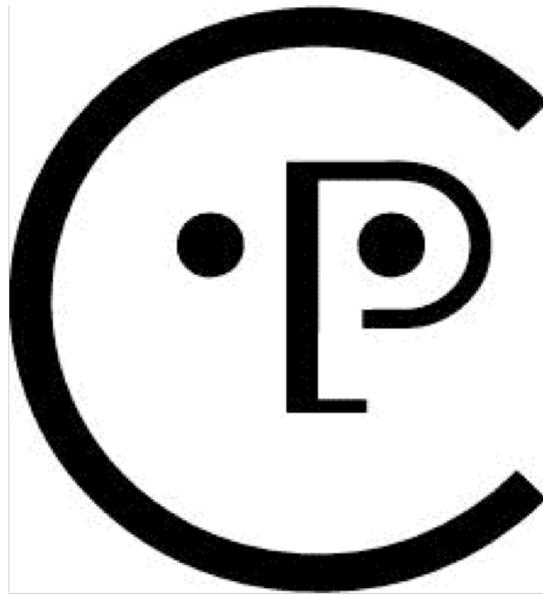


Parent Handbook 2017-2018



**Community Preparatory School
135 Prairie Avenue
Providence, RI 02905**

(401) 521-9696

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OUR FACULTY

Elementary Classroom Teachers

Grade 4 – Ms. Trites
Grade 5 – Ms. Rojek

Middle School Teachers

Grade 6 homeroom teachers – Ms. Jacques and Mr. Velasquez
Language Arts and Social Studies – Ms. Jacques
Math and Science – Mr. Velasquez

Grade 7 homeroom teachers – Ms. De Jesús and Mr. Greene
Language Arts- Ms. Bench
Language Arts and Social Studies – Mr. Greene
Pre-Algebra and Science – Ms. De Jesús

Grade 8 homeroom teachers – Mr. Moyé and Ms. Vanegas
Language Arts – Mr. Moyé
Science and Spanish - Ms. Vanegas
Social Studies – Mr. Husband
Algebra I -- Mr. Corley and Mr. Lynch
Geometry—Mr. Lynch
Media Arts – Ms. Lee

Specialists

Calculator Club – Mr. Corley
Creative Arts – Ms. Lee
Physical Education – Mr. Moyé
Spanish (grades 4 & 5) – Ms. Consuegra; *(grades 6,7,8)* – Ms. Vanegas
School Nurse – Alyssa Clarke
Learning Specialist- Ms. Guyon

Contacting the Teachers: If you would like to meet with your child's teacher, please make an appointment by sending a note to the teacher with your child, leaving a message on the teacher's voice-mail, sending the teacher an e-mail, or leaving a message with the front desk. The teacher will contact you to arrange a time that's convenient for both of you. Please do not drop in on teachers in the morning before school starts. This is an extremely busy time for teachers, and they aren't able to give you their full attention. If you have an immediate concern in the morning, please see Anita Bench.

ADMINISTRATION/STAFF

Head of School – Dan Corley founded Community Prep in 1984. He has several administrators who work under his supervision: the principal, the director of admissions, the business manager, and the director of development. Mr. Corley also teaches Algebra I and Calculator Club. (dcorley@communityprep.org)

Principal – Anita Bench supervises the teaching staff, the director of placement and graduate support, and the director of the after school program. She is responsible for academics and conflict resolution. (abench@communityprep.org)

Director of Admissions – Azikiwe Husband handles admission to Community Prep and is assisted by admissions coordinator Wendy Benjamin. In addition, Mr. Husband manages the school's athletic programs, summer programs, and community outreach and also teaches eighth grade history. (ahusband@communityprep.org)

Business Manager – Amy Tellier is responsible for the fiscal operations and the maintenance of the school. Please call her with any billing questions. The business office is located in the main office of the school building. Lourdes de Jesús assists Mrs. Tellier in the business office. (atellier@communityprep.org & ldejesus@communityprep.org)

Director of Placement and Graduate Support– Monica Rodriguez guides and supports students and families throughout the high school application process. After graduation, she continues to provide support services to our Community Prep alumni. (mrodriguez@communityprep.org)

CP After 3 –Wendy Benjamin directs this after school program. Billing questions should be directed to Lourdes DeJesus in the business office. (wbenjamin@communityprep.org)

Director of Development – Lisa Dantas and her staff raise well over one million dollars each year to fund the school. Assisting her with the development effort are associate directors Diane Ellis, Joanne Rich, and Kathryn D'Ovidio. (ldantas, dellis, jrich, and kdovidio@communityprep.org)

Front Desk –Chavelin Romero and Rina Consuegra share receptionist duties at the front desk. (cromero@communityprep.org & rconsuegra@communityprep.org)

OUR HISTORY

In 1983, Dan Corley and Bob Hahn, roommates during their undergraduate years at Brown University, shared a vision for a small, independent school for urban children whom they believed were poorly served by the public school system in Rhode Island. In 1984, their vision became a reality when Community Preparatory School opened its doors to 25 students in grades four through eight at the John Hope Settlement House. Dan ran the school, and Bob helped think about the finances. In 1986, the school held its first graduation for six students. In 1987, the school moved to the Providence YMCA and, over the next several years, more than doubled in size to 80 students.

In 1991, Community Prep bought the current building and rented out part of it to other schools. By 1996, it had expanded to 112 students and in 1998 graduated two classes of eighth graders. In 1999, Community Prep began an endowment campaign to raise enough scholarship and faculty endowment to enable it to expand further. That year, initial contributions allowed the School to expand by one classroom, bringing total enrollment to 140 students. By 2000, Community Prep had the use of the entire building, added grade three, and expanded to 155 students.

In 2003, parents voted by a 3-1 margin to adopt school uniforms. In 2009, 100% of Providence students in grade eight were accepted to Classical High School, the highest percentage in the history of the school. The school's historical average is 93%; the citywide average is 30%. As of June 2017, 784 students have graduated from Community Prep.

