



Serving:

Perry Township Schools
Metropolitan School District of Decatur Township
Beech Grove City Schools
& Other Central Indiana Districts

Family Handbook

2025-2026

5391 Shelby Street
Indianapolis, IN 46227

Nikki Cahill, Executive Director
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RISE Learning Center

Our school provides a nurturing and responsive environment for students in the Southside Special Services of Marion County (SSSMC) cooperative. We are committed to providing opportunities for those students who are not experiencing success in their home school setting. Our goal is to provide all students with the chance to experience success academically and behaviorally. Our vision is to help students to develop skills needed to cope with the obstacles that have hindered their educational progress. Our program will also provide a variety of support services to all students to increase their interest in becoming functional, contributing members of the community.

Program Description

Welcome to our program. We are a separate school facility for students of the three member districts and other contracting districts. Our program is overseen by the SSSMC Executive Director and Assistant Director.

Our school day for students from Beech Grove, Decatur, and Perry districts begins at 7:50 a.m. and dismisses at 2:30 p.m., except on Wednesday when we release at 2:00 p.m. for teacher professional development.

Our Program is designed to serve students who qualify for our services based on their IEP needs and the Case Conference Committee in the member district. Our program is structured based on evidence based practices for the educational needs of each student. Our purpose is to help our students return to their home school with the necessary skills or graduate from the Learning Center with functional life skills.

Our goal is to design our classes so that we can meet the individual needs for students who come from different schools, are in different grades, have different academic abilities, have different behavioral problems, and different educational needs. With all of our differences, our goal is the same. We want to be successful in preparing students for the next chapter in their journey. This may be post educational or returning the student to his or her home school. We use a team approach to reach our goal, utilizing the teacher, the assistant, therapists, administrators, and any other involved professionals. We all work together to reach the stated goal and to provide the student with the best education.

High School Behavior Education Program

Our High School Behavior Education students are housed in the building located at 5401 Shelby Street (immediately south of main building). These high school students will not have access to 5391 Shelby Street (main building), which houses all other students.

Responsibilities of Students

The student has the right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. The student is responsible for complying with school/classroom rules, for respecting the authority of school staff, and for being diligent in his studies.

Conduct and Behavior

Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe upon the rights of others. Education cannot take place unless there is an atmosphere of order and discipline. Students at the RISE Learning Center are subject to search of their possessions and person when there is reasonable suspicion of the student transporting weapons, illicit drugs, and/or tobacco paraphernalia. Administrative personnel or designee will perform the search in a manner that protects the privacy of the student. Any contraband that is illegal in a school under state statute will not be returned to the student or guardians. Certain illicit drugs or weapons may be turned over to the local police.

Anti-Harassment and Non-Discrimination (Policy A100)

The Rise Learning Center does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex, age, religion, genetic information or disability in

the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all School operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment or discrimination. This prohibition applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

Contact Information for Title IX Coordinator and non-discrimination policy. §106.8(b)(2)(i):

Nikki Cahill
Director
5391 Shelby St
Indianapolis, IN 46227
ncahill@riselearningcenter.org

Pam Johnson
Human Resources
5391 Shelby St
Indianapolis, IN 46227
pjohnson@riselearningcenter.org

Addressing Staff

All staff are referred to by a title (Dr., Mr., Ms., Mrs., or Miss) and either by their first or last name.

Responsibilities of Staff

Teachers and support staff are responsible for setting the environment to support appropriate behavior and academic success and communication with the parents to maintain teamwork.

Parent Support

The parent is most important to the success of our students. The following is a list of ways parents can support their child:

- *Attend all conferences and give suggestions on goals
- *Facilitate communication between the home and school
- *Monitor and assist in the completion of behavior reports
- *Promote and ensure school attendance and abide by all policies and procedures

Visitors (Policy H100)

Parents are welcome to come to school during the school day. If you are going to spend part of the school day in

your child's classroom, it is required that you make arrangements with your child's teacher at least a day in advance. Visits should be short, under 60 minutes, to reduce disruption to the classrooms.

