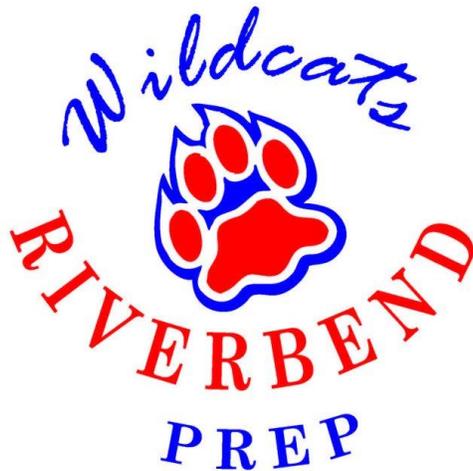


# STUDENT/PARENT HANDBOOK 2018-2019



# Riverbend PREP



5625 S. 51st Ave.  
Laveen, AZ 85339

602-285-3003 | [www.riverbendprep.org](http://www.riverbendprep.org)



July 2018

Dear Parents and Guardians:

I am so happy that you have chosen Riverbend Preparatory Academy as your child's school! The School's leadership team, faculty, and staff welcome you to a new and exciting school year. We are eager to build on the success achieved during our school's first nine years. This will only be possible if we work together as a team supporting each other as we soar to greater heights. *The 2018-2019 Student/Parent Handbook* is designed as a guide for you, your child and our school community. Please spend some time to thoroughly read this handbook and discuss it with your child.

The Riverbend Prep handbook has been thoughtfully prepared by the Faculty, Staff and Administration of this school to keep families informed of the procedures at Riverbend Prep. Parents are the child's first teacher and are the school's partners in the important job of educating our diverse community. This handbook includes contact information for the School's leadership team, general information about our proven curriculum and instructional design, and specific School policies and procedures which, if followed consistently, will contribute to the development of a strong community and assist us in becoming an excelling school. The handbook also describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment for all students.

It is our intent to provide all families with general information regarding our policies, procedures and practices to better inform you about your child(ren's) rigorous and safe learning environment. Should you have a question that is not answered within these pages, please feel free to contact me, another member of our school leadership team, or your child's teacher.

At Riverbend Prep, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Sincerely,

A handwritten signature in blue ink, which appears to read "James Hatrick", is written over a white rectangular background.

Mr. Hatrick  
Principal

## OUR MISSION

Riverbend Prep Academy (RBP) was founded on the simple conviction that all children can learn, and that every child should be challenged to reach his or her fullest potential. The overarching goals of the school are to:

- Demonstrate the heights of academic achievement which students can routinely attain when the advantages of charter school education are coupled with ambitious new academic standards.
- Offer area families rich new choices in public education.
- Create new professional settings for teachers that permit them to succeed.

RBP is designed to provide an outstanding educational opportunity for all students, parents/guardians, educators, and community members by offering proven, research-based learning opportunities such as creative hands-on experiences, individual, group, and class projects, community service options and traditional "book knowledge." We use varied, research-based assessments to enable all students to demonstrate their understanding of concepts and skills, regardless of their level of ability. We provide each student with a Personalized Student Achievement Plan (PSAP), which outlines an individualized learning plan designed for him/her, thus encouraging individual, intrinsic motivation to excel.

## **BELIEF STATEMENT:**

We believe that:

Every child will learn every day!  
We will do whatever it takes to help our students succeed!  
Our focus is solely on learning!  
As a teaching community we will continue to learn professionally!

## Leadership

The School's highly skilled and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the School's highest priority, so we hope you will contact the School's leaders with any questions or concerns at (602) 285-3003.

Joseph Hattrick, Superintendent & Principal  
Charlotte Parker, Special Education Director  
Nancy Gamez, Student Services Director

## Management

Riverbend Prep is managed by Tatonka Education Services and offers students and families rigorous and relevant curriculum, which includes Paragon, EngageNY, a character education program, second-language instruction, school uniforms, music instruction, and an extended school day and year.

Tatonka's corporate office may be contacted at:

Carol Hansen  
President  
Tatonka Education Services  
1555 Blake Street, Suite #210  
Denver, CO 80202  
303.296.6500

## Welcome

This handbook provides current policies and procedures of Riverbend Prep (RBP). This handbook provides details, rules, regulations, practices, and policy information that is necessary for the effective operation of our school. This handbook is being provided during Meet the Teacher Night; it is expected that each parent/guardian will review this handbook with his/her child(ren) and to sign the Receipt and Acknowledgement of Student Handbook form included in this handbook. For any parent/guardian who signs said form, it will be assumed that you read and agree with this handbook. For parents/guardians who enroll their child but do not sign the form the school assumes agreement with the Handbook.

RBP faculty and staff believe that parents/guardians are the first teachers of their child(ren) and that good attitudes toward school, as well as proper socially-accepted behaviors, are taught first in the home. RBP will continue those goals as we introduce your child(ren) to our rigorous curriculum, steeped in strong character development and college prep course work.

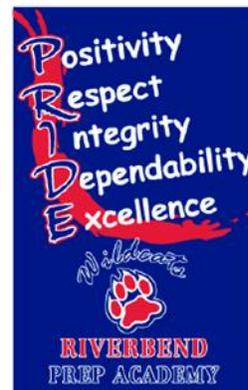
Good self discipline is the expected norm for students entering RBP. Students should already have learned (and RBP will strengthen) to respect the rights of others and to take very seriously the educational opportunities offered by RBP.

RBP faculty and staff believe that behavior is an on-going series of choices, therefore students who have yet to fully develop effective self-discipline and strength of character may use this handbook as a tool for developing skills around good citizenship, effective self control, appreciation of the need for rules and respect, as well as policies all to fully educate a strong-minded, ethical, global student/citizen.

Our belief is that behavior is a series of choices, therefore we offer below a few of the listings of student responsibilities:

- \* .... regular school attendance, conscientious effort in the classroom work and conformity to school rules and regulations
- \* .... share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living...
- \* .... ideas and opinions should be expressed in a respectful manner so as not to offend or slander others
- \* ....no student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, staff and all others involved in the educational process.

With all the above in mind, the RBP handbook has been written with an emphasis of respect, responsibility and citizenship as the keystones to an effective delivery of the educational process. Additionally, every student, staff and parent are expected to follow our community standard of P.R.I.D.E.



## Curriculum and Instructional Design

At the heart of Riverbend Prep is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement. Riverbend Prep provides a strong academic foundation for students at the elementary level that will prepare them for demanding academic studies of junior and senior high school and college.

### *Instructional Grouping*

To ensure that *all* students are permitted to succeed, every child is assessed prior to beginning instruction in reading and math. Instructional groupings are created based on students' demonstrated competency in these areas. Students who are performing below target receive instruction that ensures that they fill any learning gaps quickly and then accelerate. Likewise, students who are advanced in a subject receive instruction at a level and pace that provides an optimal challenge.

### *Elementary Reading, Language Arts, and Writing*

Riverbend Prep has adopted Core Knowledge Language Arts (CKLA) as its core language arts program for Kindergarten through 2<sup>nd</sup> Grade and EngageNY (pronounced, "Engage New York") for grades 3 - 8. CKLA connects engaging topics within and across grades, building knowledge and connected vocabulary for deep comprehension. CKLA combines engaging and increasingly complex informational and literary texts, with a focus on expanding knowledge across all content areas. EngageNY is a new curriculum that mirrors the updated Arizona College and Career Readiness Standards as well as the AzMERIT reading exam students in grades 3-8 are administered each Spring.

### *Elementary Mathematics*

Riverbend Prep has adopted EngageNY as its research-based core mathematics program. EngageNY focuses on mastery and teaching a depth of knowledge in each grade level to further develop a deeper understanding of concepts and how to apply them in the real world. The instruction, practice, and assessment of these concepts ensures that students gain and retain critical thinking concepts and use them in real-world situations.

Your students will learn through hands-on activities and rich mathematical conversations that actively engage students in the learning process. Concepts are developed, reviewed, and practiced over time.

### *Elementary Science*

The science curriculum at Riverbend Prep provides rich content in Life, Physical, and Earth & Space Science. Our young scientists will be provided a wonderful blend of content, activities, projects and experiments, and assessments that enrich and extend science.

