



2023-2024 Student Handbook

CORE VALUES:

Respect Integrity Service Excellence

Rise Academy is an independent, Christian, non-profit high school located in the East End of Richmond. Our top priority is responding to the academic needs of our students. We offer all the classroom instruction necessary to meet or exceed Virginia's graduation requirements. We seek to empower students to become leaders and culture-makers in their school, home, workplace and community.

Table of Contents

MISSION OF RISE ACADEMY	3
STAFF CONTACT INFORMATION	4
DAILY SCHEDULES	5
GENERAL INFORMATION	6-7
ACADEMICS	8-9
RISE ACADEMY COMMUNITY EXPECTATIONS	10-11
HONOR CODE	11
STUDENT CONDUCT	12
STUDENT DISENROLLMENT PROCEDURE	13
ATTENDANCE	13
UNIFORM AND DRESS CODE POLICY	14-15
COMPUTER USE CONTRACT AND CARE	16-17
MEDICATION ADMINISTRATION POLICY	18
RISE RICHMOND	19
PARENT AND STUDENT ACKNOWLEDGEMENT <i>(PLEASE DETACH, SIGN AND TURN IN AT ORIENTATION)</i>	20



Mission Statement

Rise Academy equips students to achieve **ACADEMIC** success, develop **CHARACTER**, and serve their **COMMUNITY**.

Academic Success

Rise Academy students are intelligent, responsible, and motivated young men and women. All Rise Academy students are capable of achieving their academic goals. Rise Academy offers an excellent and equitable education so that every student can pursue and succeed in higher education, military service, or the workplace upon high school graduation.

Matthew 22:37: *"Jesus replied: 'Love the Lord your God with all your heart and with all your soul and with all your mind.'"*

Character Development

Rise Academy students uphold our school's stated, core values of Respect, Integrity, Service, and Excellence. These values are rooted deeply in the Bible, which tells us that the people of God are known for bearing good fruit. Rise Academy staff aim to model these "fruits of the Spirit" and encourage their students to develop character traits based on the life and teachings of Jesus Christ.

Galatians 5:22–23: *"...the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control."*

Serving Our Community

Rise Academy students serve others. We work for the common good of our school community and not just for ourselves. Rise Academy students lead and participate in community service initiatives throughout the school year.

Mark 10:45: *"For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many."*

Staff Contact Information

Parents, please contact your student's teachers via school email or the school office phone and do not use their personal cell phone or social media accounts to contact them, except in cases of emergency. Thank you!

<p>Dr. Brittany Lopes* Principal, 2023 brittany.lopes@riseacademyrva.org</p>	<p>Mrs. Moira Sallade* Assistant Principal, 2023 moira.sallade@riseacademyrva.org</p>	<p>Ms. Janae Dillard* School Counselor & Accommodations Coordinator, 2020 janae.dillard@riseacademyrva.org</p>
<p>Ms. Amber Stancil Administrative Coordinator, 2024 amber.stancil@riseacademyrva.org</p>	<p>Mr. Elijah Saunders PE substitute elijah.saunders@riseacademyrva.org</p>	<p>Ms. Robinette Diggs Kitchen Assistant, 2014 robinette.diggs@riseacademyrva.org</p>
<p>Mr. Marcellus Wright Social Studies Teacher, 2022 marcellus.wright@riseacademyrva.org</p>	<p>Mr. Jason Pacious Science Teacher, 2014 jason.pacious@riseacademyrva.org</p>	<p>Mrs. Brittany Andrews CTE Teacher & Cheer Coach brittany.andrews@riseacademyrva.org</p>
<p>Ms. Zoë Jones Spanish Teacher, 2021 zoë.jones@riseacademyrva.org</p>	<p>Mr. Brandon Ashe Athletic Program Coordinator, 2024 brandon.ashe@riseacademyrva.org</p>	<p>Mrs. Felinta Sanders School Nutrition Coordinator, 2022 felinta.sanders@riseacademyrva.org</p>
<p>Ms. Gabrielle Smith English Teacher, 2024 gabby.smith@riseacademyrva.org</p>	<p>Mrs. Emily Hess Math Teacher, 2023 emily.hess@riseacademyrva.org</p>	

