

Renaissance Secondary School

**STUDENT
HANDBOOK**



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WE
ARE
CREW

not
passengers

School Motto

~ We are Crew, not Passengers ~

Our motto is a quote by the founder of Expeditionary Learning Outward Bound, Kurt Hahn. Hahn wrote:

"We are Crew, not passengers, and strengthened by acts of consequential service to others."

What does it mean to be "Crew"?

A crew is a group of people who support each other on a journey. To be part of a crew means stepping up to take responsibility for everyone's well-being around you as you work together toward a common goal.

Expectations for Students

~ Do the right thing ~

*Renaissance has very high expectations for student behavior. Our guiding principle is "**do the right thing.**" We believe just about every decision a student is faced with can be guided by this concept.*

All Renaissance students are expected to use these tenets to guide their choices:

- You may do anything that does not create a problem for you or anyone else in the world.
- If you do cause a problem, you will be asked to solve it in any way that does not cause a problem for you or anyone else in the world.
- You may engage in any behavior that does not cause a problem for yourself or others. **Unkind words and actions will not be tolerated.**

Specific expectations for students

Safety and Respect:

- Renaissance students are held to a high standard of professionalism. Profanity/swearing is not allowed. Students are expected to be polite and respectful to one another, staff members, and visitors.
- Skateboarding, roller-skating, rollerblading, biking, scootering, Heelys, etc. are not permitted on school grounds.
- The traffic circle is for vehicles only. Students are not permitted in the traffic circle.
- Roughhousing, playful physical interactions, and throwing objects are not permitted at any time.
- Public displays of affection beyond holding hands or a hug are not allowed; this includes standing in a long embrace, sitting on laps, and kissing.
- Blatant disrespect toward adults will not be tolerated.

Stewardship:

- Trash and gum must be placed in a trash can - littering is not permitted.
- The Welcome Center is a designated quiet space, as noise is distracting for the office staff.

Drugs, Alcohol, and Vaping:

- Drugs, alcohol, and vaping are not permitted on campus and any related items will be confiscated. Students may not be under the influence of alcohol or drugs while at school. Any violation involving drugs or alcohol shall subject a student to appropriate disciplinary action, up to and including expulsion and referral for prosecution. Expulsion shall be mandatory for any distribution, gift, exchange or sale of an illegal drug or alcohol in a school building or in or on school property

TECHNOLOGY

CELL PHONES/PERSONAL ELECTRONICS

Cell phone ringers must be off during the school day. Cell phones/personal electronics must not be visible during ANY instructional time.

Middle School:

Middle School students may use cell phones before school or after school ONLY. Cell phones must be in backpacks or lockers (not in pockets or on their person) at all times, including passing periods and lunch. STUDENTS ARE NOT ALLOWED TO USE CELL PHONES FOR ANY REASON WHEN IN A CLASSROOM, unless by specific teacher request.

High School:

High School students may use cell phones before or after school, during lunch and passing periods. Cell phones should not be in pockets or on their person; they should be stowed in backpacks or lockers, or in the designated 'pocket charts' provided in classrooms for this purpose. Cell phones may not be used during instructional time, unless by teacher request for a specific purpose.

STUDENTS ARE NOT ALLOWED TO USE CELL PHONES FOR ANY REASON WHEN IN A CLASSROOM unless for a specific teacher-directed use, such as taking a photograph. This includes use for text messaging; taking or receiving calls; checking time; accessing calendars; listening to music; accessing research; calculating; or taking photographs, videos, or audio recordings during instructional time unless authorized by the teacher for a clearly articulated academic purpose. If instructed by the teacher for a clear academic purpose, the student must return his/her cell phone to his/her designated location after use for that purpose has concluded.

If parents need to contact a student during the school day, they may call the school office at 720-689-6120. A phone is provided in the main office for students who need to contact parents.

Inappropriate use of cell phones or other electronic devices will result in the item being confiscated and turned in to the main office, where reasonable care will be taken of the item. Students who refuse to relinquish their electronics when requested will be removed from the classroom and are subject to disciplinary action.

Disciplinary action for confiscated cell phones will typically follow the following escalating series of consequences. However, some more egregious situations may result in escalation of consequences outside of this path.

First Occurrence in a Classroom - cell phone is confiscated by teacher and returned at the end of class with the expectation of no further issues.

