

RISE Learning Center



Home of the Rockets

Serving:

Perry Township Schools
Metropolitan School District of Decatur Township
Beech Grove City Schools

Family Handbook

2021-2022

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PROCEDURES AND PRECAUTIONS DURING A PANDEMIC

RISE Learning Center- General Precautions:

1. Reduce exposure
 - a. All staff, students, and families will be asked to monitor health and follow the CDC guidelines:
 - i. No one with a fever
 - ii. No one exposed to a known case of Covid-19
 - iii. Wear a face mask
 - iv. Wash hands frequently.
 - b. Teachers and staff will have dedicated doors to enter through. Staff are to only use their assigned doors.
 - c. Students for Behavior Education will enter through door 3 under the south canopy. Students for Lifeskills and MOVE will enter through door 9 under the north canopy.
 - d. Staff and students are to travel the hallways on their right side as they travel.
 - e. Classes in one area will be grouped as a pod. Each pod will have specials on the same day, i.e. Functional Lifeskills elementary, Functional Lifeskills Middle School, and Behavior Ed Kindergarten-1 may have PE on Monday, Art on Tuesday, Library on Wednesday and no other classes will use those environments those days.
 - f. OT/PT and SLP will also change
 - i. Providing services to one pod only each day
 - ii. Follow sanitization and cleanliness policies.
2. Improve Sanitation
 - a. The Operations staff will be cleaning commonly touched surfaces throughout the day as well as cleaning areas each night.
 - b. Instructional Aides will be required to assist in keeping surfaces in the classrooms sanitized.
3. Limit areas
 - a. Snack Shack:
 - i. Orders will be via e-mail or staff will place orders for students, no more lines at the window
 - ii. No more self-serve for staff. Lines with social distancing.
 - iii. Limited amount of students working in the Snack Shack
 - iv. School Prize Earning items should be retrieved by staff
 - d. Library:
 - i. The bean bags will have to be in storage
 - ii. The books will be covered with clear shower curtains and staff will retrieve books that students may desire.
 - iii. Tables and chairs will be cleaned between classes
 - iv. Returned books will be put in a storage bin for three days before being restocked.
 - e. Art Room:
 - i. Items on shelves will be covered with sheets or opaque shower curtains to reduce touch contact.
 - ii. Table tops and other areas will be cleaned between classes
 - iii. All art items being used will either be cleaned or one time use on any given day. No sharing of materials.
4. Staff working with a misbehaving student not following hygiene rules will
 - a. Either wear glasses and a face mask or a face shield.
 - b. Report students who expectorate on staff, walls, or other materials.

PROCEDURES AND PRECAUTIONS DURING A PANDEMIC

(continued)

COVID-19 Procedures for Student Check In/Release

Due to the Coronavirus/COVID-19 precautions urged by the Center for Disease Control (CDC), the RISE Learning Center (RLC) will implement the following procedures for students arriving late or departing early with parents/guardians/other authorized persons. These procedures will be in effect as long as the CDC recommends them and may change based on CDC recommendations.

Students arriving after the normal morning drop off:

1. Parents/Guardians will remain in their vehicle and call the front desk (317-789-1621).
2. RLC staff will come to the vehicle to retrieve the student.
3. Parent/Guardian will sign in the student while remaining in vehicle.
4. Any equipment or items for the student should be in his/her backpack or a bag that the student can carry.
5. (Medication is separate procedure...see below.)

Student pick up before the normal school ending time:

1. Parents must arrive at least 30 minutes before the normal day end (2:00 on Monday, Tuesday, Thursday, and Friday; 1:30 on Wednesday).
2. Parents/Guardians will park in the bus drive or visitors' parking near the American Flag.
3. Parents/Guardians will remain in their vehicle and call the front desk (317-789-1621).
4. Students will not be retrieved from their classroom until the Parent/Guardian/ Authorized person is in the parking lot.
5. Parent/Guardian/ Authorized person will need to have his/her Identification available and be on the student's emergency contact sheet.
6. RLC staff will bring the student to the vehicle.
7. Parent/Guardian will sign out the student while remaining in his/her vehicle.
8. Any equipment or items for the student should be in his/her backpack or a bag that the student can carry.

Student Medication, Medical equipment, Formula, and Briefs Drop off/Pick up:

1. Parents/Guardians will remain in their vehicle and call the front desk (317-789-1621).
2. Parents/Guardians must be wearing a mask and not be ill.
3. The times for Medication and other items to be delivered must be after 8:30 and before 1:30 to avoid issues with student arrival/dismissal and buses.
4. Parent will go to the table underneath the canopy at Door 9 (north of Door 1) and wait for the RLC staff to receive and document the items

COVID-19 Procedures for Parent and Visitors at the RISE Learning Center

Due to the Coronavirus/COVID-19 precautions urged by the Center for Disease Control (CDC), the RISE Learning Center (RLC) will implement the following procedures for visitors for meetings at the RLC. The CDC is recommending that meetings be through video or phone conferencing; however, in the event that in-person meetings are needed, we will follow these procedures.

These procedures will be in effect as long as the CDC recommends them and may change based on CDC recommendations.

1. Parents/Guardians/Visitors will remain in their vehicle and call the front desk (317-789-1621).
 - a. Please give a phone number for reaching you in your vehicle. Your call will be documented as your sign in, so please list all persons with you.
2. The RLC staff will notify when you may enter the building.
3. Parents/Guardians/Guests must be wearing a mask and not be ill.
4. Meetings in person will be held in the large conference room (LGI) at Door 2. Staff will open the Door 2 door to let guests enter unless otherwise directed by staff. This room will accommodate social spacing. Guests are asked to maintain the social distance of 6 feet unless they are immediate family members or immediate associates.

