



R.I.S.E. ACADEMY
(FORMER SABA ACADEMY)

PARENTS' / STUDENTS'
HANDBOOK 2017-2018

In the Name of Allah, the Most Beneficent, the Most Merciful

All praise and blessings be upon Prophet Mohammad (SWT) and his immaculate family

Dear Parents and Students,

Assalaamu Alaikum,

On behalf of the R.I.S.E. Academy Board of Education, welcome to the 2017-18 academic school year. By electing to work at R.I.S.E. Academy, you have chosen an institution whose mission is to provide academic excellence for all students in a safe and healthy environment which will nurture and challenge students to develop their physical, emotional, spiritual, intellectual, and social skills while practicing Islamic values. Our aim is to ensure that every student becomes a productive member of, and an asset to the society.

We appreciate your support and commitment to our success. As we enter our sixth academic year, this handbook provides our administrative policies and code of conduct. We request your cooperation and participation in its full implementation and encourage you to provide comments and feedback for continual improvement.

We hope that your experience here will be intellectually stimulating and spiritually fulfilling. Once again, as the governing body of the school, we would like to congratulate you and wish you all the best in the coming year. Let us know if we can provide you any further assistance.

Regards,

R.I.S.E. Academy Board of Education

In the Name of Allah, the Most Beneficent, the Most Merciful

All praise and blessings be upon Prophet Mohammad (S) and his immaculate family

Dear Parents and Students,

Assalaamu Alaikum.

It is our great pleasure to welcome all new and returning families to R.I.S.E. Academy. We look forward to your participation, cooperation, and involvement as we strive to serve you in the best possible way.

This year we have several exciting changes implemented to ensure that we can make this year a memorable one for our students! It is our desire to assist parents and students in every way possible to assure that the school experience is positive and productive.

The major purpose of this handbook is to acquaint parents and students with expectations, policies and procedures of R.I.S.E. Academy, which in turn will prepare our students to be practicing Muslims, nurturing human beings, and responsible members of the community and society at large.

We wish you a very productive and rewarding experience at our school and hope that you will join us on this journey.

Sincerely,

R.I.S.E. Academy Faculty and Administration

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General Information

ABOUT R.I.S.E. ACADEMY

R.I.S.E. Academy is a community-based non-profit school.

We at R.I.S.E. Academy know that a successful school experience occurs when parents give evidence of being:

- supportive of the R.I.S.E. Academy mission and vision
- desirous of a strong academic program
- supportive of the child taking responsibility for his/her behavior, self-management and learning
- committed to the programs and activities that support the school

OUR MISSION

The mission of R.I.S.E. Academy is to promote the holistic development of the child through an **authentic and experiential student learning** experience. This is accomplished by educating the child in the formation of faith, family and community. R.I.S.E. Academy students learn to become **responsible and productive members of the society** through a **faith-based education** promoting tolerance, peace and justice.

OUR VISION

R.I.S.E. Academy strives for the development of the whole child by providing academic excellence in a faith-based and innovative learning environment. It is our vision to guide and nurture students to become role models who will exhibit high levels of God-consciousness, professional excellence and civic leadership by serving society at large.

OUR CORE VALUES

The core values of R.I.S.E. Academy are truth, thoughtful innovation, community service, social justice, and excellence.

OUR STATEMENT OF FAITH

We believe in the following:

- That there is no God but Allah Creator of all things, infinitely perfect, omnipotent, omniscient, omnipresent, eternal, who has neither begotten nor begot.
- In the prophets and that Prophet Mohammad is the Messenger of God and the seal of all prophets, and Imam Ali Ibn Abi Talib (A) is his successor.
- In the divine scriptures of the *Injeel* (the book that was sent to Prophet Jesus), and the *Taorat* (Torah: the book sent to Prophet Moses), and the Qur'an as the last divine revealed book (sent to Prophet Mohammad).
- That God the Almighty and the Creator of the world sent Prophets to guide humanity to worship the ONE and only GOD, to guide humanity to the right path of justice and peace.
- That all human beings are created equal with basic dignity and rights. They are all brothers and sisters in humanity and/or faith, and therefore have universal rights to exist without impeding on the rights of others.
- In the resurrection when people will be raised by the will of God the Almighty to be judged for their actions and that the heaven is the reward for those who do good deed and the hellfire is the punishment for those who do bad deeds.
- That as followers of Prophet Mohammad and His Holy Household, we shall abide by their teachings in our interaction with our brothers and sisters in faith and humanity and all of God's creation.

OUR GOALS

Programs and teachings of R.I.S.E. Academy are planned so that

1. Students will **SEEK** academic excellence through a vigorous faith-based integrated curriculum, while developing a lifelong passion for learning.
2. Students will **ACT** as independent learners in a responsible, compassionate manner with the intention of serving humanity through positive contributions to the local and global community.
3. Students will **BECOME** God-consciousness individuals by building their moral character, practicing self-discipline, and communicating respectfully and effectively.
4. Students will **ACHIEVE** a holistic understanding of themselves by deepening their understanding of their Nurturer, the Quran, and the Ahlul-Bait.

PHILOSOPHY

We at R.I.S.E. Academy believe that:

- A safe and comfortable environment promotes student learning.
- Faith, knowledge and good deeds are the keys to our children's success.
- The Holy Household school of thought is the basis for our beliefs and practices.
- Cultural diversity increases students' understanding of different peoples and cultures.
- Islamic values help students face the challenges they may face in their lives.
- Every student is unique in physical, spiritual, social, intellectual, and emotional needs and attributes.

- Students learn to make appropriate decisions given a balanced, supportive and challenging environment.
- Staff, parents, and community are role models for our children and share the responsibility for advancing the R.I.S.E. Academy mission.
- Curriculum and instructional practices should incorporate variety of learning activities to accommodate differences in learning styles.
- Students learning the desire to acquire knowledge as well as developing critical thinking and problem solving skills.
- The commitment to continuous improvement enables students to become confident lifelong learners.

Be reliant on Allah, be hopeful, be safe, be responsible, be respectful, be flexible!

