitted after 2:00 p.m. (or 1:00 p.m. on Wednesdays). Any child picked up early must bring a doctor's note the following day or it will be an unexcused early dismissal.

RECS DISMISSAL:

All parents must remain outside the school building at dismissal time. Parents please remain in your vehicles. Teachers will bring the students to the designated area for pick-up or for bus transportation. Parents picking up students for the 2:45 p.m. dismissal may not form a line in the driveway until 2:40 p.m. so that the "Fire Lane" is free from obstruction. Parents picking up students for the 3:15 p.m. dismissal may not form a line in the driveway until 3:10 p.m. so that the "Fire Lane" is free from obstruction. Parents picking up students for the 3:30 p.m. dismissal may not form a line in the driveway until 3:30 p.m. so that the "Fire Lane" is free from obstruction. Parents arriving prior to their child's assigned dismissal time will be asked to move to the back of the line.

RMCS DISMISSAL:

All parents must remain outside the school building at dismissal time. Parents please remain in your vehicles. Teachers will bring the students to the designated area for pick-up or for bus transportation. Parents picking up students for the 3:40 p.m. dismissal may not form a line in the driveway until 3:30 p.m. so that the "Fire Lane" is free from obstruction. Parents arriving prior to their child's assigned dismissal time will be asked to move to the back of the line.

DRESS CODE:



A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school uniform during normal school days. RECS/RMCS reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance shall wear the RECS/RMCS official school uniform from "ALL UNIFORM WEAR".

Hair: Hair must be neat and clean with no "unnatural" colors, i.e. fluorescent, bright green, etc. Hair must be combed down without spikes. Students may not have hair hanging in their face that obstructs their eyes. Boy's hair must not touch shirt collar. Hairstyles disruptive to the learning environment will not be permitted. No hats or bandanas may be worn. Headbands may only be worn if holding hair back and may not be worn across the forehead.



Shoes: Students must wear closed shoes at all times. No heavy military type boots or shoes with metal tips may be worn. No roller skate shoes or light-up sneakers are permitted. All shoes must be brown, blue, and black without patterns. No slip on type shoes. Athletic shoes can be worn but must be simple with laces or Velcro.

Shirts: All shirts must be tucked in and must have the RECS/RMCS logo. Only plain white undershirts may be worn under the uniform shirt. All undershirts must be white, no pictures writing or patterns. Elementary students may wear their red field trip shirts on Fridays.

Slacks/Shorts: All uniform slacks/shorts must be worn with a solid brown or black belt and be in good repair. Shorts may not be shorter than a finger length above the knee. All uniform bottoms must have the RECS/RMCS initials.

Skorts: All skorts must be no shorter than a finger length above the knee.

PE: All students must wear their PE uniform (RECS/RMCS T-Shirt and navy blue shorts.) All uniform bottoms must have the RECS/RMCS initials.

Jackets: Jackets should have the school logo. Improper Jackets will result in a strike and student may not wear it inside the school building. **Students may not wear hoods inside the school building.**

Jewelry: No body piercing other than earrings. Earrings should be stud style only for safety purposes – No hoops or hanging earrings. Students may wear a watch and one thin chain that is tucked into the shirt. No names or medallions should be worn on the thin chain. No rings or bracelets will be worn to school. Earrings, necklaces, bracelets and rings as discussed above will be collected by the faculty if worn.

Back Packs: No rolling backpacks are permitted.

General: No sports bands (wrist, head or ankle) may be worn at school. At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. Girls may wear headbands sold at “ALL UNIFORM WEAR.”

Cold Weather Uniform Guidelines:

- A solid white undershirt (such as a turtleneck) may be worn under the school polo or school shirt.
- Another option on cold days for elementary students is to purchase the long-sleeve school uniform polo from All Uniform Wear.
- Only the navy school uniform jacket bearing the RECS or RMCS logo may be worn.
- Girls may wear solid white or solid navy tights under skorts.
- On PE days, the regular school uniform long pants may be worn with the PE shirt (instead of the PE shorts). Please note that PE will be held indoors when the temperature drops below 60 degrees Fahrenheit.
- Sweatpants or sweat shirts are NOT allowed.

