

RISE Charter School Handbook

**203 Center Street West
Kimberly, Idaho 83341**

208-423-4170 ext. 5070

www.risecharter.school

**Monday through Friday
7:30 a.m. – 3:45 p.m.**



RISE

Relevant

Innovative

Self-Directed

Exploratory

Welcome to RISE Charter School! We are so happy you have chosen to join us in a relevant, innovative, self-directed, and exploratory education experience.

In this handbook you will find policies and procedures that enable your student to be successful. We appreciate your commitment to abide by these policies and request that you sign and return the last page “Statement of Understanding & Signature”, as well as any other pages that apply.

Thank you for your trust and partnership with us. Let’s have a great school year!!

Sincerely,

RISE Charter School Staff

Staff and Directory

| Last Name | First Name | Grade Level | Room # | Subject | Ext. |
|------------|------------|--------------------------------|--------|------------------------------|------|
| Browning | Gail | 4th | 77 | All | 5077 |
| Walker | Jennifer | 5th | 78 | All | 5078 |
| Frandsen | Bryce | 6th-9th | 90 | History | 5090 |
| Applewhite | Nicole | 6th-9th | 91 | Language Arts | 5091 |
| Clifton | Kerena | 6th-9th | 93 | Math | 5093 |
| Rasmussen | Lily | 6th | 92 | All | 5092 |
| Maikranz | Brittany | 4th-9th | 81 | SPED | 5081 |
| | | Admin Assistant | Office | NA | 5070 |
| Hilverda | Chellee | Counselor | 74 | NA | 5089 |
| Child | Heidi | Executive Director / Principal | Office | NA | 5071 |
| Goodwin | Dennis | Assist. Principal/Teacher | 74 | NA | 5074 |
| Cann | Jessica | 4-9 | 84 | Math Lab | 5084 |
| Belliston | Michelle | 4-9 | 53 | Music | 5053 |
| Carpenter | Ana | 6-9 | 56 | Spanish | 5056 |
| Walters | Bethany | 4-9 | 54 | Geometry / Honors Colloquium | 5054 |
| Powell | Ruth | 7-10 | 55 | Science | 5055 |

What is the RISE Vision?

In our school, every student matters. We embrace our mistakes as opportunities to learn. We strive to see the connections between our learning and the real world. Together we will create an inspiring learning community!

What is the RISE Mission?

RISE Charter School will inspire students to become lifelong learners with deep cognitive development enhanced by participating in relevant, innovative projects, and through practicing collaboration and accepting personal responsibility for their growth.

RISE Charter School is dedicated to helping model and teach your students the 16 Habits to Success.

What are the 16 Habits of Success?

| | |
|------------------------|-----------------------------------|
| 1. Relevance of School | 9. Resilience |
| 2. Sense of Belonging | 10. Purpose |
| 3. Agency | 11. Self-Efficacy |
| 4. Executive Function | 12. Curiosity |
| 5. Stress Management | 13. Academic Tenacity |
| 6. Self Awareness | 14. Self-Direction |
| 7. Attachment | 15. Empathy / Relationship Skills |
| 8. Growth Mindset | 16. Self-Regulation |

Summit Learning's grading policy prioritizes the development of **Cognitive Skills** that students need for success in college and career. Because these are lifelong skills, Cognitive Skills cut across subjects, courses, and grade levels. Summit's focus on Cognitive Skills is supported by learning science and developed through **Real-World Projects**; students, teachers and families can track a student's progression on these skills throughout their entire tenure in Summit Learning.

A foundational component of Summit Learning is that students demonstrate competency on standards-aligned Content Knowledge across all core subject areas.

Successful Students

1. Regularly attend school (no more than 10 absences per class per semester)
2. Practice 16 Habits of Success
3. Respect self, others, and property
4. Communicate progress to parents
5. Ask for help when needed
- 6.