BOARD OF EDUCATION COMMITTEES

Executive Committee

Evaluation & Grievance Committee (EG Committee)

eg@sabaacademy.org

High School Education Committee

highschool@sabaacademy.org

Marketing, Advancement and Communication Committee

mac@sabaacademy.org

Human Resources Committee

hr@sabaacademy.org

SCHOOL ADMINISTRATION

1. Head of School, Dr. Nooh Kasraie
2. Dean of Operations and Admissions, Sr. Sabahat Zaidi
3. Dean of Early Education, Sr. Elham Eslami
4. Dean of Mission, Sr. Sabika Mithani
5. Academic Advisor, Sr. Nazeera Salak
6. Facilities Manager and Transportation, Br. Peymon Salehi
7. High School Coordinator, Dr. Taymaz Tabrizi
8. Campus Behavior Coordinator, Sr. Erum Hasni
9. Administration Assistant

R.I.S.E. Academy Parent Teacher Organization (PTO)

The R.I.S.E. Academy PTO is an organization whose purpose is to strengthen, enhance and encourage the educational and social environment of the school. Its goals are to complement the school curriculum with additional opportunities for parents, teachers and students to learn, socialize, communicate and grow.

PTO has an annual fee from each family to help offset costs for events geared at parents, teachers, and students. Each family is required to volunteer a minimum of 10 hours a year if they are not on financial aid. Those on financial aid will need to volunteer 30 hours a year. Volunteer hours can be done from home, weekends, or weekdays. Parents that do not fulfill the mandatory volunteer hours will be charged a fee and can risk the loss of enrollment at the school or a decrease in financial aid for the following school year. Parents who are involved and are engaged in their child's education are the kind of families that will succeed both in this world and the next.

SCHOOL YEAR 2017-2018

The school calendar shall comply with the standards as mandated by Federal and State of California requirements.

The school shall commence August 17, 2017 and conclude on June 1, 2018. The school week will be Monday through Friday, with the exception of holidays and vacation days.

Daily School Schedule

Monday-Friday: 7:45AM - 3:00PM

Assembly begins at 8:00AM.

Daily Morning Assembly

All students (1 – 10) are expected to join the assembly. Parents are welcome to participate during special assemblies. Students who are not in the Assembly area by 8:00 am will be considered tardy.

After School Program

The after school program has been designed to assist students with homework along with extracurricular educational and fun activities and games, (for both boys and girls) as well as field trips to the park and Don Edward refuge. Team sports will be offered for an extra charge.

All students picked up after dismissal time will be sent to the after school care room.

After school care extends from 3:30 – 6:00 PM and requires additional charge anywhere from of \$140.00/month up to \$250.00/month for full-time after-school care, depending on the number of days a child is attending after school care.

Any child left on school premises beyond 6:00 PM will be charged a fee.

STUDENTS' PERSONAL PROPERTY

Students are responsible for personal property brought into a school, on school grounds, school-sponsored events such as a field trip, or on a school bus. This includes items that are relevant to instructional programs or extracurricular activities. Storage for these items is limited at schools. Students are not to ask school staff to hold or store a personal item for a period of time. Students are strongly discouraged from bringing items of significant sentimental and/or monetary value to school. The school system will not be responsible for lost or stolen items.

School staff have the right to confiscate cell phones and electronic devices seen during the school day if they are being used in unauthorized areas or at unauthorized times; school administrators have the right to require a parent to pick up the confiscated device. School personnel also may confiscate personal property if its possession or use on school grounds or at school events violates system policies or school rules. The property will be returned to the student's parent/guardian after a parent conference. Substances or items that are illegal to possess, will be given to law enforcement officials or retained for disciplinary proceedings. Staff will take reasonable precautions to protect the property until dispersal is determined.

PHOTOGRAPHING, VIDEOTAPING OR AUDIO TAPING IN SCHOOLS WITH CELL OR SMART PHONES

Parents have a right to expect a certain level of protection and privacy for their children while they are in the care of the school. As a protective measure, parents and others who are not school employees who intend to photograph, videotape or audiotape students in school or on school grounds during the regular instructional day using smart phones, cell phones or other devices must have prior approval from the administration. This does not apply to photographing, videotaping or audiotaping during extracurricular activities, such as public and athletic events. Classrooms, lunchrooms, etc. are not open public property and the administration has the right to control public access. Individuals who violate these guidelines will receive an initial warning. Repeat violations may result in the issuance of a no trespassing letter.

ACCOMMODATION OF STUDENTS OF OTHER FAITH

The Board is committed to promoting respect and appreciation for religions, beliefs and customs of its diverse school population. The Board is committed to providing reasonable accommodations for religious obligations. Parents should complete the Absence for Religious Obligation form and submit the request to the administration documenting the need for the absence. Requests should be submitted, whenever possible, at the beginning of the school year. If the student's absence is approved, the absence will be considered an excused absence either for the day or any portion of the day

A student may make up work and receive a recorded grade when an absence for religious observance is approved. This includes opportunities to make up any missed tests or assignments. If the Absence for Religious Obligation form is not received prior to the student's absence, the absence may be coded as unexcused. Board policies related to religious observance apply to student participation in athletic practices and games, as well as other extracurricular activities. Students are excused from attendance at, or participation in, any extracurricular activity when their attendance or participation conflicts with their religious observance.

Administrative Policies

ADMISSION PROCEDURES AND PRIORITIES

Registration forms for all currently enrolled students are due March 15, at which time available space will be determined and admission offered to newly evaluated applicants. Applicants will be accepted on the following basis:

1. We are a community-based school. Children of the larger R.I.S.E. community and shia families in the Bay Area who meet the admission criteria, will be given first consideration.
2. If space is available, any other applicant will be given consideration.
- 3.

The Head of the School, Dean of Academics and Dean of Mission will interview the families of the prospective student(s) to determine the commitment of parents and student(s) and the ability of the school to meet the individual needs of the candidate.

New students will be on probation throughout the school year. Students who do not meet academic and behavioral expectations as determined by the school administration will be asked to seek other educational situations and will

not be permitted to remain at R.I.S.E. Academy beyond a reasonable period of time to transition to another educational situation.

ACADEMIC READINESS

All prospective students are tested for academic and social readiness. This is determined by grade level results on placement/screening test given by the school, previous school performance as indicated by past report cards or formal progress reports and teacher evaluation.

AGE

Kindergarten: student must be **five (5) years old** on or before **September 1** of that year. Exceptions to general will be made on case-by-case basis and the Administration will make a final decision, at its sole discretion.

For admission policies of children younger than five years old, please refer to the Early Education section.

CHILDREN WITH SPECIAL NEEDS

R.I.S.E. Academy is a small private school with limited resources compared to the public schools and other larger private schools. Public schools receive additional funding for students with special needs and hire specialized staff to serve their unique needs. If your child has special needs, we look forward to discussing the ability of our staff to adequately address and meet your child's needs in a typical classroom setting.