Uniform: The first time a student is out of uniform, a warning will be given to the student and parent. A warning will be written in the child's daily agenda. The second time a student is out of uniform, a strike will be issued.

All uniforms must be purchased through the uniform vendor and embroidered with proper school logos. Uniforms that are altered for length (other than pant legs), belt loops, etc. will be considered a uniform violation. Uniforms may not be purchased nor monogrammed at any other location. The approved school vendor is “ALL UNIFORM WEAR”.

8456 S.W. 8TH Street
Miami, FL. (305) 266-1262

765 West 16th Street
Hialeah, FL.(305) 887-9552

8170 Pines Blvd
Pembroke Pines (954)885-5246

EARLY DISMISSAL:

Any student leaving school prior to dismissal will have an early dismissal logged to his/her record.

Excused early dismissals are given for doctor's appointments with notes from the doctor. To receive an excused early dismissal, a doctor's note must be brought to school the next day. No doctor's notes will be accepted late.

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child. **Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their child to come to the main office. Parents will not be allowed to pick up their child from the classroom.**

No child may be dismissed from the classroom after 2:00 p.m. (1:00 p.m. Weds.)

No early dismissals will be permitted after 2:00 p.m. (1:00 p.m. Weds.)

Students exceeding a combination of 20 unexcused absences, tardies or early dismissals will lose automatic re-enrollment privileges.

EMERGENCIES:

Illness: The importance of regular attendance cannot be over-emphasized, but **students should not be sent to school when they are ill or it is suspected that they have Conjunctivitis (pink eye). Parents will be called to pick up the student. Students with suspected Conjunctivitis must return to school with a doctor's note.** Students will be sent home if they have a temperature of 99 degrees or above. **In order for a child to return to school, he/she must be fever-free, diarrhea, vomit-free for a minimum of 24 hours.** If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency. Please update Emergency Contact Information whenever changes occur. Students will not be permitted to take calls from parents to see how they are feeling. If the school has not contacted you, your child is feeling fine.

EMERGENCY EVACUATION:

Your child's safety is paramount. We need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdowns, and extreme weather procedures. Under extreme circumstances should we need to evacuate the building the local police will assist in determining the location the students would be held. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. For information during such an emergency you may contact CSUSA @ 954-202-3500 or our school web page. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well.

Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.

ENRICHMENTS:

The enrichment program functions independently from the After School Care program; therefore, it is not a requisite to be enrolled in the After School Care program to participate in enrichment activities. Students have several opportunities to participate in extra curricular activities for an additional fee. An enrichment guide will be posted on our website which will include the activities offered, the days, time and cost. Fees are due monthly at the front office or in an envelope with student's name, enrichment registration form (recscharter.org) and homeroom teacher's name. Please see website for further information and to view the payment due date schedule - late payments will not be accepted. If paying by check, please print student name and enrichment name on the check memo section. Enrichment programs for 2011-2012 will begin on **Tuesday, September 6, 2011.**

FAMILY RIGHTS AND PRIVACY ACT:

The revised Family Rights and Privacy Act became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

FIELD TRIPS:

As a learning experience, teachers may plan field trips. Parents may be asked to



assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. The official chaperones will be rotated and selected through a lottery of paid chaperones. The Guidelines for Chaperones form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines.

All parent chaperones must be fingerprinted and cleared through Miami Dade Police Department prior to the field trip. Fingerprints are valid for 2 school years. Teachers must submit the chaperone list to the office one week prior to the field trip.

Participation in field trips is a **privilege**. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons

relating to academics, behavior/conduct and/or attendance. Students with fees owed to the school for Before Care Program/After School Care Program, NSF checks, lost books, etc., will not be permitted to attend field trips until these fees are paid.