In 2014, Community Prep offered a long-term lease to SouthSide Elementary Charter School, a new K-5 public charter school. SouthSide Elementary opened in August 2014 with one kindergarten class. Beginning September 2017, SouthSide Elementary will serve students in grades K-3.

In 2014, Community Prep launched a four-year capital campaign in order to raise 15 million dollars to make building improvements, support the annual fund, and increase our endowment. As part of this campaign, the school purchased Somerset Street, built a new addition for development and administrative offices, and added an artificial turf field.

OUR MISSION

At Community Preparatory School, we empower our diverse student body to reach full academic and leadership potential while building a Beloved Community.

PHILOSOPHY OF DIVERSITY

The ideal that guides the school's diversity philosophy is Martin Luther King, Jr.'s vision of the "Beloved Community": widely different groups of people bound together with love and respect, working toward a just society and understanding that our differences are our strengths.

Our community welcomes and is enriched by the differences in race, ethnicity, culture, language, sexual orientation, social/economic class, and religion of our families and faculty. Our goal is to nurture and sustain an environment in which all – students, alumni, families, faculty, staff, trustees, volunteers, and visitors – are recognized and valued both as members of the community and as irreplaceable individuals.

In pursuit of this goal, Community Prep is committed to moving from mere tolerance to active work against discrimination within its community and the world. We will help students to become leaders in the fight against intolerance and teach them to work toward a just and equitable society.

We understand that achieving our goal requires dedication and perseverance. We ask all members of our community to commit themselves to this goal.

INVOLVED PARENTS

Since Community Prep exists to help you educate your child, we need you to actively participate in this partnership.

Required of all parents:

- Attend all three of your child's goal-setting conferences. **If you must reschedule a conference for any reason, please notify the teacher directly as soon as possible.**
- See that your child completes his/her homework. Parents of students in grades 4 & 5 should sign their student's planner each night.
- Review and sign off on the Friday folder.

Other ways to get involved:

- Attend school events, i.e. the School Show, Beloved Community Night, etc.
- Attend Community Prep Collaborative meetings and become active in its activities.
- Join one of our board of trustees' committees, which meet six to eight times during the school year (see end of this handbook for a complete list of committees).
- Volunteer at school – Read the Parent Engagement Agreement carefully and select one volunteer opportunity each trimester to suit your interests and skill set.
- Follow us on social media:
 - Twitter- @Community_Prep and @principal_CP
 - Facebook- school, parent and alumni pages
 - Instagram- @communityprep

Community Prep Collaborative

As a parent or guardian, you are automatically a member of the Community Prep Collaborative, or CPC, which meets about once/month. The CPC supplements the academic, cultural, and social components of our school to help provide an outstanding education for all students. Parents are encouraged to attend the meetings and get involved with its activities.

GOAL CONFERENCES

Just before the school year begins, and again at the start of each new marking period, you, your child and the teacher will meet for a goal conference. You and the teacher will help your child set academic or personal goals and plan how to accomplish them. Over the course of the marking period, students will have to account for their progress toward these goals. At the first conference of the year, the student, the teacher, and the parent/guardian are asked to sign RESPECT contracts and the Acceptable Computer Usage Policy. Copies of these forms are at the end of this booklet. **We ask parents to notify a teacher directly, and as soon as possible, if they are unable to keep a scheduled conference time.**

RESPECT CONTRACTS

The Respect Contract is one of the cornerstones of Community Prep. At the first goal conference of the year in August, the teacher, student, and parent review the Respect Contract, and all sign it. Students are reminded daily of the values outlined in the RESPECT contract and expected to live up to them by being: responsible, enthusiastic, supportive of others, trustworthy, prepared for school each day, showing good effort, and communicating well with parents, teachers, and other students.

FRIDAY FOLDERS

Every Friday students will bring home their graded work for the past week. Please look over the week's work, sign the contents page and any tests or papers with a failing grade (F), and return the folder and the work it contains to school on Monday.

KEEP UP-TO-DATE WITH TEACHER EASE

TeacherEase is an on-line program Community Preparatory School uses to increase communication with parents. You log on the *TeacherEase* website to access your child's grades, missed work, attendance, most recent progress report or report card, and lunch payments.

You need an email address to participate. If you do not have an email address, go to <http://www.gmail.com> to set up a free email account. Click on "Sign up for Gmail" in the bottom corner of the screen.

Once you have an email address, send an email with your email address, your name, your child's name and grade to Ms. Lee at jlee@communityprep.org. Ms. Lee will send you an email with your log in name and password. From that point forward, you will be able to log in and view your child's progress.

CONFIDENTIALITY

You have a right to confidentiality, and the educators at CP respect your confidences. As educators, we use our best judgment when deciding whether or not to share confidential information with other members of the educational team. If this information helps the educational team understand and prepare for the changes in the child's behavior that normally occur during a family crisis, we share it with the team.

SCHOOL CANCELLATIONS

When Providence cancels school because of inclement weather, Community Prep also cancels school. Community Prep does not operate on a delay. If Providence calls a 2-hour delay, Community Prep still begins school at 7:55am. **You can receive a text message sent to your mobile phone or email by signing up at www.turnto10.com.**

You can also learn if school is cancelled by logging onto the Internet websites of any of the local radio/television broadcasters: *abc6*, *turn to 10*, *wpri*, or *fox providence* or by listening to local radio and TV stations.

When cities and towns other than Providence cancel school due to inclement weather, they will not provide busing to Community Prep, even if Community Prep is open. You may call Dan Corley at home (401) 467-9709 if you have questions.

COMPUTER/CELL PHONE USE

Community Prep uses iPads/Chromebooks in the classroom. The iPads/Chromebooks are for the exclusive use of our students and are to be used only for academic work. At the beginning of the school year, homeroom teachers review the rules/expectations for using and taking care of the iPads/Chromebooks with parents and students and have them sign an agreement.