*Indicates that this person is a member of Rise Academy's Leadership Team

School Support Staff

Mr. Elijah Saunders, Head Basketball Coach: elijah.saunders@riseacademyrva.org

Mrs. Brittany Andrews, Cheer Coach: brittany.andrews@riseacademyrva.org

Mr. Harold Sanders, Kitchen Assistant: harold.sanders@riseacademyrva.org

Mr. Brian Campo, Rise Richmond Director of Operations: brian.campo@riserichmond.org

2023–2024 Rise Academy Daily Schedule

Note: All passing periods are 3 minutes each; lunch will last 22 minutes; classes are 82 minutes long

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30–8:40	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:40–8:47	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:50–10:12	Block 1	Block 1	Block 1	Block 1	8:50–10:03 Block 1
10:15–11:37	Block 2	Block 2	Block 2	Block 2	10:06–11:19 Block 2
11:40–12:10	Guardian Block	Guardian Block	Rise Chapel	Guardian Block	11:22–11:50 Lunch
12:10–12:35	Lunch	Lunch	Lunch	Lunch	11:53–1:06 Block 3
12:38–2:00	Block 3	Block 3	Block 3	Block 3	1:09–2:22 Block 4
2:03–3:25	Block 4	Block 4	Block 4	Block 4	2:25–3:25 Rise Clubs

ONE-Hour Delayed Opening Schedule*

TWO-Hour Delayed Opening Schedule*

9:30–9:40	Breakfast	10:30–10:34	Homeroom
9:40–9:47	Homeroom	10:37–11:40	Block 1
9:50–11:03	Block 1	11:43–12:46	Block 2
11:06–12:19	Block 2	12:49–1:13	Lunch
12:22–12:52	Lunch	1:16–2:19	Block 3
12:55–2:09	Block 3	2:22–3:25	Block 4
2:12–3:25	Block 4		

*Bus pick-up will happen 1 or 2 hours later than normal

*Notification of any campus closures or delays will be communicated via Parent Alert text and email.

General Information

School Email Communication

Students are provided with a school email address (fristinitiallastname.student@riseacademyrva.org). Staff use this email address to communicate school-related information to students. Rise Academy students are expected to read their email daily during the school year and with some frequency during the summer months.



Transportation by A to B Kid Shuttle

Rise Academy has contracted student transportation to A to B Kid Shuttle beginning August 22nd. Parents can expect a shuttle with this name (see logo above) to arrive at the assigned pick up time each school day. Parents will see a Rise Richmond sign in the window of each shuttle. Families who live within our school zone boundaries will be offered a seat on the shuttle. A boundary map is available [here](#), on our school's website. Families who reside outside the boundary zone will need to provide their own transportation and are expected to arrive at school no later than 8:30AM.

Students should wait at their designated bus stop **5 minutes prior to pick-up time**. Students who miss the bus must find another mode of transportation to arrive at school safely and notify the school office immediately. If you have any questions regarding student transportation, have an issue with a driver or pick up schedule, please contact the school office.

Student Driver Permissions

Parents/Guardians should notify the Assistant Principal when their student(s) completes the requirements to receive their driver's license and will begin driving to school. Student drivers should park in the large, rear parking lot and ring the buzzer for entry at the back door. Student drivers may not drive other students to/from school without prior approval from the Leadership Team and will need to have completed the Rise Academy Student Driver Permission form with a parent's signature included (available at Orientation).

Parent Communication Expectations

Because we consistently communicate with parents through USPS mail service, text alerts to cell phones, as well as email, please let the Administrative Coordinator know whenever your family changes addresses or phone numbers: karen.holland@riseacademyrva.org.

Dr. Lopes will email a weekly newsletter to families every Sunday that will share any upcoming events, celebrations, and information from the school.

School Uniform Store

Students have the opportunity to purchase official Rise Academy logo polo shirts and tee-shirts through our online [School Store](#). At Orientation, students will receive a few Rise Academy logo shirts. Families have the opportunity to purchase additional shirts at that time as well as by request, throughout the school year. The school stocks shirts of varying styles and colors, ranging in price from \$8-\$14.

School Counseling

At Rise Academy, we believe that it is important for students to be emotionally healthy. To help navigate any challenges during the school day, Rise Academy students may check in with the School Counselor, by completing

the Request to See Counselor form. The counselor will monitor the form throughout the day and will pull students to address their needs and concerns. Counseling is offered and provides an opportunity for students to address stressors and mental health challenges. With the aid of the School Counselor, students learn to develop effective collaboration and cooperation skills, to practice perseverance, to develop time management and study skills, and to learn self-motivation and self-direction habits. The School Counselor also works with students on academic planning, scheduling, and assists with career exploration.