Written parental permission must be given for students to participate in field trips. The teacher will send home permission slips and information about each field trip 2-4 weeks prior to the field trip date. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip, or the student will not be permitted to take part in the field trip. Students not paying by the designated deadline will not be permitted to attend the field trip. Students not wearing the Renaissance red T-Shirt **or RMCS appropriate attire as mandated in field trip form will be required to remain at school.**

- **All field trip money (student and chaperone) will be collected by the classroom teacher by the designated deadline on the field trip form.**
- **Field trips must be paid in cash only.**
- **Money will not be accepted at the front office.**
- **Field trip money is non-refundable.**



GRADING SCALE:

Grades K - 1st

E (90 - 100) - Excellent
S (75 - 89) - Satisfactory
N (65 - 74) - Needs Improvement
U (64 and below) - Unsatisfactory (Failure)

Grades 2nd - 8th

90 - 100 % A- Outstanding
80 - 89 % B- Above Average Progress
70 - 79 % C- Average Progress
60 - 69 % D- Lowest Acceptable
0 - 59% F- Failure

GRIEVANCE PROCEDURE:

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem and be sure you have ALL the facts.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher, if applicable.
4. If you believe the problem is not resolved, meet with school administration.
5. If left unresolved, you should contact Richard Page (CSUSA) @ 954-202-3500.
6. If still unresolved, you should contact the Renaissance Elementary/Middle Charter School Board.

HOME LEARNING POLICY:

The purpose of home learning is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand his/her assignment after trying to do it at home, please send a note to the teacher indicating the problem.

Teachers use the following time schedule as a guide when assigning home learning:

	<u>Home Learning</u>	<u>Reading and Log</u>
Grade K	10 minutes	10 minutes
Grade 1	20 minutes	10 minutes
Grade 2	20 minutes	20 minutes
Grade 3	30 minutes	30 minutes
Grade 4	45 minutes	30 minutes
Grade 5	45 minutes	30 minutes
Grade 6-8	60 minutes	30 minutes

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing home learning. Some days home learning assignments may take less time and may take slightly more time on another day. A child who does not complete class work in class may have to complete class work in addition to home learning. Reading Log requirements will be sent home by the Language Arts teacher.

Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to bring in home learning, he/she should complete it for the following day. Teachers keep daily records of home learning assignments which are used in determining quarterly grades. If a child fails to complete home learning, there may be consequences in the classroom. If a child continually fails to complete home learning, consequences may include detention or suspension. **It is important to note that home learning is the student's responsibility.**

All students will be required to write their assignments in their school agenda. Parents are to ensure that home learning is completed and all communication has been seen daily. **Parents not signing the agenda will result in student receiving a homework strike.**

The parent's responsibility is to provide a quiet environment and assistance when needed. In addition, parents may help in the following ways:

- Show an interest in your child's work.
- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.

- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

Students will not be permitted to return to a classroom after dismissal to get home learning assignments and projects. This also includes the students participating in the After School Care program. Assignments will not be accepted at the office from parents.

HONOR ROLL AND AWARDS REQUIREMENTS:



Quarterly Awards

Third - Eighth Grades

High Academic Honors - All 90's in academic subjects.

Honors - All 80's and 90's in academic subjects.

All Grades

Perfect Attendance - No more than one tardy and/or early dismissal.



End of Year Awards

Second- Eighth Grades

Principal's Award - All 90's all year in academic subjects.

Academic Achievement - All 80's and 90's all year in academic subjects.

First Grade

Academic Achievement - No more than 5 S's all year in academic subjects.

All Grades

Perfect Attendance - No more than 4 tardies and/or early dismissals all year.

Citizenship - One outstanding citizen per class.

Art Achievement - One student per class.

Technology Achievement - One student per class.

Music Achievement - One student per class.

Spanish for Native Speakers Achievement - One student per class.

Spanish for Non-Native Speakers Achievement - One student per class.

Physical Education Achievement - One student per class.

Renaissance Excellence Award - One student per grade level for outstanding achievement in academics, citizenship and effort.

Middle School students will also receive awards for their elective courses.

HALLWAY BEHAVIOR:

Students should travel through the hallways quietly to avoid interrupting ongoing classes. Students should always arrive to class on time. Students are NOT allowed to show "Public Display of Affection". For safety reasons students should walk on the right side of the hallway and keep their hands, feet and other objects off the corridor walls.

INJURY:

An accident report will be completed and filed for everyday accidents.