Cell phones are not permitted before, during, or after school. Teachers will collect cell phones at the beginning of the school day and return them at 3:00PM. Once students are outside of the school building, they may call or text a parent regarding transportation for the day. The phone must then be put away. If a student's phone rings or vibrates in a backpack during the school day, the phone will be turned in to the principal, and a parent must come to pick it up. Phones that disrupt class will not be returned to students.

TUITION POLICY / RE-ENROLLMENT

Tuition is due by the first of the month according to the payment plan outlined in your Enrollment Agreement. If you have difficulty meeting this financial obligation, contact the business office to set up a payment schedule. Grades and transcripts will not be released until all bills for tuition and the after-school program have been paid and all textbooks, classroom library books, athletic uniforms, and other school equipment have been returned.

If your tuition payments are more than 60 days overdue at the end of a vacation week (the holiday vacation in December, winter vacation in February, or spring vacation in April), your child will not be allowed to return to school until a payment arrangement has been made. If by June 1 you still owe tuition, your child cannot attend school starting June 2 until the outstanding balance is paid.

Eighth grade students must meet all financial obligations in order to graduate or attend the eighth grade graduation trip. Please call business manager Amy Tellier if you have any questions.

Parents of returning students must reapply for financial aid each year. The deadline for submitting financial aid forms is March 1, 2018.

Returning Students

Each January, students write an essay on whether or not they want to return to Community Prep the following year. If a student writes they do not want to return to Community Prep, Anita Bench will meet with the student. After the interview, the student's choice will be respected.

The school also has the choice of whether or not it will ask a student to return to Community Prep for the following year. **Students who have failing academic records, unsatisfactory effort, or poor behavior may not be asked to return.**

DRESS CODE

Community Prep students wear uniforms, which should be neat, clean, and in good condition. Twice a week, on gym days, students wear their gym uniforms to school. Donnelly's School Apparel is the school's uniform provider. Parents can order on line at www.DonnelysClothing.com, by phone at 1-800-498-0045, or at the store, 50 Sharpe Dr, Cranston, RI 02920 (401) 942-5202.



All shirts, sweaters, fleeces, gym shorts and sweats must display the CP logo.

The **required uniform** is:

- Long or short-sleeve red polo shirt with the CP logo. The shirt can be worn outside the pants, but if worn that way, cannot be longer than hip length. Longer shirts will have to be tucked in and belted.
- Khaki twill slacks. Flared legs, jean-cut, tight fitting pants, and cargo pants are not acceptable.
- Mostly solid black shoes or sneakers. No high heels, platforms, clogs, or sandals.

The **required gym uniform** is:

- Black mesh gym shorts with the CP logo
- Red T-shirt with the CP logo
- Black sweatpants with the CP logo
- Red sweatshirt with the CP logo
- Mostly solid black sneakers with non-mark soles.

Extras that students may add to their basic uniform are:

- Plain white T-shirt under any uniform shirt- No long sleeve shirts may be worn underneath a short-sleeve uniform polo shirt.
- Red or black fleece with the CP logo
- Red or black $\frac{3}{4}$ zip up fleece with the CP logo
- Black track pants with the CP logo for gym days
- Black or red track jacket with the CP logo for gym days
- Black V-neck pullover or cardigan sweater with the CP logo
- Khaki A-line skirt or a chino skirt
- White, black, red, or khaki tights with shorts or skirts.

The **red gym sweatshirt and red/black track jacket** may also be worn on non-gym days.

Students will be asked to remove any items that are inappropriate, distracting, or offensive. Students who wear jewelry and accessories are expected to do so in moderation:

- no large earrings
- multiple rings or bracelets are not allowed
- no large necklaces worn outside the shirt
- no bowties
- no cat ears or headbands with large embellishments
- no bandanas
- Students may not roll up their uniform pants or sweatpants.
- **Students may not wear non-uniform outerwear in the classroom.**

DRESS DOWN DAYS

On designated days once a month, students do not have to wear their uniforms to school. On Dress Down days, students still need to dress appropriately for school.

The following are NOT PERMITTED:

- Shirts with inappropriate messages, low-cut armholes, or shoulder straps less than two-fingers wide (bra straps should not be showing)
- Backless tops, halter-tops, belly shirts, and lace/see-through tops
- Short-shorts or mini skirts (**All shorts/skirts must be at least fingertip length.**)
- Low sagging pants
- Tight fitting clothing

Fashion trends are always changing. Whether or not it is included in the list above, if a student wears clothing not appropriate for school, the principal will contact you to bring different clothing. Your student will be given a school uniform to wear if we have their size.

UNIFORMS ON FIELD TRIPS

Field trips are part of the school curriculum and take place under the supervision of a teacher or other adult. Students should wear their school uniforms on field trips unless specifically told otherwise by their teachers.

LOST AND FOUND

When all our students wear identical uniforms, it is impossible to tell one child's sweatshirt or sweater from another's unless the name is marked on the sweatshirt tag. You can purchase a laundry-marking pen at the supermarket for about \$1 or use a permanent Sharpie to write your child's name on the tags of uniform outerwear.

Clothing and other items found in common areas of the school are placed in the lost-and-found box outside the Community Room. The lost-and-found is emptied at the end of every month and unclaimed items are donated to charity.

ACADEMICS

Academic Calendar

The academic year is divided into three marking periods called “**trimesters.**”

Report Cards/Progress Reports/Promotion

Report cards are mailed home at the end of each trimester. CP also sends home Progress Reports two times each marking period (approximately every four weeks). The report cards summarize your child’s academic performance and effort. Progress Reports list your child’s current academic grade averages.

Academic grades show how your child is performing academically in each subject, and effort grades reflect the effort your child puts into their studies.

Students must average a C- (70%) or higher for the year in order to pass a subject, and they must pass every subject in order to be promoted to the next grade. Students who do not pass every subject will not be asked to return to Community Prep. The grading scales are explained on the following charts.