R.I.S.E. Academy does not have specialized facilities or personnel to work with students who have significant learning differences. R.I.S.E. Academy will evaluate students with learning differences on a case-by-case basis with respect to the school's ability to provide those students a quality education. While R.I.S.E. Academy will make every effort to serve the needs of each student, the School may deny enrollment of a student if the school determines, at its sole discretion, that it cannot adequately serve the needs of the candidate.

RACIAL NONDISCRIMINATORY POLICY

R.I.S.E. Academy admits qualified students of any race, color, sex, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available at all schools. R.I.S.E. Academy does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies and other administered programs.

SIBLINGS OF CURRENT STUDENTS, CHILDREN OF ALUMNI, OR CHILDREN OF FACULTY/STAFF

Special consideration is given to qualified applicants who are siblings of currently enrolled students, children of R.I.S.E. Academy alumni families, or children of faculty/staff members.

SCHOOL UNIFORM

Kindergarten through High School students attending R.I.S.E. Academy are required to wear logo uniforms.

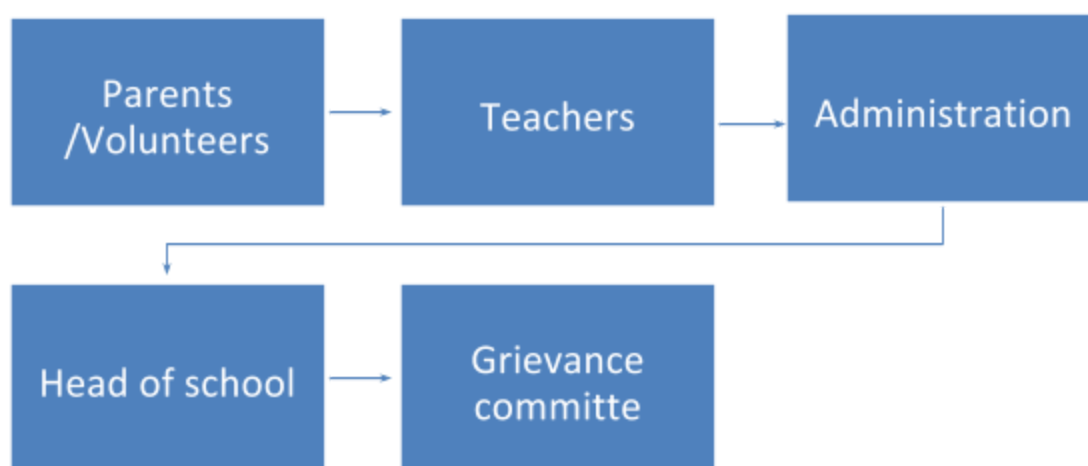
Uniforms must be purchased through Land's End. All purchases can be made online. Details on how to purchase uniforms will be e-mailed to all registered student parents by end of July.

GRIEVANCES PROCEDURES

Procedure to resolve conflicts and fix issues at the Academy:

1. Discuss the issue directly with the person involved, if you feel it would not exacerbate the conflict.
2. If the issue persists, then follow the escalation path shown below to work with other responsible parties on a resolution. You can always address issues related to harassment or sexual harassment directly to HR.
3. If anyone in the escalation path is part of the issue, then skip that party in the escalation path. However, you are recommended to have a discussion with that individual first.
4. If an issue reaches Grievance committee, committee will schedule a meeting with the employee within seven working days, depending on the urgency of the matter.

The decision made by Grievance Committee is final.



ELECTRONIC DEVICES

The school does not permit students to use electronic devices unless requested by a teacher or as part of a class project.

The following consequences will apply in the case of infractions of this policy involving an electronic device, including cell phones, MP3 players, recording devices, radios, cameras, games etc.:

- ✓ **First violation:** Device will be confiscated for the day and a verbal warning will be given to students. Device must be re-claimed by a parent/guardian at the end of the day.
- ✓ **Second violation:** Device confiscated for two weeks plus \$25 fine. Device must be re-claimed by a parent/guardian at the end of the two-week period after paying the fine.
- ✓ **Third violation:** Device will be confiscated for the remainder of school year and may be reclaimed by a parent/guardian at the end of the school year after paying a \$35 fine.

In addition, appropriate disciplinary actions shall also apply. Please consult with your supervisor regarding appropriate actions.

STUDENT SUPPLIES

All students are required to bring school supplies as requested by the school. Teachers are required to ensure that all students bring in supplies. If any supplies are missing, parents must be notified and any missing supplies provided. Supplies may be collected and stored by the homeroom teacher and used for the individual or by a group of students. These supplies should be shared with other elective teachers who teach your students.

DAILY STUDENT DROP OFF PROCEDURE

Students can be dropped off beginning 7:45 am. Students will be in the playground till morning assembly. Parents will drop off children at the curb in front of the school entrance or the playground entrance. For Drop off details refer to the “Student Drop Off / Pick Up” procedure in the welcome packet and published online.

Dropping children before 7:45 pm and leaving the premises is not permissible. The Academy is not responsible or liability any child dropped off before 7:45 am.

DAILY STUDENT DISMISSAL

When on supervision duty, teachers will remain vigilant and focused on the students. Teachers are responsible for maintaining orderly behavior of students and helping them focus on pick-up announcements. Due to the critical nature of these duties, teachers will not use this time to talk among themselves or visitors. Parents are not permitted to have school related conversations with teachers during this time. Parents are encouraged to utilize the office hours of the teachers to discuss school related issues.

Names of students will be announced as parents arrive to collect them. There will be 3 separate areas of dismissal: Toddler - PreK, KG-5th grade, middle and high school. For Drop off details refer to the “Student Drop Off / Pick Up” procedure in the welcome packet and published online.

EARLY DISMISSAL POLICY

The office must authorize student dismissal during school hours. Administration office must be notified at the latest by 8:00AM the pick is to happen so that arrangements can be made to have the student ready for pick up at the time requested. This will reduce interruptions to instruction.

Parents must sign out students in lobby before leaving the campus. Students who return the same day must sign in at the lobby and receive a hall pass to class.

SPECIAL ASSEMBLY PROCEDURES AND PROGRAMS

From time to time special assemblies will be needed to orient students on various issues. These issues may be related to academics, discipline, religion, or awards. At the assembly, students will be escorted and monitored by the staff to ensure a quiet, safe, and orderly gathering.

TARDY AND ABSENCE POLICY

Absences

In order to obtain the best possible education, it is important that students attend class on a daily basis and arrive on time. Regular classroom participation is necessary to achieve the best possible learning situation for every student.

This policy statement has been developed to encourage good attendance and to discourage tardiness. Our goal is to maximize every student's opportunity to learn. Attendance is the responsibility of parents and students. A student must attend class regularly to receive a passing grade.