College and Career Counseling

Rise Academy also offers college and career counseling to all upperclassmen. Our Senior College & Career Advisor assists students with college applications, resume development, FAFSA completion, searching and applying for scholarships, and planning prospective college trips. The College & Career Advisor also facilitates the 2-year and 4-year college selection process and has office hours for Senior Advisory for all 12th grade students. It is our goal as a school to ensure all students have access, information, and assistance to find a path after high school. We encourage our students to fall into one of four categories: college, military, trade school, or a job.

Athletic Teams and Clubs

Rise Academy encourages participation of all students in supervised athletic activities to enhance their social, physical, emotional, and 21st Century skills development. Currently, we offer boys basketball, cheerleading, track and field, and girls club basketball.

To participate in Rise Academy athletic competitions, students must maintain a minimum, weekly 2.0 Grade Point Average (GPA) and be in positive behavioral standing. Students who do not attend a full day of school will not be eligible to participate or attend any approved athletic activity or event that same school day, unless they receive approval from the Athletic Program Coordinator and this requirement is waived due to special circumstances.

Exceptional Education Student Support

Students who come to Rise Academy with an Individualized Education Plan or 504 Plan will be assessed by our School Counselor and Assistant Principal and given a Student Learning Plan (SLP) with accommodations for classroom learning. If teachers notice that a student may need learning accommodations and benefit from an SLP, they will refer the student for services. Teachers, parents, and the student will meet annually with the School Counselor and Assistant Principal to review the SLP and discuss the effectiveness of their learning accommodations.

School Safety and Security

Our school campus has two entrances, though the preferred main entrance for students and visitors is through the double doors on the u-shaped drive off of Randall Avenue. Please use the buzzer and camera there to identify yourself and expect a response from a staff member in the main office. There is also a buzzer and camera at the rear entrance, off of the large parking lot on Carlisle Avenue. This is the preferred entrance for staff and for students who drive themselves to school.

Rise Academy practices fire drills once per month as well as two lockdown/active shooter drills per year, and an annual tornado drill. The Assistant Principal trains staff and students in how to participate in those drills, how to evacuate the building safely in case of an emergency, and will adjust these procedures as necessary. In case of a real campus emergency, parents will be notified as quickly as possible through the FACTS Parent Alert System, which will automatically send text messages to the phone numbers on file there.

Community Service Opportunities

Students are encouraged to pursue opportunities for service to our community through Rise After School and Rise Labs as well as partner organizations like Innovate Fulton, Richmond Hill, and Carlisle Avenue Baptist Church. While some service projects will be offered throughout the year, students are also encouraged to log their own

community service hours in FACTS. Please see the School Counselor for more information about how to log those hours.

Academics at Rise Academy

Grading Scale:

A+	A	A-	B+	B	B-	C+	C	C-	D	F
100-97	96-94	93-90	89-87	86-84	83-80	79-77	76-74	73-70	69-60	59-0
4.00 GPA	4.00 GPA	3.70 GPA	3.30 GPA	3.00 GPA	2.70 GPA	2.30 GPA	2.00 GPA	1.70 GPA	1.00 GPA	0.00 GPA



Academic Standards and Diploma Requirements

Rise Academy (formerly Church Hill Academy) is accredited by the Virginia Association of Independent Schools. As an accredited, non-public school, we “meet or exceed” state requirements such as curricular alignment with VA’s Standards of Learning (SOL). Our students are not required to complete SOL

tests. We offer the NWEA, a research-based, computerized assessment to measure student growth. Academy students complete three different NWEA tests (reading comprehension, language usage and math) twice a year, in September and May.

Rise Academy’s diplomas follow the Commonwealth’s diploma course descriptions as developed by the Virginia Department of Education (VDOE). The VDOE offers high school students the choice of an Advanced Studies or Standard diploma. To receive a Standard diploma, a minimum of 22 verifiable course credits is required. Diplomas are awarded to students who pass all required courses with a final grade of a D or higher. If not completed at Rise Academy, all course credits must be verified by an official transcript from their sending school. Students with a final GPA of 3.0 or higher from Rise Academy will receive Honor Cords for Graduation. Rise Academy does not rank students.

