

*Renaissance Secondary School*

**STUDENT  
HANDBOOK**



21

22

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 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 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 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. Cell phones will be kept in backpacks, lockers, cars, or out of student and teacher sight at all times while in class. If instructed by the teacher for a clear academic purpose, the student must return his/her cell phone to his/her backpack after use for that purpose has concluded.

If parents need to contact a student during the school day due to an emergency, 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, as they have committed insubordination, and are subject to disciplinary action.

Disciplinary action for confiscated cell phones will follow the following escalating series of consequences:

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

*Second Offense in a Classroom/First Office Offense-* cell phone is confiscated by teacher and turned into the administrative assistant in the main office. Administrative assistant will record incident and student may pick phone up at the end of the school day

*Third Offense in a Classroom/Second Office Offense-* cell phone is confiscated by teacher and turned into the administrative assistant. Administrative assistant will record incident and student's parent must pick up no earlier than the end of the day

*Fourth Offense in a Classroom/Third Office Offense-* cell phone is confiscated by teacher and turned into the front desk. 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.

## **Academic Dishonesty/Plagiarism**

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

### **Consequences**

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

2nd Offense: 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. The following are standards in effect for all members of our crew.

- School attire should adhere to accepted standards of decency.
- Clothing and personal grooming must not be disruptive or distracting to classroom activity or student behavior.
- Clothing must cover the mid-section/stomach, chest, lower back, and buttocks.
- Shoes must be worn at all times on campus.
- Clothing should not make any references to violence, drugs, alcohol, weapons, etc.
- Dress may not pose a threat to public or personal health or safety in the classroom. Shoes must be worn at all times while on campus.
- Student dress and/or grooming may not inhibit the ability of staff to clearly identify the student upon sight.
- Hoodies are permitted, but hoods must be worn down during class.
- Clothing or personal possessions that 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.

Continued violations of the dress code policy will be considered as open and persistent defiance, and will be handled appropriately. Students who are not appropriately dressed will be asked to change, contact a parent to bring an appropriate change of clothes, or borrow Renaissance approved attire.

## **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.

### **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.

### **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](mailto: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](http://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 judgement
- 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 challenge 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.



## **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 special person and special circumstance.
- I understand that **unkind words and actions will not be tolerated.**
- I understand that I am expected to exhibit integrity, perseverance, empathy, beneficence 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.

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*Student Signature*

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*Date*

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*Student Name (printed)*