



Blackstone Valley Prep Mayoral Academy

BVP Board Meeting

Date and Time

Monday October 18, 2021 at 5:30 PM EDT

Location

BVP High School
65 Macondray St., Cumberland

Masks Required for all in-person attendees.

BVP High School - 65 Macondray St., Cumberland

Public invited to join online at bit.ly/BVPBoard101821

Board materials available online at <https://bit.ly/BVPBoardMaterials101821>

Agenda

I. Opening Items

Opening Items

- A.** Record Attendance and Guests
- B.** Call the Meeting to Order
- C.** Vote to Approve Minutes 9/20/21

D. Public Comment

Members of the public are invited to speak, with a 2-minute limit per speaker. Use our online form to either sign up for verbal comment or submit written comments to the Board. <https://bit.ly/BVPBoardComments>

II. Recurring Business Items

A. CEO Report

B. CFO Report

III. New Business Items

A. BVP Organizational Goals

B. BVPHS Program of Studies

C. BVP 21-22 Handbook and Compact

D. Staff Handbook Updates

E. 2020-2021 Audit Presentation

IV. Previous Items

A. COVID and related policy updates

B. Governance Committee Report

V. Executive Session: Personnel (Pursuant to RIGL § 42-46-5.1)

A. CEO Review and Evaluation

VI. Closing Items

A. Adjourn Meeting

Coversheet

Vote to Approve Minutes 9/20/21

Section: I. Opening Items
Item: C. Vote to Approve Minutes 9/20/21
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for BVP Board Meeting on September 20, 2021

APPROVED



Blackstone Valley Prep Mayoral Academy

Minutes

BVP Board Meeting

Date and Time

Monday September 20, 2021 at 5:30 PM

Location

BVP High School

65 Macondray St., Cumberland

Masks Required for all in-person attendees.

BVP High School - 65 Macondray St., Cumberland

Public invited to join online at bit.ly/BVPBoard92021

Board materials available online at <https://bit.ly/BVPBoardMaterials92021>

Directors Present

D. Garcia, J. Diosa, J. Morton, J. Waters (remote), M. Magee, M. Rivera, M. Zuluaga, R. Vrees

Directors Absent

J. Almond, J. Mutter, J. Silva

Guests Present

A. Summers (remote), B. Dowd, B. Gadoury (remote), C. Heng (remote), C. Losea (remote), D. Ortiz, E. Iafrate (remote), J. Chiappetta, J. Falk (remote), J. Giraldo, M. DeMatteo, M. Emet (remote), S. Anderson, T. Tonino (remote)

I. Opening Items

A. Record Attendance and Guests

Members of the public present via Zoom:

Joanna Almeida

Kate Conroy

B. Call the Meeting to Order

M. Rivera called a meeting of the board of directors of Blackstone Valley Prep Mayoral Academy to order on Monday Sep 20, 2021 at 5:35 PM.

C. Vote to Approve Minutes 8/24/21

M. Zuluaga made a motion to approve the minutes from Board Meeting on 08-24-21.

D. Garcia seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Public Comment

No public comment

II. Recurring Business Items

A. CEO Report

J. Chiappetta discussed some highlights of the CEO Report as included in the Board Packet, including:

- BVP sent a wellness check-in survey to all families; so far there are 950 responses that are mostly positive.
- The annual BVP 5k will return this year! The event will be at Slater Park a week from Sunday, with the race starting at 9am
- The Human Capital team is still working on staffing, but so far this year BVP has its largest staff, most diverse staff ever.
- Scholar attendance is not where it typically is, mostly due to COVID. Nurses have had to quarantine many scholars, and send many home due to RIDOH policies requiring scholars (and their siblings if unvaccinated) to leave school if they have on if one symptom, with a PCR required to return. PCR test results have a very variable turnaround time, so some scholars are missing multiple days awaiting results.
- So far, 8 classrooms have been temporarily closed for COVID related reasons, creating significant challenges for families and schools.
- The impact of COVID on scholar learning is real - as demonstrated by STAR and RICAS data as compared to non-COVID years.

