



## **Scholar and Family Handbook 2024-25**

## A Note to Our Families

Dear RISE Prep Families,

Welcome to the 2024-25 school year at RISE Prep (RISE Prep)! We are grateful that you have trusted us to support your scholar in their academic journey. In September 2015, RISE Prep welcomed our first 48 Kindergarten scholars with a plan to grow one grade each year until we reach a full K-8 school community. This year, we have done that and currently have approximately 570 RISE Prep scholars in grades K-8. As we grow into a network of schools, we are truly appreciative of your support for your scholars and for our school, and we are grateful to have you as partners in the important work of educating your children.

Our handbook was written to communicate the policies and procedures that allow our school to maintain high expectations for our team, scholars, and families, and to continue to build a learning environment that prioritizes rigorous academics and a joyful, structured school culture where children can focus on learning. In our handbook you will find important information about our academic program, behavior expectations, schedules and operations, as well as other important policies that families and scholars should read carefully. As we continue to reflect on our practices and improve with feedback from our families, Board of Directors, staff and community, our handbook will be updated to reflect any changes. Any changes made to our handbook throughout the school year will be communicated with families in a timely manner.

The choice of school for your child is one of the most important decisions a family can make, and we are honored that you continue to choose RISE Prep. On behalf of the entire team, welcome to our school and the 2024-2025 school year! We are so proud to have you as part of the RISE Prep family.

Sincerely,

The RISE Prep Leadership Team

# RISE Prep Contact Information

Address	Hours of Operation	Front Office
30 Cumberland Street Woonsocket, RI 02895	<b>7:30am - 3:30pm</b> <i>Monday - Friday</i>	Phone: 401-765-5127 Fax: 401-765-5140

## 2024-2025 School Year Calendar

August 5					8.12 - 8.23: Summer PD 8.26: First Day of School
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

September 19					9.2: Holiday 9.10: Primary Elections
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

October 22					10.14: Holiday
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

November 14					11.5: PD day 11.11: Holiday 11.25 - 11.29: Fall Break
M	T	W	T	F	
			1	2	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

December 14					12.23 - 12.31: Winter Break
M	T	W	T	F	
	2	3	4	5	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

January 21 ACCESS WINDOW BEGINS					1.1: Winter Break 1.20: Holiday
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

February 15 ACCESS WINDOW					2.17 - 2.21: February Break
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

March 21 ACCESS WINDOW					
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

April 16 RICAS /NGSA MONTH					4.14 - 4.18: April Break
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

May 20 RICAS /NGSA MONTH					4.26: Holiday 5.27: PD Day
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

June 13					6.18: Last Day of School 6.19: Holiday
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

## We Believe in Six Critical Elements

### **A RIGOROUS COLLEGE PREPARATORY PROGRAM FOCUSED ON LITERACY & MATH**

To put scholars on the path to college, the school creates and implements a rigorous college preparatory academic curriculum for each grade, rooted in the Common Core Standards and relentlessly driving towards the strong early foundation necessary for later college success. RISE Prep intentionally provides more instructional time in literacy and math in grades K-8 than the traditional school model. We focus on the mastery of foundational skills leading to the conceptual understanding and application necessary to excel as scholars move through elementary school and for middle school.

### **A JOYFUL CULTURE with STRUCTURE & DISCIPLINE**

RISE Prep has a joy-infused culture of high expectations, urgency, and discipline with an emphasis on demonstration of the RISE values – Respect, Integrity, Self-determination, and Excellence. Clear systems, routines, structures, and discipline allow all scholars to focus on learning and support all scholars to do their best at all times.

### **RECRUITMENT & DEVELOPMENT of EXCELLENT TEACHERS**

RISE Prep recruits and develops excellent teachers who consistently create, deliver, and sustain a rigorous curriculum and joy-infused, structured school culture aligned with its mission and vision. To drive academic success, the school recruits committed and capable teachers and invests deeply in their development. All teachers maintain high expectations for academics and behavior and consistently monitor scholar growth and performance.

### **CREATE MORE TIME *for* MORE LEARNING**

RISE Prep's school day is longer to allow more time for instruction necessary for dramatically improved outcomes. The school provides scholars with approximately two additional hours of instruction per day to remediate gaps, challenge, and support all scholars to meet and exceed grade level expectations as demonstrated on rigorous national assessments. The extended day allows time to teach RISE values and celebrate academic and character growth during daily and weekly school-based rituals. Additional time creates the opportunity in grades 5-8 to develop and execute community engagement projects.

### **PARTNER WITH FAMILIES & COMMUNITIES**

RISE Prep is privileged to serve the families of Woonsocket, North Smithfield and Burrillville, and continues to initiate productive partnerships with families to ensure all scholars are supported on their journey to college.

### **USING DATA to STRATEGICALLY PROPEL SCHOLAR ACHIEVEMENT**

Collecting and analyzing data frequently from rigorous assessments is one of the most powerful levers for effectively and consistently building scholar achievement. RISE Prep's targeted use of quality assessments allows for effective oversight and development of curriculum over time and for highly individualized scholar supports every day. Teachers analyze scholar performance, including a close monitoring of reading fluency and

comprehension in grades K-8, adjust instruction as needed, and provide individualized tutoring to ensure all scholars achieve mastery of every critical skill taught.

## Our Core Values

*"Intelligence plus character - that is the goal of true education." – Martin Luther King, Jr.*

### **RESPECT**

We are kind to and supportive of others and know that **every person is worthy of dignity.**

### **INTEGRITY**

**We do the right thing** even when no one is looking, **because it is the right thing to do,** and that is who we are.

### **SELF- DETERMINATION**

We know that hard work makes anything possible and **we never give up.**

### **EXCELLENCE**

**We give everything our very best,** and know that excellence is a learned habit.

## Academic Program

**RISE Prep Mayoral Academy educates K–8 scholars**  
for success in college and a life of community engagement through

**A STRUCTURED  
LEARNING  
ENVIRONMENT** + **RIGOROUS  
COLLEGE-PREPARATORY  
CURRICULUM** + **CHARACTER  
EDUCATION**

We are committed to providing our scholars with a rigorous curriculum and academic program to prepare them for honors and AP courses in high school and the academic foundation, habits, and mindset to be successful in college or career and as engaged community members.

We know that reading, math, and writing are the foundation to all content and subject areas and we prioritize instructional time in these areas, especially during the foundational elementary years. Our school supports the Next Generation Science Standards, and our core subjects are grounded in the rigorous Common Core State Standards.

### **Multi-Tiered Systems of Support**

Knowing that all scholars learn differently, our academic program has supports in place, such as our Multi-Tiered System of Supports (MTSS) program, to ensure that each scholar receives the interventions, differentiation, and support based on their data to close any gaps or provide more challenge. Across all RISE Prep schools there is embedded instructional time to support the range of needs of our scholars through small group instruction and differentiation. To identify scholars who may qualify for targeted interventions and supports, we regularly review data and monitor quality of our small group instruction, intervention, and supports. Scholars in our general education programming and those who have identified learning needs (e.g. scholars with disabilities, Multilingual Learners, etc.) may participate in our Multi-Tiered Systems of Support.

At a glance, systems of support are structured in the following ways,

- Tier 1: High-quality instruction for all scholars
- Tier 2: Targeted small group instruction for some scholars
- Tier 3: Intensive and individualized instruction for a few scholars

Families of scholars who receive Tier 2-3 interventions and support should receive notification and regular communication regarding their scholars' progress. If you have any questions about your child's progress, please first reach out to your scholar's teacher.

### **Multilingual Learning Program**

At RISE Prep, we take great pride in our growing Multilingual Learning Program. This program is for scholars who speak a language in addition to, or in place of, English in their home. Scholars are identified as potential Multilingual Learners (formerly called English Language Learners) through the Home Language Survey completed at the time of enrollment. Scholars are then given a WIDA language screening and if they meet the criteria, are officially identified as Multilingual

Learners. Scholars in the program will receive targeted language support in their regular classroom to support their language acquisition. MLL scholars' English Language Development progress is monitored using the annual ACCESS for ELLs assessment which measures their abilities in listening, speaking, reading, and writing, in English. Once scholars reach the state exit criteria on the assessment, currently an overall score of 4.8, they will be reclassified to a "monitor" status for two years to ensure they are continuing to thrive in their content classes.

We believe that multilingualism is an asset which will support scholars in their educational journey as well as an important part of that scholar's cultural identity. We encourage multilingual families to continue to support their scholar's growth in their home language while we support English acquisition in school. If you are unsure of your scholar's status as a Multilingual Learner, or believe they may need a screening to determine if they would benefit from English language support, please contact Ms. Levesque at [alevesque@riseprepri.org](mailto:alevesque@riseprepri.org), through ParentSquare, or at (401) 765-5127 ext. 319.

## **Special Education Program**

Special Education Programming at RISE Prep ensures that scholars with disabilities receive the individualized services necessary to help them learn best. There are a range of services provided at RISE including academic-based services, Social Emotional supports, Speech and Language, Occupational Therapy, and Physical Therapy. Scholars who qualify for special education services based on documented disability need have an Individualized Education Plan (IEP) or 504 Accommodation Plan which outlines specific scholar strengths, needs, accommodations/modifications, as well as targeted and explicit data supported goals and objectives to support growth at individual levels of need. Services are provided in a Least Restrictive Environment, prioritizing general education classroom inclusion to the greatest extent possible. Progress with IEP/504 Plans is monitored weekly to ensure plans are as fitting to needs as possible.

RISE Prep adheres to federal law outlined under The Individuals with Disabilities Act ([IDEA](#)). IDEA defines and regulates special education. To qualify for special education services, a scholar must have a disability in one of the 13 categories covered by IDEA and need special education in order to access the general education curriculum. In the school/classroom setting, scholars can be identified as needing special education support. When a scholar shows difficulty with achieving anticipated benchmarks, a Multi-Tiered System of Support (MTSS) process should be used to target specific areas of need. This process will be implemented to determine if intensified interventions can close the academic benchmark gaps or if further evaluation is needed. Families and educators can make referrals to Special Education at any time, however, referral for evaluation to determine specific need for special education services may occur when consistent MTSS support proves ineffective at adequately addressing the scholar's skill deficit area(s). Determination for Special Education IEP/504 Plan services includes valued input of the family, school instructional support team personnel, any relative school-based professionals, and anyone the family feels is a critical figure in the child's education.

## Family Communication and Policies

RISE Prep teachers and team members are eager to have positive partnerships with all families. Family involvement in a child's educational life is critical to a child's success. Honest and respectful communication is essential in ensuring that families and the school are able to productively work through questions, concerns, or conflict. We encourage you to reach out to teachers with any question or concern that should arise throughout the week. We ask families to communicate with teachers in a respectful manner, and teachers to do the same. Teachers will address families as Mr. or Ms. and teachers should be addressed in the same manner.

### Parent Square

ParentSquare will serve as the primary communication platform/application between the school and families. All communication with teachers should be sent via ParentSquare. When messaging your scholar's teachers, please message only through ParentSquare. This will ensure open lines of communication and teachers are in contact with you and are able to receive the same information from families. Staff are expected to respond to family concerns in a timely manner. If families need to communicate something that is time sensitive, they should call the main office directly to talk to the Office Manager. If families do not receive timely communication from their scholars' teachers, they should reach out to the Dean and/or Principal via ParentSquare.

For all family communication please download the ParentSquare mobile app here:

[ParentSquare.com](https://parentsquare.com)



Send and receive school communications on the go!

### Updated Family Contact Information

It is vitally important that the school has methods of contacting families or other family members at all times. This is of critical importance in case of emergency, illness, or behavior requiring immediate family contact. Families are advised to notify the office of moves, changes of home or emergency telephone numbers, and/or places of employment as soon as they are known to support open communication. Please ensure that all of your contact information is updated to date with the school to receive timely communication from the school. You may not receive notifications if your telephone number changed and it was not communicated through the main office. ParentSquare will only work if we have accurate phone numbers.