Academic Grades

| | | | | | | | |
|----|----------|----|---------|----|---------|---|----------------|
| A+ | 98 – 100 | B+ | 88 – 89 | C+ | 78 – 79 | F | below 70 |
| A | 92 – 97 | B | 82 – 87 | C | 72 – 77 | S | Satisfactory |
| A- | 90 – 91 | B- | 81 – 82 | C- | 70 – 71 | U | Unsatisfactory |

Effort Grades

- 4 – Outstanding, exceeds expectations
- 3 - Satisfactory, meets expectations
- 2 - Need Improvement, below expectations
- 1 - Unsatisfactory, minimal or no effort shown

Effort Required

Students who earn three consecutive 1’s in effort (minimal or no effort shown) in the same subject on their report cards over the course of one or two years will be asked to leave Community Prep. Students who earn two consecutive 1’s in effort in one subject, and then earn two consecutive 1’s in effort in any subject in any subsequent years will be asked to leave Community Prep. Parents of students who earn a 1 in effort on their report card will receive weekly effort updates from their child’s teacher moving forward.

Academic Standing

| | |
|----------------------|---------------------------------------------------------|
| High Honors | A- or better in all subjects plus 4’s and 3’s in effort |
| Honors | B or better in all subjects plus 4’s and 3’s in effort |
| Good Standing | C or better in all subjects with no 1’s in effort |
| Academic Warning | C- in any subject with no 1’s in effort |
| Not in Good Standing | F in any subject or any 1 in effort |

Homework

Homework helps students develop positive study habits and important academic skills. In general, expect your child to have about 15 minutes of homework per grade level each night. Fourth graders have 60 minutes; fifth graders have 75 minutes, etc. If you have any questions about the amount of time your child spends on homework, please contact your child's teacher.

In order to help our younger students in grades 4 & 5 become more organized and responsible, they are required to have their parents or guardians sign their **student planners** every night.

Summer Homework

Over the summer vacation, students at Community Preparatory School are assigned reading, writing, and math work that must be completed and handed in on or before the first day of school. Please read all summer homework directions and teacher letters carefully for due dates and other special instructions.

Tutoring After School

Some teachers offer extra help after school. Since there is no late bus, students must be picked up, walk home, walk to a friend or relative's home, take a city bus home, or enter *CP After 3* for a \$10 drop-in fee. Students who aren't picked up on time will automatically enter *CP After 3*, and their parents will be charged the \$10 after school fee.

Textbooks

The school provides textbooks for all Providence students. Students who live outside of Providence may need to request certain textbooks from their town's Department of Education. Students are responsible for these borrowed textbooks and must return them in June with minimal wear and tear. If a book is lost, you will be billed for the book, and your child's final report card will be held until payment is made.

Standardized Testing

Community Prep students will be tested a minimum of four times each year using STAR Reading and STAR Math. These computer-adaptive assessments give us information about how your child compares to other students nationally and whether or not they are achieving projected growth targets.

SCHOOL ROUTINES

Morning Arrival

The doors to the school building are unlocked at 7:15am. Please do not drop off your children in the morning before 7:15am. While you may see adults entering the building before 7:15am, no one is available to supervise students until 7:15am. All students report directly to the Community Room upon arrival.

Attendance

School begins at 7:55am and ends at 3:00pm Monday through Friday. If your child is **absent**, please call the school office by 8:30am, so we know not to expect your child that day. Absent students are responsible for all missing assignments and should ask their teachers for the assignments when they return to school. If your child is absent more than two days in a row, please make arrangements to pick up your child's missing work.

Community Prep expects students to attend school every day school is in session and asks parents and guardians to plan trips during school vacations. If you know in advance your child will miss school for a particular period of time, please contact your child's teacher well in advance. Your child is responsible for making up all missed work.

When a student reaches five absences, the parent must come in to meet with Ms. Bench.

Tardiness

Students who are tardy more than five times must report to Ms. Bench with their parent before going to class. Tardiness is discourteous and shows a lack of respect for classmates and teachers. Please make sure your child gets to school on time. If tardiness or absenteeism becomes an issue, Ms. Bench will meet with you to devise a plan for your child to be on time and in school.

Buses

Local cities and towns provide bus transportation to 4th through 6th graders who live more than one mile from school and to 7th and 8th graders who live more than 1.5 miles away. For students living in the city of Providence, bussing is coordinated through the Providence Public School Department. For students living outside of Providence, bussing is arranged through RIDE. Bus registrations occur in late June/early July.

School Bus Safety

We expect all our students to behave responsibly and respectfully while riding the school bus. Students must follow directions given by the driver and monitor and sit in their assigned seats. Students who do not behave responsibly on the school bus will be suspended from the bus at the discretion of the driver or monitor.

Dismissal

School ends at 3:00pm, and students are expected to leave school promptly unless they are enrolled in *CP After 3*, are on a team, or are working with a teacher/tutor. CP staff supervises dismissal outside until 3:15pm. At 3:15pm, students who have not been picked up are brought back into the school building for a study hall supervised by the after school staff. There is a \$10 fee for this extra supervision.

Please do not ask your child to wait for you in an unsupervised area, such as the parking lot, playground, or school lobby, since we do not allow children to do so. Nor do we allow them to wait in the office.

Leaving School Early

If you are going to pick up your child before dismissal, please let your child's teacher know ahead of time, either by note, email, or phone message. You must sign out your child from the school office, not the classroom. Under no circumstances may students leave the school building during the school day without an adult.

The school needs a written list of every individual who has permission to pick up your child from school. We cannot allow students to leave school with anyone, child or adult, who is not on your list.

Pick Up After 3:15

Any student picked up after 3:15pm must be signed out from the office by a parent or an adult listed on the Student Data Sheet.

After School Program -- CP AFTER 3

CP After 3, Community Prep's after-school program, runs Monday through Friday from 3:00-5:15pm. Students receive a snack from 3:00-3:15pm. Study hall/homework help follows from 3:15-4:15pm, and the program concludes with an activity period from 4:15-5:15pm. The fee is \$100 per month, due in advance by the first of the month, or \$10 per day. Billing questions should be directed to Amy Tellier in the business office.