### *Music*

The Music Curriculum at Riverbend Prep conveys to students features of the music of different eras and composers by having them sing, dance, and perform with rhythm instruments. Students also learn to listen for specific features and to discern how one era or culture often imitates and reinvents the music of another.

The music teacher will consult with teachers on the musical portions of Paragon Lessons and will draw from and extend the Paragon Curriculum in music class.

### *Foreign Language*

Riverbend Prep treats foreign language as an integral part of the core curriculum, providing all instruction in the target language to simulate an environment of immersion. Spanish instruction begins in Kindergarten and builds purposefully toward proficiency with each successive grade level. Communication is lively and animated with

vocabulary content tied thematically to the integrated curriculum. Moreover, multimedia pedagogical resources (videos, CDs, CD-ROMs, children's books) in the target language convey to students the cultural experiences of their peers in Spanish-speaking countries. Riverbend Prep cultivates the natural facility of younger students for foreign language acquisition by beginning at an early age with a high-quality program.

### *Physical Education*

Riverbend Prep feels that physical education is an integral part of a student's academic success. At Riverbend Prep we strive to create an emotionally and physically safe environment through an emphasis on teamwork, cooperation, and encouragement, as well as through careful selection of activities that are appropriate for each grade level. Our goal is to provide standards-based instruction in a fun and cooperatively way.

## GENERAL INFORMATION

### *Visiting Our School:*

Parents/Guardians and visitors are always welcome to our school. When visiting for other than a scheduled conference, arrangements should be made in advance with the principal or teacher. **Visitors must always report directly to the main office when entering our building.** Visitors must sign in, including the date and time of visit and will then be issued a Visitor's Badge to be worn always.

Conferences with teachers should be scheduled by appointment during the teacher's prep periods, before, or immediately after school. To maximize instructional time teachers are not allowed to leave their classrooms for "on the spot" meetings with parents/guardians unless it is an emergency and has been cleared with the principal.

### *Contact Information:*

School address: 5625 South 51<sup>st</sup> Avenue  
Laveen, AZ 85339  
School office: (602) 285-3003  
School fax: (602) 285-5560  
Hours of operation: 7:30 a.m. to 4:00 p.m.

### *Events Calendar:*

You can find all announcements and communications on the school website, [www.riverbendprep.org](http://www.riverbendprep.org) and on its Facebook page.

### *Email:*

All faculty and staff have access to our school email system. Parents/Guardians may email a teacher or staff member by using their first initial, last name @riverbendprep.org. Some questions or comments may require a phone call, a copy to the principal or other. Please remember that our site is monitored daily for protection.

### *Child Abuse:*

The Child Protective Services Act mandates that all teachers and educational personnel report suspected cases of child abuse. That is any child under the age of 18 years of age who exhibits evidence of serious physical or mental injury not explained by the current medical history. RBP abides by the content of the full law (not fully listed here).

### *Hands-on Policy:*

Riverbend Prep prohibits the use of corporal punishment by all school employees. Reasonable force/hands-on may be used by teachers and school authorities to interrupt/quell a disturbance, obtain control/possession of a weapon or other dangerous object, self-defense, or for the protection of other persons in the immediate danger area.

#### *Emergency Contact/Permission Forms:*

It is imperative that RBP has a current, complete list of emergency contact information for your child(ren). If any information changes at any time, please contact our office to update your information. Your child(ren)'s safety is important to us!

#### *Student Records:*

A permanent record of your child's grades, biographical data, health records, and standardized test scores is maintained by RBP. These records are considered confidential information and will NOT be released to any agency outside of RBP without your written permission or court order. As a rule, each week's grades will be available online the following Monday via PowerSchool.

If you, as a parent/guardian, wish to examine your child's record at any time, you may do so by submitting a request to the Principal. Arrangements will be made for you to meet with him/her to explain the contents of the individual file, within 48 hours.

For questions regarding access, collection, inspection, review, challenge, disclosure, maintenance and copying a child(ren)'s record, please consult the Family Rights and Privacy Act of 1974 (FERPA). FERPA is a federal law which protects the confidentiality of students' educational records by limiting their dissemination/disclosure.

Additionally, the Health Insurance Privacy and Accountability Act of 1996 (HIPPA) governs all student health records in public schools.

#### *Homework:*

Homework is an integral part of the learning process at RBP; it is a continuation of what has been discussed/learned in class that day. Homework is an excellent way to reinforce what was accomplished in class and to offer you, as parents/guardians, an opportunity to see what is occurring in class. Homework is also an opportunity to identify areas that may require more explanation.

Homework will be assigned, graded, and/or reviewed at the discretion of the classroom teacher. Homework will be meaningful and tied to related classroom work. Homework experiences involve students, parents/guardians, through enrichment activities, reinforcing learned materials, stimulating independence, fostering responsibility, self-motivation, self-direction and furthering interests in topics. Each teacher will provide the students with his/her specific policies regarding homework. Homework should be neat and presented in the class when it is due.

As a general guideline, students will be assigned 10 minutes of homework per night per grade level (e.g., Second grade students will have approximately 20 minutes of homework per night) plus 30 minutes of reading. Riverbend requires every student to read 30 minutes a day (at home). That is an additional 3.5 hours of reading per week.

When students are absent, it is the responsibility of the student (or family members) to obtain the missed assignments. Upon return to school, it is the responsibility of the student to meet with the teacher(s) and request clarification of material covered.

Parental/Guardian support of homework is crucial.

#### *Withdrawal/Release of Records:*

In the event you choose to transfer your child to another school system, you must first complete a Withdrawal Form which can be obtained in the main office. Only after we have received a signed Release of Records form will your child's permanent records be forwarded to the new school system.

### Admissions Policy:

RBP is open to all children, on a space-available basis within each grade level offered. Admission to RBP is not based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability. There is no tuition or fee charged for attending RBP.

There are no admission requirements, and no tests of any sort are given to determine whether admission is granted, although tests are used to determine group placement once students are enrolled.

Students that have been expelled or are in the process of being expelled will not be admitted to RBP.

### *Enrollment Requirements*

Each year the school will advertise the open enrollment period within the school's community so that all interested students may have an equal opportunity to apply for admission. If the school has more enrollment forms than spaces, a waiting list will be generated by continuing to select students from the open enrollment group. After the close of the open enrollment period, students will be eligible to enroll on a first-come, first-served basis if spaces are still available or will be put on the waiting list in order of enrollment.

Once all available slots are filled, applicants will be placed on a waitlist. Students will be admitted from the waitlist as places become available in each grade, in the order that the applications were filed.

### *Re-enrollment*

To secure your child's place at RBP for the next school year, you must officially re-enroll him or her. In February 2018, re-enrollment packets will be sent home along with the deadline for re-enrollment.

### *New Enrollment*

Riverbend Prep enrollment window for the 2018-2019 school year for grades K-8 will open March 1, 2018 and will continue through April 1, 2018 at a first-come, first-served basis. Applications received after a grade level is filled will be accepted and will be placed on a waitlist.

Parents/guardians have two days from the time they are notified that a seat is available to decide if their child will enroll at Riverbend Prep. On the third day, the Registrar will contact the next family on the list. Classes will not exceed 25 students per class without the Principal's approval.

According to ARS §15-184 (A) and federal guidance, RBP shall give enrollment preference to returning students and siblings of returning students as well as reserve capacity for pupils who are children of employees of the school, employees of the charter holder, members of the governing body of the school or directors, officers, partners, or board members of the charter holder.

Enrollment preference will be given as follows:

1. Returning students (re-enrollment).
2. Siblings of currently enrolled students.
3. Children of employees or Board Members of Riverbend Prep

### Attendance Policy/Information

#### *The School Day:*

School begins with all students reporting to and meeting around the flagpole at 7:58 a.m. Adult supervision is provided only between 7:30am and 7:58am. Students who arrive before 7:30 a.m. may not be properly supervised, therefore arrangements should be made to drop off students no earlier than 7:30 a.m. Opening exercises will be conducted at 7:58 a.m. and students will begin their day at 8:00 a.m. Dismissal starts at 3:30 p.m. Students not

enrolled in the after-school program or another school activity must leave the school campus by 4:00 p.m. If students remain on the campus, all attempts will be made to contact a parent. However, if the parent is not reached the school will be required to contact law enforcement.