### Addressing Concerns and Expressing Complaint

Teachers are your first point of contact for families regarding their scholar's day to day educational needs. Families are welcome to contact the main office with questions or to express concerns. If a family concern is not adequately resolved with the teachers through ParentSquare, the parent should request an in-person meeting. Should you not feel heard or satisfied after meeting with the teachers, please reach out to the Principal or Dean. If all efforts to come to a resolution on an issue do not prove successful, please contact the Superintendent. If the concerns are not met after the meeting with the Superintendent,



please request the written form to communicate concerns with RISE Prep's Board of Directors.

**Families of RISE Prep can expect the following opportunities to build partnerships:**

*Meet The Teachers*

At the beginning of each year, families will meet their scholar's new teachers during a Meet the Teacher meeting. These meetings will last about 10-15 minutes and will be scheduled prior to the first day of school. These meetings will give scholars and their families a chance to meet their teachers before the first day of school and will also allow teachers to learn a little bit about the child's educational history and personality. It is critical that all families and children attend this initial teacher meeting.

*Family Events/Open Houses*

We are excited about the work happening within our school and want to share what is going on in our classrooms. Throughout the year, we hold family events, open houses, and scholar showcases. We encourage all families who can attend to do so.

*Monthly Newsletter*

RISE Prep community newsletters will be sent home digitally at the end of each month. The newsletters will have critical information about upcoming school events, and families are asked to read the newsletter carefully.

*Survey Feedback*

Feedback is an essential part of growth and RISE Prep values feedback and input from our families, staff, and board of directors. To that end, families will be asked to complete a Mid-Year Survey and an End of Year Survey to let us know areas for improvement, strengths, and any suggestions or ideas to make our program and school community stronger. RISE's annual SurveyWorks survey will be released between the months of January and March. We encourage all families to complete the survey.

*Family and Scholar Social Events*

RISE Prep's goal is to grow into a school community where scholars, families, and staff engage around academics and our school's mission as well as have the opportunity to build meaningful relationships with one another in social contexts. Our school will be working closely with the Scholar Council and Family Leadership Council (FLC) who will also be putting on social events throughout the school year and summer.

*Positive and Proactive Communication*

Positive and proactive communication is expected between our team and families. Families can expect to receive frequent updates regarding their scholar's progress. On average, families can expect to receive positive messages from a RISE Prep team member on a monthly basis. This may be in the form of a message on ParentSquare, phone call, email, or hand written note. These messages will highlight something your scholar is doing that is positive in all areas of the school building and could be aligned to academics or character education.

**School Cancellations and Delays**

RISE Prep will communicate any cancellations or delays through the ParentSquare family communication app. School closings and delays will also be communicated on WPRI/Channel 12 and our school Facebook page.

To sign up for text alerts on weather updates through RI Broadcasters Association, use the link below:

<http://www.turnto10.com/category/256735/closings-and-delays>.

### **Virtual Learning Plan During School Closure**

RISE Prep will provide live, online learning in the event of any snow or inclement weather days that require the building to close. This will allow us to have the day count as a full school day, and will ensure that we do not have to add the day on to the end of the school year. If inclement weather is in the forecast during the winter months, scholars will be proactively sent home with any necessary materials including chromebooks and headphones so they are able to access live instruction should a virtual day be enacted whenever possible. Attendance for virtual learning days is mandatory for scholars, and if scholars do not log in for live learning, they will be marked as absent. Virtual days will begin promptly at 8:15AM and will continue through 12:30PM to meet the Rhode Island Department of Education virtual learning requirements.

### **Holidays and Birthdays**

As an intentionally diverse school, RISE Prep does not celebrate holidays to maintain an equitable learning environment and to embrace the diverse backgrounds and beliefs of our scholars. However we do offer space for scholars and their families to acknowledge milestones and elements that are reflective of their culture.

Our team will celebrate scholar's birthdays enthusiastically, but we ask that families do not send in food or tangible items. If your scholar has a birthday party and would like to invite scholars from school, we ask that families send in party invitations for all scholars in the classroom. If families are unable to invite the full class, families should use the RISE Prep Family Directory in Parentsquare to mail invitations directly to scholars at their listed home addresses.

### **Right to Know**

All RISE Prep families have the right to request information regarding the professional qualifications of both the classroom teachers and paraprofessionals who work with their scholars, including at a minimum, the following:

Teachers - Whether the scholar's teacher:

- Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- Is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals
- The qualifications of any paraprofessionals providing services to their child.

Families may request this information at any time during the school year. Families who wish to request information about the professional qualifications of the teachers working with the scholar should direct their request to the Superintendent, Colleen Colarusso.

## **Safety and Health Policies**

### **FERPA - Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of scholars and their education records. In order to maintain the dignity and confidentiality of all of our scholars, please know that your scholar's teachers will

only discuss your scholar with you. We will never discuss other scholars with other families due to FERPA, nor shed a negative light on any scholars at our school. We expect and appreciate that families do the same of their fellow RISE Prep families and scholars.

If families are requesting that information be shared with other schools, health care providers, or anyone that is not the legal guardian of a scholar, written consent must be provided.

### **Notification of Health Conditions**

It is the parent or guardian's responsibility at the beginning of each school year to inform the school if there are medical conditions that require special procedures during the school day. If special plans or accommodations are needed, parents/guardians will be asked to participate in health plan meetings with the appropriate school staff.

### **Scholar Illness and Attendance**

Scholars must be in attendance in order to experience academic success. To that end, RISE Prep has strict policies regarding absences and early dismissals for appointments (see School Attendance Policy).

### **Doctor's Appointments and Attendance in School**

RISE Prep requests that all doctors' appointments be scheduled outside of school hours, as every absence will have a detrimental effect on a scholar's academic performance. If a scholar has a doctor's appointment for which he or she must leave school early, the parent must notify the school with as much advance notice as possible and provide proper and adequate documentation to the school upon the child's return.

Scholars are discouraged from missing a full day of school for a doctor's appointment. In the event that a doctor's appointment cannot be scheduled after school or on an early dismissal day, scholars should come to school prior to and following all appointments, whenever possible.

Whenever a scholar will miss a school day or a single class due to a doctor's appointment or required family affair, the school requires advance notice before the absence and official documentation after the absence. Missing school for illness or for a family event has the same effect: missed instruction. Families must always provide documentation for any absence. RISE Prep will only excuse absences with the presence of a doctor's note.

### **When to Keep Scholars Home**

To ensure a healthy school community, the RISE Prep team recognizes there are instances that warrant keeping students home for illness. If a scholar demonstrated any of the following symptoms, they should remain home. This list is not all encompassing and you can reach out to the Nurse with any questions. These symptoms include,

- If your scholar has a temperature of 100.4 or greater, or it has been less than 24 hours since your scholar has had a temperature.
- If your scholar is vomiting or it has been less than 24 hours since your scholar has vomited.
- If your scholar has excessive diarrhea.
- If your scholar has a contagious illness (such as strep throat or pink eye) and has not been on antibiotics for at least 24 hours.
- Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage.

- Respiratory virus symptoms that are worsening or not improving and not better explained by another cause such as seasonal allergies.

### **Medication Administration Policy**

Medication may be administered with a doctor's order to scholars during the school day only by a certified school nurse or their families. A doctor's order form must be completed for each prescribed medication to be administered during school hours. Families must deliver all medications (prescription and non-prescription) to the school nurse accompanied by the signed doctor's order form.

All medication will be locked in the nurse's medication cabinet or locked refrigerator. A record of the administration of the medication will be kept in the nurse's office including the name of the medication, date and time of administration and person administering the medication.

In the event that a scholar requires Emergency Administration of Medication, the certified school nurse may administer medication as ordered by the physician. In the absence of the school nurse, a trained administrator or designated staff member may give the emergency medication. This applies to inhalers, epi-pens and glucagon.

School Medication Forms are only accepted for one school year. The form must be completed each school year. Medications must be picked up at the end of the school year or they will be discarded. At the beginning of every school year, our school nurse will send out over the counter medication google form to be completed by families. If forms are not completed, the school nurse will be unable to administer over the counter medications such as ibuprofen, acetaminophen, and Benadryl.

In the absence of the school nurse, the medications may be delivered to an administrator who will put the medication in a locked cabinet. Medications should never be sent in scholar's backpacks.

Administration of medications during off school activities (clubs/sports) must be done by the scholar's parent/guardian, unless authorized for self administration (grades 5-8 only). In this case, inhalers and epipens will be self carried by the scholar.

Administration of medications during field trips can be done with a signed field trip form provided by the nurse. All medications will be carried by the team member or scholar if authorized for self administration.

### **Self Administration Policy**

Self-Administration of bronchial inhalers may be done with written physician authorization and parental permission. Inhalers will be stored in the Nurse's Office with the other medications unless the scholar has consent from the doctor to self-carry medication (grades 5-8). The scholar will be supervised during self-administration of inhalers.

Self-Administration of epipens may be done with written physician authorization and parental permission. Epipens will be stored in the Nurse's Office with the other medications unless the scholar has consent from the doctor to self-carry medication, for scholars in Grades 5-8 only.

## **Immunization**

Rhode Island State law requires that all children entering school must provide proof of immunization against DTaP (diphtheria, tetanus, and pertussis), IPV/OPV (Intravenous Polio Vaccine), MMR (Measles, Mumps, and Rubella), Hepatitis A, Hepatitis B, and Varicella (chicken pox.)

Prior to the first day of school, families are expected to provide documentation of all required immunizations. Scholars who have not been immunized in accordance with state requirements may be excluded from school until they comply with the requirements. Exemptions from immunizations may be granted under the following circumstances:

- A medical exemption from a licensed physician practicing in the state of Rhode Island
- A religious exemption may be based on sincere and genuine religious beliefs which prohibit immunization.

Families seeking such exemptions should reach out to the school nurse to ensure that the proper paperwork is filled out for any exemptions.

## **General Health Examination Requirements**

Every scholar who has not been previously enrolled in a public or non-public school in this state shall have a medical history and physical examination completed. This examination shall be conducted in the twelve (12) months preceding the date of school entry but if not, it shall be completed within six (6) months of school entry.

In addition, a second general health examination and health clearance will be required upon entry to the seventh (7th) grade. This general health examination may be performed during the sixth (6th) grade, but no later than six (6) months after entry into the seventh (7th) grade.

## **Lead Screening**

In accordance with the requirements of Chapter 23-24.6-8 of the RIGL, each public and private nursery school and kindergarten shall, **prior to initial enrollment of a child**, obtain from a parent of the child evidence that said child has been screened for lead poisoning according to guidelines established under Chapter 23-24.6-7 of the RIGL, or a certificate signed by the parent stating that blood testing is contrary to that person's beliefs.

## **Wellness Policy**

The Rhode Island General Assembly passed legislation (RIPL Chapter 05-074/05-76, amending Section 16-2-9 of the General Laws 16-2 entitled "School Committees and Superintendents") in June 2005 to address the health of scholars and employees. The new law was developed in accordance with the 2004 Child Nutrition and WIC Reauthorization Act, Section 204 of Public Law 108-265.