The procedures listed below will be followed for an injured student:

- 1) Teachers will send the student to the office if the injury is minor. Teachers will notify the office if the student is unable to be moved.
- 2) School personnel will administer basic first aid.
- 3) The parent(s) will be called and the injury described. For minor injury, the parent will make the decision about removing the student from the school. Emergency contact persons will be called if parent cannot be reached.
- 4) The Emergency Rescue Squad will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES:

All textbooks needed by students for school and homework assignments are furnished by the school from tax dollars. The school is also able to provide the materials and equipment requested by teachers for classroom instruction.

Students need to realize that books and materials are expensive and that they should be cared for properly. **Students are required to cover all books that are issued to them.** A brown grocery bag makes an excellent book cover. At the beginning of the school year, some businesses offer free book covers to the students. Students should print their names and room number on the front of each book cover. Books must not be written in or on. Charges will be made for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials.

Students will not be granted transfers prior to returning all books and paying any fees owed to the school. RMCS students must turn in the textbooks on the day of each individual Final Exam. Student will not be allowed to take finals until the books are returned and/or fees have been paid.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come

prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

LABELS:

Please have your child's name on all personal property such as: lunch boxes, jackets, raincoats, etc.

LOST AND FOUND:

Throughout the school year, items which have been lost are turned into the multipurpose room. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a student loses an item, he/she may go to the "Lost and Found" in the multipurpose room to claim it. There are many items lost and never claimed each year. These items are donated monthly to various charitable institutions. Therefore, please label your child's personal belongings.

Sweaters & Jackets not labeled and in good condition will be washed and resold for \$5.00 each.

MEDICATION:

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of Renaissance Elementary/Middle Charter School without specific written authorization by the physician & parents of the student is forbidden. **If it is absolutely necessary that the child take any medication while he/she is in school, and a physician's form is not signed, the parent may come to the school to administer medication personally.** Physician's Form may be obtained from the school office or website. The medication will be kept in the office and will be administered by office personnel. **Students are not allowed to have any medication (not even over the counter medication) in their possession. Parents must pick up and drop off medicine in the office. Students are responsible to come to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures.**

PARENT TEACHER ORGANIZATION (PTO):

A great portion of each child's day is spent at school; therefore, his/her growth and development becomes a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the Parent Teacher Organization (PTO).

The faculty, staff and administration hope that all of the parents will become active members supporting the school and organization. Officers will be elected yearly according to the PTO's bylaws.

The PTO will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase items voted on by the PTO members. According to the parent contract, you must participate in a minimum of one school activity.

Parents are not allowed to handle money collections to purchase teacher gift cards (Christmas or End-of-the-Year). All money collections must be handled by the PTO.

PTO board meetings are held regularly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general PTO meetings.

PARENT SERVICE HOURS:

Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available through out the school year events. Other opportunities are announced throughout the school year.

All parents are required to volunteer a minimum of 30 service hours per school year (or prorated to two hours a month for students enrolling after the school year has begun). Fifteen service hours must be completed by **January 13th**. Students whose parents have not completed these hours will lose automatic re-enrollment and be placed back in the lottery. Students whose parents have not completed the remaining hours by **May 11th** will also lose automatic re-enrollment and be placed on the waiting list. Students participating in any end-of-year trips must have their parent service hours completed prior to the trip date. Please check with your child's teacher to make sure your hours are completed on time.

To volunteer in classrooms, please make prior arrangements with the teacher so that instructional time is not lost.

Parents will receive one service hour for making 100 copies, single or double-sided (without a sales receipt). Parents that have a sales receipt for copies made, will receive one service hour for every \$10 spent.

Please be sure to log in your own volunteer hours in the Student Information System on the Internet at www.recscharter.org with your user name and password so that your hours can be accounted for each quarter.

It is required that a minimum of 2 hours of volunteer service be spent working on our Annual International Food Festival and 2 hours on school fundraisers and special activities.

Parents will receive volunteer time for attending workshops and general parent meetings conducted in the school.

PTO MEMBERSHIP

Being a member of the PTO allows you to vote on motions, SERVE ON COMMITTEES AND OTHERWISE FULLY PARTICIPATE IN THE ACTIVITIES AND VOLUNTEERING OPPORTUNITIES OF THE PTO.

PAYMENTS

In order to ensure proper credit is posted to your child's account, please be sure to print on all checks the student's name, homeroom teacher, service being paid and include copy of registration form when necessary. If student account is not current, students may not be able to attend school functions and may lose automatic enrollment status for the following school year. Please read "Returned Checks" section in the handbook. Separate check payments are required for each program e.g. lunch, aftercare, enrichments etc.

