



Student Handbook 2023-2024

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

(401)-521-9696

“A Pledge to Myself”

*This day has been given to me
fresh and clear.*

I can use it or throw it away.

*I promise I shall use this day
to the fullest,
realizing it can never come back again.*

*I realize this is my life
to use or to throw away.*

-Marva Collins

School Policy on Bullying

Bullying is intentionally assaulting, threatening, harassing, stalking, intimidating, humiliating or taunting another person. Bullying via social media, texts, e-mail, etc. is just as serious as doing it in person.

Bullying is also when one or more people organize to exclude or spread rumors about another person or people.

We expect every member of our school community to do what is right, even when it is difficult. That includes telling a bully to stop and talking to an adult staff member when you see someone being bullied.

It doesn't matter whether the bullying occurs on school property or not. **The school policy on bullying applies, but is not limited to the following places and situations:**

- 1) Anywhere in the school or on school property
- 2) Immediately adjacent to school property, like Davey Lopes, the basketball court, skate park or playground.
- 3) On a school bus or at school bus stops
- 4) While students are walking to or from school
- 5) At any school-sponsored activity
- 6) In e-mails, blogs, texts, via phone or social media.

Community Prep can discipline students for actions taken off-campus when it affects the safety and wellbeing of any member of our community.

Consequences for bullying may include expulsion or suspension from the following: school, after-school programs, sports teams, school bus, and school activities like field trips and the school show. Community Prep will not tolerate any retaliation or intimidation against a student who has been bullied. A student who bullies another will be expected to make amends and to publicly retract any untruths.

Uniform

We have two uniform options for CP students. Students may wear either uniform throughout the week, however, they must wear the PE uniform on PE days.

Classic Uniform:

- Wear a red uniform polo shirt, khaki uniform trousers, and black, white, or red sneakers (or any combination of those three colors).
- If you wear an undershirt, make it a white one. Do not wear a long-sleeved undershirt beneath a short-sleeved uniform shirt.
- Tights, leggings, and knee socks are okay if they are solid red, black, khaki, or white.
- Skirts and shorts must be at least mid-thigh length.
- If you get cold, wear a red uniform sweatshirt or a black uniform fleece.

PE Uniform:

- Wear all black sweatpants or athletic shorts, a red uniform t-shirt, and black, white, or red sneakers.
- If it is chilly, wear black sweatpants and a red uniform sweatshirt.
- Shorts and pants must be solid black- **no logos or track stripes allowed.**
- **Logos are too big if they cannot be fully covered by a cell phone.**
- Shorts must be at least mid-thigh length.

Shoes

- You can wear black, white, or red shoes other than sneakers.
- We do not allow: platforms, clogs, high heels, sandals, flip-flops, slippers or moccasins.
- **We do not allow Crocs!**

Students who report to school out of uniform will be provided with the appropriate uniform piece(s). Parents will be charged for those items.

What NOT to wear

No sunglasses, large earrings, heavy chains, multiple rings or bracelets, or body piercings. Hats, wave caps, cat ears, bowties and scarves are not allowed either.

In my opinion, we should revisit parts of this section.

Dress Down Days

Dress appropriately for school. No short shorts, mini skirts, muscle shirts, see-through shirts or pants, shirts with vulgar messages, sagging pants, too tight clothing, or flip-flops. No crop tops

Fashion trends are always changing. Whether or not it's listed above, the principal reserves the right to call your parents to bring in a change of clothes if your dress down attire is inappropriate for school.

What NOT to bring . . .

Candy and gum
Makeup
Body sprays or perfumes
Weapons, knives, laser pointers
Tobacco, alcohol, drugs
Fireworks, matches, lighters
Pornographic materials

Portable electronic devices that don't belong to CP

Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request, comment or attention that makes another person feel uncomfortable, unsafe, angry, powerless, or demeaned.

Some examples would be:

- Gestures, looks, poses or clothing with a sexual message, picture, objects
- Insults, threats, name-calling, dirty jokes and stories, comments, noises, notes, obscenities, requests and demands of a sexual nature
- Unwanted touching, such as pinching, patting, grabbing, poking, rubbing, or bumping against another person.