#### *Before and After School Program:*

Riverbend's Extended Learning Center (ELC) provides a before- and after-school program Monday through Friday from 6:00 a.m. – 7:30 a.m. and from 4:00 p.m. – 6:00 p.m. (12:30pm – 6:00pm on Fridays due the half-day schedule). The program includes homework time, arts and crafts, games, organized sports, and a snack. Interested parents may pick-up an application at the School office. ELC is a voluntary, fee-based, before- and after-school program.

#### *Dismissal:*

When in the parking lot, please follow the flow of traffic. Your patience and attention are very important safety measures at the end of the day. Help us to ensure everyone's safety at dismissal by following all directions. Do not pass vehicles in front of you in the parking lot. All students must be picked up in the gym by a parent/guardian or approved adult. Please do not park in front of the main building and leave your car unattended; this can cause a safety issue with other vehicles, including our buses when they arrive.

#### *Attendance:*

Regular attendance is one of the most important factors for a successful education. Attendance in class has a stronger impact on academic progress than any other factor. From an educational standpoint, the process of determining, grading, observing and evaluating a student's performance must include a review of such items as self-discipline, group interaction, and class participation which are not captured or reflected in paper-and-pencil tests. Accordingly, Riverbend Prep expects and requires that students maintain regular attendance in school.

*Perfect Attendance awards are given Monthly to each student who has been in school every day.*

Leave a message before 8:00 a.m. to let the School know if your child is going to be absent for the day.  
School Attendance Line: (602) 285-3003.

#### *Tardiness:*

Instruction at Riverbend Prep begins promptly, and it is critical that all students be prepared to begin instruction on time. Therefore, students must arrive at school before 8:00 a.m. A student who is late misses valuable instructional time and conveys an unacceptable lack of regard for the school.

In the event of tardiness, the student **must be accompanied by a parent/guardian to the main office before proceeding to the classroom.** After office sign-in, authorized personnel will issue the student a tardy slip to allow the student to enter class. The student will be considered tardy and the incident will be recorded. If a student is tardy four times, the problem will be regarded as chronic, and it will be reported to the school's Principal. In addition, no child will be dismissed early, unless for special circumstances. Being at school on-time in the morning and staying in school until the end of the school day is central to receiving a good education. If a child is picked up early more than four times, this will be regarded as chronic and will be handled in the same manner as chronic tardiness.

#### *Excused Tardiness:*

Excused tardies constitute the following:

- Illness or recovery from an accident
- Medical, dental or other health care appointments (which should be scheduled around school hours of operation)
- Court appearances

#### *Unexcused Tardiness:*

Unexcused Tardiness shall include anything not listed above.

#### *Absences:*

Parents must contact the school office by phone whenever a child is going to be absent and send a written excuse to the receptionist when the child returns to school. The following reasons are sufficient cause for an excused absence: a.) illness, b.) death in the family, c.) inclement weather, which would be dangerous to the life or health of the child, d.) legal quarantine, e.) emergency conditions as determined by the Principal and f.) prior permission from the Principal and consent from the legal guardian.

If extraordinary circumstances require that the student be absent from school, an absence plan will need to be developed jointly by the teacher, an authorized administrator, and the student's parent or legal guardian. The plan will define the length of the absence and how the student will make-up the work he or she will miss. The plan must be approved and signed by an authorized administrator and the parent/guardian prior to the student's absence.

If a student returns to school after an absence without a note of explanation from the parent, the Registrar will call the parent to remind him or her to send a note the following day. If a note is not received within two school days of the absence, the absence will be regarded as unexcused. If the child receives three unexcused absences, the parent will receive a truancy notice from the school. The school's Principal will make a follow-up phone call to the parent to underscore the parent's legal obligation to make certain the child is in school.

Please note, students who:

Arrive after 8:00 a.m. – tardy

Arrive after 11:00 a.m. – ½ day absent

Arrive after 11:30 a.m. – full day absent

Leave before 11:00 a.m. – full day absent

Leave after 12:15 p.m. – ½ day absent

Leave after 2:30 p.m. – no absence

#### *Excessive Absences:*

Students who have 19 or more excused or unexcused absences from school may be reported to the County Attorney's Office as truant or a parent may be cited under Arizona Revised Statute 15-802 or 15-803. Any student who has excused or unexcused absences from school more than 19 days may be subject to a loss of credit and may have to repeat the school year.

#### *Unexcused Absences:*

Unexcused absences shall consist of all absences not listed above as excused absences. Unexcused absences shall also include missed/cutting of classes. After accumulating three (3) unexcused absences, the parent will receive a truancy notice from the school. The authority to excuse student absences is vested solely in the principal or his/her designee.

The principal or his/her designee reserve the right to question any absence, note, or doctor's verification. Any absence is subject to a random check by the Principal or his/her designee. Students who are found to be absent without parent/guardian knowledge will be subject to school disciplinary actions and require a parent/guardian meeting.

#### *Participating in After School Events (Co-curricular or Extra-curricular):*

Participation in after-school events is a privilege for students.

Students will not be permitted to stay after school without an adult adviser, moderator, or coach, approved by the Principal. Students who choose to remain after school unsupervised, may be subject to school disciplinary actions.

A student must be in school by 8:00 a.m. to be eligible to participate in any after-school event, unless prior administrative approval has been granted in writing\*.

Any student found with a 2<sup>nd</sup> or 3<sup>rd</sup> Office Referral (per quarter), or who has been placed in In-School Suspension, After-School Detention, or has been placed on Out-of School Suspension may have their privileges to attend any event revoked. Attendance at any RBP event(s) is a privilege and may be revoked at the professional discretion of the principal or his/her designee in attendance.

Any student who has accumulated 5 or more referrals/consequences (as stated above) may be denied attendance at any event, including, but not limited to: field trips, dances, awards events, or school promotions at the professional discretion of the Principal.

In addition, any student deemed a threat to him/herself or others or who is unwilling to accept the policies of RBP and who has referrals may be denied admission to any RBP event(s), at the professional discretion of the Principal, after consultation with building faculty and outside resources if necessary.

#### *Parent/Guardian/Student Request for Early Dismissal:*

Only adults who are listed in the school's records as being authorized will be allowed to take students from the school in the event of an emergency or planned appointment.

### **Student Success**

#### *Parent/Guardian Teacher Conferences:*

Formal parent/teacher conferences are scheduled two times a year to facilitate open communication between parents and teachers regarding students' progress. Refer to the school calendar for specific dates.

Riverbend Prep maintains an open-door policy, and parents are encouraged to visit their child's(ren's) classrooms anytime to see them in action. Informal conferences or conversations are encouraged and may also be scheduled with teachers or school leaders throughout the year. During visits, parents are to refrain from visiting with any child other than their own unless approved by the Principal. Requests to volunteer in your child(ren)'s classroom must first be coordinated with the instructor and then approved by the Principal.

#### *Personalized Student Achievement Plans:*

PSAPs are developed collaboratively by each teacher with the parent/guardian (and student when appropriate), for each student. These plans customize the learning for the RBP student. Each plan addresses the strengths and areas in need of growth. Plans are updated every ten weeks (more often if needed). These plans along with other communications are *Progress Reports* for parents/guardians. Parents/Guardians receive reports at the half-way point of the quarter.

#### *Child Study Team:*

The CST is comprised of various grade-level teachers, Special Education Teacher, and the Principal (other professionals and/or parents/guardians are invited as needed). The purpose of this innovative and pro-active team is to address goals to maximize the individual student's successes in the classroom, while at the same time offering techniques to be used in the classroom to reach a student who may need additional attention at this time. This team also serves as a screening process for students who may/may not need special education services.

#### *Request for additional testing:*

On occasion it may become necessary for a teacher, Student Study Team, parent/guardian, or other educational professional to request testing, provided by a specialist. No testing will be done without parent's/guardian's written permission on a designated form provided from the school. Our purpose in testing is to gather additional

data to more completely understand the needs of your child for better educational placement, decision-making and/or planning. Testing will be conducted by appropriate professionals.

#### *Report Cards:*

Report Cards are distributed four times during the school year, at the end of each quarter. While letter grades will be maintained for quarterly achievements such as Honor Roll and Principal's List, Riverbend Prep will utilize standards-based report cards to measure skill proficiency each quarter. Final report cards are mailed home after the last day of school. Refer to the school calendar for specific dates.