Supportive Parents

1. Assist child in arriving to school on time and regularly
2. Support school's positive behavior plan
3. Enforce school dress code
4. Support school staff
5. Volunteer when needed

Positive Behavior and Intervention Supports

PBIS seeks to reduce or eliminate poor behavior school wide through the encouragement of positive behaviors. PBIS is a complete change in how schools employ interventions and discipline. It is more accurate to call PBIS a framework focused on prevention and instruction.

PBIS represents a radical change in thinking about behavior and discipline. Instead of *allowing* poor behavior to escalate into disciplinary measures, the focus is on teaching and promoting *positive behaviors*. By building on these positive behaviors, escalations into discipline are reduced.

RISE Charter School students are also Kimberly Bulldogs so exemplify the “Bulldog Way” by showing Respect, Owning It, Are Aware, and RISE Again – Soar!

RISE Rewards are currency earned for good behavior, kindness, effort, and exemplifying Habits of Success. Students can purchase various items twice a week at lunch at the “Shack”. They can also save their RISE Rewards for the end of the year raffle and privileges such as lunch with a friend and Subway sandwich for lunch.

School Year Office Hours

The RISE office will be open for business on scheduled school days between 7:30 a.m. and 3:45 p.m. Anyone needing information concerning school policies and activities, or who has school-related questions, may call 208-423-4170 ext. 5070 or visit the school office (203 Center St. West) during these hours.

Pick Up and Drop Off

At the beginning of each school day parents who drop their students off will be asked to do so in the drop-off drive through, east of Kimberly Elementary School. All RISE students who ride a Kimberly School District bus will be dropped off in the morning on the west side of Kimberly Elementary School. They will also get on the same bus at the end of the school day at the same location.

As there is no after school child care available, we request that you please be prompt in picking up your child.

Student Drivers

Students with a valid driver’s license will be allowed to drive to school. Proof of liability insurance will be required. Parking application and parking lot map - Appendix B.

Bus Information

Riding a bus to and from RISE is a service provided by the Kimberly School District and may be revoked for disorderly conduct or unacceptable behavior. Students shall be under the authority of, and directly responsible to, the driver of the bus. Students are assigned a bus based on their address. It is unacceptable to ride a bus that is not your assigned bus. Contact the Transportation Department at 208-423-4170 ext. 3328 to set up bussing when enrolling each year. Should you need further information or if you have a transportation problem, contact the Transportation Office at 423-4170 ext. 3306.

Motorized and Non-Motorized Vehicles

No motorized vehicles are allowed on campus. Non-motorized vehicles are to be walked on campus and kept locked outside in the bike rack. RISE is not responsible for lost or stolen items.

Early Pick Up

If you need to pick up your child before the day’s end, please check them out at the office. All students ***MUST*** be signed out prior to leaving the campus.

Message To Students

If a parent must bring homework, books, or other materials to a student during the school day, it should be taken to the office for delivery.

Use of Office Phone

Students may ask to use the phone in the office to place calls to parents. This privilege should be used sparingly and only with the permission of the office staff. Calls may be made for personal emergencies, missing items or at a staff member's request.

Visitor Check-In / Check Out

All visitors, including parents not familiar to the staff, **MUST** show a valid ID and sign in at the office before proceeding to their destination. This is a safety issue. Parents who are only dropping something off should leave it at the office for delivery to the student. If someone other than the parent is picking up your child, they will need to be checked in at the office and show a picture ID. **Parents or guardians must give permission for any alternate pickup arrangements.**

Parent Volunteers

The school welcomes and values the contributions of our parents and family members in various volunteer roles throughout the school year. A volunteer form (Appendix C) will be available at Open House, as well as at the office. Parents who work one on one directly with students must have a background check performed by Sterling Background, cost covered by the school. (Appendix D)

Field Trips

In connection with their studies, the student may participate in field trips designed to enrich the learning experience. Parents will be notified in advance. A "Parent Permission Slip" will be sent home to be signed and should be returned by the student in a prompt manner. On occasions when we need additional supervision, we will ask for volunteers to help. All one-on-one, unsupervised volunteers will need to have a background check on file.