Guest Check In:

1. Guests are required to sign in at the main office or door #1 and indicate reason for visit.
2. Guests will be provided a guest badge.
3. Guests will be escorted to the appropriate destination.
4. Guests will sign out at the main office and return guest badge when finished.

Homework (Policy C575)

Student & Parent Responsibilities

Homework is an out-of-school assignment that contributes to the learning process of the student. It shall be viewed as an extension of class work and related to the objectives of the curriculum. Homework is neither a substitute for classroom instruction nor a punitive measure. Homework may include additional practice exercises, reading materials, incomplete classroom activities, or independent project work related to the subject. Students are expected to complete all assigned homework.

Homework should fulfill the following objectives:

1. to review, remediate, or extend classroom learning;
2. to teach students responsibility and time-management skills;
3. to improve study habits; and
4. to provide the opportunity for independent learning.

The RISE Learning Center does not assign regular homework; however, students who are attending partial days in their home school district are likely to have homework. Completion of homework is often one criterion upon a full return to the home school district is based; therefore we strongly urge parents and students to use the following guidelines:

Parents are encouraged to:

- *Check with your student each day to see if homework has been assigned.
- *Set aside a certain time and place for the homework to be done.
- *Check to see if your student is doing work correctly and neatly.
- *Provide support and encouragement.
- *Let the teacher know if there are questions about assignments.

Students are expected to:

- *Understand instructions before leaving class.
- *Take home any needed information and materials for assignments.
- *Set aside a specific time and place to study.
- *Check completed work carefully and put in a place so that you will remember to take to school.

General Policies

Meals (Policy F176)

Breakfast and lunch is served daily to the students. Checks should be made payable to Perry Township Schools. If you have any questions regarding meals, please call RISE Learning Center Cafeteria at 317/789-1645.

Families needing assistance to apply for free or reduced lunch should contact their home School Corporation's Director of Food Service. Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$10.00. If a student has a significant negative lunch account balance, s/he shall be provided an alternate meal at a reduced price recommended by the Superintendent or designee, the cost of which shall continue to accrue to his/her negative lunch account balance. If a student has a significant negative lunch account balance, the student shall not be permitted to charge any à la carte food or beverage items.

Attendance (Policy C175)

We are committed to an attendance policy that promotes an appreciation among students of the need to attend school regularly and punctually in order to successfully develop social, emotional, and academic well-being, as well as appropriate lifelong habits necessary for successful employment and productivity in a democratic society. The following is an outline to promote good attendance practices:

General Guidelines:

1. **Student Absence—A parent/guardian is required to call the classroom teacher before 9:00 a.m. each day of the child's absence. Dial 317-789 and the four digit extension. This policy ensures the safety of the child and gives the school a record of the reason for the absence. Failure to call within six school days will result in the absence remaining unexcused. Contact your student's teacher on his/her direct line to report an absence. An automated text will be sent for any no call/no show absence.**
2. Throughout the school year, parents/guardians will be advised regarding problems with their child's attendance, either by phone or in writing by a person designated by the building principal.
3. Good medical and dental care are recommended. Parents are encouraged to schedule appointments and therapies outside of normal school hours. When this is unavoidable, however, it is recommended that appointments times be rotated to avoid missing the same class.
4. Families should plan vacations during times when school is not in session to avoid student absences.

Definitions

1. Absence: Each teacher will record an absence when a student is not in attendance at any time during the school day.
2. Half-Day Absences: Absences will be recorded when a student is in attendance or less than one-half of the school day.
3. Excused absences:
 - A. Medical – This includes:
 1. Illness verified by a note from the parent
 2. Illness verified by a note from a physician
 3. Recovery from accident
 4. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
 - B. Funeral/Bereavement – Death in the immediate family or of a relative
 - C. Religious - Observation or celebration of a bona fide religious holiday, practice, or event that is significant to a student's faith.
 - D. Family Choice Planned – Planned absences due to maternity, military connected families' absences related to deployment and return, or other reasons pre-arranged by the student's family and approved by the Superintendent or designee