PEDICULOSIS (HEAD LICE):

Students will be checked periodically for head lice. Students will be sent home immediately if school personnel suspect lice in his/her hair.



The students MAY NOT return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, and shampoo frequently.

RETURNED CHECKS:

Returned checks to Renaissance Elementary/Middle Charter School are charged a \$30.00 returned check fee. Although banks notify their checking customers first, a courtesy letter may be sent home as a reminder from the school. Payment for the returned check must be made in cash or money order. The returned check and \$30.00 fee must be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything else at school. Students whose families do not submit payment for returned checks will lose privileges of field trips, special events and may lose automatic enrollment status for the following school year.

SCHOOL ADVISORY COUNCIL:

This group meets several times a year to discuss school wide goals within the School Improvement Plan.

SCREENINGS:

All Kindergarten students are screened for speech, hearing, and vision to rule out any difficulties in these areas.

Student of the Month

There will be one student per homeroom class to be selected as student of the month. Student of the Month will be based on CSUSA's "STRIVE" for excellence in education program. Each month will emphasize a different characteristic:

Moral Character

Respect
Integrity
Caring
Courage
Justice

Performance Character

Perseverance
Responsibility
Industriousness
Self Control

Active Citizenship

Service/Community Involvement
Respect for Authority
Change Agent
Cooperation
Patriotism

Student of the Month will be announced the last Wednesday of each month during morning announcements.

STUDENT PROGRESSION PLAN

Renaissance Elementary/Middle Charter School will follow the Dade County School's Student Progression Plan requirements and procedures for K – 8th grade students.



STUDENTS' RIGHTS:

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, fieldtrips, detention, suspension or expulsion or other disciplinary action.

Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the Administration. At no time may parents approach the student directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, harassment, misuse of internet (FACEBOOK, YOUTUBE etc.) or other verbal or physical conduct against a student or employee will NOT be tolerated. Police will be called when necessary.

SUSPENSION AND EXPULSION:

The Principal may recommend to the Renaissance Elementary/Middle Charter School Board to expel a student for any of the following reasons in accordance with the *Miami Dade County School Code of Conduct*.

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.
6. Harassment **or bullying** of any kind towards another student or faculty member whether face to face, by telephone, or via the internet.
7. Any other conduct that warrants expulsion based on the Student Code of Conduct.

Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct. Offenses for which a student may be suspended or expelled include but are not limited to the following:

1. **Fighting or other dangerous and/or disruptive behavior (**bullying, hitting, kicking, harassing, pushing or biting**).**
2. **Possession or use of drugs and tobacco.**
3. **Being under the influence or having alcoholic beverages on school grounds.**
4. **Defacing or vandalism of school property.**
5. **Igniting any flammable substance.**
6. **Continual disruption of class.**
7. **Emotional outburst**
8. **Profanity**
9. **Insubordination**
10. **Disrespect**
11. **Peer Conflict**

TARDY POLICY:

A child is tardy when he/she is not in the classroom in his/her seat at 8:30 a.m. at the elementary school and 8:40 a.m. in the middle school. A student who enters a classroom with a late pass is considered tardy. A student who enters the building before 8:30 a.m. but reports to the classroom after 8:30 a.m. (RECS) or 8:40 a.m. (RMCS) without a pass will be marked tardy by the

classroom teacher and will be logged as such by the school office personnel.

Excused tardies are given for doctor's appointments with notes from the doctor. A doctor's note must be presented at the time of arrival to receive an excused tardy. No late doctor's notes will be accepted.

Students exceeding a combination of 20 unexcused absences, tardies or early dismissals will lose automatic re-enrollment privileges.

TELEPHONE:

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not make or receive calls at any time. This means students may not call home for lunch, field trip money,



missed/forgotten school assignments or any other reason.

No cell phones should be brought to school. School phones are available for emergencies. Cell phones will be collected by school personnel and returned on the last day of school (June 07, 2012).

The only exception to the cell phone policy: Students that ride the bus may bring them to the office in the morning and check them out before riding the bus home in case they need to contact their parents after exiting the bus.