#### *Honor Roll:*

Principal's List:                   Quarter overall average of 95 or higher, in all areas and no grades of C or less.

Honors:                                Quarter overall average of 90 or higher, in all areas and no grades of C or less.

Any grades of C or lower in any quarter will automatically remove a student from Honor Roll status. Therefore, no awards will be given for highest overall average or highest grade in a content area(s) with a grade of C or lower, no matter what the average.

Final overall average is from all 4 quarters averaged together.

#### **Grade Level Placement, Promotion and Retention Policy:**

##### *Purpose:*

Riverbend Prep recognizes the unique developmental needs of each student. Therefore, each student will be placed in an educational setting most appropriate to his/her needs and a Personalized Student Achievement Plan will be designed to support academic growth. The school has established and maintains high standards for each grade level, sets clear expectations, monitors student achievement and communicates student achievement to parents/guardians in a continuous and systematic manner.

##### *Placement Policy Statement:*

Newly-enrolled students are required to take a standards-based placement exam to determine the student's most appropriate grade level assignment. Other measures such as previous school report cards and teacher recommendations will be taken into consideration. The Principal will make the final grade placement determination.

##### *Promotion and Retention Policy Statement:*

No student shall be promoted to the next successive grade level based on age or other social reason unrelated to academic performance.

To be promoted, students must meet or exceed the following targets:

1. Mastery in all major content areas as evidenced by grade level report cards (80% demonstration of mastery)
2. To be promoted to grades third through seventh, a student's scaled score on the academic standards-based assessment should fall above the Partially Proficient category in mathematics, reading, and writing.
3. All students should demonstrate a 95% or better attendance rate.

Students who are placed or retained below chronological grade level may be required to participate in some or all the following interventions:

- After School Tutoring

- Summer School (if available)
- Supplemental Course Work
- Individualized Assistance through the Student Study Team

#### *Mastery of Content:*

Each student is responsible for mastery of 80% of the content of each subject area. RBP has affirmed that each semester tutoring will be offered in Math, while ELA will be handled daily through the Intervention team. Tutoring will be recommended and offered to students who are in danger of not meeting or exceeding the 80% mastery requirement in Reading and Math.

#### *Responsibility:*

Decisions regarding a student's placement, promotion or retention will be determined on an individual basis with consideration given to the classroom teacher(s), parent/guardians, and other necessary school personnel recommendations. The Principal shall have the final responsibility of determining grade-level placement, classroom placement and promotion or retention of each student. Parents/guardians will be notified at the end of the third quarter if their child is in danger of retention. A meeting will be set at a time that is convenient for all parties to discuss the student's achievement, attendance, effort, work habits, behavior and other factors related to learning.

#### *Guidelines:*

The school uses multiple measures of student academic performance as determinants of grade-level placement, promotion and or retention.

#### **Individuals with Disabilities Education Act (IDEA) of the Rehabilitation Act**

Students who are identified disabled under the IDEA of the Rehabilitation Act or a Section 504 will be promoted or retained in accordance with the IEP Team recommendations, as documented in the IEP. No student shall be retained due to an identified disability.

#### *Testing:*

RBP uses various methods for testing student's knowledge levels. In addition, RBP utilizes Galileo, DIBELS, and other research-based tests as needed. Testing is conducted by professionals.

#### **Additional Information relating to the [Special Education Department](#):**

*\*Riverbend Prep (RBP) has developed policies and procedures in concurrence with the federal and state regulations and guidelines to ensure a free and appropriate education in the least restrictive environment to all school-age children, including those with disabilities.*

#### *Screening Process:*

When students experience difficulties in school, teams will meet to develop interventions to help students be successful in regular education. The Child Study Team (CST) accomplishes/documents this work.

If a student continues to experience difficulties even with regular education interventions, the student may be referred for a multidisciplinary evaluation by the multidisciplinary team, which includes the student's parents/guardians.

#### *Evaluation Process:*

Parent/Guardian permission is necessary before any evaluation can take place. The parent/guardian is notified in writing of the types of assessments that will be given and the proposed date(s) of the evaluation.

An evaluation team reviews all pertinent data and compiles a report which states whether a disability or disabilities exist and if the student needs special education. Parents/Guardians are members of the evaluation team and will be asked to provide relevant information.

The entire evaluation process must be completed within 60 calendar days from the date that RBP receives signed parent permission on the "Permission to Evaluate" form. A copy of the report will be given to the parents/guardians and a summary of the report will be communicated to them.

If a student is found to be eligible for special education, the parents/guardians will be invited to an Individualized Education Plan (IEP) meeting. Students eligible for special education must meet one or more of the criteria established by State Standards and regulations.

A re-evaluation is conducted at least every three years unless a student is disabled due to mental retardation, in which case reevaluations are conducted every two years.

#### *Individual Education Program Process:*

The IEP is developed by a team, which includes some members of the evaluation team as well as the parent(s)/guardians, the special education teacher, a school administrator, the regular education teacher(s), and sometimes the student. The IEP includes a description of the programs and services necessary to assist an eligible student.

The student's program is reviewed every year at an IEP meeting or more frequently at the request of an IEP team member, which includes the parent(s)/guardians.

The IEP team will write annual goals which can be measured and are designed to meet the needs of the student. The IEP team will determine special education services and programs. The annual goals will be evaluated on a regular schedule and parents/guardians will be notified of progress of these goals in writing.

The location and level of placement are determined at the IEP meeting and are based upon the least restrictive environment where the student can successfully achieve his/her goals. The Least Restrictive Environment would include providing special education services and programs provided outside the general education classroom only when supports and services cannot be provided successfully within general education classroom.

RBP considers a full continuum of services when determining an appropriate program for every student with a disability.

#### *Chain of Concern/ School related issues:*

For RBP to address the needs of its students, it is imperative that lines of communication remain open. RBP staff cannot address issues unless we are made aware of the concerns directly from the person(s) involved. Therefore, please use the following procedure to discuss issues with the RBP administration or staff:

- \*if it is an issue in the classroom, please conference first with the teacher(s) or activity sponsor.
- \*if it is an issue related to general, non-academic issues, please conference first with our Principal.
- \*if you are not satisfied with the outcome of these conferences, please speak directly with the Tatanka Education Services.
- \*if you are not satisfied with the outcome, a written account of the issue must then be provided to the Principal. The Principal will then take the issue to the School Board, so that they may determine what next steps may be necessary (such as but not limited to: a hearing, etc.).

#### Expectations of Student Behavior and Responsibilities:

*\*this area is not all inclusive and is to be used as a guide.*

*RBP School-wide Rules:*

1. Follow directions quickly.
2. Raise your hand for permission to speak.
3. Raise your hand for permission to leave your seat.
4. Make smart choices.
5. Keep your peers and your teacher happy.

*RBP School-wide Expectations:*

**Positivity**

**Respect**

**Integrity**

**Dependability**

**Excellence**

Riverbend Prep has established these **PRIDE** expectations to provide and create an atmosphere throughout the school in which students feel safe, secure, and happy. Creating this atmosphere gives students the maximum opportunity to learn.

*Plagiarism:*

RBP students are expected to generate and to turn in original work for class projects, tests, and/or assignments. A student who represents his/her work, ideas, concepts (in part or as a whole), who has copyright infringements or has taken work from another person (deceased or alive) is guilty of plagiarism. When citing works, using quotes or paraphrasing, students must use the accepted and discussed class style/format (APA, MLA, etc.). Questions regarding proper use of citation(s) should be asked of the assigning teacher.

If a teacher suspects that a student has plagiarized work, he/she will meet with the student to discuss his/her concern, inform the Principal, and schedule a meeting between the student, parent/guardian and administration.

For work that has been plagiarized, in part or in whole, a grade of zero will be received for the entire assignment(s). Repeat offenses may move the student through more serious consequences, to be determined by the Principal.

RBP staff believes that honesty and integrity are the hallmarks of a well-rounded education.

A student who has plagiarized work is not eligible for any honor role status for the quarter in which the infraction occurred.