Students who are not picked up on time at regular dismissal or after a teacher supervised study hall will be signed in to CP After 3 and charged the \$10.00 drop-in fee.

Phone Messages/Cell Phones

Please make all necessary arrangements for your child's transportation home from school BEFORE they leave the house in the morning. Students may not use the school phones except in an emergency.

Students are not allowed to use cell phones in school, so please don't ask your child to call you from school on a cell phone. Students may bring cell phones to school, but they must turn them off and give them to their teacher before morning meeting. Teachers will confiscate any cell phone that is on during the school day, and parents will need to see Ms. Bench in order to claim it.

Breakfast and Lunch

Breakfast and lunch are available at school every day. Breakfast, which is free for all students, is served from 7:15-7:50am. Most early-arriving students take advantage of this opportunity. Students who arrive at school after 7:50am will not have time for breakfast. Students whose bus arrives late will be able to get breakfast and eat in the classroom.

In order to receive a free or a reduced lunch fee, parents must complete the "Free and Reduced Lunch" form, which was mailed home over the summer, and return it to the school office before the first day of school.

For students who want the school lunch, a full price lunch costs \$1.85. The reduced lunch fee is \$0.40. If you would like your child to participate in the free/reduced lunch program, then please complete the paperwork sent to you in August and return it to the school office before the first day of school.

Sodexo is our breakfast and lunch provider. Students pay the Cafeteria Manager, who enters the payment in each child's individual computerized lunch account.

Snacks

All Community Prep students receive a healthy fruit or vegetable snack three times a week.

Holidays/Birthdays

While our families celebrate many different religious holidays, Community Prep does not recognize any religious holiday, such as Christmas, Passover, etc. Community Prep does not celebrate students' birthdays. Please do not bring cake, ice cream, etc. to school on your child's birthday without checking beforehand with your child's teacher.

Invitations and Gifts

For birthday parties and other special events, we ask that invitations be handed out in school only if every child in the class is going to receive one. If this is not the case, then invitations should be handled outside of school in a way that spares hurt feelings. Similarly, seasonal gift giving between students should be handled diplomatically.

While teachers certainly don't expect gifts from their students, any gifts given to teachers should be modest, such as a coffee mug, scented soap, or a small gift for classroom use, like markers, etc. School policy prevents teachers from accepting expensive gifts from families.

Portable Electronic Devices/Cell Phones

Students are not allowed to use portable electronic devices, such as cell phones, personal data assistants, digital audio players, digital cameras and wristwatches in school. Many students bring cell phones, iPods, and the like to school, which is permitted, but these devices must be powered off in the school building. When teachers see or hear any of these devices in school, they will confiscate them, and the student's parent or guardian must come to school to recover the device for the student.

- Students must have all portable electronic devices turned off during the school day.
- No portable electronic device may be visible during the school day.
- Students are not allowed to use any device to photograph or record (either in audio or video format) another person on school property at any time without that person's permission.
- Students who violate this policy may also be subject to disciplinary action, ranging from detention to expulsion.

Citizenship Award

Every year students hold two elections, once to vote for the student in each homeroom who best displays the values of the Respect Contract, and the second time to vote for the student who has made the most improvement in those values. The winning students are presented with the Citizenship Award and honored at an all-school ceremony.

Sports Teams

Community Preparatory School fields competitive sports teams for sixth, seventh, and eighth graders in coed soccer, boys' basketball, girls' basketball, coed baseball, and coed track. CP teams compete against other area middle schools. Typically, the coaches make every effort to maintain a "no cut" policy. However, the coach has ultimate authority to determine the team members. If cuts become necessary, students not selected can still practice with the team and play in scrimmages or "B" level games.

Students who are *Not In Good Standing* (F's on their report cards or progress reports) may not participate on any Community Prep teams. When they show marked improvement, they can petition their teachers and Ms. Bench to have their eligibility restored before the end of the marking period.

Summer Programs

Community Prep offers two educational programs in the summer:

- Summer Prep, run by Brown University's Department of Education, is a three-week academic program in the morning for students entering grades two through six.
- Test Prep is a two-week academic program that prepares 7th and 8th graders for high school entrance exams and standardized tests.

HEALTH

Physical Exams and Immunizations

By state law, all students must submit up-to-date immunization records and the results of a complete physical exam before entering Community Prep and again before starting the 7th grade. Students who do not have up-to-date immunizations will not be allowed to attend school until immunized.

Dental Exam

By state law, all students in grades 4 & 5 must have a dental exam each year. Parents must complete a school dental form each year that identifies the date of the child's annual dental exam.

If your child is not feeling well, please keep your child at home.

Do not send your child to school if they have had any of the following symptoms in the previous 24 hours:

- fever of 100 degrees or higher
- rash
- conjunctivitis (pink eye)
- head lice
- vomiting
- sore throats
- severe cough
- severe cold
- ringworm

If your child develops any of these symptoms during the school day, the office will ask you to pick up your child promptly.

Please notify the school when your child is diagnosed as having a contagious illness, such as strep throat, flu, chicken pox, and the like, or if your child has head lice.

Prescription Medication

Since Community Prep does not have a full-time school nurse, students who need to take prescription medications during school hours must store their medications in the school office and come to the office to self-administer the medication. An exception would be students who have their physician's approval to use asthma inhalers or Epi-pens on their own. These students should keep their inhalers/Epi-pens with them and administer as necessary.

Medication kept in school must be in the original prescription-labeled container. The school also needs a written order from the health care provider and a written parent authorization for the student to take the medication. This authorization form is available in the school office.

All students who take medication during school hours, including students who keep their asthma inhalers/Epi-pens with them, need to have the necessary forms on file in the office. These medication forms are available from the school office.

By law, the school may no longer pass out over-the-counter medications, such as Tylenol®, cough drops, and Tums® to students.

Asthma

If your child has asthma and needs to administer a prescribed inhaler, the school must have a written notice from your healthcare provider and a signed permission form from you. You must also complete the following forms, which are available in the office: “Asthma Individual Health Care Plan” and “School Emergency Asthma Plan.” You should discuss your child’s needs with their teacher before school starts, preferably at the August goal conference.