### *Introduction*

- Whereas, children need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive;
- Whereas, good health fosters scholar attendance and education;
- Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

- Whereas, heart disease, cancer, stroke and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases include unhealthy eating habits, physical inactivity and obesity, often are established in childhood;
- Whereas, 33% of high school scholars do not participate in sufficient vigorous physical activity and 72% of high school scholars do not attend daily physical education classes;
- Whereas, only 2% of children ages 2 to 19 eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;
- Whereas, nationally, the items most commonly sold from school vending machines, school stores and snack bars include low-nutrition food and beverages like soda, candy bars, chips and cookies;
- Whereas, school districts around the country are facing significant fiscal and scheduling constraints;
- Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, RISE Prep is committed to providing a school environment that promotes and protects scholars' health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of RISE Prep that:

- All scholars in grades K-8 will have opportunities, support and encouragement to be physically active and educated of the importance of eating healthy and being physically active.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans and Rhode Island Nutrition Requirements for RI School Food Service programs*.
- Quality child nutrition professionals will provide scholars with access to a variety of affordable, nutritious and appealing foods that meet their health and nutrition needs of scholars; will accommodate the religious, ethnic and cultural diversity of the scholars in meal planning; and will provide clean, safe and pleasant settings as well as adequate time for scholars to eat.
- To the maximum extent practicable, all schools will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program with after school snacks).
- Schools will provide nutrition education and physical activity to foster lifelong habits of healthy eating and physical activity.

## Head Lice

Scholars will not be excluded if they have nits (lice eggs). Scholars with active head lice will continue to be excluded until they are lice-free. Excluded scholars will be examined for lice when they return to school and rechecked 10 days later to confirm that they remain free of lice.

When lice are identified, the following steps will be taken:

- Parents/Guardians will be notified and instructed in treatment of head lice for that day. Families can also opt to pick up early from school to treat their scholar.

The following steps will be taken upon scholar returning to school per the Rhode Island Department of Health Recommendations:

- Scholars will be re-examined
- Scholars with head lice will not be allowed to re-enter until they are lice free.
- Scholars that have been cleared of lice will be re-examined in 10 calendar days, or closest school day if 10th day falls on a weekend or holiday.

- Scholars found to have head lice on re-examination will once again be excluded until they are lice free.
- Scholars with nits and no evidence of live head lice will not be excluded from school.

## **Tobacco Policy**

RISE Prep prohibits the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events; this applies to employees, scholars, vendors, and visitors. Smoking and/or second hand smoke is a health, safety, and environmental hazard and is detrimental to the health and safety of scholars, staff and visitors.

No scholar, staff member or school visitor is permitted to use any tobacco product at any time on school property. For the purposes of this policy, the following definitions have the following meanings:

- “Electronic Smoking Device” means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. “Electronic Smoking Device” includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.
- “Smoke or Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.
- “Tobacco Product” means: (a) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; (b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah; (c) “tobacco product” includes any component, part, or accessory of a tobacco product. 4) “Tobacco use” means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

Violation of the tobacco policy may result in consequences such as suspension for scholars, removal/probation of building of visitors and vendors, and/or consequence in alignment to policies in our Team Handbook for staff.

## **Guidelines for Outdoor Play in Cold Weather**

We believe that scholars benefit from the opportunity to be outdoors during their recess (K-6), and will try to provide outdoor time every day depending on the weather. At times, it may impact our ability to hold outdoor recess. In this event, indoor may be offered to K-6 scholars. Examples of this may include,

- If the temperature falls below freezing (below 32\*), we may transition to inside recess.
- If it is raining or snowing, or if the playground is deemed unsafe due to the rain or snow, we may transition to inside recess.

## **AHERA Notice**

Most older buildings and schools built prior to the early 1980s contain trace elements of asbestos materials. As long as the buildings are properly surveyed and inspected, a management plan is in place, and the materials are encased and properly maintained, this does not present a problem. RISE Prep abated all identified asbestos containing materials (ACM) in 2019.



This notification is being made pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA) October 22, 1986; EPA Rule 40 CFR 763, Asbestos Containing Material in Schools, Subpart E, et seq. effective December 14, 1987. These regulations are defined in the United States Environmental Agencies Regulations. Specifically, 40 CFR §763.84 requires that we notify you at least once a year of asbestos inspections, response actions, and any post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our campus. Please reference the information below to learn more about our compliance with these requirements.

- We have developed and maintained an Asbestos Management Plan for managing and maintaining the asbestos containing building materials in-place and/or for their removal during future renovation activities. This Plan includes documentation of all previous asbestos activities as well as our plan for upcoming work. The plan includes:
  - The initial asbestos inspection
  - Results of each 3-Year re-inspection
  - Documentation of each 6-month surveillance
- Our Asbestos Designated Person is: Ms. Waller
- Over the past year, we completed the following asbestos related activities:
  - 2 six-month surveillance activities
  - Compliance activities prescribed in our asbestos Operations & Maintenance Plan
- For this school year, we have the following activities planned
  - Perform six-month surveillance activities
  - Maintain all ACM in good condition
  - Update Management Plan as needed
- Abatement of known ACBM will continue as needed contingent on building remodeling, retrofitting, and maintenance of disturbed ACM. All removal projects are designed and implemented by qualified personnel.
- The Asbestos Management Plan is available for review at the school.

Our most recent inspection is scheduled for late Fall 2025. Should you have any questions or desire further information, please contact the front office at (401) 765-5127, our Asbestos Designated Person at [kwaller@riseprepri.org](mailto:kwaller@riseprepri.org) or our consultant, ECM at (401) 438-1360.

## Breakfast, Lunch and Snack Policies

RISE Prep participates in the National School Lunch Program and contracts with Chartwells to provide free or reduced-price lunches to eligible scholars and to sell school lunches to interested families. Chartwell provides [applications](#) and eligibility criteria to all families at the beginning of each school year, and the Federal Government requires that families complete applications. You can find RISE Prep listed under the Cumberland School District.

Children need healthy meals to learn. The Cumberland School Department offers healthy meals every school day.

- Breakfast costs, \$1
- Lunch costs \$2.85 for Elementary/Middle scholars
- Your children may qualify for free meals or for reduced price meals. If your family qualifies for reduced price meals, breakfast costs \$0.30 and lunch costs \$0.40.



*Who qualifies for Free or Reduced Priced Lunch?*

- All children in households receiving benefits from [RI SNAP], [the Food Distribution Program on Indian Reservations (FDPIR)] or [RI Works], are eligible for free meals
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines.

## **Breakfast**

A healthy breakfast is available each day for RISE Prep scholars. Scholars are encouraged to eat breakfast at home if they are not eating school breakfast; breakfast is discouraged to be brought to school from home. During breakfast, scholars will be engaged with morning work simultaneously and will have work to complete while others are eating if they eat at home before school.

## **Lunch**

Lunch is available for scholars on each school day. A lunch menu will be sent home at the start of each month outlining the options. Food brought from home must be healthy and have nutritional value. The School Nurse will reach out to families to discuss any food concerns or issues. The school reserves the right to confiscate any items not meeting these guidelines and replace them with an RISE Prep-approved item. Soda and candy are not allowed for lunch. Pastries, sugary snacks, and highly caloric snacks should be sent in moderation, if at all. Scholars are allowed to bring personal water bottles or throw away water bottles. Students can have access to their water bottles throughout the day. Non-water beverages and/or beverages contained in a glass bottle are discouraged.

## **Snack**

RISE Prep also provides scholars with a snack every day. Federal Guidelines require that snack is served in the afternoon. Other than lunch, scholars should not bring food from home to eat during the school day. Anything that is brought in will be able to be eaten during lunch only.

## **Myschoolbucks**

[Myschoolbucks.com](https://myschoolbucks.com) is where you can view your scholar's meal purchases and current account balance at a glance. We encourage you to prepay money on your scholars account. This will help eliminate situations that could develop during lunchtime because of a negative balance. You can also send your payment to school with your scholar with cash or by check. Please make all checks payable to Cumberland Schools Food Service. Lunch letters will go out bi-weekly to help alleviate high negative balances. If your family is experiencing any type of financial hardship. Please contact the main office for payment options.

## **Food Allergies and Food Restrictions**

Parents/guardians are expected to notify the school of any allergies and provide documentation for their scholar's health file. Families should update the school if anything changes that could impact their child's well being during breakfast, snack and lunch. Diabetics and scholars with severe allergies should meet with the school nurse to develop an appropriate plan prior to school starting, whenever possible. All families with significant food allergies are encouraged to schedule meetings with the nurse to discuss the specific needs of their child and consider if the development of a individual health plan and/or 504 plan is necessary.

Based on scholar and staff allergies, RISE Prep is a nut-free school.  
RISE Prep will discard nut-based meals and snacks.

## School Safety Policies

The priority of RISE Prep staff is to uphold a safe school community. In compliance with Rhode Island General Law, RISE Prep conducts fire, evacuation, and lockdown drills as outlined by the Rhode Island Department of Education. The following is required each school year for compliance with Rhode Island statute:

- No less than one (1) emergency drill every month that the facility is in session with all occupants of the building participating in said drill.
- One (1) additional emergency egress drill within the first thirty days (30) of the start of each school year.
- At least one (1) out of every four (4) emergency egress drills shall be obstructed by means of which at least one (1) or more exits and stairways in the school building are blocked off or not used.
- In addition to the aforementioned, there will be two (2) evacuation drills and two (2) lockdown drills
- The total number of drills between September and June is fifteen (15).
- We will notify families after we conduct our first lockdown drill of the year.

### Visitor Standards

Any visitor to RISE Prep will be denied entrance due to any potential safety concerns. RISE Prep reserves the right to deny access to any individual who has been convicted of a violent crime, or who has made recent statements indicating that they pose a threat to scholars or staff. Any visitor who is armed and not a uniformed police officer will be turned away.

#### *Behavior During Visits*

- All visitors must ring the doorbell, show valid identification, and sign in at the front desk.
- Visitors may not be in the presence of scholars without a member of the RISE Prep team present.
- Visitors must not engage with scholars during their time in the building. Scholars have been instructed to ignore visitors into the classroom.
- Visitors may not take photographs or videos of scholars without explicit permission from the Principal or Executive Director.
- Visitors must comply with all team requests during their time in the school.
- At all times, visitors must speak with respect towards and about scholars and staff. Visitors may not curse, shout, demean individuals, or otherwise engage in boorish behavior.
- Visitors are encouraged to use the APRA process to request any documents they may require. RISE Prep may provide digital copies of documents outside of the APRA process as a courtesy. Hard copies of documents require 24-hour advance notice and incur a charge of 15 cents per page. There may be an additional charge of \$15 per hour for search and retrieval if the search requires more than one hour of labor.

#### *Families*

Families and family members of current scholars are welcome to visit at any time after the first month of school. Family members who drop in without an appointment should be aware that staff may not be able to meet; however, family members are always welcome to observe instruction if it is scheduled in advance with the Principal.

### *Prospective Families*

Prospective scholars and their families are encouraged to make use of RISE Prep's formal tour dates. During this time families will be able to see classrooms that fit their families needs in action, as well as meet with the Director of Enrollment to discuss any questions that might arise. They may also request tours and in-school meetings with the Director of Enrollment for other times if the formal tour dates are not accessible to families.

### *Public Officials*

Public officials representing any of RISE Prep's sending communities or state/federal government are welcome at any time. Elected representatives should connect with the Executive Director to schedule and coordinate an official visit to RISE Prep. Officials responsible for school inspections (Building Inspector, Fire Marshall, RIDE Building Officials, Health Inspectors, etc.) will be granted entry any time they wish to visit.

### *Members of the Public*

Members of the public are welcome, but must make an appointment in advance with the Principal and/or the Director of Enrollment. RISE Prep reserves the right to limit the number and length of meetings with any individual person. Members of the public who arrive without an appointment may be asked to return at a more convenient time.

### *Volunteers*

For school volunteers: Under Rhode Island General Laws § 16-2-18-4, any person who is a current or prospective volunteer of a private or public school and who may have direct and unmonitored contact with children and/ or scholars on school premises, is required to undergo a state criminal background check. BCI checks can be performed by your local police department. If any incidents are reported on a BCI check, school administration will review to assess any possible concerns related to scholar safety and determine volunteer eligibility.

## **Nondiscrimination**

RISE Prep does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA).