Second Occurrence in a Classroom/First Office Occurrence - cell phone is confiscated by the teacher and turned into the front desk. The front desk staff will record incident and student may pick phone up at the end of the school day.

Third Occurrence in a Classroom/Second Office Occurrence - cell phone is confiscated by the teacher and turned into the front desk. The front desk staff will record incident and student's parent must pick up -no earlier than the end of the day.

Fourth Occurrence in a Classroom/Third Office Occurrence - cell phone is confiscated by teacher and turned into the front desk. The student may no longer have a cell phone at school; they may turn it in to the main office at the beginning of the day for the remainder of the term, or leave the device at home.

Other Devices

Students bring laptops, iPads, and other personal electronic devices to school in order to complete work during off-hours and as instructed by classroom teachers. Access to these devices are restricted in the same manner as cell phones. Any access to District assigned email or any access to District or school servers or WiFi is a privilege and may be revoked if used inappropriately, even when accessed from a personal device.

Confiscation

There is a hold policy on all confiscated electronics until the end of the day. The confiscated item can be picked up by the student from an administrator at the end of the school day on which the confiscation takes place. The second confiscation of a cell phone and/or electronic device will require a parent pick-up from an administrator on the day the confiscation takes place. If three or more offenses occur within the course of a year, the student will be placed on a contract requiring the electronic device be left in the main office each day from arrival until departure from school.

General Personal Technology Policies

The use of cell phones or other electronic devices to record, video tape, film, or photo any student or staff member without the explicit knowledge and permission of the student and/or staff member is expressly prohibited. In certain emergency situations, the use of cell phones can be a danger. Please do not use cell phones in crisis situations such as lockdowns or lockouts unless informed by your teacher that it is safe to do so. Students who choose to bring valuable personal items and/or electronic devices do so at their own risk. If personal electronic items are lost or stolen, the school is unable to assist students in their recovery. Students are encouraged to contact the front office in order to file a theft report. Use of electronic media to support deliberate, repeated, and/or hostile behavior by an individual or group directed at another individual or group with the intention of doing harm is disruptive to the learning environment and is prohibited. This behavior is considered bullying and students who engage in this behavior risk the loss of electronic media use at school, as well as disciplinary consequences.

CHROMEBOOKS/LAPTOPS

Computers should be used ONLY to promote learning during instructional time.

- Personal Gaming is not permitted during instructional time (including independent work/study time.)
- Personal electronics and music may not be used during instructional time without explicit teacher permission.

Course Add/Drop

Course change requests for quarter long classes MUST be submitted within the first 5 school days of the quarter to be considered. Course change requests for semester long classes MUST be submitted within the first 10 school days of the semester to be considered.

Please note that changes will only be made for extenuating circumstances. NO changes will be made after five school days for quarter long classes or 10 school days for semester long classes, unless for a medical or safety reason (doctor's note required).

****Be sure to check your email for information about whether your request is approved or not. Continue attending your current class unless you receive an approval.****

Infinite Campus

Parent/Student Portal is used to provide communication between students, teachers, and parents. Douglas County School District utilizes the student information system known as Infinite Campus. This system allows parents and students online access to teachers' web-based grade books, attendance information, unofficial transcripts, immunization records, class schedules, and teacher email. RSS expects all parents and students to utilize this valuable tool.

Academic Dishonesty/Plagiarism

Students at Renaissance are held to a high level of academic integrity. Academic dishonesty consists of the following; plagiarism, utilizing ChatGPT or any other automated writing tool for school assignments, copying assignments or portions of assignments, cheating on tests, impersonation, falsifying a signature, using someone else's work as their own, etc.

Consequences

1st Occurrence: No credit for the assignment, test, or project and written referral to Head of School.

2nd Occurrence: Referral to Head of School and possible loss of academic credit and/or out of school suspension.

Appropriate Attire

Students are expected to dress in an appropriate manner for all school activities. Students should wear attire appropriate for a learning environment, which does not pose a threat to public or personal health or safety in the classroom. The following are standards in effect for all members of our crew.

- Students must wear a shirt, pants/shorts/skirt, and shoes at all times. Clothing must fully cover the chest and buttocks at all times.