Allergies and Special Diets

If your child has any allergies or dietary restrictions, please discuss these with the teacher before the first day of school. You must also complete the following forms, which are available in the school office: “Individual Health Care Plan for Food Allergy Action Plan” and “Food Allergy Emergency Plan.” If you child has an Epi-Pen, the school will also need a written notice from your health care provider and a signed permission form from you.

BEHAVIOR / CONDUCT

Student Conduct

Students are held accountable for their behavior in school, on the playground, on the school bus, and on school-sponsored events, such as fieldtrips, community service activities, and athletic events. They are expected to follow school rules and honor the RESPECT contract.

Students who cross the boundaries of acceptable behavior for our community will be given logical consequences, ranging from “time out” and losing recess to suspension or expulsion. Students and parents will work cooperatively with teachers and the principal to create plans when student behavior consistently disrupts the teaching and learning process.

Unacceptable behaviors include, but aren’t limited to:

- Dishonesty, such as lying, cheating, plagiarism, and stealing
- Defacing or destroying property
- Bringing any of the following to school: weapons of any kind, fireworks, drugs, alcohol, tobacco, matches, lighters, drug paraphernalia, pornographic materials, tapes or CD’s with offensive or profane lyrics, or copies of song lyrics that are offensive or profane
- Fighting, pushing, hitting, kicking, horseplay, wrestling moves, play fighting, or any kind of inappropriate physical contact
- Teasing, intimidation, verbal abuse, spreading rumors and gossip, harassment, bullying, cyberbullying
- Disruptive or disrespectful behavior
- Leaving a classroom or other supervised area without permission.
- Entering an unsupervised space without permission
- Violating the computer use policy
- Violating the rules on portable electronic devices

Cyberbullying

Cyberbullying in any form will NOT be tolerated. This applies to the school’s network and the broader Internet both **inside and out of school**. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, humiliating, threatening, or terrorizing another person by e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs).

A community member who believes they have been the victim of cyber bullying should not erase the offending material. Print a copy and immediately report the incident to a teacher or Ms. Bench. All reports of cyberbullying will be investigated fully.

Community Prep reserves the right to discipline a student for actions taken off-campus if they are intended to have an effect on another student or if they adversely affect the safety and well being of a student while in school.

School Policy on Bullying

Bullying occurs when one or more students intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. Bullying also occurs when a student or a group of students organizes a campaign of shunning against another student or when a student or a group of students maliciously spreads rumors about another student. The school policy on bullying applies, but is not limited to bullying in the following places and situations:

- Anywhere in the school or on school property
- Immediately adjacent to school property
- On a school bus or other school vehicle or at school bus stops
- While students are walking to or from school
- At any school-sponsored activity or event whether or not held on school premises
- In e-mails and blogs
- On the phone

Consequences for bullying may include:

- Expulsion from school
- In-school suspension
- Out of school suspension
- Loss of participation in the After School Program
- Loss of bus transportation
- Loss of opportunities to participate in sports and extracurricular activities

Instruction in the Prevention of Bullying

At the beginning of each school year, students, staff and families will be given information about the school's policy on bullying through the Parent Handbook, Student Handbook, homeroom meetings, staff meetings and school Town Meetings. This information shall include methods of discouraging and preventing bullying, how to file a complaint, and the consequences that may occur for those who engage in acts of bullying.

Reporting Bullying

School staff (including after-school staff and volunteers) will report acts of bullying that come to their attention to the principal.

Responsibility of Students

Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying is encouraged to report the bullying but will not be disciplined for failing to do so.

Prohibition against Retaliation

Community Prep will not tolerate any retaliation or intimidation against a student who has been bullied.

Making Amends

A student who bullies another will be expected to make amends and to publicly retract any untruths.

Sexual Harassment Policy

Community Prep is committed to making sure all students can learn in an environment free from all forms of sexual harassment. Sexual harassment is against the law, because it hurts people. The school prohibits all forms of sexual harassment. The following questions and answers help explain the school's policy.

Q: What is sexual harassment?

A: Sexual harassment is unwelcome conduct of a sexual nature that interferes with a student's ability to learn, study, work, achieve, or participate in school activities. It includes a wide range of behavior, such as:

- Insults and name-calling
- Off-color jokes or displays of sexually suggestive objects or pictures
- Intimidation by words or actions
- Unwanted touching, such as pinching, patting, grabbing, poking, or rubbing against a student's body
- Pressure for sexual activity
- Sexual assault and rape
- Other similar behaviors also may be prohibited under the school's policy

The school policy also prohibits retaliation against students who complain about harassment or against students or others who cooperate in a school investigation of sexual harassment.

Q: Are these rules just for students?

A: No, the school policy applies to everyone – teachers, administrators, coaches, volunteers, maintenance workers, cafeteria staff, and students, among others. All are prohibited from sexually harassing students. The school policy protects all students equally from harassment. Students of all genders are expected to respect their peers and report any abuse or harassment they witness.

Q: Where do the school rules apply? Just in classes? What if a student is harassed off school grounds, like on the bus?

A: If sexual harassment occurs either on or off school premises, the school will take action to stop it. That means the school policy applies to the many locations sexual harassment can occur for example: classrooms, hallways, school offices, school buses, gym, playground, and school-sponsored trips and activities.

Q: What should a student do if they have been sexually harassed?

A:

- Tell a teacher or an administrator, either in writing or in person.
- Tell the harasser, “Your behavior bothers me. Stop it!”
- Tell a parent, who will work with the child and the school, to stop the harassment.

Q: What kind of consequence will persons who sexually harass students get?

A: Possible disciplinary actions will depend on the seriousness of the harassment. For example, if a student uses sexually harassing language once, the school may warn the student the behavior violates the school rules. Students who continue to harass others may receive even stiffer consequences, such as detention or suspension, and will have to work with the principal. For very serious harassment, such as sexual touching or sexual assault, the school may expel a student or fire an employee.