- BVP continues to work on facility updates, including ongoing efforts in securing funding for the HS expansion.

M. Zuluaga asked for clarification about whether scholars are able to learn if/when they are quarantined. J. Chiappetta explained that if an entire classroom is shut down, synchronous distance learning can be offered, but because of staffing capacity, BVP can only offer asynchronous assignments for "one-off" quarantines that do not effect the majority of scholars in a single classroom. (This may include siblings or bus contacts)

The Board also entered into discussion about attendance policies and how BVP is distinguishing between scholars who are absent due to COVID/quarantine. BVP is working on procedures to more easily make these distinctions, and will not be emphasizing attendance in the same way it has in the past.

J. Diosa made a motion to accept CEO report.

R. Vrees seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. CFO Report

- budget/actual for July
- meet/exceed all ratios
- anonymous foundation 280,000+ for HS addition to support pre-planning
- audits underway

dio diossa unanimous

III. New Business Items

A. COVID and related policy updates

J. Chiappetta discussed the presentation included in the Board packet relative to COVID and related policy updates, including:

- BVP has implemented a decision to require all new hires going forward to be fully vaccinated before their first day of employment with BVP.
- Federal policy has now aligned with BVP's requirement for employees to show proof of vaccine or weekly COVID testing.
- BVP Current vaccination rates: 75% of HS scholars vaccinated, 90% of staff, still determining JHS (manual process)
- BVP has secured a grant to hire CNAs to manage a regular in-school testing protocol.

M. Magee expressed his strong feelings that BVP continue to push for all eligible community members to be vaccinated, and to be strategic about the messages and the messengers.

M. Rivera encouraged BVP to consider vaccine requirements for scholars given the number of quarantines and close contacts kids have in school. She also expressed that scholars should be told that the Board is considering vaccine requirements, particularly for athletics, as winter sports and practices are indoors and could result in more illness and quarantines without vaccines.

Other Board members agreed that BVP should continue to consider the possibility of mandates, noting that it has worked in other situations to boost vaccination rates and lower COVID rates.

R. Vrees made a motion to accept the COVID report as presented.

M. Magee seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Governance Committee Report

M. Zuluaga presented an update from the Governance Committee report, which met on Thursday 9/16. Topics of discussion at the meeting included

- CEO evaluations
- Succession Planning
- Hopes & Goals for the Academic Year

A survey will be sent in October, and the ask is that all Board members participate, and there will be a presentation at an upcoming Board meeting to discuss results; will inform CEO evaluation and help set goals.

IV. Closing Items

A. Adjourn Meeting

J. Morton made a motion to adjourn.

D. Garcia seconded the motion.

The board **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:27 PM.

Respectfully Submitted,

B. Dowd

Documents used during the meeting

None

Coversheet

CEO Report

Section: II. Recurring Business Items
Item: A. CEO Report
Purpose: Vote
Submitted by:
Related Material: 101821 CEO Report.pdf



BLACKSTONE VALLEY PREP

Preparing every scholar for success in college and the world beyond.

Chief Executive Officer Report

Jeremy Chiappetta

October 18, 2021

Key Highlights:

- Niche.com recently published a report that ranks schools across the country. BVP is prominently featured in their latest report with the top-rated charter Elementary, Middle and High School in Rhode Island!
- BVP is implementing new curriculum (last year, this year and next year) across most grades in English and mathematics in response to RIGL§ 16.22.30-33 (<https://www.ride.ri.gov/InstructionAssessment/Curriculum.aspx>). Specifically:



Curriculum Adoption Summary

Grade Span	English Language Arts	Mathematics
K-2	FUNdations, adoption process 21-22 for fall 22 launch	Zearn, upcoming adoption process
3-4	Adoption process 21-22 for fall 22 launch	Zearn, upcoming adoption process
5-8	Wit and Wisdom	Illustrative Math
9-12	O'dell Core Proficiencies	Illustrative Math