- Attire that is disruptive or distracting to classroom activities is not allowed, except as specified by school spirit days. For example, costumes and attire containing flashing lights are not permitted outside of specific designated spirit days.
- Student dress and/or grooming may not inhibit the ability of staff to clearly identify the student upon sight; attire may not hide or confuse identification. Masks or other accessories that cover the whole face or in any way prohibit identification are prohibited.
- Clothing or personal possessions that reference, advertise or promote/facilitate the use of drugs, alcohol, tobacco, or weapons, make sexual or racial innuendos, are obscene, profane or vulgar, and/or threaten the safety or welfare of others are prohibited. This includes trench coats, which are prohibited inside the building.
- Clothing that, by virtue of color, arrangement, trademark, or other attribute, denotes membership in gangs is prohibited.

Students who are not appropriately dressed will be asked to change, contact a parent to bring an appropriate change of clothes, or borrow clothing that adheres to the dress code.

Leaving Campus

Students in Grades 6-9:

Renaissance is a closed campus for Middle Schoolers and First Year High Schoolers (Grades 6-9.) Students are not permitted to leave campus at any time during the school day unless they are signed out by a parent/guardian.

Students in Grades 10-12:

Students in grades 10-12 may leave campus only during lunch. Students leaving the Renaissance campus during the school day are representing the school and are expected to make good choices and exhibit the expected character traits of Renaissance. Students must consistently return to class on time and meet school expectations in order to maintain this privilege. Staff may remove this privilege at their discretion.

Please note that during school hours, no DoorDash or food delivery services may be used to make deliveries to the premises.

Parking

The school parking lot is reserved for staff and visitors only. Parking in the Early Childhood Center or Renaissance Elementary school lots is prohibited. **Student Parking** is at Metzler park or in other surrounding public parking areas.

Passes and Classroom Sign-Outs

Each classroom has procedures for signing out students who need to leave class (e.g., to use the restroom.) Passes should be used to communicate to staff that a student has permission to leave the classroom (e.g., a late slip, a student services appointment or a special circumstance.) A pass is required to see the nurse or counselor. Students who wander or leave class inappropriately may lose sign-out privileges or be required to carry a special pass.

High School: Credit Recovery

There are several options for recovering credit when a student has failed a class. See your counselor for additional information about these options:

- 1. Enroll in an eDCSD online course during the school year.** You may take these classes for credit recovery (meaning you failed the class, and you need to retake) or for initial credit (meaning you have not yet taken the class, but you want to get ahead, or it is a class RSS does not offer, and you are interested in it). These are full semester online courses, and they follow a typical academic year schedule. There are teachers and due dates for classwork, and grades are assigned quarterly. You may take up to two classes per semester through eDCSD. These courses are free, and there are registration deadlines at the beginning of each semester.
- 2. Enroll in an accredited online program outside of Douglas County School District (DCSD).** Your counselor can give you a list of online programs accredited by DCSD. These classes may be taken for credit recovery or for initial credit. The student must have a transcript sent from the program to the RSS registrar in order for their grade and credit to be recorded on their RSS transcript.
- 3. Enroll in RSS's online credit recovery program through Edgenuity.** This program is completely online and self-paced. Students must have sufficient self-motivation to complete work on their own. Edgenuity classes through RSS are \$100 per half credit. RSS's Edgenuity classes provide an opportunity for CREDIT RECOVERY ONLY . The RSS principal/head of school must approve, in writing, a student accumulating 6.0 or more credits through Edgenuity courses. Students receive 0.5 credit for a semester course, and they receive a letter grade based on their score when they finish the course. Edgenuity course grades may not be used for grade replacement.
- 4. Enroll in Douglas County School District's summer school program.** Douglas County High School typically offers summer school classes in 2 sessions: morning/afternoon and June/July. Summer school is an opportunity for CREDIT RECOVERY ONLY . There is a charge for summer school classes, and space is limited.
- 5. Enroll in a summer intensive semester through eDCSD.** You may take these classes for credit recovery or for initial credit. These are full semester courses condensed into 3 weeks. It will take an average of 5-6 hours per day, 5 days per week to complete the class. There are deadlines - both for enrollment and for classwork. You may take one class per session through eDCSD. There is typically a charge for these courses.

High School: Grade Replacement

When a student retakes a course for a second time, the student may select one of the following options:

Option A: A record of both classes, along with grade received for both classes, will remain on the student's transcript. The first class will denote "course repeated." The student will not receive credit and the grade in the first course will not factor into the GPA. The second class will bear credit and factor into a student's GPA.