Excused Absences:

- Illness: A doctor's/parent note of reason for absence is required for your student's attendance file. The note must be submitted to the teacher upon the return of the student to school.
- Medical appointments or treatments: Will require a doctor's note for the student's attendance file.
- Death: A parent note is required for the student's attendance file.
- Personal or family emergency: A parent note is required for the student's attendance file.

Unexcused Absences:

- Family vacations.
- Non-Medical appointments.
- Absence for any other reason that does not meet the criteria of an excused absence.
- A student who is absent from school without notice.

It is the parent's responsibility to report each and every absence. Please call the school office before 8:00 am and provide the student's name and grade level. Your call will be recorded on the answering machine (24 hours a day) or handled directly by office personnel.

Tardiness

Being on time is a life skill important to each student's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students. Promptness to class allows the teachers to begin the instruction on time for everyone. Tardiness to school is defined as not being physically in the Assembly Hall at 8:00 am.

- Three tardies is equal to 1 unexcused absence
- Three unexcused absences due to tardiness will result in a detention on the following school day.
- If tardiness continues suspension from school will be at the discretion of the administration.

Student's Responsibilities

To attend school daily, on time and participate fully.

The student who has been absent has the responsibility for securing and completing make-up assignments. The class work must be made up within a specific time arranged by the teacher. In case of a pre-arranged absence, the class work is due the day the student returns to school. All work not made up within the time limit will receive a failing grade.

DISCIPLINE AND DISMISSAL

Our discipline policy is centered on respect for others and the environment. Chronic misbehavior causes breakdowns

in respect as well as a disruptive learning environment. When the school informs students or their families of misbehavior, immediate corrective action is expected.

The Campus Behavior Coordinator, teachers and the administration collaborate on handling discipline/behavior issues. Severe student misconduct, particularly that which endangers the physical or emotional safety of others or him/herself, may result in immediate suspension or expulsion at the discretion of the administration.

READY FOR SCHOOL/GOODNESS OF FIT POLICY

SABA Academy maintains a positive learning environment in the classroom. Students will have many opportunities and choices to make while interacting with their peers. The choices they make open doors to new learning activities and self-control.

READY/GOOD FIT FOR SCHOOL:

The students will be asked to consider what behaviors and choices they can make to shape their time at school into a great place where they can work, play and learn together. They will also be asked to consider what behaviors and choices they may make that make it hard to work, play, and learn together. This behavior is considered “not ready or not a good fit for school.” Occasionally children make choices that do not have a positive effect on themselves, others, or the classroom as a whole. Our teaching team will revisit this theme with the children at morning assembly as needed.

NOT READY/GOOD FIT FOR SCHOOL:

Children will be reminded that if they choose behaviors that are not helping themselves and others to work, play, and learn together in a positive way, they will be making a choice that shows they are not ready to be at school for that day (i.e. biting, hitting, pushing, or destruction of classroom or another student’s property). Should this happen, you, as parents and guardians, may be called to come and pick up your child for that day. Parents will be called only if inappropriate or dangerous classroom behaviors are occurring. If your child makes choices that show he/she will not be able to stay at school for the day, we hope that, with your support, he/she would be able to make better choices on the following day. SABA Academy believes the time your child spends in the classroom should be a positive learning experience for your child and every other child in the classroom. Please support us in refocusing on the limits necessary to maintain a positive learning environment for each child. We strive to teach children that the classroom must be a safe place for all, and your support is greatly appreciated. We respect each child as an individual who can develop self-controls. Patience and firmness help in dealing with unacceptable behavior.

AWARDS ASSEMBLY AND GRADUATION CEREMONY

Students’ achievements are recognized twice a year, in January and the last week of school. Graduating classes are recognized at the end of the year.

RELIGIOUS HOLIDAYS AND ACTIVITIES

As an Islamic school, our calendar differs from public and other private schools. A calendar of the school year, including religious holidays is provided to the parents.

Daily Salaah: Muslims are required to perform five prayers each day. KG and First grade will learn how to perform the salaah gradually at an earlier time. Second grade and up perform the noon and afternoon Salaah in the prayer hall

from 1-1:30 pm.

COMMUNICATION WITH SCHOOL

Communication with Parents

We feel it is extremely important to maintain a high level of parent-school communication. Each teacher will have office hours to meet by appointment. Please understand that teachers must supervise students while they are on campus. In order for parents to have the full attention of the teacher when talking about their student, we ask that an appointment be set with the teacher to discuss academic or behavioral concerns. Parents are not allowed to have student related conversations with teachers during arrival or dismissal time.

Lines of communication

In order to keep the channels of communication clear and direct and to assist us in having an effective, open school-parent partnership, we ask the following:

- Contact your child's teacher if there is any problem concerning academic progress, behavior, classroom procedure, or teacher-pupil relationship.
- Contact the Dean of Operation and Admissions if there is concern about the general administration of the school or the communication with a teacher is unsatisfactory.

Contacting Teachers OR Administration

Telephone messages for the staff and administrator are delivered to them directly. Teachers and administrators make every attempt to return calls within one business day. Notes can also be left for staff members at the front lobby.

Parents are strongly encouraged to use the email system to contact any staff member. Staff will return e-mail correspondence within one business day. During weekends and academic recesses such as winter break or spring break, please do not expect a quick response.

School website

The school website has information that may assist parents. Information will be posted throughout the year.

Student Information System - Quickschool

R.I.S.E. Academy uses Quickschools for school records. This system allows us to have a web-based communication system with families. The web link is <https://sabaacademy.quickschools.com>. This gives parents easy access to their child's grades, attendance, homework, and to set up alerts. We will provide each family with a username and password at the time registration to ensure easy access. Families will have the same login access through their stay at R.I.S.E. Academy.

Newsletters

Class teachers will email class newsletter on a regular basis. Administration will email a monthly school newsletter, announcing upcoming events and other important communication for parents.

Student-Teacher communication

As we are a community we have to respect and uphold a professional environment. Students are not allowed to communicate with teachers via e-mail, social media, text, phone calls after school hours. All communication after school hours between students and teachers must be under parent supervision.

Parent-Teacher Conferences

Parent, teacher, student conferences will be held 2 times during the academic year. These conferences are important as the teacher strives to get to know each family. For students, this may be used as an opportunity for goal setting. Parents may also request a conference with a teacher when a need arises. Students are encouraged to communicate with teachers if they are experiencing difficulties or challenges concerning their class or any issue. Teachers are committed to supporting and guiding students to develop independent work habits and help them become confident learners.