*Discipline policy/practices beliefs:*

Discipline is a process that developed over time and with well-programmed education helps students develop self-control, good character, effective judgments, orderliness, efficiency of time and practices. Good discipline is simply good self-control. Additionally, all students have rights. Among these is the right to the best education possible, in a safe, orderly and conducive, learning environment. RBP administration will follow AZ state regulations about suspensions and expulsions. Part of our discipline process is knowing when your rights are impacting on those around you. Students should remember that actions generally determine how those around you treat and respond to you. Your character is defined by your patterns of behavior, therefore maintaining a good character is paramount to being treated with respect and trust from those around you.

*Bullying:*

The definition of “bullying” has been expanded to include “any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student

while on school grounds, at a school sponsored activity or on a school bus, which acts are committed more than once against any student during the school year.”

#### Three components to bullying:

1. It happens more than once against any student.
2. The intent of the negative actions is to hurt physically, verbally or emotionally.
3. There is an imbalance in the level of power in the relationship between the bully and the victim.

#### In general, there are 3 different types of bullying:

1. **Physical:** This tends to include, but is not limited to: hitting, kicking, spitting, pushing, punching, tripping, taking personal belongings, and/or slamming into walls, lockers, etc.
2. **Verbal:** This can include, but is not limited to: taunting, malicious teasing, name calling, making threats, insulting, and harassing.
3. **Psychological or Relational:** This can include, but is not limited to: spreading rumors, manipulating social relationships, engaging in social exclusion, extortion, intimidation, humiliation, and gossip.

In acts of bullying, there is usually the **bully, the victim, and by-standers.**

#### Impact of Bullying on the Victim

Bullying can have long-term and serious consequences for the victim. The consequences can be emotional, academic and/or physical.

#### Some Strategies for Parents

1. Because children are usually afraid to talk about bullying, look for symptoms. They may include: unexplained reluctance to go to school, fearfulness or unusual anxiety, sleep disturbances or nightmares, vague physical complaints (often on school days), belongings that are missing, and/or after-school hunger because of someone taking the child's lunch.
2. Ask leading/open-ended questions. Ask children to tell you about their day; who they eat lunch with, what they do at recess.... don't ask "yes" and "no" questions.
3. Listen and understand. Hear what's happening and how the child feels. Make sure the child knows it's not their fault.
4. Believe the child.
5. Don't give bad advice. Don't tell the child to ignore the issues; to fight back and/or become a bully themselves; or that it's just part of growing up.
6. Teach your child safety tips. Walk to and from school in a group; use the buddy system at school; avoid places where bullying is likely to happen.
7. Encourage your child to speak up. Teach the difference between "tattling" and "telling". Tattling is when you report something just to get someone in trouble. Telling is when you report that you or someone else is in danger.
8. Advocate for your child. Tell them that you will be reporting the bullying incidents to the school as it is wrong and must be dealt with appropriately. Speak to teachers, the Principal, and all the way to the School Board if this is what is necessary to be heard and taken seriously.
9. Work on school safety. Work as a team with school personnel, administration, parents, and students to effectively deal with bullying.

10. Work on home issues if necessary. Review behaviors in the home regarding modeling good behavior for anger management, conflict resolution, communication skills, and assertive vs. aggressive behavior.

11. Help your child improve their social skills. Help them improve their self-esteem; teach them conflict resolution, anger management and communication skills and, most importantly, help them become more assertive if appropriate.

### Bullying and the School

**Bullying affects the school by:**

1. Having a negative effect on the social environment
2. Creating an atmosphere of fear
3. Reducing the student's ability to learn

Teachers are the first line of defense for protecting children from bullying. If bullying behavior is present, the victim and/or parents should immediately notify school staff (or Principal) at which time an investigation will be initiated.

*Cyber-bullying (in the school setting &/or with school equipment):*

Cyber-bullying is harassing, humiliating, and/or threatening others by any electronic device. Although electronic devices are often used for healthy social communication, adolescents are increasingly using electronic devices to deliver cruel/harmful messages and/or photographs. Cyber-bullying sometimes involves racial, religious, or cultural slurs. The harassment can also be sexual in nature. Cyber-bullying can include cruel jokes, malicious gossip, as well as embarrassing information or photographs. It can involve someone your child knows or a stranger.

Consequences for bullying will be determined on a case-by-case basis with input from all parties. The Principal will make the final decision for consequences.

### Classroom Expectations and Conduct

- \* Come to each class on time each day ready to work, learn and participate.
- \* Ask for help when necessary.
- \* Question appropriately.
- \* Bring all necessary materials with you to each class.
- \* Raise your hand to be acknowledged to actively participate in class.
- \* Follow instructions; abide by the classroom rules, practices, and procedures.
- \* Respect the rights and property of others.
- \* Do not slander a fellow student, staff, faculty, or guest.
- \* Do not infringe on the rights of other students to receive an education.
- \* Accept responsibility as well as praise for your actions.
- \* Complete all assignments as proscribed.
- \* Follow reasonable requests of faculty and staff.
- \* Never confront a teacher in front of the class, calling that teacher's authority into question.
- \* Have an open mind, and a willingness to learn new ideas.

### *Behavior Rewards/Acknowledgements:*

1. Student of the Month – students who exhibit the PRIDE rules during the month. They will receive a special lunch on the following month with the Principal and other staff.
2. Student of the Day – students who exhibit the PRIDE rules during the school day.
3. School wide Token Economy – In addition to classroom incentives, students will also be given incentives to follow school rules and expectations via a school-wide token economy.
4. Perfect Attendance Awards - Monthly
5. Awards Assemblies- Students who have excelled in academics and behavior are acknowledged before their peers during a school-wide assembly each month.

Discipline Infractions: Infractions may include some or all the following. This list should be perceived as fluid, as the environment grows and changes. Additional terms may be added at the discretion of the Principal.

- Activation of the fire alarm system: Students may be fined under the AZ penal code of false activation of the system.
- Destruction of any fire or safety equipment that is property of the school, or contracted providers. Costs for replacement will be charged to the family.
- Defiance: willful failure or refusal to follow given instructions/directions.
- Disrespect: willful failure or refusal to lessen the integrity, authority or public opinion of an individual.
- Physical Assault: purposely causing harm or injury to another. In addition to a school consequence(s), students involved in an assault may be subject to law enforcement consequences or be responsible for the cost to repair any RBP damages.
- Inappropriate public displays of affectionate behavior: overt public displays between students that may cause embarrassment, or negative reactions from others.
- Profanity, obscenity, inappropriate language: visual or verbal ideas, language or drawings, etc. that are deemed socially inappropriate. Or any of the above that interrupt the learning of individuals, or cause threats or embarrassment or harassment.
- Fraud: providing false information about an individual.
- Theft: taking of property that belongs to others or other entities. In addition to school consequence(s), legal consequences may also be applied.
- Destruction of school property: behavior or actions that damages or destroys property of RBP. The full cost of replacement will be paid by the student/family.
- Drugs/Alcohol: any illegal/controlled substance. These should not be on, near, or around school property or persons.
- Possession: having on person or property.
- Apparent intoxication/drug use: if in the professional opinion of the Principal or his/her designee as student appears to be under the influence (based on a preponderance of the evidence), the student will be sent home, after a call to a parent/guardian, or if necessary local law enforcement.
- Special situation(s) regarding a student addict, a student who has been arrested for possession or convicted of possession: if difficult or harmful publicity is affecting a student(s) or disrupting his/her ability to remain with his/her peer group at RBP, the Principal and the Board will discuss the situation with the parents/guardians. If it is mutually concluded that the student would be better educated in another school setting, every effort will be made by the RBP to ensure the safety, effective learning environment and transition for our student(s).

*Every behavior (positive or negative) will receive a consequence (positive or negative).*

### **Immediate Classroom Behavior Consequences**

1. All classroom teachers will follow all the steps in his/her individual classroom management plan to try to modify disruptive/inappropriate behaviors. This includes contact with the parent/guardian.
2. All classroom teachers will refer a student to the Principal if disruptive behaviors continue or become aggressive.

*Subsequent Classroom/other Behavior Consequences/Options:*

A. Student Conference with Intervention specialist and/or Principal

The Principal and student will discuss the behavior leading to the referral as well as choices the student could have made or will make if he/she is faced with a similar situation in the future. Parents/guardians will be notified by written notice of referral. A conversation will also take place about effective strategies to eliminate such behaviors in the future, with the classroom teacher(s).