- E. Family Choice Unplanned – Unplanned absences due to maternity, military connected families’ absences related to deployment and return, or other reasons that occur unexpectedly due to unforeseen family circumstances or decisions and approved by the Superintendent or designee
 - F. Administrator Approved - Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law, except family choice absences will be categorized pursuant to D. and E. above. Includes out of school suspension.
4. Absences not counted by Indiana Law toward the attendance policy.
- A. Participating in subpoena to appear in court (summons required).
 - B. Participating in active duty with the Indiana National Guard.
 - C. Member of the Indiana wing of the civil air patrol who is participating in a civil air patrol for not more than five (5) days in a school year.
 - D. Participating in school-sponsored activities.
 - E. Participating in service as a page in the Indiana General Assembly (proper verification required)
 - F. Participating in services by a high school student as a helper for a political party or candidate on the date of an election
 - G. Student or member of student’s household participates or exhibits in the Indiana State Fair for educational purposes, for not more than five (5) days in a school year, if student is in good academic standing, as determined by the school corporation
 - H.
 - I. If a student is in good academic standing as determined by the school, up to six (6) instructional days in a school year for student participation in a scheduled competition, exhibition, or event offered by the National or Indiana FFA or a 4-H club for educational purposes as evidenced in writing by the student's parent and as approved in writing by the student's school principal.
5. Unexcused Absences:
- A. Family Vacation
 - B. Truancy
 - C. Other absences not covered elsewhere in the attendance policy.
6. Truancy:
- A. Truancy is defined as an absence from school without parental/guardian knowledge or consent or willful refusal of a student to attend school. Additional disciplinary action, as outlined in the Category II section, may be taken in cases of truancy. No credit will be given for work missed due to truancy. Students are encouraged, however, to complete any missed work in order to maintain pacing with their academic classes.

- B. Truancy will be reported to the appropriate school authority as required by law.
7. **Habitual Truancy:**
A student is considered a habitual truant if truant for two days in any period of forty-five school days, three days in a semester, five days in two semesters, or seven days in three semesters. A habitual truant, as defined herein, cannot be issued a driver's license or learner's permit until the age of 18.
 8. **Loss of Instructional Time:**
Loss of instructional time during any portion of a class period or school day due to not being in attendance.
Includes tardy to school and/or leaving before the end of the school day
 9. **Student absences must not exceed six unexcused days per year.**
Consequences: Noncompliance will result in the filing of educational neglect papers with Juvenile Court. On the eighteenth tardy and/or early departure, a legal notice will be served.

Truancy Prevention Policy (from Policy C175)

Absent student – A student is an “absent student” if the student is enrolled in kindergarten through grade 12 and is absent five (5) days within a ten (10) week period without being excused or being absent in conformity with a note on file from the student's doctor, therapist, or other professional requesting frequent absences be excused under the student's IEP, Service Plan (developed under 511 IAC 7-34), Choice Scholarship Plan (developed under 511 IAC 7-49), or a plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.

Parent Notice – The School will immediately provide the following written notifications to the parent of an absent student :

- 1) The student is an “absent student” under the definition above.
- 2) The parent is responsible for monitoring the absent student's attendance and ensuring the absent student attends school in accordance with compulsory attendance laws.
- 3) The Corporation will be initiating truancy prevention measures regarding the absent student.
- 4) The parent is required to attend an attendance conference regarding such truancy prevention measures.
- 5) If the absent student meets the requirements of a habitual truant, the Superintendent or attendance officer of the school is required to report the student to an intake officer of the juvenile court or the department of child services in accordance with IC 20-33-2-25. The juvenile court may determine that the student is committing a delinquent act as provided under IC 31-37-2-3. And the parent of the student may be subject to prosecution under IC 35-46-1-4.