RESPECT CONTRACT - STUDENT

Community Prep School is a partnership between parents, students, teachers, staff, and administration in creating the best possible education for our students. In order to achieve our ambitious goals, we must all make a commitment to working together.

Pledge by the Student:

I promise to work hard every day to achieve my personal best. I understand my education is important, and I will try to make the most of every opportunity I have to learn. I understand the Community Prep School core values of **RESPECT**, and I will try to live up to them everyday.

R: I will be a **RESPONSIBLE** student and a **ROLE MODEL** to others.

E: I will approach learning with **ENTHUSIASM**. I will try to attend school every day, and I will work hard to display a positive attitude.

S: I will ask for and accept the **SUPPORT** I need, and I will **SUPPORT** and care for others. I will be kind, and I will treat others as I wish to be treated.

P: I will arrive at school **PREPARED**, focused, ready to learn, and **on time** each day. I will complete my homework every night, and I will use my time wisely.

E: I will demonstrate good **EFFORT** when I approach a task. I will demonstrate the **EFFORT** necessary to achieve my goals in every subject.

C: I will rise to the **CHALLENGE** of being a Community Prep student. I will **COMMUNICATE** with my parents and teachers, so they can help me succeed. I will **COMMUNICATE** with other students to contribute to the safety and respect within the community.

T: I will be **TRUSTWORTHY** and **TRUTHFUL** in everything I do. I will do what is right; I will be honest and kind; and I will have integrity. I understand there is value in telling the truth, and honesty will make most situations better.

I will **RESPECT** my community and myself. This includes my teachers, my peers, and all other members of the Community Prep community. I understand I must live up to the Community Prep core values of **RESPECT** to remain a part of this community.

I promise I will work hard to demonstrate these core values.

Signed: _____

Date: _____

RESPECT CONTRACT – PARENT/GUARDIAN

Community Prep School is a partnership between parents, students, teachers, staff, and administration in creating the best possible education for our students. In order to achieve our ambitious goals, we must all make a commitment to working together.

Pledge by the Parents and Guardians:

I promise to work hard every day to help my child achieve their personal best. I understand my role in my child's education is important, and I will help my child make the most of every opportunity to learn.

I understand the Community Prep School core values of **RESPECT**, and I will try to honor them. I have read the school's Philosophy of Diversity. I understand Community Prep has a diverse community of students and adults, and the school expects each member of the community to respect others.

R: I will be a **RESPONSIBLE** parent and a **ROLE MODEL** to my child and other Community Prep students. I will be responsible for meeting my financial commitments to the school in a timely manner.

E: I will convey **ENTHUSIASM** for learning to my child. I understand each school day is valuable; I will make sure my child arrives at school every day on time (7:55 am). I will make school a top priority for my child, and I will help my child strive for excellent attendance.

S: I will provide the **SUPPORT** my child needs to achieve at Community Prep, and I will **SUPPORT** the teachers' efforts to help my child. I understand the school will make every reasonable effort to provide academic, emotional and social support for students.

P: I will make certain my child arrives at school **PREPARED**, focused, ready to learn and on time each day. I will provide a quiet place and time for them to complete homework every night. I will check that homework is completed and sign the assignment book each night.

E: I will encourage my child to demonstrate good **EFFORT** toward every task. I will demonstrate the **EFFORT** necessary to support my child's education. I will also make an **EFFORT** to involve myself in the school community by attending and participating in activities, events, and Community Prep Collaborative Meetings.

C: I will help my child rise to the **CHALLENGE** of being a Community Prep student. I will **COMMUNICATE** with my child and my child's teachers regularly. I will attend all required Goal Setting Conferences and any other meetings necessary to help my child achieve.

T: I will encourage my child to be **TRUSTWORTHY** and **TRUTHFUL** in everything they do. I will reinforce the importance of honesty, kindness and integrity at home. I understand at Community Prep, there is value in telling the truth, and honesty will make most situations better.

I will encourage my child to **RESPECT** themselves and the school community. I will help them live up to the student contract they will sign. I understand for my child to succeed at Community Prep, we must live up to the school's core values of **RESPECT**.

I/We promise to work hard to ensure we demonstrate these core values.

Signed: _____ Date: _____

Student's Name: _____

RESPECT CONTRACT - SCHOOL

Community Prep School is a partnership between parents, students, teachers, staff, and administration in creating the best possible education for our students. In order to achieve our ambitious goals, we must all make a commitment to working together.

Pledge by the School:

We promise to work hard every day to help every student achieve their personal best. We will offer a rigorous education to prepare our students for college preparatory high school programs and to be productive community members.

We will reinforce the Community Prep School core values of **RESPECT** consistently and fairly.

- R:** We will be **RESPONSIBLE** for Community Prep students throughout our extended school day while they are at school or at school sponsored events and activities. We will all be **ROLE MODELS** to our students.
- E:** We will approach teaching and learning with **ENTHUSIASM**. We will model our expectation of a positive attitude. We will assign productive, worthwhile homework every night to focus students on working to their fullest potential.
- S:** We will **SUPPORT**, appreciate and respect every student. We will make every reasonable effort to provide academic, emotional and social **SUPPORT** for students.
- P:** Each member of the Community Prep School staff will demonstrate the highest standards of **professionalism**. Teachers will always be **PREPARED** for class and will continually engage students in the hard work that paves the way for success in the school and life.
- E:** We will encourage each student to demonstrate good **EFFORT** toward every task. In these **EFFORTS**, we will encourage each student to work toward mastery in every subject and to build their knowledge, skills and citizenship.
- C:** We will **CHALLENGE** each Community Prep student to achieve their personal best. The school will **COMMUNICATE** with students when their accomplishments deserve recognition or their actions warrant consequences. We will **COMMUNICATE** promptly and fully with parents about their child's progress and to help each student succeed. We will **COMMUNICATE** the expectations clearly to ensure the safety, respect and success of each child within the community.
- T:** We will encourage every child to be **TRUSTWORTHY** and **TRUTHFUL** in everything they do. We will constantly and consistently reinforce the importance of honesty, kindness and integrity at school. We understand at Community Prep, there is value in telling the truth, and honesty will make most situations better. We will be honest, fair and consistent and kind in dealing with students.