In addition, no person shall be discriminated against in admission to RISE Prep on the basis of race, color, creed, gender, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. No person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered by RISE Prep on the basis of race, gender, color, religion, national origin, or sexual orientation. Finally, pregnant scholars are allowed to remain in regular education classes and participate in extracurricular activities with non- pregnant scholars throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave (Title IX).

## **Harassment**

RISE Prep School is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, scholars, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. RISE Prep School requires all employees and scholars to conduct themselves in an appropriate manner with respect to their fellow

## **Bullying and Cyberbullying**

RISE Prep is committed to a safe, caring, friendly environment free from harassment, intimidation, and bullying/cyber bullying. Consequently, RISE Prep has adopted the Rhode Island Statewide Bullying Policy, also known as the Safe School Act.

Bullying of another scholar creates a climate of fear and disrespect that can seriously impair the bullied scholar's health and negatively affect learning. Bullying undermines the safe learning environment that scholars need to achieve their full potential.

*Bullying* means the use by one or more scholars of a written, verbal or electronic expression or a physical act or gesture or any combination directed at a scholar that:

- Causes physical or emotional harm to the scholar or damage to the student's property;
- Places the scholar in reasonable fear of harm to himself/herself or of damage to his/her property;
- Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- Infringes on the rights of the scholar to participate in school activities; or
- Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as the following: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristics.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying offender(s) and the bullying victim(s). In most circumstances, bullying does not include a mutual fight between two scholars of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting. Please note, any concerns about discrimination or harassment on the basis of sex, sexual orientation, and/or gender will follow guidelines and procedures via the Title IX process. See additional information pertaining to the Title IX process outlined further below in this document.

### *Cyberbullying*

Cyber-bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

At school means:

- on school premises,
- at any school-sponsored activity or event whether or not it is held on school premises,
- on a school-transportation vehicle,
- at an official school bus stop,
- using property or equipment provided by the school, or
- acts which create a material and substantial disruption of the education process or the orderly operation of the school.

All RISE Prep staff members will model respectful behavior to one another, to scholars, and to school visitors and families at all times. Abusive or humiliating language or demeanor is not productive and will not be tolerated. Scholars and their families are expected to demonstrate respectful behavior to other families, RISE Prep staff members, and other scholars at all times.

#### *Potential Disciplinary Actions*

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying, or retaliation shall include, but not be limited to:

- Loss of the opportunity to participate in extracurricular activities.
- Loss of the opportunity to participate in school social activities.
- Loss of the opportunity to participate in graduation exercises.
- Loss of school bus transportation.
- Transfer to another school.
- Assignment of additional homework or community service.
- In-school suspension.
- Short term school suspension (10 or fewer days of suspension) or long term school suspension (suspension for more than 10 days).
- Admonishments, warnings, and/or counseling.

#### *How to Make a Report*

The Superintendent, with Principals and School Leaders, will establish, and prominently publicize to scholars, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place, may file a report of bullying. Any scholar or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher, or administrator.

Reports of bullying or cyberbullying can be made directly through the RISE Prep's "Report an Incident" link located on the RISE Prep website or accessible via ParentSquare.

Parents/Guardians of the victim of bullying and parents/guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/guardians of the child will be notified immediately by the Principal or Assistant Principal/Dean.

#### *Responsibility of Staff*

RISE Prep staff who observe an act of bullying, or who have reasonable grounds to believe that bullying is taking place, must report the bullying to the Principal or in the absence of the principal the Superintendent. Failure to do so may result in disciplinary action. In this context, staff includes volunteers working at the school.

#### *Instruction in the Prevention of Bullying/ Cyber Bullying*

RISE Prep shall give scholars and staff instruction in policies and regulations against bullying and cyberbullying. This instruction shall include methods of discouraging and preventing bullying, along with instruction on how to file a complaint

against bullying/cyberbullying and the disciplinary action that the school may take against those who commit acts of bullying/cyber bullying.

#### *Responsibility of Scholars*

Scholars who observe an act of bullying, or who have reasonable grounds to believe that bullying is taking place, must report the bullying to the Principal or a trusted member of the school team. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Scholar reports of bullying or retaliation may be made anonymously. No disciplinary action shall be taken against an accused scholar on the basis of an anonymous report.

#### *Investigation of Bullying/ Cyber Bullying*

The Principal or their designee, shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. Additional RISE Pre staff may be utilized to mediate bullying situations. The investigation will include an assessment of what effect the bullying has had on the victim/complainant.

#### *Help for the Complainant and Victims of Bullying/ Cyber Bullying*

If bullying/cyber bullying has placed the victim's mental health at risk, the school will make appropriate referrals. If the bullying/cyber bullying included a violent criminal offense, the victim of the bullying will be informed of any school transfer rights he/she may have.

#### *Prohibition against Retaliation*

Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying, shall not be tolerated. Retaliation or threats of retaliation will result in the imposition of discipline in accordance with the school behavior code. Such measures may include professional development and prevention activities, family workshops, and scholar social groups.

#### *Prohibition against False Reports of Bullying/ Cyber Bullying*

A RISE Prep employee, school volunteer, or scholar who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code, including short or long-term suspension from school.

#### *Individualized Scholar Safety Plan*

If a scholar is the victim of serious or persistent bullying/cyber bullying, the Principal will prepare a written school safety plan outlining what steps will be taken to provide the scholar with a safe educational environment. This plan will be developed, if possible, with input from the parents/guardians of the scholar. Staff members who are to implement the plan will help formulate it.

#### *Police Notification*

When the bullying/cyber-bullying involves conduct that violates criminal law, the police shall be notified.

### *Mediation Board*

The Principal may establish a board to resolve complaints of bullying/cyber bullying in circumstances where mediation may provide an appropriate remedy. The Mediation Board may, when appropriate, include scholars.

### *Voluntary Participation in Mediation*

No scholar who is the victim of bullying/cyberbullying shall be required to participate in mediation or to accept any apology tendered by the bullying scholar. The decision of a victim of bullying not to participate in a mediation program shall not diminish the obligation of the school to impose discipline against the scholar who has committed an act of bullying.

### *School Atmosphere*

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying, or the investigation thereof, is prohibited at RISE Prep. School staff will take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities for staff members, family workshops, and scholar assemblies. Principals, teachers, and staff of RISE Prep will model courteous behavior to each other, scholars, and school visitors at all times. Abusive or humiliating language or demeanor will not be accepted. Additionally, scholars and their families are expected to exhibit courteous behavior to all members of the RISE Prep community in school and at school sponsored events.

### *Reports to the Principal*

The Principal will provide the Superintendent and/or Executive Director with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

### *Social Skills Training*

The school health program and school counseling services will include appropriate social skills training to help scholars avoid isolation and to help them interact in a healthy manner.

## **Transgender and Gender Identity Policy**

As a gender inclusive school, RISE Prep recognizes that gender impacts all scholars, and will strive to normalize gender diversity and, above all else, teach empathy and respect.

Consistent with federal, state, and local laws, it is the policy of RISE Prep to provide an equal opportunity and safe environment for all scholars and employees, regardless of race, color, creed, national or ethnic origin, gender, genetic information, gender identification or expression, religion, disability, age, sexual orientation, marital status, citizenship status, or veteran status.

### *Learning Environment*

RISE Prep is committed to ensuring a safe and supportive learning environment for all scholars. It is committed to ensuring that all educational professionals and other school staff be supportive role models and strong advocates for the safety and well-being of scholars. All scholars need a safe and supportive school environment to progress academically and developmentally. The most specific purpose of this policy is to ensure that scholars who are transgender or gender



non-conforming are provided with a safe school environment in which they can grow and learn, while fostering social integration and minimizing stigmatization. Therefore, this policy shall endeavor to:

- Foster an educational environment that is safe and free from discrimination for all scholars, regardless of sex, sexual orientation, gender identity or gender expression;
- Ensure compliance with state and federal law concerning bullying, harassment, and discrimination;
- Reduce the stigmatization of and improve educational integration of transgender and gender non-conforming scholars, maintain the privacy of all scholars, and foster cultural competence and professional development for school staff; and
- Support healthy communication between educators and parent(s)/guardian(s) to further the successful educational development and well-being of every scholar.

### *Definitions*

The following definitions are not for the express purpose of labeling a scholar, but rather to provide common terminology and to assist in understanding this policy:

- “*Gender Identity*” describes a person’s deeply held sense or psychological knowledge of one’s own gender. One’s gender identity can be the same or different from the gender assigned at birth. All people have gender identity. Gender identity is an innate, largely inflexible characteristic of each individual’s personality that is generally established at a very early age, although the age at which individuals come to understand and express their gender identity may vary.
- “*Gender Expression*” describes the manner in which a person represents or expresses one’s gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.
- “*Gender Non-conforming*” describes people whose gender expression differs from stereotypical expectations, such as “feminine” boys, “masculine” girls, and those who are perceived as androgynous. This includes people who identify outside traditional gender categories or identify as both/neither gender.
- “*Sexual Orientation*” describes a person’s romantic or sexual attraction to people of the same or opposite gender or multiple genders. Some common sexual orientations are straight, gay, lesbian, bisexual, pansexual, queer, etc. A transgender or gender non-conforming person can have a sexual orientation.
- “*Transgender*” describes a person whose gender identity or expression is different from that traditionally associated with an assigned sex at birth. Transgender is an umbrella term. A transgender male is someone who identifies as male but was assigned the sex of female at birth. A transgender female is someone who identifies as female, but was assigned the sex of male at birth.
- “*Transition*” describes a process in which a person goes from living, identifying, and expressing oneself as one gender to living, identifying, and expressing oneself as another. Transition is a process that is different for everyone, and it may or may not involve social, legal or physical changes. There is no one step or set of steps that an individual must undergo in order to have their gender identity affirmed and respected. Transgender individuals may undergo transition at any stage of their lives, and gender transition can happen swiftly or over a long duration of time.

### *Official Records*

RISE Prep is required to maintain a mandatory permanent pupil record that includes a scholar’s legal name and legal gender. Official documents related to the state-issued identification systems for each scholar may include birth-given names if the name is not officially changed as that is a state led transaction. The Department of Education allows for the submission of preferred names and will use preferred names in most formal state assessments and any communications with families. In those instances, RISE Prep will use the scholar’s preferred name. Within its own computer systems, RISE Prep will attempt to use a scholar’s preferred name upon their request. RISE Prep is able to change a scholar’s official record to reflect a change in



legal name and/or legal gender only upon receipt of documentation that such change has been made through legal means. The documentation required for a legal change of name and/or gender is a court order or federally issued document demonstrating the scholar's new name.

RISE Prep shall collect or maintain information about scholars' gender only when necessary. In situations where school staff or administrators are required by law to use or to report a scholar's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

### *Names and Pronouns*

A scholar has the right to be addressed by a name and pronoun that corresponds to the scholar's gender identity. RISE Prep will treat scholars consistent with their gender identity and/or expression even if their education records or identification documents indicate a different sex assigned at birth. RISE Prep will use a scholar's preferred name and/or pronouns for unofficial purposes (e.g., in the classroom, in the hallways, at school-related events, etc.); a court-ordered name or gender change is not required. RISE Prep will use a scholar's preferred name and/or pronouns at all times.

### *Gender Transitions*

The school shall accept and welcome the gender identity that each scholar asserts. There is no medical or mental health diagnosis or treatment threshold that scholars must meet in order to have their gender identity recognized and respected. The assertion may be evidenced by an expressed desire to be consistently recognized as the sex consistent with their gender identity. Scholars ready to socially transition may initiate a process to change their name, pronoun, attire, and access to preferred programs, activities, and facilities consistent with their gender identity. Each scholar has a unique process for transitioning. The school shall customize support to optimize each scholar's equal access to the network's educational programs and activities.