Attendance Conference –The School shall hold an attendance conference to discuss the absent student's absences and establish a plan for the student to prevent future absences. At least the following individuals must be present:

- 1) Representative of the school
- 2) Teacher of the absent student
- 3) Absent student's parent
- 4) Representative chosen by the absent student's parent who may provide insight into the student's absenteeism *if* the student's parent makes a request to the school that the representative attend and provides notice to the school regarding the identification of the representative at least forty-eight (48) hours before the attendance conference.

This attendance conference shall be held no more than ten (10) instructional days after the absent student's fifth absence, regardless of whether the absent student's parent or representative in (4) above is able to attend. The School shall make all reasonable efforts to hold such conference on a date and time that works for the schedule of the absent student's parent.

Absent Student Attendance Plan – Such plan may include:

- 1) wraparound services that are able to be provided to the absent student to ensure the absent student attends school;
- 2) a specific description of the behavior that is required or prohibited for the student;
- 3) any additional disciplinary action the school will take if the absent student does not comply with the plan;
- 4) if applicable, a referral to counseling, mentoring, or other services for the student;
- 5) if applicable, whether a parent is expected to attend the “additional services” described below; to the extent possible, the signature of the parent of the absent student agreeing to comply with the plan; and
- 6) the period for which the plan is effective, not to exceed forty-five (45) instructional days after the plan was established.

Additional Services – The School will offer additional counseling or services to an absent student if the school determines that the absent student's absences are related to any of the following:

- 1) the absent student's pregnancy;
- 2) that the absent student is in foster care (as defined in IC 31-9-2-46.7);
- 3) that the absent student is homeless; or
- 4) that the absent student has a severe or life threatening illness or related treatment.

A habitually truant student may only participate in extra-curricular or co-curricular activities if the Student is doing so in accordance with a plan that meets the requirements for a Student Attendance Plan as described below, after one month of attendance without any unexcused absences, and in accordance with a Student's IEP.

Tardiness

Students from Beech Grove, Decatur and Perry are determined tardy if they arrive after 8:10 a.m. More than 5 tardies per grading period becomes a discipline matter.

Student tardies must not exceed 6 unexcused days per year. Special considerations can be made in working with the SSSMC Associate Director.

Consequences: Noncompliance will result in the filing of education neglect papers with Juvenile Court.

Parent Drop-off/ Pick up

The RLC has the following procedures for ALL students who are transported by parents or caregivers.

1. The Parent completes a car rider packet including the name of other adults given permission to pick up the student
2. The parent or caregiver displays a placard in the windshield that indicates the name of the student
3. Parents line up their vehicles at the south end of the parking lot.
 - Student drop off begins after the buses have been dismissed around 8:00.
 - Student pick up begins when the last bus has been dismissed around 2:35.
4. Parents or caregivers must wait for the RLC personnel to direct them to pull into the bus lane to begin drop off or pick up.

Late Arrival/ Early Pickup

Students who are being dropped off after 8:15 must call 317-789-1621 and a staff member will meet the student and parent/caregiver at the vehicle at the assigned door.

Students being picked up early should leave **30 minutes before the end of the day.** (2pm on M,T,Th,F; 1:30pm on Wed) to avoid crossing an active bus line.

Illness

Students and their families are expected to call in each day the student is ill by 10:00 a.m. Students need to be fever-free and/or vomiting-free for 24 hours without medication before returning to school. If a student is picked up for fever and/or vomiting, student may NOT return to school next day. Extended illnesses of three days or more will require the student to get a doctor's note to have missed days reported as excused. Excessive absences or questioned absences may dictate the necessity for a call to a nurse to verify the student's illness. A doctor's

note may also be requested for the absence to be excused. Pre-arranged appointments should be reported to the teacher in advance in order to receive a credit for missed assignments. Failure to give advanced notice will result in missed assignments being accepted at teacher's discretion.

Contagious Medical Conditions (Policy A325)

RISE Learning Center policy of school attendance regarding contagious medical conditions (i.e. pink eye (for elementary), flu, COVID-19, etc.) is below:

A statement must be on file including the following information for a student to return:

1. Treatment plan, medication and duration.
2. Permission to attend school-stating that the condition is not contagious.
3. Physician's signature and date.

