



RISE RESOURCE CENTER
301 N Willard St.
Cottonwood, Arizona
86326

Parent Handbook

The following pages are uniform policies and procedures for the families of RISE Resource Center, PO Box 3296, Cottonwood AZ. 86326. This handbook is subject to revision.

Contacts

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RISE Mission & Vision

Our vision:

To empower individuals with developmental disabilities to reach independence through support and education.

Our mission:

To provide a foundation of resources and support for individuals with developmental disabilities.

- Arizona state approved private school, serving Kindergarten through age 22
- Meaningful education and age appropriate curriculum
- Family support groups and trainings
- Community outreach
- Vocational and transition support

Director's Note

RISE is a place to help students and families feel comfortable and confident, to be a part of a community that is supportive and understanding. We strive to support all of our students and their families with the various phases they will go through and the challenges these may present. I strive to create a team of diverse people who can offer knowledge and support for varying exceptionalities and to be an advocate for individuals with disabilities in our community and beyond.

Admission

Families are able to apply to send their student to RISE Resource Center by completing an admission packet. Please contact administration for an enrollment package.



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Tuition

Tuition is based on the required amount of support per student based on IEP service minutes.

A \$200 non-refundable registration deposit is payable at the time of registration and will hold the enrollment of your child.

Tuition is payable on a 10-month basis beginning August 1st through May 1st. The first tuition payment and the month of withdrawal payment are non-refundable. Payments are considered delinquent if not received by the 5th of the month or the following school day. A \$25 late fee will be assessed if payment is delinquent.

Students may not attend class if tuition is more than 30 days late or until arrangements for tuition have been made. Tuition is not prorated or refunded due to absences, holidays, in-service days, or nature. Tuition must be paid in full before student records can be released.

Tuition payments may be dropped off at the school office or mailed to RISE Resource Center, P.O. Box 3296 Cottonwood, Az 86326

Therapy services are an additional cost and based on the frequency in the IEP. Private pay for additional sessions are available and can be scheduled with the director and individual therapist.

Occupational therapy - \$70 per hour
Speech and Language therapy - \$90 per hour
Physical therapy - \$80 per hour

Student Funding

Funding options are as follows:

- Private pay
- Public school district funded
- Empowerment Scholarship Association (ESA)
- Student Tuition Organizations (STO's)

Families may meet with financial representative from RISE Resource Center to apply for STOs and ESA



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Parent Payment Plan:

For families that receive funding through STO or ESA, payments are to be made quarterly through administration beginning the first week of school. **All payments are to be made by May 1st of the academic year.** For families that cannot reach their designated rate (base or 1:1) through STO's or ESA: If your child receives funding through one or more of the above programs yet still falls under the financial requirement, you will be contacted by administration to discuss an alternative arrangement.

Attendance

Students are encouraged to attend as many school days as possible. We understand that there are days when students need to stay home. Attendance will be tracked and monitored to ensure that student IEP minutes are being met.

School Hours

Regular school hours are as follows:

Monday: 9:00 - 3:00
Tuesday: 9:00 - 3:00
Wednesday: 9:00 - 1:30
Thursday: 9:00 - 3:00
Friday: 9:00 - 3:00

The RISE office is open 8:00 - 4:00 on a regular school day.

Summer office hours are 9:00 - 3:00. Summer hours are subject to change.

Signing In and Out/Visitors

Students who are late to school must sign in through the front office upon arrival. Parents wishing to sign their student out early must also do this through the front office.

All visitors, including therapists, parents, relatives, etc. must report to the front office immediately upon their arrival to our campus to sign in and receive a visitor's/guest pass. Children arriving late to campus for the school day must sign in with the front office. Parents wishing to sign out their child from school early must also do so with the front office. *Students who are 18+ years old are not allowed to sign themselves out of school, unless the child is legally and verifiably emancipated.*



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Weather Exceptions/Late starts

Families will be notified via email and/or text of any weather exceptions and late school day starts.

Transportation

Parents are responsible to provide to/from school. Students that are enrolled in a district may request for transportation from the district to be written in their IEP. Families that have driving arrangements with relatives/friends will need to provide written documentation of said driving arrangements to ensure that the student is picked up by the correct individual.

Dress Code

Students are required to dress according to the RISE Staff and Student dress code. Which is as follows:

- No profane or offensive language or images
- Shirts must cover shoulders and midriffs

Food Services/Lunch

Students at RISE Resource Center are required to bring a lunch & snack from home or participate in the district provided free and reduced lunch program. Please contact administration to register for the free and reduced lunch program. RISE Resource Center requests that students do not bring soda, candy, energy drinks and/or any other caffeinated beverage to school. If students wish to distribute treats for birthday/holidays/etc. please contact administration in advance to do so. RISE is a nut free school. Please be mindful of the use of nuts/other allergens as we have students with allergies at RISE.

Students should bring their own water bottle with their name on it each day.