### *Participation and Activities*

Scholars shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity. RISE Prep will continuously evaluate all gender-based activities, rules, policies, and practices and maintain only those that have a clear and sound pedagogical purpose.

### *School Uniform/Dress Code*

RISE Prep scholars are expected to be in full uniform each day. Scholars shall have the right to dress in accordance with their gender identity, within the parameters of the RISE Prep uniform dress code. The uniform provides many options and varieties to ensure inclusivity. RISE Prep staff shall not enforce a dress code more strictly against transgender or gender non-conforming scholars than other scholars.

### *Restrooms and Changing Facilities*

All scholars are entitled to have access to restrooms and changing facilities that are sanitary, safe, and adequate, so they can fully engage in their school program and activities. RISE Prep will work collaboratively with the scholar to address the scholar's access to the restrooms and changing facilities. Each situation needs to be reviewed and addressed based on the particular circumstances of the scholar and the school facilities.

In all cases, RISE Prep leadership will be clear that a scholar may access the restroom and changing facility that corresponds to the scholar's gender identity. Scholars who choose not to use a gender-segregated restroom will be provided with a safe and adequate alternative, such as a gender-neutral restroom or the Nurse's restroom. Should discomfort arise amongst scholars

regarding bathroom use, RISE Prep staff members are encouraged to work to address the discomfort and to foster understanding of diversity, including gender identity, to create a school culture that respects and values all individuals.

### *Physical Education and Athletics*

All scholars shall be permitted to participate in physical education classes and athletic sports in a manner consistent with their gender identity.

### *Privacy and Confidentiality*

School staff shall not disclose any information that may reveal a scholar's transgender status to others, including parents or guardians and other school staff, unless legally required to do so or unless the scholar has authorized such disclosure. Transgender and gender non-conforming scholars have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much in regards to sharing private information. The fact that a scholar chooses to use a different name, to transition at school, or to disclose their transgender status to staff or other scholars does not authorize school staff to disclose a scholar's personally identifiable or medical information. When contacting the parent or guardian of a transgender or gender non-conforming scholar, school staff should use the scholar's legal name and the pronoun corresponding to the scholar's gender assigned at birth unless the scholar, parent, or guardian has specified otherwise. When possible, scholars should be informed that school staff will be using the name, gender, and pronoun assigned at birth by their families, in order to uphold confidentiality and avoid any distress.

### *Bullying and/or Discrimination*

All policies against bullying or discrimination within this handbook shall be interpreted to ban bullying or discrimination against a scholar due to their real or perceived gender identity or sexual orientation. These policies apply equally to staff members and other scholars. Scholars may not be denied an educational opportunity on the basis of their real or perceived gender identity or sexual orientation.

### *Instructive Resources and Laws*

As necessary and/or helpful, RISE Prep will look to the following resources and laws for guidance when interpreting and implementing this policy:

- The Rhode Island Department of Education's Guidance for Rhode Island Schools on Transgender and Gender non-conforming scholars, as set forth in its June 2016 Guidance;
- The United States Department of Education Guidance on Transgender Students, as set forth in its May 13, 2016 Dear Colleague Letter pertaining to transgender scholars;
- The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. § 1232g (1974), as it pertains to transgender, gender non-conforming and transitioning scholars; and
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., as each pertains to transgender, gender non-conforming and transitioning scholars.

All aspects of this policy will be reviewed as needed, and at a minimum annually, to ensure that the practices set forth are relevant, compliant, and protective of transgender and gender non-conforming scholars and staff at RISE Prep.

## **Title IX**

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

RISE Prep is committed to ensuring that no scholar feels that they have been discriminated against based on their gender. Any report of sex-based discrimination or harassment will be taken seriously, addressed promptly and with sensitivity.

Under the Title XI law scholars will be provided with the following assurances:

- The right to be treated according to gender identity
- The right to be called by the name and pronouns that match their gender identity
- The right not to be bullied or harassed because you are transgender or gender non-conforming
- The right to use restrooms that match gender identity
- The right to get the same opportunities to learn and participate in school activities, sports, and events as all scholars

### **Weapon Free Campus**

RISE Prep is committed to the safety of all of our scholars and families. RISE Prep is a weapon-free campus and any weapons or weapon-like items brought into the building will be immediately confiscated, investigated, and result in severe disciplinary action.

### **Mandated Reporter**

In the state of Rhode Island, all adults 18 years of age or older are mandated reporters. Concerns about abuse and/or neglect should be made to the Department of Child Youth and Families (DCYF) via the RI Child Abuse Hotline, 1-800-RI-CHILD (1-800-742-4453). Any person under the age of 18 who is being physically abused, sexually abused or neglected by a caretaker, or is being sexually abused by another child. Under the same statute, DCYF considers it neglect if a child is a witness to or at home during a domestic violence incident

As such, all teachers and school staff who work with your child are required by state law to report all instances of suspected child abuse neglect or maltreatment. RISE Prep is required to cooperate fully with any investigation or casework activity carried out by DCYF regardless if the report originated from the school. Such activities include, but are not limited to: granting access to academic, behavior, IEP, and attendance records; allowing child protective workers to observe scholars in class, interview scholars, interview employees, and/or hold a scholar at school until a protective worker arrives. In addition, DCYF workers may take children into custody if they deem it necessary.

## **Attendance Policy**

In order for our academic program to be successful, it is essential that scholars are present in school on a consistent basis. The school reserves the right to make exceptions to this policy in the instance of an extended absence due to medical reasons. Therefore, scholars who are excessively absent (more than 10 absences in a year) are at risk for being retained in the scholar's current grade, as attendance and academic growth directly impact one another and are both factors in promotion and retention decisions.

Throughout the school year, the school will notify families when scholars have accrued high absences. This communication

may come from the Office Manager, Classroom Teacher, School Nurse, School Social Worker, Dean of Culture, Dean of Academics, and/or Principal. Throughout the school year, daily attendance calls of absent scholars will be made by Nurse Castaño.

Families should expect the following escalation of communication when their scholar is chronically absent,

- 1st notice: Scholars with five (5) unexcused absences will receive a Level I letter sent via ParentSquare
- 2nd notice: Scholars with ten (10) unexcused absences will have a Level II letter sent via ParentSquare with a required meeting to discuss an individualized attendance plan with the School Nurse and/or Social Worker
- 3rd notice: Scholars with fifteen (15) or more unexcused absences will have a Level III letter sent via ParentSquare with a request for a follow-up meeting to determine next steps in the individualized attendance plan with the Dean
- 4th notice: Scholars with twenty (20) or more unexcused absences will have a Level IV letter sent via ParentSquare with a request for a follow-up meeting to determine next steps in the individualized attendance plan with the Principal
- 5th notice: Scholars who have twenty-five (25) or more days of unexcused absence will have a Level V letter sent via ParentSquare with a request for a follow-up meeting to determine appropriate next steps with the Superintendent and the Principal; potential next steps may include a referral to DCYF/court

### *Communicating Absences*

Families are expected to call the school as early as possible but no later than 7:30AM if their child will not be attending school for any reason. Written permission is both welcome and appreciated. Calls should be made as far in advance as possible and can be left on the school's main voicemail. If a scholar is not in the homeroom and the school has not been notified that he or she will be absent, their family will be called at home and/or work. In phone calls, voicemails, and notes, please indicate your child's name, your relationship to the child, the reason for absence, and date(s) of the child's absence.

Scholars will be held accountable for all work missed due to suspension, vacation, or absences. Scholars who are absent from school cannot attend or participate in any other school-sponsored activities occurring on the day of the absence unless the school has given advance permission. Family vacations that are outside of our vacation weeks will count as unexcused absences for scholars. While families may request work in advance of extended and known absences, the school may not provide missed work in advance of extended and known absences (e.g. extended vacation).

All questions regarding scholar attendance and attendance records should be directed to the school's nurse and the front office,

- Nurse, Nurse Castaño- [jcastano@riseprepri.org](mailto:jcastano@riseprepri.org)
- Office Manager, Ms. Rodriguez- [lrodriguez@riseprepri.org](mailto:lrodriguez@riseprepri.org)
- Dean of Culture, K-4, Ms. Zahler: [jzahler@riseprepri.org](mailto:jzahler@riseprepri.org)
- Dean of Culture, 5-8, Mr. Hawkins: [phawkins@riseprepri.org](mailto:phawkins@riseprepri.org)
- Operations Manager, Ms. Cabral- [ncabral@riseprepri.org](mailto:ncabral@riseprepri.org)
- School Social Worker, To be determined

### *Special Education Exclusion due to Chronic Absenteeism*

If after multiple (2-3) attempts to work with the family, the scholar's rate of attendance continues to increase into a range of Chronic Absenteeism (categorized as missing 10% or more of school days in one year), the scholar may be subject to IEP/Special Education Exclusion.

### *Individualized Education Plans:*

Without consistent attendance, it cannot be appropriately determined whether the scholar is unable to achieve Academic/Functional IEP goals and objectives due to a disability or lack of access to the curriculum/school provided support.

#### *504 Accommodation Plans*

Without consistent attendance, it cannot be appropriately determined that the scholar is unable to be successful within the school setting due to an inability for consistent accommodations to be provided for improvement (as they apply to access to the school building/classroom).

#### *School-Based Evaluation*

May be denied due to chronic absenteeism and lack of data for appropriate plans/accommodations to be put in place.

## Arrival and Dismissal Policies

On-time arrival, and school-scheduled dismissal times are crucial to ensuring that scholars are academically receiving the maximum instructional time possible and socially able to participate fully with their classmates in all parts of the school day.

### **Arrival**

Scholar arrival begins at 7:40AM. On time arrival concludes at 8:05AM.

### **Late Arrival and Tardiness**

Scholars must be in the building no later than 8:05AM. Doors will shut at 8:05 and will reopen at 8:10AM. Families must escort late scholars to the Main Office to sign in before proceeding to their classroom. Late arrivals disrupt learning for all scholars in the class and therefore should be avoided if possible.

If tardies become frequent (10 or more), the family will receive written notification by the school. If tardiness continues to be frequent, the family will meet with the Dean, Principal, and/or Social Worker to develop a plan for getting scholars to school on time.

### **Dismissal**

Scholar dismissal will begin at 3:05PM and conclude by 3:25PM Monday through Friday.

At the start of the year, classroom teachers will take note of your preferred dismissal for your scholar. Families will be provided a bus interest survey to determine more information on the bus routes and times. In order to register for the bus, families should complete the bus registration form.

In order to ensure the safety of all of our scholars, placards are required for dismissal. Families must always have their scholar's placard with their scholar name on it in order for them to be dismissed.

If a family member doesn't have the placard, an ID check will be required. To ensure a safe and timely dismissal, ID checks may be provided after our active dismissal has concluded. In order for a scholar to be released to the family member, the name of the person presenting the ID must be on the scholars approved dismissal list. Regardless of familial status, if the person attempting to pick up the scholar is not on the approved dismissal list, the scholar will not be released to them.

Families can update dismissal authorizations throughout the year, however, requests must be submitted in writing. RISE Prep staff may request families to come in person to provide written authorization for updating approved dismissal lists.

RISE Prep retains the right to refuse scholar dismissal to anyone that is perceived to be under the influence, incoherent, and/or demonstrates unsafe behavior towards school staff and/or scholars. If the school refuses to dismiss a scholar to a designated pick-up person, the school will contact the Superintendent to determine appropriate next steps, which may involve contact with local authorities (e.g. police, DCYF).

### *Middle School Independent Dismissal*

If scholars in Grades 5 through Grade 8 have written permission from families, they are eligible to be considered independent walkers. This means that they can walk from school, or from a bus stop, without an adult holding a placard. The school must be notified of this immediately, and then will reach out to the proper RISE Prep staff or bus company staff to inform them of the dismissal adjustments.