Required classes for a Standard diploma (for students without a Student Learning Plan):

Course Subject	Required Course Credits	Course Titles
ENGLISH	4 credits	English 9, 10, 11, and 12
HISTORY	3 credits	World History or Geography, VA/US History, VA/US Government
MATH	3 credits	Algebra I, Geometry, Algebra II
SCIENCE	3 credits	Earth Science, Biology, Chemistry, Physics
PE & HEALTH	2 credits	PE & Health
FOREIGN LANGUAGE, FINE ART, OR CAREER & TECHNICAL	2 credits	Spanish I, II and III. Fine Art classes. CTE classes or internship in Rise Labs
ECONOMICS/ PERSONAL FINANCE	1 credit	Economics & Personal Finance
ELECTIVES	4 credits	Elective courses vary each year

Advanced Studies Diploma

Students who are interested in attending a 4-year university are encouraged to strive for an Advanced Studies diploma. This requires 3 years of foreign language and 4 years of science, history, and math for a total of 26 credits in specific classes. Rise Academy cannot guarantee all of the classes necessary to fulfill advanced diploma requirements because of our small size but will make every effort to accommodate each student's needs. The School Counselor will meet with each Sophomore student by the end of their sophomore year to discuss Standard and Advanced diploma options.

Class Size and Courses Offered

Rise Academy offers small class sizes and an emphasis on individual learning; as a result, students may not be divided evenly by grade, age, or experience. This is a necessity at Rise Academy for a variety of reasons: (1) we may only have staff to teach a required course once every two years; (2) in the past we could not offer a particular course, and so now older and younger students must take it together in order to graduate; (3) scheduling conflicts due to a school transfer.

Community College Concurrent Enrollment

Concurrent Enrollment at Reynolds Community College provides an opportunity for Rise Academy juniors and seniors who are eligible to take college level courses on the Reynolds campus or online. Students must meet the GPA requirement of a 2.5 or better and be on track to graduate on time. Students are awarded high school credit on their Rise Academy transcript and will receive college credit from Reynolds. Concurrently enrolled students are responsible for paying their own tuition and fees for college courses. Participating students must coordinate their own transportation and receive permission from the Principal to leave campus. See the School Counselor for more information.

FACTS (Student information System)

Grades, attendance, and assignments are stored in a secure student information system called FACTS. Information is accessible online by students and parents/guardians. Students are able to view their grades, assignments, and missing work at any time through their FACTS account. Rise Academy will email parents/guardians and students a quarterly progress report via email. Additional copies can be requested of the Administrative Coordinator. Academy staff and coaches also have access to student records.

Senior Spring Exam Exemption

Senior students who achieve an “A” in Q3 and currently have an “A” (90% or above) in Q4 will be eligible for final exam exemption in those classes. They will be notified by their teacher if they need to report to school for exam review. We hope all of our seniors will enjoy this privilege and make high marks during their final semester of high school!

Rise Academy Community Expectations

Core Values: “R.I.S.E”

Rise Academy students and staff will exemplify a set of core values that serve as the guiding principles of our school’s culture. Reflective of our mission statement and our Christian faith, these core values hold students and staff accountable to the standards we set for ourselves and each other.

- **Respect:** A Rise student will accept others for who they are and as they are. They will be open, honest, kind, and care enough to think about how their actions impact and affect our school community.
- **Integrity:** A Rise student will do what is right even when no one is looking. A Rise student will behave in ways that earn the trust of others. They will respect and adhere to the Rise Honor Code.
- **Service:** A Rise student will “love their neighbor as themselves.” They will offer to assist, help, or encourage their peers and teachers. Service to others could include our Rise community as well as the greater community of Church Hill and Fulton. You can make a positive impact on the lives of others through serving with a humble heart.
- **Excellence:** A Rise student will strive to be the best they can be even if that means making errors along the way. A Rise student will utilize all of the resources given to them and apply maximum effort to all that they do. This applies to academics and athletics, or by striving to be a student that Rises to the top by showing respect, integrity, and service.