Community Prep is committed to making sure you can learn in an environment free from sexual harassment. Sexual harassment is against the law. It hurts people and has no place in our school. This rule applies to all members of our community, adults and students alike, and to everywhere school activities take place. Reach out to the Principal, social worker, learning specialist or any adult in the building immediately.

Public Displays of Affection

Touching another person can be affectionate, joyful, or consoling, and as such, can be appropriate at school. Extended public displays of affection like handholding, long hugs, kissing, laying or leaning on one another, and doing hair are not appropriate at school.

Not in school?

If you are sick and have to stay home, you will need to catch up on your work when you're back at school. On your first day back, ask your teachers for the work you missed. **YOU are responsible for asking your teachers for the work.** It is not your teacher's responsibility to ask you if you need to make up the work -- it's yours! If you miss more than one day of school, someone should come in to pick up your work, so you don't fall behind.

Taking off?

If you take a trip while school is in session, let your teachers know at least one week ahead of time. They will give you the work the rest of the class will be doing while you're gone. Hand in the work on your first day back.

Doctor's Appointments

If you have an appointment during the school day with your doctor, dentist, or orthodontist, bring a note to let your teacher know what time you'll be leaving school.

Taking Medicine in School

The only medicine you can take in school is medicine your doctor and your parents have authorized. Prescription medicine has to be kept in the nurse's office, and you will have to go to there to take the medicine. The office cannot give you any medicine, even cough drops, without a doctor's order. You can keep inhalers and

over-the-counter medicines like cough drops or ibuprofen in your backpack to take as needed.

Cell phones in school

Cell phones and Smart Watches are not permitted for use 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 until your bus or parent arrives. If a cell 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.

Can't wait to get here?

Doors open at 7:15. School begins at 7:50 with Daybreak in the Community Room. If you're late, report to the office. Once you've been late five times, you and a parent or guardian will have to meet with the principal and work out a plan for getting to school on time.

Show five!

When you see Community Prep adults or students raise their hands in the Community Room, at gym, in class, or on a field trip, you should **stop talking**, raise your hand, face the adult, and listen for instructions.

Halls and Stairways

Speak quietly in the halls and not at all on the stairs. Always use the back stairs, except in a fire drill or with

permission from a teacher or staff member.

Fire Drills/Lockdown Drills

Do not talk or put your hands over your ears during a fire drill or lockdown drill. Move quickly and silently. The goal is to resume class as quickly as possible.

Be Prepared!

Give yourself time to get ready each morning. Please wash, brush your teeth, and use deodorant. Wear a clean uniform. If you need any assistance, reach out to the Principal or social worker.

Make sure you bring your book, homework, paper, pen or pencil, and planner to every class. Be on time for all your classes.

Use your planner to keep track of homework and long-term projects. Have your parent or guardian sign it each night if you are in grades 4 and 5.

Personal Integrity

If you'd like to use something that belongs to another person, ask first. Respect the property of others. Don't write on walls, furniture, or books. Play fairly- be a good sport whether winning or losing.

Friday Folders

Have your Friday Folders signed over the weekend by your parent or guardian and bring them back to school with you on Monday mornings.

Respect Contracts

At the beginning of the school year, you, your parent or guardian, and your teacher sign RESPECT contracts and agree to live up to the RESPECT values every day. CP holds you responsible for what you do and say, even if you “didn't mean it.”

Academic Integrity Agreement

At Community Preparatory School, all students are expected to show a high standard of academic honesty and submit work with integrity. The agreement has been developed to ensure each student understands what constitutes academic honesty. This policy covers all school-related tests, quizzes, reports, class assignments, homework assignments and projects.

CP recognizes four types of academic honesty misconduct as follows:

1. **Plagiarism:** claiming ideas or work of another person or source as one's own; including but not limited to excessive repetition or poor paraphrasing, improper citation
2. **Collusion:** allowing one's work to be copied or submitted by another and/or releasing information about an assessment to another person. Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty
3. **Falsification:** purchasing and/or submitting pieces of written work by someone else, misrepresenting information dishonestly, or forgery of a parent's signature

4. **Other behaviors:** using unauthorized materials and/or devices such as cell phones and calculators during a test, quiz, exam, or other testing environments

In the event of misconduct, there will be the following consequences:

Level 1: First-time offense which will be treated as a teachable moment and a failing grade on the assignment. The teacher will conference with me, notify parent(s)/guardian(s), and inform the Principal. (If it's not a test.)