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. Classrooms consist of one full-time teacher and at least two full-time instructional assistants. Our program is overseen by the SSSMC Executive 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.

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.

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

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.

Guests will sign out at the main office and return guest badge when finished

Homework

Student & Parent Responsibilities

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

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 789-1645.

Attendance

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. Teacher phone numbers are listed toward the back. 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 their direct line to report an 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. Personal illness. (A doctor's note **may** be requested after three consecutive days of illness or an extended number of absences.)
 - B. Family bereavement.
 - C. Unusual occurrence approved by the principal.
 - D. 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. Participating in school-sponsored activities.
 - D. Participating in service as a page in the Indiana General Assembly (proper verification required)
 - E. Participating in services by a high school student as a helper for a political party or candidate on the date of an election
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.

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.

Explanation of Policy:

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 report to Door 1 and be signed in by a parent/caregiver.

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 students is ill by 10:00 a.m. 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

RISE Learning Center policy of school attendance regarding contagious medical conditions (i.e. ringworm, lice, pink eye, 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.

Medications

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.** 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.

Discipline

Recognize that if the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to provide consequences or to remove a student from school.

Student Scanning

Because of our concern for safety of students and staff, a hand held metal detector screening may be used each time students enter the building.

Birthdays

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

Care of Property

- *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.
- *Cell phones and electronic game device use and possession may be regulated by the teacher in each classroom, and in general are not recommended. RLC is not responsible for lost or damaged electronic devices.

Animals in the Building

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.

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

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.

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 used in class by a student will be held by the principal and may be picked up by the parent/guardian.

Search and Seizure

Student(s) shall have no expectation of privacy in a school provided locker. An administrator, with reasonable suspicion to believe that a search of the above 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.

Field Trips/Community Based Outings

Field trips are designed to compliment and extend our children's learning. 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.

Student Rights

The United States federal courts have consistently stated that students have substantial constitutional rights that they are entitled to exercise within the school environment. The following rights are those that students presently possess, based on the federal and state constitutions and laws.

Age of Majority

Students who are age 18 or over and emancipated 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 the student.

Discrimination

Discrimination is not a valid justification for disciplinary action. A policy prohibiting discrimination is available to all students, parents/guardians, and staff.

Dress and Grooming

The standards 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. Students may not wear the hood up on a "hoodie" during the school day. 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.

Bullying

RLC prohibits bullying as described in its student discipline code IC 20-33-8-12. The discipline rules adopted by the governing body of a school corporation must apply when a student is: (1) on school grounds immediately before or during school hours, immediately after school hours or at an other time when the school is being used by a school group; (2) off school grounds at a school activity, function or event; (3) traveling to or from school or a school activity, function or event; (4) using property or equipment provided by the school. Bullying can be physical, verbal, or non verbal threatening. Any of these behaviors occurring repeatedly fall into the category of bullying. Students should immediately report any bullying to a school employee. Our school officials will respond to each case using the appropriate category.

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. The school district follows the guidelines of the Indiana student due process statute.

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.

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 Code 20-9.1-5-19, 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.

Title IX

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

Scott Carson, PhD
Director
5391 Shelby St
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317/789-1675

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**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 of 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))

POLICY on RESTRAINT and SECLUSION

RISE LEARNING CENTER

The first and foremost responsibility of all schools is to ensure the safety and security of the students. Members of the Governing Board of SSSMC expect that all students will be treated with dignity and respect and that appropriate student behavior will be modeled and taught. Members acknowledge that restraint or seclusion may be utilized by all staff in both general and special education. Procedures and training about proper application need to involve a broader array of educators than solely those in special education.

FOCUS ON PREVENTION

Ask states to ensure that enough school staff are trained to keep students and staff The RISE Learning Center is committed to providing a safe learning environment for all students and staff. Effective use of positive behavior supports emphasizes prevention through identification of skill strengths and challenges, followed by instruction and modeling of replacement skills/behaviors, including those of emotional regulation.

The focus on prevention at the RISE Learning Center encompasses the following:

- Use of evidence-based techniques shown to be effective in the prevention of physical restraint and seclusion in keeping both students and school personnel safe when imposing physical restraint or seclusion
- RLC will have an on-site staff member trained to be as crisis management trainer.
- The Trainer will conduct new trainings as needed with all staff, and refresher trainings at least every 24 months to keep staff credentials current.
- The Trainer will maintain a list of staff trained and current in certification.
- Use of evidence-based skills related to alternatives to restraint and seclusion: understanding function of behavior, including antecedents
- All students with behavioral concerns will have a current Functional Behavior Assessment (FBA), and a Behavior Intervention Plan (BIP) based on the function.
- Positive behavior supports (Positive Behavior Intervention and Supports – PBIS)
- The RISE Learning Center teaches replacement behaviors in Responsibility for self and actions, In my space behaviors, Safe behavior, and Engagement in academic tasks.
- understanding underlying characteristics
- safe physical escort
- conflict prevention and de-escalation
- Knowledge of first aid and cardiopulmonary resuscitation
- Familiarity with policy, procedures and practices regarding restraint and seclusion

For the full policy for restraint and seclusion visit the SSSMC website at:

<http://riselearningcenter.org>

Select Chapter 5000 of the Administrative Guidelines, section 5630.1, pages 127– 135.

Parents may also ask for a printed copy by request to the RISE Learning Center front office or the SSSMC administrative offices.