Student Cell Phones

9th–11th grade student cell phones will be collected and securely stored daily after breakfast before Homeroom. Seniors will be able to keep their cell phones, but must have them “off and away.” If a senior student does not have their cell phone “off and away,” they will be required to have their cell phone collected. Student cell phones will be stored by grade level and will be picked up at the end of each day before the students leave school. If parents/guardians need to speak to a Rise student they may contact the school office or Dr. Lopes at any time.

Bullying and Sexual Harassment

Bullying is not tolerated at Rise Academy, and any report of bullying will be investigated by the Assistant Principal. Parents and students will be notified by the Assistant Principal of any founded bullying incidents. Students will receive consequences, up to withdrawal from the school for repeated bullying incidents. Bullying is defined as an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, and/or social behavior

that intends to cause physical, social, and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Sexual harassment is an unacceptable offense at Rise Academy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Reports of sexual harassment will be investigated by the Assistant Principal. Parents and students will be notified by the Assistant Principal of any founded sexual harassment incidents. Students should immediately report acts of bullying or sexual harassment to a staff member who will then notify the Assistant Principal and Principal.

Social Media

While we cannot control what happens on social media outside of school hours, we expect that Rise Academy student social media interactions with each other will be positive. Rise Academy staff only become involved with our students' social media interactions when what is written, insinuated or pictured negatively impacts our school community. Inappropriate social media interactions by our students that threaten the safety of our school community will result in disciplinary actions, even if they originated off-campus.

Food and Drink Policy

Students should not take drinks outside of the cafeteria, other than water. Students are encouraged to use reusable water bottles to stay hydrated throughout the day. Students are not permitted to bring food or open drink containers to class or in the hallways. There may be a situation when breakfast may need to be eaten during Homeroom, but students should not eat in any classroom. Students are not permitted to ask for a cup from the cafeteria during the school day.

Make-Up Work

Students are responsible for making up missed work due to absences. Academy teachers may not be able to re-teach all assignments but will use their Google Classroom to post assignment due dates and expectations. This applies to both excused and unexcused absences, unless the student requires special accommodations. For every day of absence, a student has one day to make up missed work. Teachers will publish and share their own additional classroom rules regarding make-up work in their course syllabus, distributed during the first week of each semester.

Rise Academy Wifi Usage

Students are expected to use their Chromebook to access the Rise Academy wifi. Students are not permitted to use personal devices to connect to the wifi.

Rise Academy's Honor Code

"On my honor as a student of Rise Academy, I have neither given nor received help on this work, nor am I aware of any breach of honor."

Honor Infractions

Honor infractions prevent students from truthfully achieving academic success, developing character and serving the community. Each student is expected not to cheat on academic work. Rise Academy will not tolerate any submitted work that is not produced by that student's own initiative. The following behaviors break our honor code:

1. Plagiarism. Plagiarism is representing another's ideas or words as one's own, either:
 - a. Copying any part of another student's work and calling it your own work.

- b. Obtaining information from other sources (an internet site, book information) and claiming it as original work. Students are expected to follow their teacher’s citation standards and format guidelines.
- 2. Copying another’s test/assignment or allowing others to copy your work.
- 3. Leaving books or notebooks open during an exam or using “cheat sheets” to access information during an assessment.
- 4. Using electronic devices that are school-approved (Chromebook) or not approved (cell phone) during an exam.
- 5. Talking to other students or passing notes during a quiz, test, or exam.
- 6. Using unauthorized websites (such as CHAT GPT) when taking an online exam/leaving the test site before completing the test.
- 7. Stealing exams, selling exams, altering a grade, taking an exam for someone else, using bribery/threats or intimidation in pursuit of a better grade.

Consequences for Honor Infractions:

1st Infraction	Zero credit for assignment. Assignment will be copied and retained in teacher’s files. Teacher will write a report in FACTS and contact parent. School Counselor may be consulted.
2nd Infraction	In addition to first infraction consequences, the student, teacher, School Counselor, and Principal will meet with parents. A behavior contract related to honor violation may be written and signed by the student.
3rd Infraction	Review of contract which may result in failure of the academic course. Optional: May result in the student’s withdrawal from Rise Academy.

Student Behavior

At Rise Academy, all students should exemplify our core values of Respect, Integrity, Service, and Excellence. Students who exhibit positive behavior and exemplify our core values are recognized with Merits.