Meningococcal Disease

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Please talk with your child's health care provider about meningococcal disease and vaccination.

Medications (Policy C525)

RISE Learning Center nurse and administration will dispense medications. All medications must be in original container, and have the dosage and time noted that the medication should be taken. A parental medication release form signed by the physician must be on file. Parents must bring medications to school. ***Medications are not to be transported to school by the student unless the provisions of Indiana Code 20-33-8-13 apply.*** Otherwise, only a trained staff member may dispense medication.

Telephone Calls

If at all possible, we ask that parents call teachers from 7:40-8:00 or after 2:35 p.m. You may leave a message on voice mail at any time. Students will not make/receive telephone calls unless permission is given by teacher.

Transportation

Transportation needs are taken care of through each child's home school district transportation department. RLC may assist in providing contact information for families, however, SSSMC/RLC no longer handles transportation for students.

Buses may be allowed to idle for more than five minutes within 50 feet of the school building in order to maintain heat or cooling.

Student Code of Conduct

Discipline (Policy C350)

Discipline of students attending RLC will be administered in accordance with Indiana Code. Grounds for suspension or expulsion are student misconduct or substantial disobedience; unlawful activity reasonably considered to be an interference with school purposes or an educational function or the student's removal is necessary to restore order or protect persons on school property (including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending

classes or other school functions); and possession of firearms, deadly weapons, or destructive devices, as defined in IC 20-33-8-16.

Following are illustrative examples of student misconduct, substantial disobedience, or unlawful activity that may be grounds for suspension or expulsion. The follow does not constitute a comprehensive/exhaustive list and RLC reserves discretion to make disciplinary determinations based in Indiana Law.

1. Using violence, force, coercion, threat, intimidation, fear, or other comparable conduct constituting a substantial interference with school purposes, or urging other students to engage in such conduct.
2. Using any form of written, verbal or nonverbal harassment, and/or physical contact which includes but is not limited to disability, ethnic, gender, sexual orientation, racial, and/or religious.
3. Engaging in any unlawful activity that constitutes an interference with school purposes or an educational function
4. Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.
5. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana/THC, alcoholic beverage, stimulant, depressant or intoxicant of any kind including any substance presented in look or effect of the above drugs, with or without a prescription. Possession of a drug authorized by a medical prescription from a physician is a violation of this subdivision. All medication must be brought to school by a parent/guardian, stored and administered in the Health Center by the school nurse or specific designated employee.
 - b. Possessing, using, or transmitting any tobacco/nicotine products. All uses of tobacco/nicotine, including a cigar, cigarette, pipe, snuff, vape or any other matter or substance that contains nicotine, as well as electronic or other substitute forms. f. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana/THC, stimulants, intoxicants, narcotics depressants, hallucinogens, amphetamines, or barbiturates. (Examples of things which are not to be possessed or provided to another person are: electronic pipes, pipe screens, rolling papers, clips, vape pen, or any other mechanical devices used for the above.)
 - c. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function
 - d. Participating in or placing nuisance phone calls to staff as well as unauthorized or prank phone calls to police, fire, or 911 services
 - e. Aiding, assisting, or conspiring with another person to violate student conduct rules or state or federal law.
6. Possessing a Firearm
 - a. No student shall possess, handle or transmit any firearm or ammunition on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device

- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

c. The penalty for possession of a firearm: the student must be suspended for ten days if they bring a firearm or destructive device to school or onto school property.

7. Failing to report knowledge of deadly or dangerous weapons or behavior of another person to a teacher or administrator when behavior by another person could result in harm to another person or persons or damage the property of another person or persons when the student has information about such behavior

8. Participating in a Criminal Organization Activity or similar destructive or illegal group. The grounds for discipline listed above apply when a student is:

- a. On school grounds,
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.
- d. A student may be suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

Contraband

Students are not allowed to bring cigarettes, cigarette lighters, drugs, knives, or any other items that could be used as a weapon to school. Students may carry cell phones but are not allowed to use them during class. **Cell phones** being inappropriately used in class by a student will be held by the principal and may be picked up by the parent/guardian (see Wireless Communication Device Policy).