If an emergency arises, school personnel will contact parents or guardian.

SEVERE WEATHER INFORMATION:

Renaissance Elementary/Middle Charter School will follow the same procedures as Miami Dade County Public Schools in case of severe weather emergencies. Parents should watch the local news for information about school closings.



VISITORS:

Visitors, **INCLUDING PARENTS**, are **NOT** permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Florida Drivers License which will be processed through the *Raptor Screening System*. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

**RENAISSANCE ELEMENTARY/MIDDLE CHARTER SCHOOL
PARENT CONTRACT - 2011-2012**

I the parent/guardian of _____ have read and agree to abide by the Code of Conduct and the Dress Code of the RENAISSANCE ELEMENTARY/MIDDLE CHARTER SCHOOL.

I understand that my child is a Miami Dade County Public School student.

Whereas, in order to provide my child with a unique educational opportunity;

Whereas, by choosing to enroll my child at the Renaissance Elementary/Middle Charter School is a decision of my personal choice and not a privilege;

Whereas, my desire to enroll my child at the Renaissance Elementary/Middle Charter School is premised upon my desire to become an active partner in the education of my child;

Now, therefore, in consideration of the foregoing:

1. As a parent of a student at the RECS/RMCS, my commitment is to abide by the following resolutions:
 - A. To abide by all school rules and regulations stated in the parent handbook, for example: Morning and afternoon pick/drop off procedures, parking procedures, entering and exiting the school building the proper ways, students will not pick up lunch, homework, school projects, etc. from the front office after the school day has begun at 8:30 a.m. (RECS) 8:40 a.m. (RMCS) For more rules and regulations, please read the parent handbook.
 - B. To recognize and embrace my role as the primary educator of my child.
 - C. To participate in the parenting workshops provided by RECS/RMCS.
 - D. To attend all conferences scheduled with any member of the RECS/RMCS staff.
 - E. **To participate in the Parent Service Hours, including volunteering 30 hours, at a rate that is sensitive to the needs of the school, and in all cases to be completed by May 11th 2012. Fifteen hours must be completed by January 13, 2012.**
 - F. To provide transportation to and from school for my child unless transportation is provided by RECS/RMCS. I understand that if I am late picking up my child, he/she will be placed in the after school care and charged a fee. **If my child is continually tardy/absent/released early, the attendance policies will be enforced and I understand that for the benefit of my child's education, he/she may be required to transfer to a school that is more accessible for my child.**
 - G. To purchase uniforms for my child from the designated vendor and ensure that my child is in uniform on a daily basis.
 - H. To supply lunch each day to my child, either from home or purchased from the RECS/RMCS approved vendor.
 - I. To be responsible for timely payments of any fees accrued at RECS/RMCS (cafeteria payments, after/before care, enrichments etc.)
 - J. To participate in the RECS/RMCS functions.
 - K. To participate in the school fundraisers.
 - L. To adhere to all school policies and procedures.

2. To do the following things to enhance my child's academic growth, I agree to do the following:
 - A. To read and use information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
 - B. To provide a suitable time and place within the home for home learning.
 - C. To limit television, video games, and phone usage during the week and allow more time for reading, studying and family time.
 - D. To check my child's home learning and sign the agenda nightly.

I understand that by not fulfilling my contractual obligations to the school and to my child, this may result in my child being withdrawn from the school at the sole discretion of the Principal as approved by the RECS/RMCS Board.

Signature of Parent /Guardian _____ Date _____

Student Name _____ Date _____

Handbook Acknowledgment

Dear Parent,

Please complete the bottom portion of this page and return it to your child's homeroom teacher by Thursday, August 25th, 2011.

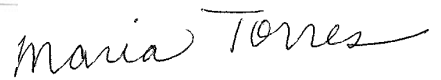
Thank you,



Mrs. Ana Cordal
Principal



Mr. Paul Thompson
Lead Assistant Principal



Maria Torres
Assistant Principal

Student Name _____

Homeroom Teacher _____

I acknowledge that I have read the RECS/RMCS 2011-2012 parent handbook. I agree to comply with the policies set forth in this handbook.

Parent/Guardian Signature

Date