Back to School Night

We strongly urge all parents to attend the Back-to-School meeting for their students' classes. This is a very informative evening for which teachers prepare with great thought and effort. The evening is planned and prepared so that parents walk away understanding the curriculum objectives, goals for the class, classroom procedures and expectations.

Academics

R.I.S.E. Academy will provide students with challenging experiences that develop a clear understanding of Islamic teachings, analytical thought, discipline expectations, creativity, self-respect and respect for others, and fairness. Instruction will take into account individual differences, abilities, and learning styles. Instruction has Islamic themes, goals and objectives.

We encourage everyone to read the Islamic Studies curriculum for their grade in order to better integrate academics and Islamic Studies.

In order to set a basic standard of academics and lessons generated by the teachers, R.I.S.E. Academy follows a few processes to ensure students are receiving the highest quality of academic and Islamic teachings.

LESSON PLANS/SYLLABI

Teachers are required to maintain documentation of classroom instructions in the following forms:

- ***A Syllabus***, which identifies curriculum objectives that need to be covered each semester. Teachers are required to submit a copy of the syllabus to the office.

- **Daily lesson plans** - Lesson plan books / electronic templates will be provided for this purpose. Lesson plans will include subject goals (broad and specific objectives) unit or section, lesson and page numbers. Each lesson will include an interesting introduction that heightens student's interest and resources and/or aids as well as closure and assessment methods that will be used with the lesson.

All teachers will include specific information about students with special needs or requirements. Lesson plans will also specify any accommodations made for students of concern or with special needs.

ATTENDANCE REPORTS

All subject teachers will take attendance at the beginning of every period. After being absent, students must bring a signed note from home/ doctor stating the date and reason for the absence. This should be submitted to the homeroom teacher.

It is the responsibility of students and parents to obtain all missed homework/class work from teachers. **Students will be given three (3) school days to complete make-up work for each day of school that is missed.**

GRADING SYSTEM

Final grades are a cumulative representation of what the student has earned throughout the grading period. Evaluations or tests will be provided to students that cover comprehensive strategies and methods to accurately and fairly assess student progress during each grading period.

REPORT CARD CODES / GRADES

Scale of Academic and Conduct Codes KG – 4th Grade

- **E** = Exceeds/Works above standards
- **M** = Meets the standards
- **A** = Approaching or progressing towards standard
- **C** = Concern
- **NA** = Not yet assessed

Scale for Grades 5th - 10th Academic Grades

<i>A+</i> 100+	<i>B+</i> 87-89	<i>C+</i> 77-79	<i>D+</i> 67-69	<i>F</i> Below 60
<i>A</i> 93-99	<i>B</i> 83-86	<i>C</i> 73-76	<i>D</i> 63-66	
<i>A-</i> 90-92	<i>B-</i> 80-82	<i>C-</i> 70-72	<i>D-</i> 60 - 62	

Scale for Conduct Grades (5th – 10th)

E = Excellent **N** = Needs Improvement **S** = Satisfactory **U** = Unsatisfactory

EXAMS

Cumulative, Mid-Year and Final Exams are administered for grades K-10. Exams are administered for core subjects, as well as Arabic Language and Islamic Studies. Review topics will be given to the students/parents two weeks in advance.

REPORT CARDS AND PROGRESS REPORTS

At R.I.S.E. Academy we are working towards “productive” instruction where students are engaged in meaningful, well-planned, integrated learning activities where written and oral communication is emphasized in every area of study. In productive instruction, the teacher acts as a facilitator who guides student discoveries.

The assessment, like the instruction, may take place over a period of days, weeks or even months. It may involve a student working alone or with a group. Writing becomes a critical part of assessment in all subject areas and the assessment itself may cover several subject areas integrated.

Teachers will provide grades for report cards based on student performance by the specified deadline. Progress reports require comments for all students. Comment lists are provided by the office, but teachers may also use reference books to find samples of professional comments for use in report cards.

Report Card: Every Quarter

- KG through 4th Grade use **letter** grades for report cards.
- Report card grades for grades 5–8 are **numerical** and are based on the grading scale above (see Averaging Report Card Grades section below also).

The office will send report cards home.

GUIDELINES FOR AVERAGING REPORT CARD GRADES

KG – Grade 4

Kindergarten through 4th Grade: Grades for Kindergarten through 4th are not averaged, but are cumulative including summative and formative evaluations.

Grades 5th - 8th

The **Yearly Average** is the average of the 4 quarters.

Yearly Average = (0.25 X Calculated 1st Quarter Grade) + (0.25 X Calculated 2nd Quarter Grade) + (0.25 X Calculated 3rd Quarter Grade) + (0.25 X calculated 4th Quarter Grade)

The Yearly Average determines if a student passes or fails the subject

The Calculated Quarter Average is the weighted average of the Quarter grade and the exam grade. In this scenario, the Quarter grade accounts for 80% of the grade whereas the Quarter exam accounts for 20% of the grade.

Calculated Quarter Average = (0.8 X Quarter grade) + (0.2 X Cumulative Quarter Exam Grade)

- **Quarter Grades:** These grades are based on homework, classwork, projects, quizzes, and tests.
- **Cumulative Quarter Exam Grades:** Exams are held at the end of each quarter.

STUDENTS OF CONCERN / REFERRALS

Teachers will identify students of concern who might need additional assistance or special services based on the child's learning abilities. Some students at times require additional assistance in specific areas, whereas at other times students might be gifted and may perform better with a more advanced curriculum. The teachers are provided detailed instructions on identifying the appropriate documentation and material that will be forwarded to the principal.

It is the Admin Team's responsibility to ensure that appropriate measures have been taken to contact the parents to inform them of any concerns.

MODIFIED CURRICULUM

Multi-level instruction methodologies ensure that the curriculum adapts to varying needs of students and does not require modification. Teachers will follow a rigorous process to provide any modified curriculum referrals. They are expected to compile a set of documents including but not limited to student performance assessments, student's involvement in general education activities, suggested methods to assist students and monitor progress of improvement etc. Teachers will develop Individualized Educational Plan (IEP) for the student and evaluate the effectiveness of the modified curriculum for the student!

The school principal will be made aware of the referral and will approve any such modification prior to setting up a communication method between all involved parties for implementation.

PLAGIARISM

How to Avoid Plagiarism

Plagiarism is defined as "submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source." Plagiarism can occur in many forms besides writing: art, music, computer code, mathematics, and scientific work can also be plagiarized.

In all academic work, especially when writing papers, a writer should always distinguish clearly between what has been learned from others and what he or she is personally contributing to the reader's understanding. To avoid plagiarism, it is important to understand how to attribute words and ideas you use to their proper source. As a rule of thumb, always give credit to the source that you obtained the information from.