B. After-School Detention

After-School Detentions take place on one afternoon a week from 4:00pm-5:00pm. Parents/guardians will be informed at least 3 days prior to the detention so that they may make transportation arrangements.

Detentions may be given to students for repeat minor infractions of consequences. Detentions may also be given to first time offenses such as but not limited to inappropriate language (not vulgar or curses), refusal to cooperate/participate in class, and disrespectful behavior. Teachers will provide documentation regarding the infraction.

C. One day Out-of-School Suspension (OSS)

This may be a student's last consequence before facing a possible 3-Day Suspension or possible Discipline Board Hearing. Parents/guardians will be notified by written notice of referral and a conference will be scheduled with the Principal, classroom teacher, and parent/guardian before a student may return to classes.

D. 3 to 5 Day Out-of-School Suspension (OSS)/Discipline Board Hearing

Students who receive a 3-Day OSS have exhausted all phases of the classroom and other consequence process. Students will be suspended from school for three days for major issues that disrupt the learning environment of the student or others, impact the teaching ability of the instructor, detract from others' opportunities to learn, cause harm to self or others, create a safety issue or destroy school property. In addition, the Principal may use administrative discretion for other issues not listed here. Prior to returning to school, the student and his/her parents/guardians may need to meet with the Principal or designated Administrator to discuss further action.

The Administrator may recommend that the issue be brought to the Board of Directors for further consideration(s).

The following (but not limited to) may at the professional discretion of the Principal, (with supporting documentation) move a student before the Board of Directors for additional/other consequences:

- Threats to an RBP staff member or student, theft, extortion, arson, possession of weapons or simulated weapons, drugs and/or tobacco, "lookalike drugs", and alcohol.
- Any student who brings onto or is in possession of any weapon on any school property or a school-sponsored activity will receive expulsion for a period of no less than one year, or at the recommendation of the Board of Directors.
- The severity of and circumstances surrounding an infraction as well as the disciplinary history of the student may necessitate deviation/acceleration of the consequence process. Immediate action by school officials and notification of law enforcement authorities may occur if warranted.
- Establishing the level of an infraction and assigning appropriate consequences is at the discretion of the administration and/or the Board of Directors.

### Definition of Terms:

**Referral** – A written report given to the Principal or designee after a teacher or (staff member) has completed all the steps in his/her classroom discipline plan. The classroom discipline plan will not be followed in the case of severe infractions - the teacher will make an immediate office referral.

**Severe Infraction** – Includes but is not limited to verbal abuse of a teacher or staff member, foul language, fighting, harassment, disruption of the learning of another student, physical abuse, inappropriate gestures, statements with double/inappropriate meanings, or racial slurs. Local authorities may be contacted by the Principal or his/her designee.

**OSS** – The student will not be allowed to attend school for the designated period.

**Expulsion** – Student will no longer be permitted to attend Riverbend Prep for an identified period. Students who have exhausted the discipline process at RBP may be moved before the School Board for possible expulsion from the school. Expulsion may take several forms, based on the situation. Parents/Guardians will be notified of a date and time for the hearing before the Board. Parents/Guardians will be issued written documentation stating the reason the student is going before the Board, what the official process is and how the parents/guardians may choose to be represented at the hearing. All information will be sent to the home address on file, via certified mail. The RBP solicitor will guide all expulsion hearings according to AZ laws.

## School Policies

### Student Dress Code:

To help create an environment conducive to learning, all students at Riverbend Prep are required to wear uniforms. This policy is designed to allow students to focus their attention on academics. To ensure that the school's uniform policy has its desired effect, it is important that it be implemented consistently. School leaders, faculty, and staff strictly enforce this policy and will respond immediately to violations of the policy.

Students should exhibit good taste, personal hygiene, and personal pride through good grooming and dress habits. It is the policy of this school that all students are expected to be neat, clean, and appropriately dressed. The school uniform consists of the following:

### **Bottoms**

Boys may wear long or short beige pants. Girls may wear long or short beige pants and knee-length beige skirts. Floor-length skirts, baggy or wide-legged pants and allowing pants to sag are not permitted. Sweat pants, denim and corduroy pants are not allowed. *Middle School (6/7<sup>th</sup> grade) students also have the option of wearing navy bottoms.*

### **Tops**

Both girls and boys may wear navy blue or baby blue polo shirts. Uniform shirts must be tucked in always and clean. Navy blue sweatshirts are permitted. Jackets may be worn to school but must be taken off once they have entered the classroom unless arrangements have been made between the teacher, parent, and administrator.

### **Shoes**

Students are required to wear closed-toe shoes. High-heeled shoes, open-toe sandals, open heeled shoes, or slippers are not permitted.

### **Jewelry**

Students may wear a necklace that is kept under their blouse/polo shirt. Students may wear small, simple stud earrings only. No hanging earrings. Hoop earrings of any size are not permitted. Nose rings, eyebrow rings, lip rings, tongue rings, and belly-button rings are not allowed.

### **Hair/Grooming**

Students must keep their hair neat, clean and out of their eyes. Students may not wear drastic or unnatural hair colors or styles, e.g., shaved letters, numbers, or designs. No make-up is permitted for students K-8. No artificial nails are permitted.

*Administration has discretion as to what is acceptable.*

In the event a student comes to school out of dress code, clothing from the uniform bank will be offered (as available). If no alternative clothing is available student will remain in the office until appropriate clothing is brought by parent/guardian. Additional violations may result in disciplinary action.

### **Uniform Bank**

A Families Helping Families Uniforms Bank is maintained at the school for families in need and for children who soil their clothes during the school day and require a change. If a financial need exists in your family and you would like to take advantage of this resource, please contact the school office. Donated items may be dropped at the school office in a bag marked "Uniform Donation."

The Principal has the discretion to change the dress code on special event days, and such days will be announced in advance.

### *Level of Disciplinary Consequences:*

Any student found violating the dress code more than twice, will be subject to suspension, a parent/guardian meeting and other consequences if the Principal deems necessary.

### *Dress code applies to all RBP events:*

Special consideration will be given to students with special needs. An agreement will be reached between RBP and the parents/guardians.

### *Use of Technology Agreement and Proper Use of Computer and Networks*

The use of computers and technology at Riverbend Prep is designed to have a positive impact on curriculum and instruction for all students.

Technology will be used:

- within the curriculum to enhance student learning and achievement.
- to assist students in becoming competent in the use of technology, with increasing degrees of sophistication as they move from level to level.
- as a tool to enhance creativity and encourage the completion of quality products.
- to assess technology-based information relevant to curriculum topics.

### *Use of the Internet*

Student use of the Internet is a privilege and is designed to enhance learning and provide access to educational resources beyond those that are available in any one school. In using the Internet or other on-line information resources, students agree to the following:

1. Student use of the Internet is a privilege.
2. Students are expected to limit their use for resource only/data collection of information, directly related to the content of courses being studied or other approved topics. This privilege may be revoked by the classroom teacher or administration at any time for abusive conduct or violations of the conditions of use set forth in this agreement.

3. The Internet will not be used to obtain, view, download, or otherwise gain access to materials which the school, at its sole discretion, believes may be inappropriate.
4. The Internet will not be used for illegal activities, transmitting offensive materials such as hate mail, discriminating remarks, other antisocial behavior, or obtaining obscene or pornographic material.
5. Students will not intentionally seek information, obtain copies, and modify files, passwords or other data belonging to other users.
6. Students will use language appropriate for school situations always when interacting with others through the resources of the Internet.
7. Students will not introduce information, including software applications or documents, on any school computer system without first obtaining staff approval and copyright compliance. All disks must be run through a virus program prior to use on any RBP computer system. Students will not change or in any way alter a network device, device or peripheral name, file or folder name or network zone.
8. Students will not connect any device to or disconnect any device from a computer or peripheral device, or the school's local or wide area network.
9. Students will not copy software applications, folders, or files from within or between network zones or to personal disks without first obtaining staff approval and copyright compliance. Copying of any of the above will only be for purpose of curriculum related projects.
10. Passwords may be assigned for each student and for the individual use by that student. Distribution or alteration of a password is prohibited.
11. Students may not use the Internet or other technology resources to plagiarize material (see policy on Plagiarism as well).