- The BVP 5K Run/Walk and Kids' Fun Run returned after a one-year hiatus on Sunday, September 26, at Slater Park in Pawtucket. The event was sponsored by Donnelly's, Pawtucket Credit Union, Angelo's Palace Pizza, Civic Builders, McKee Oil, JaniKing, Cumberland Family Eye Care, and Revolution Foods. We had over 200 entries and generated almost \$6,000 in revenue for our athletic programs. *Special congratulations to Kevin Dunn and Tina Tonino who were the top staff finishers (both out-touched the CEO... by 15+ minutes).*
- Transportation continues to be a major concern for this school year. In addition to bus driver shortages, we have had difficulty ensuring consistent implementation of accurate seating charts, increased individual transportation, construction on Cumberland's Broad Street, and bus concerns regarding bus staff fidelity to safety protocols.

COVID

- See separate presentation for a complete update.

Talent

- Staffing continues to be incredibly challenging. We are still hiring Teaching Fellows, and we are actively working to have several Teaching Fellows Emergency Certified in order to be full classroom teachers.
- Staffing continues to be competitive this year, more than any other year, largely due to:
 - An increase in resources across school systems from federal funding creating more positions in the marketplace
 - A decrease in new people entering the profession (likely fewer completing school)
 - Departures from the profession connected to stresses of COVID.
- Some of the marketing tactics we have used include:
 - Doubled our referral bonus from \$500 to \$1,000.
 - Offering a \$1,500 signing bonus.
 - Added a "We're Hiring" floating button to the BVP homepage that advertised our \$1,500 signing bonus.
 - 20.2K Google Ad impressions generating 2.08K clicks from June - present; 36.5K social media (Facebook, Instagram) impressions generating 3.1K clicks from June - present
 - Designed & printed 300 double-sided 4x6" recruitment handouts for use by HC team

Diversity, Equity, and Inclusion

- BVP has been invited to participate in the latest cohort of the [Promise54's Diversity Equity and Inclusion Accelerator](#). We plan to use the Accelerator's surveys, training, and coaching to finalize a DEI strategic plan this school year.

Key Data

- **Current enrollment** (10/11/21) is 2,164 which is down from 2,189 at our last meeting and below the range of where we anticipate being for the year and below our target of 2,200 for the school year. We are currently enrolling additional scholars in grades K-4 and 7-8 to address seat availability.
- **Attendance:** Scholar attendance continues to be of significant concern for BVP. Based on following the RIDOH guidance, we are isolating and quarantining many scholars and classrooms, and we are sending dozens of symptomatic students home daily, requiring a PCR test to return to school. With PCR tests taking 24-72

hours to return, a child who leaves school on a Monday morning with a symptom is often out most if not all of the week.

School	Attendance	Chronic
ES1	89.2%	37.72%
ES2	90.45%	33.58%
ES3	88.74%	41.33%
UES	91.15%	32.03%
JHS	93.18%	19.93%
HS	92.48%	23.57%
Network	90.94%	31.14%

Through 10/12/21

Absenteeism is well above historic numbers. At the October, 2019 Board meeting, BVP's attendance was 96.61% and chronic absenteeism was 7.26%. The difference between 2019 and 2021 through 30 days of school represents a loss of more than 3,700 instructional days ($5.67\% \times 30 \times 2,164 = 3,681$).

- See separate presentation for an academic data update.

Development

- BVP is actively pursuing several grants to support DEI efforts and to support our capital investments, especially at the high school.

Media and Advocacy

- The Providence Journal recently featured BVP CEO Jeremy Chiappetta and our bussing highlighting the urgent need for bus drivers.
 - <https://www.providencejournal.com/story/news/education/2021/10/08/wheres-my-school-bus-bus-driver-shortage-impacts-felt-around-ri-first-student/6020918001/>
- Several very positive mentions of BVP athletics in the local news (Providence Journal, Valley Breeze, and Pawtucket Times), especially with regard to our high school football and soccer programs.
 - [2021 BLACKSTONE VALLEY FOOTBALL PREVIEW: Central Falls thrilled to be joining forces with Blackstone Valley Prep](#)
 - [Here are last week's Top 5 RI high school soccer standouts](#)

- [Friday high school roundup](#)

Facility Updates

- BVP closed on the property abutting BVPHS and continues to actively work with government agencies, engineers, architects and planners to successfully address seat capacity for the high school and permanent network office space.