Anti-Bullying (Policy C200)

RLC prohibits bullying as described in Policy C200 and IC 20-33-8-13.5.

"Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to his or her person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the School.

Students should immediately report any bullying to a school employee. Our school officials will respond to each case with a prompt investigation and appropriate intervention, response, parental involvement, and reporting. Consistent with other legal obligations, RLC will prioritize the safety of the target of the bullying. For more information on RLC's commitment to anti-bullying, please see Policy C200.

Due Process

Due Process of Law means fair rules and fair treatment. It is a concept that protects students in disciplinary hearings by assuring all sides an opportunity to present evidence. It safeguards the valuable interest students have in their education against mistaken or unfair actions by school officials. RLC follows the guidelines of the Indiana student due process statute.

Search and Seizure (Policy C550)

Student(s) shall have no expectation of privacy in a school provided locker or other storage area on RLC property. An administrator, with individualized reasonable suspicion to believe that a search of a student's outer clothing and items in the student's immediate possession may or will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student may, without warrant or prior notice, conduct a search. A search of a student's inner layer of clothing or a search of the student's person involving the removal of the inner layer of clothing is not permitted.

School Bus Conduct

To maintain desirable behavior, drivers are instructed to promote a positive atmosphere, to develop a friendly passenger-driver relationship, be fair and impartial to all, and not grant special privileges. At the beginning of each school year, drivers will explain the rules, regulations, and the importance of good conduct for the safety of all students riding the bus. Indiana law concerning school bus discipline, states, "When school children are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and subject to the disciplinary measures of the bus driver and governing body of the school corporation." RISE Learning Center adopted the following student behavior management plan to help maintain a safe environment on the school bus:

The bus driver will use professional judgment when discerning minor and serious incidents that require disciplinary action.

This process includes:

Incident One: Verbal warning by the driver

Incident Two: Disciplinary intervention by the driver

Incident Three: A letter citing the incidents and interventions is mailed to the student's parent/guardian.

Incident Four: The incident report citing the four minor incidents is forwarded to the school administrator in charge of buses for further disciplinary intervention.

Any incident succeeding the fourth will also be forwarded to the school administrator. Serious incidents are immediately forwarded to the school administrator on a Serious Incident Form.

Student Scanning C550

Because of our concern for safety of students and staff, all students may be subject to screening. Students and their possessions shall be screened by RLC employees using a handheld metal detector screening and may be used each time students enter the building. Consistent scanning techniques shall be used for each student.

Birthdays

Please make arrangements with your child's teacher prior to bringing a treat to school. Treats need to be store brought or prepackaged. Please do not send party invitations to school unless each child in the class is to receive an invitation.

Care of Property

- *If a student requires a backpack, it must be a **clear backpack**. RLC will provide each student with a clear backpack at their beginning. No canvas or cloth bags will be allowed entry into the school.
- *Please label all clothing and bags with first and last name.
- *Do not bring more money than what is needed for daily expenses.
- *The school cannot be responsible for money and other valuables brought to school.
- *The child and parent should understand that the student is responsible for the care and safekeeping of all school materials provided for their use. Students will be required to pay for lost and/or damaged items issued by the school.
- *Items brought to school from home will be at the student's own risk.

Wireless Communication Device Policy (Policy A301)

When students enter the school, students are to turn in their wireless communication device(s) to the designated area. Each student's wireless communication device will be returned upon exiting the building at dismissal. In the event of an emergency, staff will return wireless communication devices to each student to have access.

When a student has a wireless communication device in their possession, either during an emergency or found during the school day, the taking photos and audio or video recording on any device are strictly prohibited unless explicitly authorized by school officials.