Alternative Transportation

All students will be expected to be transported to and from school-sponsored activities (field trips, etc.) on buses provided by the school district. Alternate transportation may be provided if the Alternate Transportation Arrangement Form (Appendix E) is filled out by the student's parent/guardian and the individual providing the transportation.

Weather Related Closings

RISE Charter School follows the Kimberly School District in matters regarding school closure due to inclement weather. Decisions regarding closure are made daily by 6 a.m. and all local news agencies are notified. You may access-up-to-the-minute information through TV/Radio and the internet. As a general rule, if Kimberly School District is closed, then RISE Charter School is closed as well.

Extreme Weather/Conditions Policy

Outdoor recess will be cancelled when the conditions are beyond what the staff determines to be safe. These conditions may include excessive or strongly blowing snow, extreme temperature and/or wind chill, unsafe air conditions (smoke from fires, etc.).

Winter Clothing

RISE staff will attempt to help all students to remember to bring appropriate winter clothing for outdoor recess/play. Should a child forget this equipment a reminder note, or phone call will be sent home from the school.

Fire and Lockdown Policies

Fire drills will be held on a regular basis throughout the school year. On occasion a Lockdown Drill will be performed and although only a drill it may be traumatic and / or upsetting to some students. Appendix F contains a 'Lockdown Drill Opt-Out form. In the event of an alarm, students will exit the building immediately to a designated area. In the case of an actual emergency, the administrator will work with campus safety personnel and the local fire department to ensure the safety of all children and school personnel.

School Website / Media

The school website / Facebook is an ongoing communication platform between the parents and the school. School news, school calendar, classroom news, teacher email links, and other helpful information is regularly updated at www.risecharter.school as well as www.facebook.com/risekimberly.

Parent / Teacher Events

Many events are held during the year and are posted on the school website and Facebook. Other training and support meetings, as well as board-hosted discussions, may occur from time to time. Parents are encouraged to attend.

Emergency Information

Every student must have an up-to-date emergency information sheet on file in the office. (*This will be included in your registration packet*). In case of illness or injury, it is vital for the school to have a **current** emergency number on file. When moving, and changing address or phone number, please inform the office. It is important to document the names of individuals that might come to take your student out of school. If the name is not on the form, we **will not allow** the student to be taken without parent permission.

Counseling / Guidance Services

In general, conferences with the counselor will be arranged at the students, staff or parent's request. The counselor will send for the student from class as soon as possible.

Media

Media coverage may be pursued for school events; therefore, students may be featured in the newspaper and television coverage. **If you do not want your child photographed or identified in any way, please indicate your wishes at registration time on the registration form.**

FERPA Directory Information Opt-Out

In accordance with the Federal Education Rights and Privacy Act of 1974 (FERPA), as amended, a student's education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the parent/student prior written consent. The law, however, does allow schools to release "directory information without obtaining prior consent of the parent/student. If you do not want this information released without prior consent, please fill out the FERPA Directory Information Opt-Out Form (Appendix G).

Medications

District policy prohibits schools from giving prescription medication to students except by written permission by the doctor who prescribed it. This permission form can be obtained from the office and is included as Appendix H. The medication must be in its original container with the pharmaceutical label and the student's name, drug, dosage, and time to be given. Students are not allowed to keep prescription or non-prescription medicine in their possession. All medicines are to be kept in the main office. The only exception is inhalers for students with asthma as long as the front office is given a parent or physician note. Any over-the-counter medication (in original container) will require written parent/guardian permission, included as Appendix I,

indicating the name of the medication and correct dosage, prior to being administered by school personnel. This medication is kept in the office.

Food Services

Every student will be participating in Bulldog Breakfast, however they do not have to eat. Complete the free and reduced lunch form for all families, this helps the school with federal funding even if you do not qualify. Should your child have any allergies please make sure the school is aware of those at all times.

Restrooms

If a student needs to use the restroom between classes, he/she needs to report or “check in” with the teacher of his/her next class and ask permission to use the restroom. Restrooms may be used during class with teacher permission.