Option B: Record of both classes will remain on the student's transcript. The student will earn credit for both classes, provided he/she passed both. One will record as an elective credit, and both grades will factor into the GPA.

See something? Speak Up.

~ It's the right thing to do ~

*If you see something problematic that the school staff needs to know about, you can send an email to info@rensec.org. These emails will be received during school hours, but not outside of that. If you need to provide information urgently, or outside of school hours, please use Safe-2-Tell. *If you see something that needs to be addressed immediately by the police, contact **Safe-2-Tell Colorado**. To make a report, you can call 1-877-542-7233, 24 hours a day, 7 days a week. You may also submit a tip online at safe2tell.org or download the Safe2Tell App. Your identity is safe.**

Douglas County School District Code of Conduct

This handbook is intended to supplement the [DCSD Code of Conduct](#). Students are expected to adhere to all components of the current DCSD Code of Conduct, in addition to the parameters outlined in the Renaissance handbook.



Renaissance Habits of Crew

~Students are expected to celebrate these “habits of crew” in others and strive toward exemplifying them in their own actions and relationships. ~

The list below describes the Habits of Crew that Renaissance faculty teach and assess; teachers may provide additional criteria to define what a particular HOC looks like in their course or content area.

Use Integrity

- Do the right thing... even when no one is watching.
- Make the right choice... even if it's not the popular choice.
- Be trustworthy - do what you say you'll do.
- Accept responsibility for personal decisions and actions.

Exhibit Empathy

- Seek to understand the perspective of others - imagine yourself in their shoes.
- Listen without judgment
- Treat others with respect- yourself, others, and the environment.

Demonstrate Stewardship

- Care for the school building and campus.
- Keeping the school and workspace clean and clutter free.
- Take responsibility for items entrusted to my care.

Persevere

- Continue on through frustrations when facing difficult situations.
- Utilize a growth-mindset when encountering setbacks.
- Complete revisions when necessary.
- Access appropriate resources to solve problems.
- Strive for excellence, not perfection.

Serve

- Do kind things for others to bring good to the community.
- Commit Random Acts of Kindness.
- Help ensure classmates feel safe and comfortable.
- Work cooperatively to achieve group goals.
- Perform a variety of roles and fulfill responsibilities within a group.

Act Responsibly

- Complete work; prepare for class.
- Use class time effectively.
- Meet deadlines and established criteria.
- Participate effectively and positively in class.

Be your best self.

- Be willing to try new things; take constructive risks.
- Learn from setbacks and feedback.
- Seek challenges and solutions.

Renaissance Glossary of Terms

Crew /krü/ noun

1. A structure; a group of people who support each other and push each other in school and life.
2. A spirit; a way of being. To pitch in to help each other, to step up and take responsibility for everyone's well being around you.

Expedition /ek-spe-'di'shen/ noun

1. An in-depth exploration into a topic to answer a big question. Also called a "learning expedition."

Voyage /voi-ij/ noun

1. A journey, usually outside, where students rely on each other to accomplish more than they thought possible.

X-Block /eks blok/ noun

1. A period at the end of the day to explore academic, arts, or athletic subjects. Renaissance offers 2 x-blocks each day, lasting approximately one quarter.



C • R • E • W

Student Acknowledgement and Agreement

I have received and reviewed the RSS Student Handbook. As a part of the Renaissance Secondary School Crew, I am responsible for doing the right thing and making decisions that don't cause problems for myself or others. Check below that you agree to the following:

- ☐ I acknowledge that I may do anything that does not create a problem for me or anyone else in the world. If I do cause a problem, I understand that I will be asked to solve it in any way that does not cause a problem for me or anyone else in the world.
- ☐ If I can't or choose not to solve a problem, I understand that something will be done. What is done will depend on the specific person and specific circumstance.
- ☐ I understand that **unkind words and actions will not be tolerated.**
- ☐ I understand that I am expected to exhibit responsibility, integrity, perseverance, empathy, service and stewardship in my decisions and actions as an RSS community member.
- ☐ I understand that Renaissance is a closed campus (grades 6-9) and I may not leave campus during school hours unless I am signed out by a parent/guardian. I understand that as a student in grades 10-12, I may leave campus only during lunch and must return on time consistently and meet appropriate expectations in order to maintain this privilege.

Student Signature

Date

Student Name (printed)

Advisory Crew Name