School administration reserves the right to search the contents of any device if there is reasonable suspicion that the search will reveal evidence of other violations of other school rules beyond the wireless communication device use violation. Unauthorized use of wireless communication devices brought to school or used on the bus may result in disciplinary action as well as confiscation. Wireless communication devices must be picked up no later than the end of that given school year.

*A student will have access to their wireless communication device as permitted by the student's IEP and/or to monitor a health condition that is documented through medical records or a Health Care Plan.

Wireless communication devices include but are not limited to, cell phones and/or auxiliary/ancillary devices such as earbuds, headphones and smartwatches.

Animals on School Property (Policy G275)

Only service animals are allowed in the building without parents/guardians being notified two days prior to the presence of animals for such events or convocations.

The service animal's handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, watering, grooming, and veterinary care. The handler should encourage the animal to use marked toileting areas. The Corporation is not responsible for the training, care, or supervision of a service animal. All service animals must meet every veterinary health and inoculation requirement set forth in State law and local regulation or ordinance, including but not limited to a current rabies vaccination.

A person accompanied by a service animal is liable for and may be charged for any damage done by the service animal. By permitting an animal on Corporation property or Corporation-sponsored events, the Board does not assume responsibility for any damage, harm, or injury caused by any animal. The owner of the animal, or the individual accompanied by the animal onto Corporation property or sponsored events, is liable for any damage, harm, or injury caused by the animal to other students, staff, visitors, and/or property. An individual may be charged for damage, harm, or injury caused by his/her animal.

In instances when a service animal has demonstrated that it is:

- (1) not under the control of the individual or its handler;
- (2) it is not housebroken; or
- (3) it is not trained to take specific action or perform tasks to assist the individual with a disability,

RLP officials shall document such behavior and recommend when the service animal is to be removed and/or excluded from RLP property. RLP's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the RLP's Nondiscrimination/Anti-Harassment Policy and the

corresponding complaint procedures. This policy and corresponding administrative procedures shall not preclude a student and his/her parent/guardian from pursuing a complaint with the United States Department of Education's Office for Civil Rights or the Indiana Civil Rights Commission.

Emergency School Closing

Due to weather conditions and/or emergency conditions, school may be closed, have delayed starting, and/or dismissal times. *If you provide RLC with current contact information, you will be notified via an automated phone call or text message.*

The latest school news is available on most Indianapolis radio and television stations. If you are to be away from home for the day, please make satisfactory arrangements for your child, since we may find it necessary to shorten the school day in emergency situations. If school is closed, the decision is made by 6:30 a.m. In bad weather when it seems possible that school might be closed, please listen for announcements for the Southside Special Services of Marion County. If you are going to come to school to pick up your child, you may take home only your child unless prior written or phone arrangements have been made with the office.

Fire, Tornado, and Intruder Drills

Drills are held in compliance with state mandate. A map and instructions are posted in each room that directs students to the appropriate exit. Teachers review emergency procedures with their students on a regular basis.

School Fees

Student(s) are required to pay school fees each year. Since the RISE Learning Center is a program of each school district, free and reduced status does not apply to school fees. School fees are due by August 31 of each school year. A payment plan can also be set up with our school treasurer. If you can't pay school fees in full by Aug. 31, please contact Teresa Ruark at 317.789.1622.

Pesticides (Policy G250)

Parents/ guardians who request prior notice will be notified at least two days prior to the use of any pesticides for the control of insects in or around the school building. Please contact 789-1621 to be placed on a list of those notified.

Asbestos

Under the Asbestos Hazard Emergency Response ACT (AHERA) of 1986, RISE is required to annually notify all school building employees, building occupants or legal guardians, of the availability and location of the Asbestos Management Plan and of any post-response action activities, including re-inspection and surveillance activities that are planned or in progress.

An asbestos statement of compliance is on file in the district office. For an additional copy, please contact the [insert title].