You are required to adequately cite your work if you are referring to a website for example or using someone else's work in your instruction. Plagiarism is not tolerated in schools and university and will not be tolerated at R.I.S.E. Academy.

Consequences of Plagiarism

Students may not receive credit for work that contains plagiarism. Teachers are encouraged to assist students develop the habit to cite their work to enable them for higher education. Repeated plagiarism may lead to suspension or expulsion from school.

HOMEWORK POLICY

R.I.S.E. Academy strives to implement a balanced and productive homework policy that correlates with student achievement and development. Homework must be completed according to the instructions given by the teacher. Any homework that is missed due to an excused absence must be made up according to the student absence policy.

To ensure that students receive the maximum benefits of homework, the school has established certain guidelines for the assignment of homework, they are:

- Homework will serve a sound educational purpose. It is not intended as busy work or punishment.
- Homework will be within the capabilities of the students.
- Non-assigned self guided study and review, which fosters self-discipline and responsibility, is encouraged in accordance to developmentally appropriate levels. Grades 4 – 6 students should manage their time aside from homework to accommodate research papers, book reports, reading, quiz and tests preparation, etc.
- Students will be motivated to correctly and carefully complete the homework assignment.
- Homework will be related to students' interests and materials covered in class.
- Clear instruction and guidelines will be provided to avoid any confusion on the expectations of completing assignments.
- It is the responsibility of the teacher and the parent to explain the specific purpose of every assignment and why it is important to complete it.
- Parents should create an atmosphere conducive to homework. The sofa in front of the TV is not a good place.
- Parents should encourage their children to take homework seriously, and they should keep in touch with the teacher(s) on a regular basis.

STANDARDIZED TESTS

The school aims to constantly evaluate its programs and students in order to implement improvements and design programs that best meet the needs of our student body. Standardized test curriculum objectives are integrated in the curriculum. A test schedule will be provided to the teachers ahead of time so that they can better prepare the students for the test.

Standardized Tests will be administered for KG – 10th Grade

Scheduled testing will be announced a month in advance. Preparation activities for the test will be spaced out throughout the year.

TECHNOLOGY BASED INSTRUCTION IN THE CLASSROOM

The use of multimedia and technology is highly encouraged in the classroom. Computers, interactive whiteboards, document cameras, and projectors will be available in most, if not all, classrooms. All materials and resources will be curriculum based under the supervision of the teachers.

INTERNET USAGE BY STUDENTS

Student will not be left alone to use a computer under any circumstances. Students will always be supervised. Students are not allowed to chat, change passwords, check email, change settings, or visit sites other than indicated by an assignment. Internet assignments shall also be limited as much as possible.

A completed Computer & Internet Usage Contract will be sent home with students for assignments requiring internet usage at home.

Resources

TEXTBOOK DISTRIBUTION

Student textbooks are the property of R.I.S.E. Academy. Each student will be responsible for the received textbook for his/her grade and should ensure that the textbook is not damaged or lost during the school year. Teachers will keep detailed records of textbook distribution and collection throughout the school year. Students are expected to return the textbooks to the teacher at the end of the year.

Some important points to remember:

- Teachers will be writing the first and last name of the student, school year and condition of the book, inside the front cover of each textbook.
- At the end of the school year, teachers will be collecting all textbooks distributed. Textbooks are due at the time students take their final exams. The office should be notified in writing of any lost or damaged books.
- If a book is lost, a new one cannot be issued unless the student has made payment for the lost book at the office. The office will authorize the issuance of a replacement book to the student
- The office will collect misplaced books. Students are required to pay a fine at the office to retrieve misplaced books.

STUDENT OPPORTUNITIES

Science Fair

It is the school's aim to provide our children with opportunities to explore and direct their natural curiosity through a process of scientific investigation. Learning the scientific method is a process that helps develop analytical and problem solving skills. Teachers will provide students with a precise guide to project making, encouragement, and support. Individual and group projects are highly encouraged. Parents are encouraged to work with their children to ensure proper guidance, involvement and a good outcome. The science fair grade will be counted as part of the

quarterly grade.

Holy Quran Competition

The purpose of the Quran Competition is to encourage students (KG-10th) to memorize and recite the short suras from the Holy Quran. Students are provided a list of suras by their teachers and are tested by them to ensure that they are able to recite their assigned suras in order to qualify for the final round of the competition at their level of mastery. At the competition finals, students are evaluated by a panel of judges and winners are declared for each level.

Extra-Curricular Competition

The school will be entering some selected extra-curricular competitions such the Tech Challenge, SIMcity, etc. Parents whose students are interested to enter these competitions, are required to volunteer in the preparation for the competitions. **NO STUDENT IS ALLOWED TO ENTER ANY COMPETITION WITHOUT THE PARTICIPATION OF HIS/HER PARENTS.**

FIELD TRIPS

Field trips can greatly enhance the education of our students. The school encourages teachers to take students on field trips that provide them with challenging, exciting and educational experiences. Students will be given opportunities to learn how to conduct themselves in public, as an audience, and as part of a group.

All required money and permission slips will be collected prior to the field trip. **NO** student is permitted to go on a field trip without the return of a signed permission slip by the child's legal guardian. Permission slips will be kept on file with the teacher until the end of the year.

The safety of our children is of utmost importance. To ensure a safe trip, our teachers will be working with parent volunteers to ensure appropriate staffing for the field trips. One adult for every ten students in the upper grades, and one adult for every five students in the lower grades, should accompany each class going on a field trip. School policies must be adhered to while on field trips (this includes dress code, discipline, Islamic values).

TRANSPORTING STUDENTS

Parents are encouraged to carpool. R.I.S.E. Academy employees who ***carpool*** with students are solely responsible for all liabilities generated as a result of accidents, injuries, or lawsuits. In this case, the school shall deny any claim that may be charged against the school because of the employee's failure to observe the school's student transportation policy. It is the employee's responsibility to obtain and submit to the office, a waiver of liability form for any student that they transport.

PARTIES AND OCCASIONS

R.I.S.E. Academy takes pride in celebrating the religious events throughout the year with grandeur. Our focus is to make Islamic events throughout the year into positive, fun, and educational experiences for our students. Non-religious occasions are generally not celebrated in the school. To celebrate any of these, please talk to the Principal.

Below are some of the occasions we do not celebrate:

Staff/Student birthdays and events such as Halloween, Thanksgiving, Christmas, Valentine's Day and Easter will not be celebrated at the school. Any flowers or gifts delivered to the school for such events will be returned to the vendor from which they came.