Electronic Devices/ Cell phones

The use of personal phones and tablets at RISE Resource Center is not permitted. At no time may the use of electronic devices interrupt, disturb, or otherwise inhibit the education environment of the classroom or the individual. If brought to school, the device/cell phone **must** remain in the students backpack or cubby. RISE reserves the right to determine when and if the device has become a disruption. The device in question will be removed if it is determined that it interferes with the education environment. Parents will be asked to secure the device at home if necessary.

Exceptions will be made for Students who utilize a DDD prescribed augmentative communication device. Internet access and/or use of personal (non DDD prescribed) apps will not be permitted on approved communication devices.



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Bullying

RISE is committed to providing all students with a safe and respectful environment. Bullying at RISE will not be tolerated.

School Counselor

Students are invited to participate in support groups in a school/residential setting. The goal of these groups are to help our young people: identify and express feelings in a healthy way; learn healthy decision making skills; how to communicate and listen; learn problem solving skills; practice healthy living skills, and build a sense of self-worth, love and respect for self and others. We are pleased to welcome this valuable resource to all of our RISE community.

Therapy Services

Therapy Services are an additional cost and based on the frequency in the IEP. Private pay for additional sessions are available and can be scheduled with the director and individual therapist.

Occupational therapy - \$70 per hour

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Physical therapy - \$80 per hour

Prescription Medication

Medications may be administered to students during the school day when circumstances dictate that the student must take medicine at school. The following requirements must be met prior to school personnel being able to administer prescription medication:

- Parents or guardians must fill out a form requesting administration of medicine. A student must never bring medication to school.
- Medication must be counted and signed off agreeing to the number of pills by the parent/guardian and the person representing the school.
- Medication must be in an appropriately labeled prescription bottle, as received from the pharmacy, with the name of the student, the name of the medication, the dosages and the time(s) of day the medication should be given.
- Administration may designate a school employee to administer the medication to the student.
- All instances of administration of medicine to students must be documented in a log.
- The medication must be stored in a locked box in a locked storage cabinet.
- If the medication is returned to the parent/guardian, the medication must be again counted and signed off by both the parent/guardian and the school representative.



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Over the Counter Medications

When a student must take medicine that does not require a prescription, the following procedures must be followed:

- A parent/guardian must provide a written permission statement to the administration for administering of the non-prescription medication.
- The medication must be brought to the school in the manufacturer's original container, which states the name of the drug, the proper dosage and contents of the drug.
- Administration may designate a school employee to administer the medication to the student.
- All instances of administration of medicine to students must be documented in a log.
- The medication must be stored in a locked box in a locked storage cabinet.

IEP Meetings

All RISE students will have an Individualized Education Plan prepared by RISE and/or sending school districts (if applicable for district tuitioned students). IEPs will be reviewed and revised annually. IEP meetings may be held at the request of the parent, or RISE to discuss a specific change to the IEP. Additionally, IEP addendums may be made at the discretion of RISE and/or the sending district (if applicable) with parent consent.

Field Trips

Field trips may be scheduled throughout the school year. Trips will correspond with curriculum and events within the community. Students are required to have a signed permission slip for all off campus events/trips.

Chaperones/Parent involvement

Parents may be asked to participate in fundraising activities, field trips, and additional activities on or off campus.

Permission Slips

All students will need a permission slip for all events/trips that are off campus. Students who do not turn in a signed permission slip prior to the trip will not be allowed to attend that event.

Fire & Emergency Drills

Fire and emergency drills will be held periodically throughout the school year.



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Weapons/Violence

All students have the right to be educated in a safe and nurturing environment. Therefore, violations of these rights and violations of the atmosphere which supports sound education will not be tolerated.

RISE provides the power for administrators to address potentially dangerous situations. Weapons and/or acts of violence will not be tolerated at RISE. However, when administrators are implementing the policy they are allowed some flexibility given the age of the student and the circumstances.

In order to ensure that this occurs, the following has been established

Weapons

The term “weapons” shall include, by the way of illustration, the following enumerated items: any loaded or unloaded firearm (including but not limited to pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, crossbow), bullet casings; any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility); any defensive weapon (including but not limited to gas repellent, pepper gas, mace, stun gun); any martial arts device (including but not limited to Chinese stars, nunchaku) or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (including but not limited to blackjack, chain, club, knuckles, nightstick, pipe, studded bracelet); or which by virtue of its shape or design gives the appearance of any of the aforementioned (including but not limited to air pistol, air rifle, BB gun).

Drugs/Alcohol

1. The use, distribution or possession of any tobacco product on school property regardless of the individual’s age. Parents and employees may possess tobacco products in their vehicles while on school grounds or at school events, however the use of the tobacco products is strictly prohibited. This includes electronic cigarette devices.
2. The use, distribution, manufacture, purchase or sale of illegal drugs, inhalants, noxious substances, drug paraphernalia, imitations of illegal drugs/noxious substances, dietary supplements, or medication.
3. The use, possession, sale, purchase or distribution of alcoholic substances.
4. Intoxication of being under the influence or use of any alcohol, tobacco, or drug at any school event.



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