Community Prep School staff will encourage each child to **RESPECT** themselves and the school community. We will help them live up to the student contract they will sign. We understand for each child to achieve their goals at Community Prep, we must live up to the school's core values of **RESPECT**.

We will work hard to ensure we demonstrate and model these core values.

Signed: _____
(on behalf of Community Preparatory School)

Date: _____

COMPUTER USAGE POLICY

Students are required to sign the following acceptable use policy before they can use the school's computers. Since all CP students are under the age of 18, your signature is also required to give your child permission to use the Internet at school.

Acceptable Computer Usage Policy

1. I am allowed to use the computers for approved educational purposes only. I will use the Internet to search only areas appropriate to the school curriculum. My folder will contain only materials appropriate for educational use.
2. I will not alter computer settings or damage computer equipment.
3. I agree not to download or install software, shareware, freeware, or other files without obtaining permission from my teacher.
4. I will not give other students access to my accounts or share any of my passwords (my school network account, my e-mail account, my social networking site account, etc.) with anyone else.
5. I will only alter my own files and documents.
6. I agree not to write or post anything online I would not want my teacher or parents to see, including profanity or otherwise offensive language.
7. I will not use computers or the internet to harm others personally or financially.
8. I will not plagiarize from the Internet.
9. I will not buy or sell anything using the school's network or Internet access.
10. I will never give out personal information, my own or others', over the Internet. This includes friends and family names, account numbers, telephone numbers, and addresses.
11. If I ever feel uncomfortable about an experience online, I will immediately tell my teacher. I understand my teacher is willing to help me and will not punish me as long as these rules are followed.
12. I will not agree to meet with anyone I have met online without parental approval.
13. I will not do anything to get around blocked websites.
14. I will not use my cell phone before, during, or after school without special permission from a staff member, and I will only use it to contact a parent regarding transportation or for a specific classroom assignment or purpose.
15. I will inform my teacher if other students violate this policy in any manner.
16. I am prepared to be held accountable for my actions and for the loss of computer privileges if these policies are violated.

Student Signature _____ Date _____

Parent Signature _____ Date _____

EFFORT RUBRIC

How to earn a 4 (Exceeds Expectations)

- Comes to school prepared with homework turned in on time and having attempted all problems each and every day
- Studies for tests and earns strong test grades that directly reflect the student's ability
- Positively contributes to classroom discussions and pushes classmates' thinking
- Completes all assignments for the trimester in a timely fashion and goes above and beyond the teacher's stated requirements
- Stays on task during all classroom activities
- Asks questions when something is not clear and actively seeks help when needed
- Positively contributes to group work assignments and takes a leadership role to encourage the participation of other group members

How to earn a 3 (Meets Expectations)

- Comes to school prepared with homework turned in on time and complete (A/B average for homework completion)
- Studies for tests and earns strong test grades that usually show the student's ability
- Participates in classroom discussions in subject areas
- Completes requirements for the trimester in a timely fashion
- Stays on task during subject with no prompting necessary
- Asks questions for clarification
- Participates actively in group work assignments

How to earn a 2 (Below Expectations)

- Inconsistently comes to school prepared with homework turned in on time and not all problems attempted (C average for homework completion)
- Tests scores do not reflect that significant studying occurred
- Participates in classroom discussions only when called upon
- Requirements for the trimester are not always submitted in a timely fashion
- Not always on task during this subject
- Doesn't always ask for help when needed and waits for a teacher to notice
- Sometimes participates in group work assignments

How to earn a 1 (Minimal or No Effort Shown)

- Little to no homework turned in (F average for homework completion)
- Tests scores show studying did not occur
- Participates in classroom discussions only when called upon
- Requirements for the trimester are repeatedly submitted late
- Usually not on task during this subject
- Does not seek help when needed and doesn't always accept it
- Rarely participates in group work assignments

Students need not meet all criteria in order to receive the above effort grades. Demonstrating three or more bullet points under a given category will result in one's effort grade. Teachers consult with the principal and other teaching staff before giving a report card effort grade of 1.

BOARD OF TRUSTEES

Board of Trustees

A 50-person Board of Trustees, which includes several Community Prep alumni and parents, oversees the school. Trustees serve three-year terms and are responsible for making policy and budget decisions for the school and for overseeing the work of the Head of School. The Head of School, in turn, oversees the implementation of the policy decisions made by the Board of Trustees and the work of all other employees of the school. The board meets three times a year – in September, January, and May.

Most of the trustees' work usually takes place in committees made up of trustees and other volunteers. You are welcome to join these committees, which are listed below. Please contact the staff member or the committee chair if you would like to learn more about a committee or to serve on one.

Board Committees:

| Committee | Chair | Staff Liaison |
|--------------------------|---------------------------------------|----------------------|
| Development | Andrew Douglass | Lisa Dantas |
| Education | Dymond Bush | Anita Bench |
| Executive | Paul Pyne | Dan Corley |
| Finance | Peter Burke | Amy Tellier |
| Investment | Piers Curry | Amy Tellier |
| Long-Range Planning | Seth Joseph | Dan Corley |
| Nominations & Governance | Max Kohlenberg | Lisa Dantas |
| Buildings and Grounds | Alden Anderson | Dan Corley |
| Special Events | Ross Mattis | Lisa Dantas |
| Alumni Relations | Trinh Truong | Monica Rodriguez |
| Communications | Vince Burks | Anita Bench |
| Campaign | Polly Daly/Julian Dash/Max Kohlenberg | Lisa Dantas |

Officers:

Chair: Paul Pyne

Vice Chair: Merle Goldstein

Vice Chair: Polly Daly

Treasurer: Fla Lewis

Secretary: Piers Curry