#### *Use of Textbooks:*

All textbooks are loaned to a student for the duration of the school year and must be returned three days prior to the last day of school in clean and good order. Textbooks should be kept covered, free of marks and/or destruction. Teachers will periodically examine textbooks for their condition. If a student loses, ruins or destroys a textbook, he/she/the family will be responsible for the cost of replacing the book. Textbooks are the responsibility of the student who is assigned the book, it is the student's responsibility to know where the textbook is always.

#### *Use of School phones:*

Students may not use the school phone without permission of the Principal or designee. All calls will be made from the main office when/if permission is granted. Only emergency calls (determined by the Principal) will be made.

#### *Student/Family Obligations:*

Students/families will be held responsible for all financial obligations to the school. Students/families will be notified of outstanding financial obligations. Timely payment is required. All obligations must be paid in full three days prior to the last day of school. Bank Fees will be assessed for all returned checks in the amount of the bank fee.

### *Food Policy*

Students are permitted to bring snacks to school if they are not a disruption to the learning environment. Not knowing if classmates have allergies, all snacks must be for personal use only, not to be shared. A water bottles is encouraged while any drinks with red dye are strictly prohibited. We would encourage healthy snacks and have a list of healthy snacks available at the front office.

### *Birthday celebrations*

To minimize disruptions to your child's learning and to promote health and wellness, classes will celebrate all birthdays on one day of the month with a birthday party. Please coordinate with your child's teacher if you would like to volunteer for this event. Teachers will also work with you to celebrate without food on their actual birthday. Please see the monthly newsletter for each month's designated celebration day.

### *Bus Transportation Policy:*

Bus drivers are responsible for the proper conduct of pupils riding the bus always. When issues develop that, in the opinion of the driver, require corrective action, he/she will file a written report with the Principal.

Parents/Guardians will be notified of any report filed by the driver.

To keep all our children safe and have an efficient transportation system, each student is provided with busing privileges information and is asked to cooperate by obeying the established rules and regulations for safety and prompt travel of all students. Students who do not comply with these regulations may be denied continued bus transportation privileges. Transportation issues are the responsibility of the Principal, in conjunction with the transportation manager.

### At all times students must:

1. Exercise good manners, caution and consideration of others.
2. Obey the bus driver; the driver's first concern is for the student's safety.

### Bus Stop Behavior

1. Arrive at your bus stop five minutes ahead of time.
2. Stand a safe distance from the curb or road.
3. When the bus approaches, form a single line.
4. Stay clear of the bus until it has come to a complete stop.
5. Smaller children board the bus first.
6. If you are not at the bus stop, the driver cannot wait for you. The driver has a schedule to keep.

### Boarding the Bus and Exiting the bus

1. Be safe always. Wait until the bus has come to a complete stop before you approach/exit and board the bus. Use the handrail and steps in a safe manner.
2. Be orderly. Quietly enter/exit the bus and fill the empty/exit seats from the front first toward the back, as directed by the driver. At times, the driver may determine that assigned seats must be used.
3. Be cooperative! The bus driver is ultimately responsible for your safety and is in complete charge of the bus and its passengers. It is expected that ALL students will be cooperative and courteous to the driver and fellow students always.
4. When exiting the bus, exit in the front of the bus and go directly to your appointed destination.

### On the Bus Behavior

1. Be seated in a quiet manner. Students are to be seated whenever the bus is in motion.
2. Be quiet. Normal conversation is permitted. Disturbing others and yelling is not permitted.
3. Be healthy. No consumption of food or any other products of any kind is permitted.
4. Be good citizens by keeping the bus clean and do not litter.
5. Be safe. Do not extend any extremities (arm, head, etc.) from the bus, tamper with any bus equipment or block aisles. Do not destroy bus property.

6. Do not use obscene language, call out to passers-by, play music or open windows.
7. Be responsible. Do not disturb the driver or other students unless it is an emergency.
8. Be on your best behavior. Fighting will not be tolerated, nor will any behavior which causes problems for another student or the driver.
9. Be neat. Place backpacks on the seat or on your lap. Keep the aisle clear always. Throwing objects inside or out of the bus could cause an accident.

#### Bus Discipline Policy\*

A student will receive the following discipline for inappropriate behavior.

1. First offense – Warning on bus
  2. Second offense – One-day bus suspension.
  3. Third offense – Three- to five-day bus suspension. Parents/Guardians are responsible for transportation to and from school during the suspension.
  4. Fourth offense – Suspension from bus riding privileges for the remainder of the quarter.
  5. Fifth offense - Suspension from bus riding privilege for the remainder of the school year.
- \*Transportation reserves the right to alter continuum of responses including skip steps in the process if they deem necessary.

#### *Lunch Room Policies*

##### *Lunch Room Rules, Behavior and Conduct:*

Good behavior is always expected at lunchtime. Students should respect others during this period by staying seated, talking quietly, and cleaning up after them self in a timely, orderly manner. Lunch period is a regularly scheduled class period: punctuality and proper behavior is expected.

##### *Nutritious Meals:*

Riverbend Prep provides a lunch program consisting of hot, nutritious meals prepared by our staff. Our menus meet standard nutritional requirements, set by the NSLP to insure your child has a healthy, balanced meal.

Parents/Guardians may provide a bagged lunch or lunch boxes for their child. Please be sure to pack a healthy, nutritious lunch as well. Also, don't forget to include a proper beverage, (examples: juice, water). Soda is not allowed nor is anything in a glass bottle.

In addition, due to the large number of students now enrolled in RBP, the lunch staff will not microwave food for students. Exceptions will only be made via the Principal for students who are in medical need.

##### *Free and Reduced lunches:*

Students from families whose income is below the federally established guidelines may be eligible for free or reduced-price lunches. All paperwork must be submitted by the date announced at the beginning of school for students to be considered and notified. Paperwork submitted after that date may not be considered for free or reduced costs.

##### *Lunch Fee Information:*

- Lunch/Breakfast fees need to be sent to school in a sealed envelope labeled “Lunch Money” with the student’s name, grade, teacher, amount of fees, and the date on the outside of the envelope.
- Parents may pay in person in the front office. The office hours are 7:00 a.m. – 4:30 p.m. Lunch meals are \$2.75 each (\$0.40 reduced meal cost), Breakfast meals are \$1.50 each (\$0.30 reduced meal cost).
- Students will receive lunch fee notices when the student has \$5.00 or less on his/her account. Notices are sent out weekly with students. The notices will reflect the status as of the previous Monday afternoon.
- When the student reaches the “account cap,” they will only be offered a designated menu alternate. Sample: Cheese sandwich + veggie sticks + fruit + milk.
- If you have any questions regarding lunch/breakfast fees, please contact Cheryl Banks at (602) 285-3003.

### *Prohibited in School Items and Belongings:*

Students may not bring or possess any object that may distract from teaching and learning. Examples include, but are not limited to;

A. Toys: Possession of any toys, games, etc. without permission of the Teacher or Administrator.

B. Radio, or other communication device: Possession of a radio, CD/DVD player, iPod or any other electronic devices without permission of the Administrator.

C. Pagers/cell phones: Possession of a telephone, pager, or similar device on school property.

Violations will result in confiscation by school officials. The item(s) must be picked up by a parent/guardian. They will not be returned to the student.

### *Student Search and Seizure:*

School racks, desks, textbooks, and storage units are the property of Riverbend Prep. The use of such property by students is a privilege, not a right. The reasonable expectation of privacy which students enjoy does not extend to RBP property. RBP reserves the right to open and search racks, desks, any school property whenever deemed necessary or reasonable for the protection of health, welfare, and maintenance of discipline in the classroom or on school grounds. This may include random, blanket, periodic or sweeping searches and may include the use of animals or mechanical means to detect the presence of illegal substances, weapons, or other prohibited articles or materials. Random, periodic, or sweeping searches of all property will be conducted without regard for any individual suspicion.

School authorities or law enforcement authorities may confiscate any illegal (or apparently illegal) material(s). Any materials confiscated may be used as evidence in disciplinary proceedings in the school or may be turned over to law enforcement authorities if necessary.

School officials will have reasonable suspicion to conduct searches. RBP authorizes the use of trained state police or local law enforcement dogs for searches.