Field Trips/Community Based Outings (Policy C500)

Field trips are designed to compliment and extend our children's learning. School trips for instructional purposes only may be taken by classes when the appropriate arrangements are made by the classroom teacher with the school director and prior approval from the director is obtained. No student may participate in any trip without the prior written permission of a parent or guardian. Students may be charged a reasonable cost for trips, but no student will be prevented from participating in trips solely because of a genuine inability to pay such costs. During the trip, all applicable RLC policies apply; students shall be subject to applicable codes of student conduct, chaperones/volunteers shall be bound by applicable RLC policies, and employees shall be subject to applicable codes of conduct. If the student must leave the trip early for any reason, including but not limited to a violation of RLC policy or code of student conduct, the parent or guardian shall be required to assume financial responsibility for any additional costs. A staff member shall not change a planned itinerary while the trip is in progress, except where necessary for the health, safety, or welfare of the students in his or her charge.

For the benefit of our students, younger siblings cannot attend. Students without signed permission slips will not be allowed to attend the trip. If the school fees have not been paid in full, the parent/guardian will need to send in \$20 towards the admission and transportation costs for their student to attend the trip.

Emergency Forms

Students are given emergency forms at the time of admission or during the first week of school to be completed by the parent and returned to the school promptly. The forms are kept on file and used to keep permanent records up to date. If at any time during the school year the address or telephone numbers change, please notify the school office immediately.

Age of Majority

Students who are age 18 or over have all the rights and responsibilities of adults. Even though

students are 18 or over and are considered adults, they have the same responsibility to obey all school rules and regulations as other students. "The Family and Educational Rights and Privacy Act" provides guidelines for consent to release a pupil's school records. Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the permission or consent required to fulfill the rights accorded to parents/guardians shall only be required of/and accorded to the student.

Dress and Grooming

The standard of dress and grooming upheld by our school is that which is generally considered appropriate. Every student is expected to maintain a reasonable standard of wearing apparel, cleanliness, and personal hygiene. Revealing clothing, or items promoting drugs or violence are prohibited.

Students are generally required to wear clothing that meets the standards of their local district; this is important in setting the student up for success in returning to their home school. Students may not wear hats inside the building after arrival, unless for a spirit day event, earned as a reinforcer, or as an accommodation for a bona fide religious belief. Students are prohibited from wearing hooded sweatshirts to school. Students may not wear any type of athletic cleats. Violations of standards of dress will be addressed to the parents and the student, and may include the parent being required to bring appropriate clothing or disciplinary actions up to suspension.

Education

School policies shall be generally applicable to all children with disabilities. However, administrative personnel should be especially sensitive when determining the appropriate disciplinary action when children with disabilities are involved. Consideration must be given to the possible impact the condition has upon the behavioral problem that is being reviewed.

If behavioral problems continue to the point of resulting in suspensions from the school setting, a Functional Behavioral Assessment (FBA) will be conducted, and current placement and services will be evaluated to see if the student's needs are being met. In addition, a Behavioral Improvement Plan (BIP) will be implemented to help assist in preventing a future behavior problem. The parent and/or school may call for a reconvened case conference to discuss the above options. If behavior problems persist resulting in further suspensions or expulsions, educational opportunities will be provided, which work toward the student's IEP goals. The school follows all rules and regulations for special education services, as outlined in Indiana's Article 7 and the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act.

Immunization Law

Indiana law requires parents/guardian of all children in kindergarten through grade 12 to furnish the school a written statement of each child's immunization no later than the first day of school.

**Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that RISE Learning Center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, RISE Learning Center may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the RISE Learning Center to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want RISE Learning Center to disclose directory information from your child's education records without your prior written consent, you must notify the SSSMC in writing by October 7, 2020 RISE Learning Center has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of athletic teams**
- **Degrees, honors, and awards**
- **The most recent educational agency**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.**

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days after the day the RISE Learning Center ("School") receives a request for access.

Parents or eligible students should submit to the Director a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the RISE Learning Center to amend a record should write the Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the RISE Learning Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review

the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Student Privacy, Parental Access to Information, and Inspection of Materials (Policy C225)

RLC respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs of the student or his/her parents; or

- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

RLC will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Parent's Right to Know

Upon a parent's request, RLC will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.

Testing

Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by RLC.