Students who exhibit behaviors that do not align with our core values and that negatively impact our school community will receive consequences that align with the discipline infraction. A pattern of negative behavior will result in consequences that could lead to withdrawal from the school. Rise Academy staff addresses student behavior using appropriate social-emotional and trauma-informed care practices. In an effort to encourage positive behavior, Rise Academy staff will attempt, in every case, to understand and address the origins of negative student conduct.

Merit Points

Rise Academy defines a “merit” as any positive action that exemplifies our core values of Respect, Integrity, Service, and Excellence These actions will be awarded with merit points based on staff observation. Merits accumulate each Quarter and students who receive exceptionally high marks will be recognized at a quarterly, all-school Awards Ceremony.

Behavior Contracts

As a progressive approach to discipline, Rise Academy administrators will create behavior contracts for students who have repeated discipline infractions. These contracts will be used as a way to encourage positive choices and behavior. Students who cannot meet these expectations will have a meeting with the Principal and their families to discuss their future at Rise Academy.

Student Disenrollment Procedure

It is required that all Rise Academy students adhere to the behavior expectations and core values. When a student has continued unresolved issues (academic or behavioral), and does not show signs of progress or a desire to follow our expectations during the school year, the parents, student, and Leadership Team will meet together to discuss potential withdrawal.

Withdrawal

Academy staff reserve the right to ask a student to withdraw for several reasons, including but not limited to:

- Failure to pass all the classes needed to complete a diploma
- Failure of the student to agree to or maintain our academic, character, or community standards
- Failure to maintain our standards of behavior (including, but not limited to, bullying, attendance/truancy, excessive tardiness, Honor Code violations, and inappropriate computer and internet usage)
- Continued demonstration of poor behaviors without clear signs of change (for example, an unacceptably high number of behavior reports)
- Actions inside or outside of school that are deemed a danger or threat to staff or students
- Academic, physical or mental health issues beyond the school's capacity to address
- Lack of full disclosure (by student or parent/guardian) on any part of the student's application materials
- Lack of parent/guardian agreement and support of Rise Academy's mission, goals, and/or behavior standards

Immediate Withdrawal

Rise Academy students will face immediate withdrawal for the following:

- Possession of a weapon
- Possession of illegal substances, such as: marijuana, e-cigarettes, and tobacco
- Coming to school under the influence of illegal substance(s)
- Physically harming or threatening to harm another Rise student or staff member

Disenrollment Decisions by Principal

Withdrawal and expulsion decisions are final and are made by Rise Academy's Principal. These decisions are made in consultation with other members of the Leadership Team and/or the school's Board of Trustees, when a Discipline Appeal process is deemed necessary.

Attendance

For parents/guardians providing their own student's transportation, students should be dropped off at school no earlier than 8:15AM, unless prior approval has been given by the Assistant Principal.

Parents/guardians, please call the school office (804-222-8760) to report your child's absence by 10:30 AM on the day your child misses school.

Tardies

Student/Parent Responsibility

Students should be at school by 8:30 am daily. A student is considered tardy if they are late to 1st block. Students will not have access to breakfast after 8:50 a.m. when the kitchen closes; tardy students must sign in upstairs in the School Office.

For an absence or tardy to be excused, a student must: 1) provide an official doctor's note(s) confirming sickness or appointments, or 2) the parent/guardian must send in a signed note or email with the reason for absence to the Administrative Coordinator.

Absenteeism

Student/Parent Responsibility

Acceptable reasons for an excused absence or tardiness include:

- Medical, dental or other health appointments. Written notification (an official doctor's note) must be received within one school day of the child's return to school.
- Recognized family emergency or major family event

Rise Academy's Principal reserves the right to determine if a student's absence or tardy is unexcused or excused. Excusing an absence(s) will be based on the information provided to Mrs. Holland, in the school's office. A Rise Academy staff person may call or visit personally with the parent/student if a student becomes truant.

Attendance Policy

- Consequences apply to **both excused and unexcused absences**. Long-term medically excused absences will be handled case-by-case and will require documentation and a written plan of action for completing missed work.
- Students who miss **9 or more classes in a semester** are considered **chronically absent** because they have missed 10 percent of that course.
 - The attendance policy for the 2023–2024 school year is as follows
 - **3 absences:** Counselor and Assistant Principal will check in with the student and call home
 - **5 absences:** Counselor, Assistant Principal, and student will develop an attendance plan that will be signed by the parent/guardian, student, and teacher of the course(s) in which the student has chronically missed.
 - **7 absences:** The student and parent/guardian will have an official attendance meeting with the Principal, Counselor, and Assistant Principal.
 - **9 absences:** The student will lose credit for the course

Uniform and Dress Code Policy

The purpose of Rise Academy's uniform and dress code policy is to present a unified student body, in which students feel comfortable and are proud to positively represent Rise Academy.