Food and Drink In Class

ONLY water will be allowed at RISE Charter School. Healthy snacks will be provided & allowed **WITH** permission from your classroom teacher. **NO ENERGY DRINKS ARE ALLOWED.**

Sexual Harassment

Sexual harassment is a violation of a person’s civil and constitutional rights and a criminal offense in Idaho. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964 as amended. It is the policy of RISE Charter School to maintain a learning and working environment that is free from sexual harassment. RISE Charter School prohibits any form of sexual harassment. It shall be a violation of this policy for any student or employee of RISE Charter School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The school district will investigate all complaints, formal, or informal, verbal or written, of sexual harassment and discipline any student or employee who sexually harasses. Victims of sexual harassment should not try to ignore it or assume it is a joke or an accident. Victims should not blame themselves for another person's bad behavior. Victims should say “no” to the offender. Make it clear that you do not approve of his/her actions and report the matter to the school principal.

Dangerous Items

Firearms, explosives, smoke or fire- producing items, knives, or other weapons must **NEVER** be brought to school or on the bus. Violations of this policy will result in severe disciplinary action including referral to the police. Students who knowingly and/or voluntarily possess, handle, transmit or use an instrument that can be considered as a weapon may be suspended or expelled. In compliance with the “Gun Free Schools Act”, any student who brings a firearm to school will be recommended for expulsion from school for a period of not less than one year. **If a student accidentally brings a dangerous item to school, he/she should immediately turn it into the principal.**

Gangs

RISE Charter School has a “**zero tolerance**” policy concerning any type of gang activity. This includes clothing, grooming, and other behavior associated with gang activity. Students who violate this policy are subject to disciplinary measures up to and including expulsion.

Search & Seizure Policy

There is no expectation of privacy of student lockers, desks, cubbies or other school property. All students have the right to due process, so any search of a student’s personal belongings at school should involve two adults and must have reasonable suspicion. Anything brought on school property, which could be disruptive to the educational environment, may be impounded. In instances where the property is simply inappropriate and not dangerous, the property will be returned to the parent/guardian if they come to the school to pick it up. Illegal substances or

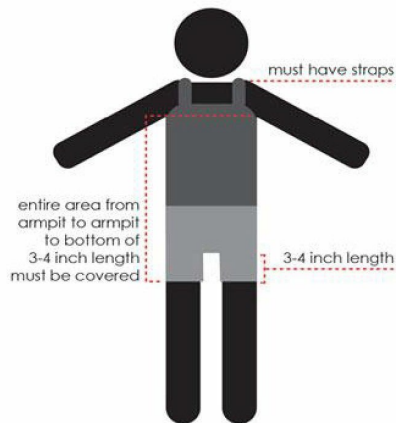
dangerous materials will be turned over to the appropriate authorities.

Dress Code Policy 3224R

For the complete Kimberly Dress Code Policy, see the Kimberly School District website (<https://www.kimberly.edu/policy-3224-student-dress>).

The Board of Trustees of RISE Charter School District recognizes the individual right of students to choose their style of dress. The Board expects and requires students to dress appropriately for the K-12 educational environment. This means students are to dress in such a manner that their clothing or grooming does not jeopardize the health and/or safety of themselves or others. The school dress code shall be gender neutral during the school day as well as school activities. The district will allow students to dress in a manner that is consistent with their gender identity as long as it is not in violation of the dress code. This policy is intended to provide guidance for students, staff, and parents.

Front and Back



The principal and staff at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

A student seeking a religious exception to the dress code will be handled by the administration.

The administrators as well as teachers are charged with the responsibility of enforcing student dress codes in their classes, hallways, and within campus boundaries. If it is determined that a student's attire is disruptive of the educational atmosphere or is detrimental to the health and safety of the student or other students, or otherwise violates this policy, said student will be asked to change their clothes (if possible) at school, or will be sent home to change into suitable clothing before coming back to school. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire.