LOST AND FOUND ARTICLES

Any lost books or personal property should be turned in to the office. A lost and found depository is maintained in the administration office. Students who have lost personal items should be guided to check this area. Lost textbooks should be brought to the office (for retrieval by student upon payment of fee), and not placed in the lost and found. Lost and found items will be donated to charity at the end of each trimester. Parents and students are encouraged to label items of clothing, lunch boxes, etc. to promote easy identification.

Finance

REGISTRATION

Registration fees returning students is \$400 per student. Early bird registration is \$350 per child. Early Bird Registration ends on a select date each year. We encourage families to register early as the enrollment informs the upcoming school year budget.

REGISTRATION IS NON-REFUNDABLE.

TUITION PLAN

Parents are responsible to ensure that their accounts are kept up to date and all appropriate fees are paid on time. All tuition for the current year must be paid before re-registration is accepted.

- Payment in full by August 1 (eligible for a 5% discount)
- Two payments per year (1/2 DEC. 1, 1/2 Jan. 1).
- Ten equal monthly tuition installments begin on August 1 and continue through June. PAYMENTS ARE DUE THE FIRST OF EACH MONTH. A fee is charged if the bank returns a check unpaid for any reason.

TUITION - DELINQUENT ACCOUNTS

Family accounts with open balances after the 10th of the month are considered delinquent. A 5% fee is charged if tuition is delinquent and no arrangements have been made. Families with delinquent accounts will be contacted by the Administration office. No family with delinquent account from a previous year will be admitted to the upcoming school year without arrangements being made with the Administration.

FAMILY DISCOUNTS

If more than 1 siblings with the same sponsor are enrolled full time, a sibling discount will be applied. See the tuition rate schedule for the discount.

FINANCIAL AID

R.I.S.E. Academy has a need-based financial aid policy. For a school our size, we award a substantial amount of financial aid each year. Funds for financial Assistance are available through private donation of community members and khumms hence funds are limited. Our admission decisions are made need-blind, without regard to a family's financial situation. We believe no qualified student should be denied enrollment because his or her family cannot afford tuition. It is also important to remember that an independent school education is a *choice* for families. Both the school and the families make significant financial sacrifices to support this choice. We review each application for financial aid by the same guidelines and evaluate individual family needs relative to others in our school. **Financial Aid is only available for Grade 1 to Grade 10th.**

Applications may be obtained from the school office. Please check school Newsletter for information about financial aid dates. Applications should be returned no later than May 1. Notification will be sent to all applicants by July 15.

Families who are granted Financial Assistance are required to volunteer 1 hour for every \$100 of grant. School administration will schedule volunteers hours which may include but are not limited to: driving students to field trips, teacher assistance, maintenance, fundraising or special events.

OTHER FEES

- Lost/Damage Fees – All lost or damaged books will be replaced by the student/parents.
- Cap n Gown Fee – There is a fee to use Cap and Gown for graduation.
- Field Trips – Most field trips require an extra fee.
- Late Pick -up Fees – Refer to the After-school payment and fees structure.
- Middle School Field Trips – 1 national and 1 international field trip per year are at additional cost to parents.

SCHOOLS RIGHT OF DISMISSAL?

We strive towards an ethical and Islamic environment and request all parents to kindly abide by Islamic principles at times of disagreements. If you disagree with a process or procedure, you can raise your concern with the R.I.S.E. Academy administration, however, not paying student fees is not ethical and should be avoided. Despite your concerns, R.I.S.E. Academy has to continue with the operations and payments to its staff members. R.I.S.E. Academy does reserve the right to refuse or discontinue admission of any families that act unethically towards any staff members or refuse to pay applicable fees.

Building Use & Policies

For security reasons, the front door will not be opened without authorization of the office staff.

Any visitors not wearing a visitor badge will be directed to the office and not allowed in any class to ensure safety and security of our children. Teachers will not open any doors without proper identification. If parents are visiting the campus, they are requested to make arrangements with the teachers in advance to obtain their visitor badges at the front desk. We request all parents and visitors to kindly follow procedures to ensure the safety for our students.

SCHOOL VISITORS

Although the school has an open door policy and encourages parents and community members to visit the facility, visitors should always be directed to the office for security reasons. Authorized visitors are required to sign in and

pick up a visitor badge when they first enter the school building and sign out as they exit the building.

Dress Code

All volunteers and parents are requested to enter the school premises with a headscarf and appropriate loose clothing. No nail polish is allowed for teachers and students. Tight fitting clothing and boots are not permitted.

Parent Visitors

Parent visitors are welcome to observe classes. They are required to coordinate their visit with the teacher and office, prior to arrival. Upon arrival, they are required to sign-in at the office and pick up a visitor badge.

Health & Safety - Sr Elham

Guidelines shared with R.I.S.E. Academy staff are explained here to ensure parents are aware of the various health and safety measures in place in case of an emergency.

ADMINISTRATION OF MEDICATION

The general policy of R.I.S.E. Academy is that under no circumstances should any school employee attempt to suggest a diagnosis, prescribe medication, or give medication of any kind to a student.

If it is essential that prescription medication be administered during school hours on an ongoing basis, this accommodation can be provided. However, for the protection of all concerned, it is necessary for the office to have specific information and signatures prior to administering medication. Medication must be in its original container. All prescribed medication must have the student's name.

Safety is critical in handling medications:

- Parents are required to place all medications in a zip-lock bag, which should be handed over to the administrative assistant.
- Teachers should not receive any medicine from parents. Teachers should ask the parents to turn in the medication to the administrative assistant.
- Administrative assistant will inform teachers and send the students to the front office at the prescribed time of medicine intake.
- The parent must complete a Medication Authorization form to accompany the medicine.
- Once the medication has been administered, it should be documented on the Medication Authorization Log. It is the responsibility of parents to collect the medicine from the front office at pick-up time.
- At no time should medicines be placed in a child's lunchbox. Any student who is running a fever of over 100.5°F should be sent to the front office to wait till their parents can pick them up.
- Children with fever of over 100.5°F should stay at home unless fever free for 24 hours without medication.
- Parents are requested to pick up sick children within 1 hour of notification to ensure safety of other

children on site...