Uniforms

At the beginning of the school year, students will be issued a starter set of school logoed shirts. Additional uniform shirts are available for purchase at Orientation, in our [online School Store](#), and throughout the school year (Administrative Coordinator's office) at the costs below:

1. Purple Rise Academy t-shirt: \$8 (S, M, L) or \$10 (XL, 2XL, and 3XL)
2. Collared purple or black polo shirts: \$12 (S, M, L,) or \$14 (XL, 2XL, and 3XL)

School-issued polo shirts must be visible throughout the school day. Homeroom teachers perform daily uniform checks. If a student is not in the proper uniform, teachers will record two demerits in FACTS. **Additional uniform options will be forthcoming during the school year. It is our hope to offer an additional polo shirt color, as well as a jacket/sweatshirt option. Stay tuned!**

Uniform Policy

Monday-Thursday: Students must wear a Rise Academy polo shirt and khaki, navy blue, or black, straight-legged pants.

Fun Fridays: Students are able to wear more casual attire on Fridays. Each Friday students will have the opportunity to participate in Fun Fridays students are able to wear any school and dress code appropriate clothing.

Dress Code Policy

Monday-Thursdays a Rise student will wear:
Rise Academy polo shirts
Black, Navy, or Khaki pants
Closed-toe shoes
Rise Academy outerwear (jacket or sweatshirt)

FREE DRESS ON FRIDAYS WITH SCHOOL APPROPRIATE CLOTHING

At Rise Academy, school appropriate clothing is:
<ul style="list-style-type: none">● Jeans without rips and holes on Fridays● Real pants, such as khakis or jeans; this does not include leggings, pajama pants, yoga pants● Skirts and shorts that are khaki, black, or navy blue and are fingertip length● Full-length shirts (shirts that meet the top of your pants)● Shirts with full sleeves● Clothing that does not have inappropriate language or messages● Rise Academy-issued sweatshirts and jackets without hoods● Cultural and religious head wraps that do not include bonnets and durags● Shoes with hard bottoms● Crocs



Computer Use Contract and Take-Home Policy 2023–2024

(to be signed by all students and collected at Orientation)

I, _____, (student's name) understand that I am expected to use my school computer for school-related purposes only. This includes: research, writing, class activities, and assignments. In addition, I understand and agree to the following expectations:

1. The Chromebook I have been issued is property of Rise Academy and can be confiscated if not used properly and in alignment with our core values of Respect, Integrity, Service, and Excellence. I will handle the computer gently, keep it away from food and drinks, protect the screen, and charge it sufficiently when not in use.
2. I will only use the Chromebook assigned to me and labeled with my name, and I will keep all my passwords and school accounts secure and private. I will sign in only with my riseacademyrva.org email account and not a personal gmail account.
3. I will respect and take excellent care of my Chromebook in school and out of school and I will follow the Chromebook Care guidelines I have received.
4. I acknowledge that If my Chromebook has a mechanical failure of an internal part, it is covered by a warranty and can be repaired at no cost. If my laptop is lost, stolen, or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then I am solely responsible for the cost of repair or replacement.
5. I will only use the Chromebook with my teacher's approval during instructional time and I will use school appropriate language in all communications on my laptop.
6. My Chromebook must be made available for inspection by a school administrator or teacher upon request. Any messages or files sent or received on my computer or using my internet accounts may be viewed by school staff.
7. I will refrain from attempting to locate files that are unacceptable in a school setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, alcohol/drug related files, sounds, music, language, video, or other inappropriate material. Rise Academy computers must be free of such material at all times.
8. I will not bypass or attempt to bypass the school's filtering software.
9. I will not use this resource for any illegal activity. This includes, but is not limited to, tampering with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of computer files.

I agree to abide by the terms of this computer use contract. If I fail to uphold these agreements, I may be subject to disciplinary action, payment for repairs, and/or a loss of computer access.