### **Early Dismissal**

In order to minimize disruptions to class, we ask that notification regarding early dismissals be made as far in advance as possible. Families should inform the school of early dismissals by calling the main office directly. Early dismissals should be communicated no later than 1:30 PM and scholars should be signed out no later than 2:30pm of the day of the early dismissal. Any families that arrive after 2:30pm will have to wait until our daily dismissal time begins to dismiss their scholar.

When scholars are dismissed before the end of the day, families must sign them out in the main office. If early dismissals become frequent, the family will be contacted by the school and if early dismissals remain frequent, the family may need to meet with the Dean and/or Principal to work out a plan for ensuring scholars are maximizing their learning time.

Similarly to tardies, early dismissals may be considered in calculations when determining eligibility for attendance awards, retention, or truancy court referrals. We ask that doctor and dentist appointments be limited to non-school hours to avoid scholars missing class time.

### **Dismissal Changes**

In order to ensure the safety of your scholar, we ask that their dismissal be the same for all five days of the week. If a dismissal change needs to be made to a scholar, a phone call must be made to the school by the family before 1:30PM Monday through Friday to the front office.

In case of an emergency, families or guardians should contact the Main Office either by phone or in person. Only individualized on the authorized pick-up/dismissal list for that scholar will be able to pick up the child. If individuals do not have the scholars placard, they will be required to show identification. See below for temporary dismissal authorization.

Under no circumstances should families or guardians contact scholars in their classrooms or attempt to dismiss scholars from the building without notifying and receiving permission from staff members in the Main Office.

### **Temporary Dismissal Authorization**

We understand that emergencies happen and there may be (infrequent) times where someone who is not on your approved dismissal list may need to pick up your scholar. All requests for temporary dismissal authorization must be requested in writing to the Officer or Operations Manager, either via ParentSquare or a number that is affiliated with the scholars' guardian

on file with the school. In order to prioritize scholar safety, we will not accept verbal requests/phone calls to temporarily change a dismissal authorization.

## **Bus Safety**

The school bus is an extension of our school and the same behavioral expectations apply on the bus as they do within our school building. The bus must be a safe, orderly, and respectful environment for all scholars as well as the bus monitor and driver. Any bus incidents will be communicated through a bus conduct report and sent to the Dean of Scholar Culture directly. Families will receive a copy of the bus conduct report if an incident occurs involving their scholar. After multiple incidents have been reported, scholars may lose bus privileges depending on the incident.

All bus stops are depot stops. The bus company will find a central location based on family addresses of scholars who are taking the bus. Families will go to the depot stop that is most convenient for them each morning and afternoon. In the morning, families must stay with their scholar until they are safely on the bus. Families picking up will need to show the placards or ID to verify they are on the pickup list.

When a scholar has not been picked up by a family member at the bus stop, the bus driver will drive the scholar back to school. The main office will call the families on the pick up list until someone answers. If families don't answer, a voicemail will be left explaining that the scholar wasn't picked up at the bus stop and is back at school.

Families and scholars will complete a bus contract at the start of each year to reinforce the expectations of the bus and ensure that all policies are understood.

# **Academic Policies**

## **School Supplies**

RISE Prep scholars are required to bring a full-size backpack to and from school each day. The backpack needs to be large enough to carry a homework folder (provided by the school) which will contain your scholar's homework, a daily behavior report (in the form of a calendar, K-2) and any other communication sent between school and families. In middle school, scholars will also bring home their agenda each day and may bring home notebooks, workbooks, novels, or binders to complete their homework or for studying purposes. Some homework may require crayons, scissors, and/or a glue stick and we recommend purchasing those items to keep at home for your scholar for the year.

Scholars in grades K-4 should not be sent into school with outside supplies (mechanical pencils, colorful erasers, fountain or gel pens) and will be asked to put them away if they are brought in. Scholars will be supplied with a caddy or zipper pouch with all appropriate materials they need to be successful with their school work during the day.

## **Homework**

Research shows the importance of reading on a daily basis in developing their use and understanding of vocabulary. Your child will experience the most success in reading when school and home work together.

In Elementary School, scholars are expected to read for 20 minutes each day. Each week supplemental activities will be provided in their weekly packet. It is also encouraged that scholars in K-3 practice reading and writing their trick words each



week. Homework will be recorded on a weekly reading log that will be checked by your child's teacher. Occasionally, *optional* homework may be sent home to strengthen and extend the skills and content your child is learning in school.

In Middle School, scholars will receive homework based on their content classes (e.g. Math, ELA, Science, History, Spanish). Scholars may have homework in multiple classes any given day, but should expect to complete homework daily in Math and ELA. Science, History, and Spanish homework will be assigned on an as needed basis. The homework that scholars will complete at home will support the learning that is taking place the next day during school. It will be crucial that your scholar complete any and all homework assigned to them on a given night to support their success.

#### *Homework Accountability (Elementary School)*

In grades K-4, if a scholar does not complete their weekly reading log and/or their supplemental activities, scholars will receive a 0% recorded in Schoolrunner for that week. Homework grades are intended to uphold the policy and importance of daily reading. We understand that life happens and unexpected issues may arise. Please know that homework is in place to support your scholar, our staff is in place to support your scholar, and all conversations surrounding homework should be respectful and productive.

#### *Homework Accountability (Middle School)*

In grades 5-8, if a scholar does not complete their homework, the content teacher should track this and communicate with home. For example, if a scholar fails to complete their ELA homework, the ELA teacher will communicate the missed homework to families. Scholars will be expected to complete their missed homework. Failure to complete homework may result in loss of privilege, such as community events (e.g., Community Assembly, Clubs, RISE Prep events, etc ) and/or a detention.

### **Assessments and Grading**

RISE Prep uses assessments to provide data about individual scholars, whole-class, grade, and school trends, so we can deliver the most targeted and effective instruction based on the needs of our scholars. Each grade has unit assessments and aligned to the objectives and standards being taught in that unit.

Additionally, RISE Prep uses both nationally-normed, and school-normed assessments to gather data regarding our scholars' performance in relation to their school-peers as well as their grade-level peers nationally.

Assessment	Grade Level	Purpose	Frequency
NWEA Measures Academic Progress ( <a href="#">MAP</a> )	K-8	Nationally-normed reading and math data to inform instruction; and to provide accountability before our scholars are of grade-level to take state assessments	3 Windows: October, February, May
Dynamic Indicators of Basic Early Literacy Skills ( <a href="#">DIBELS</a> )	K-8	DIBELS ® (Dynamic Indicators of Basic Early Literacy Skills) is a set of procedures and measures for assessing the acquisition of literacy skills. They are designed to be short (one minute) fluency measures that can be used to	3 Windows: September, January, May



		regularly detect risk and monitor the development of early literacy and early reading skills in kindergarten through eighth grade.	
WIDA ( <a href="#">ACCESS for ELLs</a> )	K-8	Assesses English language proficiency in the domains of speaking, listening, reading, and writing for Multilingual Learners.	Annually: January - February
Rhode Island Comprehensive Assessment System ( <a href="#">RICAS</a> ) & Rhode Island Next Generation Science Assessments ( <a href="#">NGSA</a> )	3-8	<p>RICAS is Rhode Island's State Assessment that all scholars will take beginning in Third Grade through Eighth Grade. RICAS assesses both ELA and Math.</p> <p>NGSA is Rhode Island's State Assessment that assesses Science. Scholars in grades 5 and 8 will take this assessment annually in May.</p>	Annually: April & May

### *Academic Grades*

All grades are posted weekly in Schoolrunner for academic content areas. Schoolrunner can be accessed through the app or web based browser. When parents log in, they are able to toggle between all of their scholars within one account. There are a few more viewing options available using the full site which can be accessed through a browser. This includes progress reports which allows the parents to view the breakdown of grades in each content area.

### *Report Cards*

Scholars will receive report cards on a quarterly basis throughout the year. Families will have the opportunity to review report cards with teachers during Family Teacher Conferences twice a year. If there are any questions and there isn't a family conference scheduled, families can always reach out to schedule a phone call or a meeting with classroom teachers.

### *Report Card Grading in K-4*

Scholars in Kindergarten through Fourth Grade receive standard-based report cards that reflect scholar progress toward mastering the power standards for each grade level. Scholars are expected to master all standards by the end of each grade level. Elementary scholars are graded with a % grade for each content area and the standards are categorized by proficiency on a scale of 1 to 4.

- 1 –Not Yet Proficient/Not Meeting Expectations: Scholar produces evidence that is below grade level standards/expectations.
- 2 – Partially Proficient/Partially Meets Expectations: Scholar demonstrates some understanding of the grade level standards. Scholar produces evidence that shows inconsistent mastery of grade level content/expectations.
- 3 – Proficient/Meets Expectations: Scholar demonstrates understanding of the grade level standards.. Scholar produces evidence that shows consistent mastery of grade level content/expectations.

- 4 –Highly Proficient/Exceeds Expectations:. Scholar consistently demonstrates mastery of the grade level standards. Evidence shows ability to apply concepts in a variety of contexts, including exceeding the grade-level standard.

### *Report Card Grading in 5-8*

Middle school scholars in grades 5-8 are graded on a letter scale with a percentage that corresponds with the scholar's level of mastery. Each content area has weights for various measurements of understanding inclusive of tests, quizzes, essays, and other evidence of learning.

#### *Letter Grade and Percentage Breakdown:*

A+	97-100%
A	93-96%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	50-59%

#### *Middle School Honor Roll Criteria:*

High Honors with Distinction: A grade of 97% or above in every academic subject

High Honors: A grade range of 90-96% in every academic subject

Honors: A grade range of 83-89% in every academic subject

### **Promotion Policy**

Three primary factors are considered in promotion decisions: overall reading and math proficiency on norm-referenced assessment (e.g. NWEA MAP), grade-level standard mastery as cited on report cards and updates from teachers and attendance.

Scholars must show adequate growth towards proficiency within the grade-level range in reading and math on nationally normed assessments such as NWEA MAP, which is administered three times annually. Scholars who do not show adequate growth or grade-level mastery on NWEA MAP assessment should receive additional support and interventions in identified content via the Multi-Tiered Systems of Support (MTSS) process and/or may be referred through the Special Education process outlined previously in this policy.

Scholars who accumulate more than 10 absences during the school year may be considered for retention in their current grade level. Please refer to the attendance policy section of this handbook for more details on this policy.

#### *Promotion and Retention*

Our mission is to provide high quality education to all scholars. We are committed to open and honest communication with the families of our scholars who are not meeting academic objectives. Families of scholars who are at-risk for retention will be notified by no later than Quarter 3 Report Card/Family Conferences. Promotion recommendations are made by the teachers/Grade-Chair and final promotion decisions will be made by the Principal or designee.

The school reserves the right to make exceptions to this policy given special circumstances.

## RISE PREP Behavior System

At RISE Prep, we envision a nurturing K-8 educational community where positive relationships and a strong sense of connection are at the heart of our approach. We are committed to the character development and social-emotional learning of each student, fostering growth in an environment of respect and dignity. Our team members champion a culture that embraces the uniqueness of every individual, ensuring inclusivity and celebrating diversity. We strive to create a safe and engaging environment where students can explore their identities, understand their roles in the broader community, and actively participate in disrupting inequitable systems. Through these principles, we prepare our students to be compassionate, confident, and impactful members of society.

RISE Prep is committed to providing a safe and structured environment in which scholars can maximize their academic achievement. Scholars whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for our scholars and their learning experience can happen; therefore, we cannot overemphasize the importance of providing a firm and consistent discipline policy. Scholars and families have a right to attend a safe and structured school. For every infraction, there will be a consequence - this is the basis of our scholar code of conduct. Our systems for managing conduct and behavior are designed to ensure equity and objectivity to all scholars as well as a learning experience as children continue to learn right from wrong. The school also adheres to the guidelines set forth in the Rhode Island Department of Elementary and Secondary Education's "New RI Discipline Procedures and Requirements for All Scholars Under IDEA 2004 and RI Legislation" (effective July 1, 2005).