Level 2: Second offense will result in a failing grade for the work. The teacher will notify parent(s)/guardian(s) and inform the Principal. There will also be a meeting with the Principal.

Level 3: Third and subsequent offenses will result in a failing grade for the work. Parent(s)/guardian(s) and the student must meet with the Principal.

Other consequences: Completing a “*Restorative Reflection Sheet*”, not being eligible to be on the honor roll that trimester, receiving citizenship award recognition or other academic awards.

At Community Preparatory School, every student has the opportunity to succeed, and CP wishes to provide a positive learning environment that provides opportunities for students to reflect and experience personal growth and development. CP also believes in positive affirmation and allows each student to begin each academic year with a fresh start in which to strive for academic and personal success.

Extracurricular Activities

If you are passing all your classes, you are eligible to play on Community Prep's sports teams or chess team, and participate in other extracurricular activities.

Need someone to talk to?

The principal, learning specialist, and social worker are available to all students and families in our school community. You might want to have another person to talk to, or you may have some concerns or problems during the school year. If so, let your teacher know, and they will make an appointment for you. Your parents are also welcome to contact the principal directly.

Cleanliness Counts!

Don't let insects and mice infest your classroom. Keep your desks, lockers, and cubbies clean. NEVER leave food in your classroom overnight. That's the favorite time for bugs and rodents to hunt for food. Teachers will check lockers and cubbies periodically to make sure they are food free!

Dismissal

Since CP is legally responsible for you, you can't leave school before dismissal at 3:00 unless your parent, or an adult designated by your parent, signs you out of school. You cannot leave the school grounds at 3:00 if your parents expect you be in the after school program. If you are working with a teacher after school or are in the after school program, you must go there directly from your homeroom at 3:00.

Ride Not Here?

If your ride doesn't show up by 3:15, you'll have to go back in the school building and sign in to the after school program. You cannot wait outside by yourself, and you cannot wait in the office.

If your parent is not here to pick you up at the end of your teacher's after school study hall, you will be signed in to the after school program.

Progress Reports

Progress reports are sent home every 4 weeks. These reports help you and your parents/guardians see how you're doing in each of your classes.

Your parents can view your grades online at *TeacherEase* if they set up an account with Ms. Lee. You can also view grades if you are in grades 6,7 or 8.

Report Cards

Report cards come out three times a year: December, March, and June. Each marking period is called a trimester. Teachers officially close the trimester grades on December 1, March 15, and June 14.

Honor Roll

To make the honor roll, you need good grades in academics and 3s or 4s in effort.

High Honors -- All As (including A-[s])

Honors -- All As and Bs, no B-(s)

Good Standing -- No C- or F or 1s in effort

Academic Warning -- One or more C-(s)
Not in Good Standing -- F in any subject or any 1

Grades

A+ 98-100 B+ 88-89 C+ 78-79 F<70
A 92-97 B 82-87 C 72-77
A- 90-91 B- 80-81 C- 70-71
S Satisfactory U Unsatisfactory

Effort Counts

Community Prep teachers expect their students to work hard. Your success in anything – school, sports, music, etc. – depends on how hard you're willing to work. If you aren't willing to work hard, then Community Prep is probably not the best school for you.

If you show poor effort by earning three consecutive 1s in effort in the same subject, you will be asked to transfer to another school. If you earn two 1s in effort in a row, and then earn two more consecutive 1s in effort any year after that, you will be asked to leave Community Prep.

Respect Contract

At the beginning of the school year, you, your parent or guardian, and your teacher sign RESPECT contracts and agree to live up to the RESPECT values. CP holds you responsible for what you do and say, even if you "didn't mean it."

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 honored at an all-school ceremony.

Cameras and Recording Devices

Always ask permission before you take a picture of another person. Never use any device, such as a camera, watch, computer, iPad, cell phone- to photograph or record (either in audio or video format) another person at any time without that person's permission.

Tardiness

Too many tardies could affect your attendance record. When you reach five tardies, you and a parent/guardian will meet with the Principal to create a plan for getting to school on time.

Be aware that your locker and cubby are school property and can be accessed by teachers and other staff members at any time.

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.