Chromebook Care Guidelines

Students are responsible for the general care of their school-issued Chromebook. Devices that are broken or fail to work properly must be immediately reported to the school office.

If a student is in need of a loaner Chromebook, they will need to ask their Homeroom teacher to fill out the Chromebook Request Form. A notification will be sent to the office and a loaner will be issued to the student until their Chromebook is repaired or replaced.* If a Chromebook cannot be repaired, a new Chromebook will be issued of similar age/wear.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. Screens are particularly sensitive to damage from excessive pressure. To avoid damage, please:

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook's screen.

Chromebook Loss or Damage

Students/families will be held responsible for the cost of replacement of a computer which is lost or damaged through their negligence or intentionally destructive behavior. Please discuss with your child the importance of taking good care of Chromebooks, and all school-issued equipment and property.

- Siblings and friends should not use the Chromebook.
- Chromebooks that are broken or fail to work properly must be reported to the school office.
- Never try to repair the Chromebook yourself or have someone other than staff work on it, as this could void the warranty and cause you to incur additional charges.
- Turn in the Chromebook as soon as possible if repairs are needed.
- If your Chromebook is lost or stolen, please report immediately to the school office.

Chromebook Repair

If a Chromebook is damaged, it is the responsibility of the student and parent involved to contact the school office. Non-warranty repair/replacements will be performed at cost.

- Total replacement of the Chromebook = \$200.00
- Charging Cord = \$15.00
- Case = \$13.00
- Screen = \$50.00

*Loaner Chromebooks may be issued to students as needed. If a repair is needed due to negligence, the school may refuse to provide a loaner Chromebook.

Chromebook questions should be directed to the school office.

Medication Administration Policy

General Information and Procedures

Only MAT-trained staff members are permitted to administer medication to students. This school year, the Leadership Team are all trained to administer medication. No other staff may administer medication to students. All medication brought to school must be in the original prescription bottle or original container for over-the-counter (OTC) medications and hand-delivered to staff by a parent or guardian. Prescription medications require a Permission for Medication Form signed by the parent and health care provider. Parents are responsible for communicating with school staff and developing a plan for administering medication during the school day. The student is responsible for going to MAT-trained staff at the appropriate times to receive medication.

There will be no sharing of medications (prescription or over-the-counter). Providing medication to someone other than to whom it is prescribed is illegal. This will result in disciplinary action and could result in legal action.

Students are not allowed to carry medication with the exceptions of inhalers, insulin pumps, Epi-Pens, or other emergency medications, as long as the Permission for Medication Form has been signed and is on file in the school office. Students with prescription emergency medications are expected to have them in their possession at all times. This includes field trips, athletic events, and after-school activities. Parents are responsible for making sure their child carries their own emergency medication.

Student Hospitalization

When a student is admitted for hospitalization, for any reason, the parent/guardian of the student should contact the School Counselor or Assistant Principal. Parents/guardians must provide all relevant information requested by the school for the student's post-hospitalization care in a timely manner. Confidentiality of health issues will be maintained when necessary or requested by parents/guardians.



Rise Richmond

Rise Academy is a part of Rise Richmond, formerly Church Hill Activities & Tutoring (CHAT). Together with families, neighbors, and community partners, Rise Richmond is creating a world where students have access to excellent, equitable learning opportunities through its three programs (including Rise Academy). Learn more at <https://www.riserichmond.org/>.

Rise After School

Rise After School offers a place where K–8th graders develop their God-given sense of identity, resilience, and agency through homework help, skill building, trusted relationships, and fun. Find more information about weekly programming, including applications for K–8th students and volunteers, at <https://www.riserichmond.org/after-school>.

Rise Labs

As a collective of social enterprises and small businesses in Richmond’s East End, Rise Labs employs teens and young adults, providing paid job training and experience that leads to personal and vocational success. Opportunities include barista, screen printing, and hydroponic farming apprenticeships, plus culinary training and development of workplace soft skills like communication, problem solving, and time management.

Rise Academy students are eligible for course credit and various incentives for participation.

For more information, visit <https://www.riserichmond.org/labs>.



Parent and Student Acknowledgement

(Please sign and turn into the office at Orientation)

By signing below, we acknowledge that we have read, understand, and will abide by the policies stated in this Student Handbook.

Parent/Guardian Signature

Student Signature

Date _____