We employ a behavior incentive system, which ensures high behavioral expectations for every scholar and includes structured opportunities to reinforce desirable behavior and motivate scholars to continue to exemplify our RISE values through their actions. Teachers are taught to create a positive classroom and community culture, reinforce behavior expectations, and deliver consequences with minimal disruption to the class. A redirection or consequence should never be insulting or embarrassing. At RISE Prep our teachers use redirections as a pause, an acknowledgment of behavior, a redirection and a starting point for positive choices.

A critical component to our behavior system is the use of a color system to indicate to the extent that students are contributing to our positive learning community. Our community standing and color system is used for behavior across grades K-8 and used to give immediate and frequent feedback to scholars regarding the expectations and structures that allow for the most instruction and learning to happen.

- Silver: Leading the Community
- Green: Member of the Community
- Yellow: Taking Away from the Community

In grades K-2, teachers use a tangible tool to provide visual reinforcement and direct immediate feedback to scholars. In grades 3 - 8, the behavior management system builds upon the behaviors, habits, and mindsets scholars have built in the K-2 foundational years, but begins to build more on intrinsic motivation and the impact of scholar choices as opposed to smaller and more frequent feedback as used in K-2.

Additionally, Raptor Bucks will be used as a schoolwide positive incentive to motivate all scholars to meet expectations and hopefully go above and beyond throughout the school. We want to celebrate and shout out scholars who are doing the right

thing as much as possible to motivate them to continue to do so. A schoolwide incentive that allows all team members and all scholars to be a part of it will help build our community and ensure we are all working towards and looking for scholars who are doing the right thing.

As stated in the general code of conduct (see next section), misbehaviors at RISE Prep will result in consequences. If negative behaviors persist, or scholars have not adequately served the given consequence, more serious consequences may be implemented. These consequences vary based on the grade level of the scholar, severity of the action, and frequency of the incident, but may include,

- Scholar reflection (may be written, private or public)
- Removal of school privileges (including school trips, dances, proms, promotion ceremonies, graduations, athletics, clubs, etc.)
- Lunch or after-school detention
- School/community service
- In-school suspension
- Short-term out-of-school suspension
- Long-term out-of-school suspension
- Temporary removal from the school community

All major breaches of community expectations should be thoroughly investigated for action and intent and carefully considered prior to a school-issues consequence. Prior to issuing any suspension, the school will consult the Superintendent.

### **Loss of Privileges**

RISE Prep offers scholars many privileges that can be taken away as a consequence for poor behavior. Privileges that can be lost include: participation in celebrations, participating in after school activities and or sports, and socializing with classmates during snack time, breakfast, or lunch. Loss of privileges are thought through carefully by the teachers and Principal or designee and are never a result of one isolated behavior, but rather for intentional and consistent behaviors without a demonstrated effort to improve behavior(s).

### **Suspension**

To create and maintain a safe, supportive, fair and consistent school community and culture, RISE Prep will suspend scholars from school when there are serious breaches in the discipline code. A scholar may be suspended by decision of the Dean of Scholar Culture or Principal or designee. Suspensions may be in school or out of school based on the severity of the violation.

In all cases, families will be informed of a suspension in writing and will be required to attend a conference to address the suspension. Once a scholar has completed their suspension, a reinstatement meeting with the family, scholar, and Principal or designee will be held.

All suspensions will be reported to the Rhode Island Department of Education on the required forms on an annual basis, and a record will be maintained in the scholar's permanent record. Suspensions will comply with the due process as stated in Rhode Island State Law.

### *Providing Instruction During Removal*

In order to ensure academic progress, alternative instruction will be provided to scholars who have been suspended or removed. Pursuant to R.I.G.L. 16-21-27, all scholars removed from the school building will have a plan to ensure continued education until the scholar has returned to school. The method and form of this alternative instruction will be determined on a case-by-case basis. In all situations, the method and form will be selected with the goal of maximizing the scholar's academic

progress. It will enable the scholar to master material, complete assignments and participate in assessments. In such cases, instruction will occur within the school facility, at the scholar's home, or at a contracted facility reasonably accessible to the scholar. It will occur during the school day, before school hours, or after school hours.

### **Discipline Procedures for Special Education Scholars**

RISE Prep recognizes that disciplinary procedures are different for special education scholars. Disciplinary action will be taken according to federal, state, and district policies on special education scholars. The Individual Education Plan team and the school leader or designated administrator will be responsible for managing continued violations of school policies.

In the case of a special education scholar or a scholar who receives 504 accommodations, RISE Prep will ensure that it makes the necessary adjustments to comply with the mandates of State and Federal laws, including the IDEA and Section 504 of the Rehabilitation Plan of 1973, regarding the discipline of scholars with disabilities. Prior to recommending expulsion for a Section 504 scholar or special education scholar, the Director of Special Education will convene a review committee to determine whether the scholar's misconduct was a manifestation of their disability; whether the scholar was appropriately placed and receiving the appropriate services at the time of the misconduct; and/or whether behavior intervention strategies were in effect and consistent with the scholar's IEP or 504 Plan.

### **Safety Care Training**

We have team members within the building who are trained in safety care. Safety-Care is more than crisis management training; it provides the skills and competencies necessary to effectively prevent, minimize, and manage behavioral challenges with dignity, safety, and the possibility of change. Safety-Care delivers the tools you need to be safe when working with behaviorally challenging individuals using up-to-date and effective technologies from Applied Behavior Analysis (ABA) and Positive Behavior Interventions & Supports (PBIS). These strategies are appropriate for individuals experiencing developmental, neurologic, psychiatric, and other impairments, as well as individuals who have experienced psychological or sexual trauma. Safety-Care promotes a reinforcement-based approach to developing new skills, maintaining safety, and reducing or eliminating restrictive interventions such as restraint.

### **Discipline Data Collection and Monitoring**

The Leadership Team at RISE Prep uses a decision-making process that utilizes a data-management system that regularly permits efficient monitoring and evaluation of the effectiveness of the implementation of a school-wide system of discipline. At minimum school culture data will be reviewed at the Quarterly basis. Additionally, the Superintendent will review all suspension data in accordance with RI General Law § 16-2-17 re Student Discipline Disproportionality to "determine whether the discipline imposed has a disproportionate impact on students based on race, ethnicity, or disability status."

### **Complaint Process**

Both the school and the Board work in conjunction with one another to hear and resolve any complaints. If a problem arises, both the school and the Board encourage the complainant to address the problem directly with the Principal or designee. If the complainant is dissatisfied with the proposed resolution by the appropriate faculty or staff member, the complaint should be delivered in writing to the Superintendent and a meeting should be scheduled. The Superintendent will receive a written report from the appropriate faculty or staff member. After reviewing the written statements by the staff member and the complainant and undertaking any additional investigation deemed necessary by the situation, the Superintendent will present an appellate decision to the complainant. The Superintendent will not hear complaints that have not followed this procedure.

If the situation has still not been resolved, the Board encourages attendance at the next regularly scheduled and open meetings of the Board of Directors to be discussed and resolved at the board level. Further details about this process can be found below under the Grievance Procedure.

## Code of Conduct

RISE Prep is committed to providing a safe and orderly school culture in which scholars can improve their academic achievement. Without a firm and consistent discipline policy, none of what we imagine for our scholars can happen. Scholars and families have a right to attend a safe and orderly school. Scholars whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Therefore, for every misbehavior there will be a consequence. This is the basis of our scholar code of conduct. Consequences may vary based on the age and grade level of the scholar, the severity of the incident, and the frequency with which the incident takes place.

### **Disrupting the School Environment**

*Arriving late to school or class:* Scholar tardiness disrupts class, inconveniences others, and often results in academic difficulties. Scholars may not be late to school or class.

*Choosing NOT to attend required school, functions, or support:* Scholars are required to attend all academic and enrichment classes, assigned consequences, and assigned support opportunities. Scholars are not permitted to leave the building without permission.

*Misbehaving in the Community in and around the School:* Scholars may not misbehave while travelling to or from school. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching other scholars, and being disrespectful to others. Scholars who misbehave on the way to or from school may have to be escorted by a parent or guardian, in addition to other consequences.

*Access to the Building:* Scholars are not permitted to block access to any room or part of the school building. Scholars may not leave the building through any exits except those officially marked.

*Violating the Dress Code:* Parents/guardians may be required to pick up scholars who are not properly dressed for school or bring the missing dress code item to the school. Scholars may not be permitted to attend class when not in proper uniform.

*Food and Beverages:* Scholars may not eat or drink at unauthorized times or places at RISE Prep.

*Hallway Behavior:* Scholars may not disrupt the instructional environment while in the hallway.

*Disrupting Class and Preventing Teaching:* RISE Prep can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Scholars may not disrupt class.

*Arriving to Class Unprepared:* When class begins, scholars must be prepared and have all necessary materials (books, pencils, portfolio, paper etc.).

*Failing to Complete Homework:* Completing homework is essential to the success of individual scholars and the classroom community. Scholars are expected to complete all of their homework assignments with quality and on time.

*Cheating, Plagiarism, and Copying Others' Work:* Cheating or copying the work of others (or allowing other scholars to copy work) is unacceptable. This includes any and all talking during exams whether or not in reference to the exam.

*Failing to Submit a Required Signature:* Scholars are required to secure the signature of a parent/guardian on homework, class assignments and forms when requested by any school staff member.

*Forgery:* Scholars may not forge a signature.

*Lying to a Staff Member:* Honesty is an essential element of personal character. Scholars are not permitted to lie or attempt to conceal the truth.

*Being Disrespectful to a Staff Member:* A school cannot function properly if scholars are permitted to be disrespectful towards adults. For that reason, scholars may not be disrespectful towards a staff member or any other adult associated with the school.

*Being Disrespectful to a Scholar:* If scholars do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, scholars may not be disrespectful towards other scholars.

*Possession of Inappropriate Property:* Scholars cannot possess any electronic music or game devices in school, without explicit permission of the Principal or classroom teacher. Scholars may not possess any printed text or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school.

### **Assault, Battery, Bodily Harm, Inappropriate Touching, and/or Threats**

*Causing Bodily Harm:* Scholars may not cause physical injury to a scholar, school employee, or another person. Scholars are not permitted to harm or attempt to harm a scholar, school employee, or another person with a weapon or dangerous object.

*Committing Assault and/or Battery:* Scholars may not commit assault, including sexual assault, or battery on a scholar, school employee, or another person. Assault is an attempt to physically harm another person and does not require physical contact. Battery is any unlawful touching of another person.

*Fighting or Unwanted Physical Contact:* Scholars may not fight with other scholars from RISE Prep or from any other school. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated regardless of the cause of the disturbance.

*Play-fighting and Threatening:* Play-fighting and/or the use of threats harm the safety of the community. Scholars may not play-fight and/or threaten others.

*Setting off False Alarms or Making a Threat:* Scholars may not intentionally set off a false alarm or make a destructive threat, including, but not limited to, pulling false fire alarms.

*Engaging in Sexual Activity or Inappropriate Touching:* A scholar may not engage in sexual activity of any kind or touch himself/herself or others inappropriately.

### **Possession or Use of Firearms, Weapons, and Dangerous Objects**

*Possession or Use of a Firearm:* Scholars may not possess or use a firearm.

*Possession or Use of a Mock Firearm:* Scholars may not possess or use mock firearms.

*Using or Possessing a Weapon or Dangerous Object:* Scholars are not allowed to bring a weapon of any sort to school, use any object in a dangerous or threatening manner, or have a weapon on him/her or his/her property.

*Arson:* Scholars may not set a fire and/or light or possess any form of fire-making substance including lighters, matches, etc.