Searches of students, student clothing, backpacks, and student possessions may be conducted if the administration determines that a reasonable level of suspicion exists that a violation of school policy has occurred. Students found in possession of illegal substances, weapons, or other prohibited articles or materials in their property, desks, backpacks and/or on their persons shall be subject to discipline in accordance with the rules, policies, and regulations of RBP and shall further be subject to any fines, penalties or legal actions as may be provided for by state and federal laws and regulations.

### *Lost and Found:*

A lost and found box will be maintained at RBP. Unclaimed items will be destroyed or donated quarterly.

## **Health Policies, Procedures, and Requirements**

### *Immunizations:*

Students may not be admitted or permitted to attend RBP unless the student has received immunizations required by the Dept. of Health. Proof of immunization is required upon registering/entering school. A student who has not received all doses of the required immunizations or who has not been exempted from immunization, but who has received at least one dose of each of the required immunizations, may be provisionally admitted and attend school for a period of up to 8 months.

Required immunizations are:

4 DPT, DT pr DtaP (Diphtheria, Pertussis, Tetanus). The fourth must be after the fourth birthday.

3-Polio

2-MMR (Measles, Mumps, Rubella)

3-Hepatitis

Varicella-Chicken Pox Vaccine or documentation of disease

#### *Medications:*

Prescription and over-the-counter medication to be given at school must have a doctor's prescription stating: name of medication, dosage, route of administration, time to be given, and duration of order. Medication must be in its original container or prescription bottle. Medication is to be brought to school by a parent/guardian and given to the Administrative Assistant or Registrar with all the required information.

A parent/guardian authorization form allowing staff to administer the medication must to be completed. The school supplies the forms.

#### *Head Lice Policy:*

At any time during the school year, the Administrative Assistant may inspect any student(s) for head lice. If live lice are identified during inspection the following procedure will be implemented:

1. The student(s) will be removed from the classroom.
2. The parent/guardian will be called to come and get the student within the hour. It will be the responsibility of the parent/guardian to transport the child home; the child will not be permitted to ride the school bus/or other means of transportation.
3. The school will counsel the parent/guardian regarding treatment, which includes referral to physician or pharmacist, management of the student's environment and prevention.
4. After the medication has been applied, the student must be accompanied to the school by the parent/guardian and report to the front office for an exam. If upon inspection the student is found to have nits, he/she will be denied admission until all the nits are removed.

#### *Illness:*

Students must be kept home for the following:

1. Student has a temperature of 99.6 or greater
2. Student is vomiting or has diarrhea
3. Student has a contagious condition (including but not limited to ringworm, lice, pinkeye, impetigo, chicken pox)

Students must be fever free for 24 hours before returning to school. If a student has a contagious condition (ex. pinkeye, chicken pox, ringworm) a physician's excuse must be obtained stating that the student is able to return to school.

Students who are feeling ill during the school day must see the front office for observation. The school will make the determination as to whether a student will be sent home. Students are not permitted to call home; the Administrative Assistant must make all phone calls home regarding illness. Parents/Guardians are required to provide transportation from school for a sick student. Any student who has an unusual/long term illness (such as a heart condition, diabetes, blood disorder, etc.) should notify the school of any special needs for the student in the event of an emergency. All information will be kept confidential.

Parents/Guardians who choose to have a student excused from a physical education class for one day may get an excuse from the school. Any excuse for longer than one day must come from the student's physician.

### *Health History:*

Parents must provide a student's health history at the beginning of each school year. Forms are sent home at the start of each year. Allergies and medical conditions/diseases must be listed.

### Parent/Guardian Involvement

#### *Volunteering:*

All Parents/Guardians are encouraged to volunteer their time for two (2) hours a month. Volunteer programs benefit our school community and enforce great Parent/student – Parent/school involvement. Ways of accomplishing this requirement include but are not limited to:

A. Cafeteria Duty

B. Paragon Night donations set up and/or clean up.

C. Field Trips

D. Classroom parent

For additional/other options, please contact your child's teacher or the Principal.



Riverbend is excited to partner with the Corporation for National and Community Service and Points of Light by becoming an official certifying organization for the **President's Volunteer Service Award**. As we continue to increase our community involvement, rigorous education and commitment to children and families, we are honored to be able to recognize others who go above and beyond to give back to their community and this school. We always encourage parents to get more involved in their child's education as well as in school and community events and will be rolling out a new volunteer program which will be celebrated in June every school year. We are hopeful to award parents, students, and community members with the bronze, silver, or gold award because of their volunteer service to our community. More information will be available during the school year.

#### *Field Trips:*

Field trips are part of the school curriculum and serve as a valuable addition to supporting our studies. Field trips are initiated and planned at the discretion of the classroom teacher, with building-level approval from the Principal.

No student may attend a school-sponsored field trip without parent/guardian written permission submitted at least 24 hours in advance of the trip. No verbal permission or last-minute permission slips will be accepted.

Field Trips may be suspended or altered at the discretion of the administration or School Board. In addition, students who have not performed academically well, have behavioral infractions, or owe money may be removed from Field Trips.

#### *Background Clearance Checks:*

All long-term RBP volunteers must obtain an Arizona Fingerprint Clearance Card or fingerprints. When volunteering, please sign in at the main office first. Forms are available through the Principal.

#### *Deliveries for Students:*

From time to time, student items will be needed from Parents/Guardians. All personal items must be brought directly to the main office. Students will be paged to come to the office for pick up between class changes to avoid interruptions or the administration or his/her designee will deliver the items.

#### *Messages for Students:*

Unless an emergency, messages will be taken only from individuals listed on the Student's Emergency Contact Form. Emergency messages will be delivered between class changes to avoid interruptions, by the administration or his/her designee.

## Additional Information

### *Camera Policy:*

The use of Observation Monitors in RBP is to strike an acceptable balance between protecting student privacy and achieving appropriate levels of security.

Observation Monitors provide an additional layer of building security, provide an information resource for use in establishing systems that improve school climate, in some cases, provide a tool for teachers and/or administrators to identify behavioral cues when designing personalized behavior/education plans, provide parents/guardians with a quick reference on their child's well-being (upon request to the administration). Observation Monitors are used in accordance with individual's right to privacy under AZ law.

FCS observation monitors are not to be used for extended viewing periods by unauthorized persons or by persons that do not have a specific reason to view them. Parents/Guardians may only view issues/segments that pertain to their child(ren). The observation monitors are not used to evaluate staff.

The Principal or designee, Board Members on official business, Tatonka Education Services employees on official business, and authorized teachers have access to the observation monitors under the direction of the building Principal.

### *Process for non-staff member viewing:*

To avoid disruption to the school day, persons requesting to view the monitors must follow this process:

- 1) Notify the Principal to request authorization, minimum of 24 hours in advance and set up an appointment.
- 2) Sign in on viewing log indicating name, date, purpose, and time in/out.
- 3) An administrator must be present.
- 4) Time limit – at the discretion of the Principal.

### *Drills and Lock downs:*

Fire drills are conducted regularly throughout the school year, additional drills are conducted to prepare students for emergencies including, but not limited to: severe weather, health or safety issues. The goal of each drill is to prepare students to respond quickly and appropriately to maintain their health and safety.

### *Parents Right to Know:*

Parents may request information on the professional qualifications of the student's teacher. The information must state if:

- \* the teacher meets State Qualifications/licensure requirements,
- \* the teacher is teaching under an Emergency Teaching Certificate,
- \* the teacher has a baccalaureate degree,
- \* the child receives services from a paraprofessional, and
- \* the qualifications of the paraprofessional.

This information is available, upon request, from the Principal between the hours of 8 am and 3 pm daily.

### Exceptions:

*RBP Administration reserves the right to amend this handbook as deemed necessary. Therefore, it may become necessary to notify parents/guardians of changes after this printing/approval. Changes will be sent home when approved/amended.*

Additionally, the Board of Directors empowers the school Principal discretion in determination of policies, practices, and procedures listed here to ensure the safety of students and staff, the smooth and effective day-to-day operations of the RBP. Questions, comments, interpretations or concerns may be addressed to the Board in writing prior to a School Board meeting.

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*Please detach, sign and return to classroom teacher.*

## Receipt and Acknowledgement of Student Handbook

I have read, understand, and will abide by the rules, policies, and expectations set forth in the 2018-18 Riverbend Prep Academy Student/Parent Handbook.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_