If a student is repeatedly sent home under this policy, the student and their parents will be required to meet with the Superintendent, or his/her designee, to discuss and resolve this matter. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Repeated failure to follow this policy may result in further discipline.

Cell Phones/Ipods/Electronic Devices

- Cell phones and electronics **MUST** stay in lockers during school hours.
- If students need to use a phone to contact a parent/guardian they may go to the office.
- Students may use their cell phone and electronics during the lunch break and **OUTSIDE** the school building *after school*.
- If a student is using their cell phone /electronic device or earbuds during school hours, it will be given to the office, and the parent will be contacted to pick it up.

Lockers

Students do not trade or share lockers without permission from the office. Combination locks may be purchased at the office for \$5.00 if students choose to lock their locker. The combination will be on file with the office. School lockers are the property of RISE Charter School and are subject to inspection by authorized school personnel. At no time does RISE Charter School relinquish its exclusive control of lockers provided for the convenience of students. Periodically, general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. If administration has a need to remove the lock and the combination does not work, administration has the right to cut the lock off. Under no circumstances should a student give his/her combination to someone else. The school is not responsible for lost or stolen items. Replacement for broken locks or locker doors from being mishandled will be charged to the student.

Curriculum: Summit Learning

Grade Reports

RISE student's 6th through 10th will, in collaboration with their mentor teacher, send a weekly email to parents detailing the classes they are On Track in and the classes they are Off Track in, and why. Grades 4th through 5th will send progress reports home to parents on a consistent basis. Grades will also be added to Power School at least once per quarter, but much more frequently in some classes.

Grades demonstrate both the competencies' students have and the growth they have made: Summit Learning's grading policy is designed to reflect a growth mindset and celebrate student improvement.

Letter Grade Breakdown

Summit Learning is based on the belief that all students should have the opportunity to persist until they have demonstrated true mastery with a grade of A, B, or C. Aligned to this belief, there are no letter grades "D" or "F" in Summit Learning, until the end of the quarter. Instead, if a student has not demonstrated C-level mastery, that student's grade is "Incomplete." This emphasizes that the student is expected to persist with a growth mindset, rather than accepting failure as a final outcome.

Quarter Grades

Official grades are distributed four times a year and become a part of the students' permanent records. Parents will have access to their students' Summit Platform and current progress at any given time. Parents and students are encouraged to work with our staff to identify and correct any motivational or learning issues affecting student performance prior to semester grades.

Phone / Email Communication

E-mailing is the school's preferred mode of communication. Regular emails and/or phone calls from teachers will keep parents informed of important class news and specific concerns regarding their child. Teacher's phone automatically go to voicemail during the day. We ask that you please leave a voicemail or email and they will return your call within 24 hours. We thank you for your understanding.

Attendance

Regular attendance is crucial for student achievement; therefore, students may not miss more than **10 days** in a semester per class. All non-school-related absences (including excused absences) count against the 10 days in a semester attendance requirement. In order for an absence to be excused, oral or written communication from the student's parent / guardian should be given to the office. Failure to notify school officials will result in the absence remaining unexcused. Parents are encouraged to submit medical verification of absences. Students who arrive late or leave campus during the school day must check in at the office. After exceeding the tenth absence, the student may have credit withheld. That student, with parental accompaniment, must appear before the Board and the Executive Director or designee.

Excused Absences / Tardies

The following are considered excused absences/ tardies:

- Illness of the student (must show a doctor's note)
- Doctor or dentist appointment
- Quarantine by the health department
- Court Appearance
- Death / funeral of an immediate family member

A doctor's note should be included if the student's participation in school activities is restricted. In the case of a prolonged illness, the school may request a note from a doctor. Students with an excused absence will be allowed a reasonable amount of time to complete missed assignments and tests.