### **Possession, Use, or Distributing of Controlled Substances, Alcohol, Vape Products, CBD Products, or Tobacco**

*Using or Possessing Drugs or Alcohol:* Scholars may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, including CBD products. Prescribed and over-the-counter drugs must be delivered to the Nurse or Office Manager by a parent or guardian with a doctor-signed School Medication Form. Scholars may not be in possession of prescribed or over-the-counter drugs.

*Selling, Possessing, or Transferring Drugs or Alcohol:* Scholars may not sell, distribute, or possess (with or without intent to sell or distribute) prescribed or non-prescribed controlled substances.

*Selling, Possessing, or Transferring Tobacco Products:* Scholars may not sell, distribute, or possess (with or without intent to sell or distribute) cigarettes, e-cigarettes, vape products, chewing tobacco, or other tobacco/tobacco-related products.

*Selling or Possessing Mock Controlled Substances, Alcohol or Tobacco:* Scholars may not sell, distribute, or possess (with or without intent to sell or distribute) mock controlled substances, alcohol, or tobacco.

### **Harassment and Violation of Civil Rights**

*Violating the Civil Rights of Others:* Scholars may not violate the Civil Rights of others.

*Harassment:* Scholars may not make unwanted sexual advances towards, or commit sexual harassment of, any member of the school community. Harassment or intimidation of any members of the school community on the basis of their racial or ethnic background, gender, age, sexual orientation, or disability is not permitted.

*Abusive or Profane Language or Treatment:* Scholars may not use abusive, threatening, vulgar, coarse, or degrading language (including racial epithets or sexist or homophobic remarks).

### **Theft and Vandalism**

*Theft, Loss or Destruction of Personal or School Property:* Scholars may not steal or damage someone else's or school property.

*Mistreatment or Inappropriate Use of Technology or School Property:* Scholars must treat computers, printers, and other technology with care. RISE Prep does not tolerate inappropriate uses of technology or the Internet, including attempts to access the school's files. Scholars do not have the right to use school computers to access chat rooms or emails (excluding school-issued scholar email accounts), or to access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Scholars are prohibited from using school telephones. In the event of an emergency, scholars may be allowed to use the school telephones, but only at the discretion of school staff members. Scholars must not mistreat other school property including, but not limited to, text and reading books. Writing or marking on any desks or other school property is strictly prohibited.

### **Failure to Comply with School-Imposed Consequences**

In order for the school to maintain high expectations and a safe and respectful school environment, both vital parts of our school culture, scholars must comply with all consequences assigned.

Repeated violations of this code of conduct may result in consequences of greater severity or length at the discretion of the school's leader. Repeated inability to adhere to the school's rules may result in the scholar's removal from the RISE Prep community.



## Technology/Social Media Policies

Each scholar will have a device that they will use within the school building to support our academic programming. The devices will remain in the classrooms on a regular basis, but might be sent home for scholars to access online homework as needed. RISE Prep's computers and computer applications are intended for use by scholars engaged in educational work. Scholars are expected to remain on the website or program indicated by their teacher and actively engage in the directed activity. Scholars may not play unauthorized games on school computers. Laptop misuse falls under Tier 1 Behaviors.

### Internet Filtering

#### *Definitions*

In accordance with the Children's Internet Protection Act (CIPA), RISE Prep is required to have a filtering device on all computers with Internet access. The filter should protect minors from access to visual depictions that are obscene or constitute child pornography or that are harmful to minors, as defined in CIPA below:

Harmful to minors means any picture, image, graphic image file, or other visual depiction that—

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### Technology Committee

- RISE Prep may appoint a Technology Committee, which shall include the school's Leadership Team. The determination of what categories of content to filter shall be made by the Leadership Team and approved by the Principal or designee.
- Principles of academic freedom shall be considered in deciding what categories to filter.
- The Leadership Team shall prepare a document with the list of filtered categories that have been chosen and a brief explanation of the educational or legal basis for the decision to filter each category.
- The Leadership Team shall annually review the filtered categories annually and make recommendations to the Network Administrator for any adjustments.

### Reporting

Hāpara is a browser-level content filtering solution focused on digital wellness and online scholar data privacy. Our filter screens each webpage in real time to analyze text, images and videos to make sure your scholars see everything they need for learning, and nothing they don't. RISE Prep will maintain a public record of any requests made to unblock a website and copies of responses provided. RISE Prep will submit annual reports to the school committee regarding the number of requests granted and denied to unblock a site. The results of the report shall be used to review the filtering categories in place and consider modifications to the categories or to the administrative procedures in place. The report shall also be used to determine whether improvements and modifications should be made to the filter itself or if a different filtering software vendor should be used.

## **Cell Phones/Smart Watches**

RISE Prep scholars may not use cell phones during school hours. If a family member needs to contact their child during the school day, parents can contact the front office and a staff member will deliver messages as needed to scholars. In the case of an emergency, families should reach out directly to the front office and we will support anything needed for that family.

Scholars who chose to bring a cell phone or other electronic device to school do so at their own risk and the school does not accept responsibility for damage to, or loss of, such items. Cell phones brought into the school must remain in the scholar's backpack which remains in the cubby or locker of that scholar throughout the school day.

Cell phones should all be powered off, or on silent for the duration of the day. If scholars walk home on their own, they are allowed to ensure their cell phones are powered on as needed before they exit the building.

If scholars are found to be using their cell phones during the day, such as checking their messages at their locker or cubby, they will be required to turn off their phone and put it in their locker/cubby. If they are seen with a cell phone on them a second time they will be required to turn it in to the Dean of Scholar Culture. If the scholar willingly turns in the cell phone when asked, the cell phone will be returned at the end of the school day with a note on SchoolRunner/ParentSquare. If the scholar argues or unwillingly turns in the cell phone, a family member will need to come pick the cell phone up at the time of the incident and a discipline consequence will be issued. Repeat instances of cell phone issues will result in a plan between the scholar, school, and family.

Smart watches are not allowed to be worn during the school day. Scholars will be asked to keep their smart watch in their locker if they have it on during school hours.

## **Social Media/Cyberbullying**

Scholars are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they transmit or post. Scholars are responsible for complying with RISE Prep's Code of Conduct requirements. Examples of inappropriate conduct include, but are not limited to:

- Posting or publishing any insensitive or inappropriate information or content on any social media and viewing any insensitive or inappropriate social media content.
- Making fun of/bullying or speaking badly about another individual within the RISE Prep community.
- Communicating with teachers or administrators via personal social media. The only permissible electronic method of email communication with a teacher is through emailing the teacher or administrator at their School email account or messaging through ParentSquare.
- Impersonating or assuming the identity of any other individual while using social media.
- Posting or publishing any information about one's self or another individual that is confidential or of a private nature. This includes posting contact information or any other information that is private.
- Using any device capable of capturing video, pictures, or audio to record or take pictures of any other individual without express consent and permission and posting any pictures taken in the school setting, even if taken with permission, unless they are educationally related.
- Scholars must immediately comply with any request that offending materials be removed from any social media platform.

RISE Prep has a zero tolerance policy for cyberbullying. Any instance of cyberbullying will be met with severe consequences from the school as bullying in any form is unacceptable and harmful and deviates from the RISE core values of the school community.

The use of social media is a privilege, not a right, and the violation of any provision of this policy will result in the restriction of a scholar's social media access and/or the imposition of additional appropriate consequences.

This social media policy applies any time scholars are using school property, under the supervision of school authority, or, when social media is being used away from school premises, in a manner that impacts the school community. Misuse of social media that impacts peers will be subject to school-based consequences whether used on or off school grounds.

## Scholar Uniforms

We show respect for our appearance and our cohesion as a community through our uniforms. The RISE Prep dress code helps keep our school equitable for all scholars. Scholars in our community are expected to follow the school dress code each day. We appreciate the support of our families in upholding our uniform policy.

You can use the [Uniform Style Guide](#) complete with approved and not approved items, as well as images to support your scholar's uniform. Scholars may wear any of the approved uniform pieces, regardless of their gender identity. In Middle School, scholars will wear PE uniforms on the day(s) their class has PE. If a scholar is not wearing their PE uniform on a PE day, they are considered out of uniform. If a scholar is out of uniform, a team member will notify families in writing through a RISE Prep Uniform Violation that will indicate which piece(s) of the uniform were in violation.

RISE Prep scholars are always required to represent themselves as neat, clean, and professional individuals. Our uniforms not only instill professionalism but also reinforce our school community. In order to be dressed for success, scholars must come to school in their full uniform, prepped up each day.

### Uniform Violations

#### *Grades K-4*

Teachers/ Team members are responsible for filling out a uniform violation for any scholar considered “out of uniform”. If your scholar reaches the 3rd offense, a meeting may be required from the K-4 Dean of Scholar Culture to develop an action plan.

#### *Grades 5-8*

Homeroom teachers are responsible for filling out a uniform violation for any scholar considered “out of uniform”. The Dean of Scholar Culture grade 5-8 will speak to scholars and contact families after the 3rd offense if the uniform has not been corrected. *Please see the Tiered system below:*

1 <sup>st</sup> offense	Uniform Violation sent home as a reminder.
2 <sup>nd</sup> offense	RISE Prep contacts family and Uniform Violation is sent home. Family must sign the form and return to school. Uniform Violation must be corrected.
3 <sup>rd</sup> offense	RISE Prep contacts family. Uniform Violation is sent home. Uniform Violation must be corrected. Families may be required to attend a conference to develop an action plan.
4 <sup>th</sup> + offense	RISE Prep contacts the family immediately. Scholars will not be allowed to participate in the school community until appropriate clothing is brought to school. The family will be required to have an immediate meeting to develop an action plan to remedy uniform violations.

## Lost and Found

RISE Prep will maintain a lost and found at the front office. In order to avoid confusion, we ask that you write your child's name in any sweaters or sweatshirts, lunchboxes and water bottles. Items labeled with their names will be returned to scholars immediately. Any items without names will be kept at the lost and found until they are picked up by scholars independently. RISE Prep is not responsible for any personal items that are not brought back home if they did not have scholar names written clearly on them.

## Enrollment Policy

Per state law, children attending RISE Prep must live in the approved catchment areas for RISE Prep which include the town/city limits of Woonsocket, North Smithfield and Burrillville. The Rhode Island Department of Education requires all schools to provide address verification each year for all scholars attending RISE Prep. The school is required to report any suspected address fraud for review and investigation.

### RISE Prep Sending Districts:

- Woonsocket
- North Smithfield
- Burrillville

RISE Prep holds its annual lottery in the spring each year (date to be announced by the RI Department of Education) to fill any available seats for the coming school year. All applicants are notified of their standing within 30 days. Failure to respond, complete all enrollment forms, and upload all required documents within two weeks of initial notification is considered a decline of the offer to enroll. If an offer is declined, a new offer will be extended to the next scholar on the waitlist.

### Enrollment Procedures

Upon accepting a seat, families begin to complete the enrollment process. However, a newly enrolled scholar absent for the first five days of the school year without having communicated extenuating circumstances to the school will forfeit the seat and RISE Prep will extend a new offer to the next child on the waitlist.

Once a scholar is enrolled and consistently attending school, the scholar remains actively enrolled *until*:

- They enroll in another school, public or private; or
- They declare an intent to homeschool, in writing, with the district of residence; or
- They are absent for five days while visiting another school outside of RISE Prep. During this time period, however, the scholar will be marked absent. On the fifth day of visiting another school, if the scholar is absent, the child is considered withdrawn and a seat will be offered to the next child on the waiting list.

Exceptions to the above may be granted by RISE Prep for special circumstances and allow for continued enrollment (e.g. unexpected death in the family, emergency move, illness).

*Note:* No factor included within the approved enrollment policy intends to or does supersede any state or federal laws, including but not limited to the McKinney-Vento Homeless Assistance Act.