STUDENT ACCIDENTS / INCIDENTS

1. R.I.S.E. Academy has taken measures to prevent accidents and injuries. These measures include but are not limited to providing protective playground surfaces, equipping our classrooms with equipment that is age appropriate for your child, and using child-proofing materials such as outlet safety-covers etc. We ensure that staff members are trained in First Aid and CPR. In the event that an accident does occur, we have established accident and injury procedures.
2. Despite efforts to make the school building safe for students and staff, accidents can occur. Accidents can be considered minor or major. Minor accidents would include scrapes or bruises. Major accidents would require additional medical attention such as attending to a bleed or cut or if the student is in pain or discomfort.
3. Minor accidents should be treated with the first aid kits. Serious injuries that would be considered major accidents should be taken to the administration.
4. Incident reports are required to be written from all staff members involved in the situation. These reports must be delivered to the Dean of Operation and Admissions' office by teachers attending to the injury.
 1. Calm the child
 2. Make the child as comfortable as possible
 3. Attempt to stop the bleeding if possible
 4. Disinfect any open wounds
 5. Apply ice to reduce swelling and discomfort
 6. Cover the wound with a sterile bandage or gauze pad
 7. Wash the blood off of the child's hands, face and clothing
5. In case of serious injury, contact the Dean's office immediately to notify the parents. Parents will be notified and requested to pick up the child and take him/her to the doctor immediately.
6. If the parent cannot be reached, the office will contact the authorized individual listed on file.
7. A copy of the incident report will be provided to parents at pick-up time. All incidents will be documented, even cases of self-injury.

EMERGENCY DRILLS

Emergency School Closing

During school hours, if weather conditions or a natural disaster require students to leave for their safety, parents will be contacted by the administration with instructions for immediate pick-up. **Under these circumstances, ALL employees must remain on the premises and on duty until authorization to leave is given by the administration.**

FIRE/EARTHQUAKE DRILLS:

The school building is designed in accordance with the State Fire Department's specifications. The school will hold

fire drills and earthquake drills during the school year. Each classroom has a fire exit door that will be used during emergencies and drills. In case an exit becomes impassable during the drills or an actual fire, the nearest exit will be used. An emergency evacuation route map is posted near exit doors in each classroom or hall. During emergencies or drills the following precautions must be taken:

The building will be evacuated in an orderly and quiet manner. Evacuation drills are an exercise in discipline, not speed, although the building will be evacuated within a reasonable time period. This building:

- Contains a Fire Alarm and Sprinkler System
- Is 100% Sprinkled (Sprinkler System)
- Is 100% Smoke Detector covered
- Is monitored by an off-site Fire Alarm Company
- Contains Fire Safe walls and doors to contain and prevent the spread of fire

- Each room has an evacuation map with primary and secondary escape routes.

ALCOHOL AND OTHER DRUGS POLICIES

The possession, use, or distribution of alcoholic beverages and other drugs on school premises or at school-related or school-sponsored activities is prohibited. Legal searches and seizures related to this policy may be conducted on school property. Confidentiality is guaranteed for students who seek counseling for drug or alcohol abuse problems. An offense will result in a serious consequence such as suspension or expulsion from the school.

BULLYING, CYBERBULLYING, HARASSMENT, OR INTIMIDATION

The school prohibits acts of bullying, cyberbullying, harassment, or intimidation because these behaviors compromise the learning environment and well-being of students, staff, and community.

Students, parents, employees and service providers are responsible for reporting violations of this policy that occur on school property, on a school bus, or at a school-sponsored activity or event off school property. Incidents of cyberbullying occurring from a student's home that impact another student's well-being at school may also be reported.

All reports of bullying, cyberbullying, harassment and intimidation will be documented and the student making the report, or an appropriate adult, should complete and submit a Bullying, Harassment, or Intimidation Reporting Form, available on the school system website under Forms. The victim and witnesses will be informed that confidentiality cannot be insured because it is not possible to predict what will be discovered as a result of the investigation. The offender will be informed that retaliation against any victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues.

Appropriate support services will be provided to a student or staff member exhibiting bullying behaviors or to the victim or bystander. A student or staff member who violates this policy may be required to participate in appropriate counseling or intervention. Consequences range from a parent conference to expulsion.

ELECTRONIC HARASSMENT VIOLATION

Using a computer or portable communication device to cause another student/staff member to reasonably fear for his/her safety is prohibited. This includes engaging in conduct that would constitute sexual harassment; to disseminate data with malicious intent to psychologically torment or harass; to make any statement intended to provoke or likely provoke a third party to stalk or harass someone; building a fake profile or website; posing as someone in an electronic chat room, an electronic mail message, or an instant message; repeatedly following the student online or into an electronic chat room; posting or encouraging others to post private, personal, or sexual information pertaining to the individual on the Internet or signing up an individual for inappropriate Internet sites.

SEXUAL ABUSE PREVENTION POLICIES

The following procedures reflect R.I.S.E. Academy's commitment to provide a safe and secure environment for our students.

- Child Sexual Abuse: General legal description includes any contact or interaction between a child and an adult in which the child is being used for the sexual stimulation of the adult or another person.
- To safeguard against sexual abuse, the school implements a screening program. This includes screening of all paid employees, volunteer workers, and regular community members.
- All classrooms, halls, and play areas in the elementary side are under video surveillance.
- All classrooms and play areas are equipped with windows for proper observation and safety of children and youth.
- All adults, paid or volunteer, working with youth or children, must immediately report any behavior observed which seems abusive or inappropriate to the school administration.
- Adult survivors of child abuse will seek counseling prior to working with children or youth.
- Adults who have been convicted of or plead guilty to either child sexual or physical will not be allowed to work with children and youth in any capacity, volunteer or paid.
- All staff must clear criminal history background checks.

Final Note

It is the responsibility of all parents and guardians to thoroughly read the Family Handbook to familiarize yourselves with procedures, adhere to policies and guidelines, and partner with the School.

Your understanding of the systems and processes that organize and nurture life at R.I.S.E. Academy will empower you to form an effective relationship with us in the best interest of your child. Therefore, we urge you to read the Handbook carefully and refer to it frequently throughout the school year.

Should you have any questions about any of the details outlined in this book, please do not hesitate to ask us.

We look forward to working in partnership with each of you.

Thank you for choosing R.I.S.E. Academy!

Student – Parent Handbook

Right to Amend

The school and the administration team retain the right to amend the R.I.S.E. Academy K-10 Parent/Student Handbook for just cause. Parents will be given prompt notification if changes are made. This handbook is prepared in an effort to give an overview of many aspects of our school. However, not every detail or topic that may affect the work of the school is contained herein. If you have questions, please do not hesitate to ask.

We have read and agree to be governed by the Phoenix Private K-8 Parent/Student Handbook.

Parent/Guardian's Signature _____ Date _____

Parent/Guardian's Name (printed) _____

Parent/Guardian's Signature _____ Date _____

Parent/Guardian's Name (printed) _____

Name(s) of Student(s) and Grades (printed) _____