Academic Honesty

At RISE Charter School we are dedicated to teaching each student how to rise above and complete each assignment with complete academic honesty. If a student is caught being dishonest (i.e plagiarism or use of AI, etc.) they will have the following consequences:

| Occurrence | Consequence |
|----------------|--|
| 1st Occurrence | Student has the opportunity to redo the assignment for full credit and conference with the teacher. |
| 2nd Occurrence | Student receives a zero on the assignment, the parent is notified and conference with the teacher and administration. |
| 3rd Occurrence | Student receives a zero on the assignment, parent is notified, and must conference with the teacher and administration and determine a fair consequence. |

SPED

Special Education

RISE Charter School will follow the requirements of IDEA, the state of Idaho, and all other federal and state mandates regarding students with special needs. RISE Charter School Board of Directors will adopt the 2018 Idaho Special Education Manual with all subsequent revisions and implement appropriate special education policies and procedures consistent with state and federal laws, rules, regulations, and legal requirements. All children will receive appropriate services as outlined in the Individuals with Disabilities Education Improvement Act, Section 504, and the Idaho Special Education Manual. The Idaho Special Education Manual will be used for

identifying, evaluating, programming, developing Individual Education Plans (IEP), planning services, developing the discipline policy, budgeting, and providing transportation for special needs students, as necessary.

Individual Education Plans

A Highly Qualified special education teacher will be responsible to monitor Individual Education Plans (IEPs) and supervise the implementation as written. A special education teacher will provide services in an inclusion or a pull-out model depending on the degree of accommodation necessary to meet the student's needs. These services will be delivered by a special education teacher or licensed provider, with supporting para-educator(s) allowed by IDEA and the ESSA. The special education teacher will consult with the general education staff to utilize effective classroom accommodations, adaptations, and modifications.

Nondiscriminatory Enrollment Procedures

RISE Charter School will not deny enrollment to a student with a disability because of that student's need for special education or related aids and services. All appropriate services will be provided for students with disabilities who meet the federally- established eligibility criterion for such services. Enrollment policies described elsewhere in this charter petition are consistent with the mission of RISE Charter School and civil rights requirements. The nondiscriminatory policy will be stated on the school's website, applications, advertisements, etc.

LRE Requirements

RISE Charter School will ensure that a free and appropriate public education (FAPE) is available to students who attend RISE Charter School and who are eligible for special education. FAPE is determined for each individual student with a disability. FAPE will include special education in the Least Restrictive Environment (LRE) and will include related services, supplementary aids and services, and/or assistive technology devices and services required to help the student benefit from his or her education program.

Transportation Plan

RISE Charter School will provide transportation for special needs students if it is determined that this is necessary to provide for a Free and Appropriate Public Education (FAPE).

Monitoring Progress

RISE Charter School will follow state and federal laws regarding assessment of Special Education students. Please see the Assessment Plan below for additional monitoring of progress of Special Education students.

Confidentiality

RISE Charter School will protect student and parent rights and protect the confidentiality of personally identifiable information in student special education records as outlined in Idaho Senate Bill 1372 (Student Data Accessibility, Transparency and Accountability Act of 2014) and FERPA law – 33 CFR 99.30 (Family Educational Rights and Privacy Act.)

By signing below, I acknowledge I have reviewed the school handbook, and I acknowledge that my child is responsible for adhering to these policies and may face consequences for failing to comply.

The information provided on this form is how your child will be referred to during the 2023 – 2024 school year.

Students Preferred Name(print): _____

Student ID Number: (office will complete) _____

Parent/ Guardian Name: _____

Address: _____

Apt: # _____

Zip Code: _____

Home Phone Number: _____

Work Number: _____ Cell Phone: _____

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

To be filled out by the office only with a copy kept on file.

_____ Date hardcopy provided by School

Appendix A

2023 – 2024 Calendar

Appendix B

Student Parking Application / Parking Lot Map

Appendix C
Volunteer Form

Appendix D

Background Volunteer Form

Appendix E

Alternate Transportation Arrangement Form

Appendix F

Lockdown Drill Opt-Out Form

Appendix G

FERPA Directory Information Opt-Out Form

Appendix H

Prescription Medication Authorization Form

Appendix I

Non-Prescription Medication Authorization Form

Appendix I

Policy 3050A1: Attendance Policy