Coversheet

CFO Report

Section: II. Recurring Business Items
Item: B. CFO Report
Purpose: Vote
Submitted by:
Related Material: August 2021 Financial Dashboard.pdf
August 2021 YTD Spending Report.pdf



Blackstone Valley Prep - Financial Performance Dashboard

08/31/21

Revenues and Expenditures	YTD Actual as 8/31/2021	Budget 2022
Revenues		
Public Funding Entitlement Revenue	\$ 3,678,105	\$ 39,003,831
Development Revenue	\$ 338,261	\$ 440,200
Other Revenue	\$ 7,424	\$ 52,212
Total Revenue	\$ 4,023,790	\$ 39,496,243
Expenses		
Personnel	\$ 2,624,022	\$ 27,935,797
Non-Personnel Expenses	\$ 719,744	\$ 7,351,954
Facilities Expenses	\$ 413,029	\$ 2,898,317
Capital Expenses	\$ 410,710	\$ 535,685
Total Expenses	\$ 4,167,506	\$ 38,721,753
Net Surplus/(Deficit)	\$ (143,715)	\$ 774,490

Financial Position	Total As of 8/31/2021	Total As of 8/31/2020
Assets		
Cash	\$ 12,698,958	\$ 10,880,475
Receivables	\$ 96,753	\$ 224,877
Other Current Assets	\$ 961,360	\$ 948,414
Fixed Assets	\$ 35,460,558	\$ 26,292,049
Accumulated Depreciation	\$ (4,027,390)	\$ (2,800,535)
Assets Total	\$ 45,190,239	\$ 35,545,280
Liabilities		
Short Term	\$ 2,724,061	\$ 2,390,893
Long Term	\$ 34,931,372	\$ 26,785,296
Liabilities Total	\$ 37,655,433	\$ 29,176,189
Net Assets	\$ 7,534,805	\$ 6,369,090
Liabilities + Fund Balance	\$ 45,190,239	\$ 35,545,280

Per Pupil Amounts	8/31/2021	8/30/2020
PPA YTD Revenue	\$ 1,828.16	\$ 1,616.33
PPA YTD Revenue - Fundraising	\$ 153.69	\$ 15.97
PPA YTD Expenses	\$ 1,893.46	\$ 2,006.67

Financial Performance Ratios	Current	Target	Benchmark
Current Ratio (Current Assets/Current Liabilities)			
Current Assets	\$ 10,540,576		
Current Liabilities	\$ 2,454,293		
Current Ratio	4.29	Exceeds	= > than 1

Unrestricted Days Cash			
Total Cash Available (at end of period)	\$ 13,322,361		
Total Projected Expenses	\$ 38,721,753		
Total days of the year	365		
Days Cash on Hand	125.58	Exceeds	= > than 60

Debt to Asset Ratio (Total Liabilities/Total Assets)			
Total Liabilities	\$ 33,856,329		
Total Assets	\$ 45,496,233		
Debt to Asset Ratio	0.74	Exceeds	< than .9

Statement of Cash Flows			
Beginning Cash		\$	13,322,361
Projected Cash Receipts from Operations		\$	1,898,354
Projected Cash Disbursements from Operations		\$	(2,834,851)
Net Cash from Operations		\$	12,385,864
Cash Receipts from Accounts Receivable		\$	(33,166)
Change in Current Assets		\$	-
Capital Expenditures		\$	(504,900)
Change in Depreciation		\$	220,658
Change in Accounts Payable		\$	316,650
Change in Current Liabilities		\$	(46,882)
Change in Long-term Liabilities		\$	3,529,336
Change in Net Assets		\$	(3,168,601)
Ending Cash Balance		\$	12,698,958

Contributions	# of Donations	% of Donations
Family Giving	2	0.1%
Board		0.0%
Staff	1	0.3%
FLC Funds Raised (net of expenses)	-	\$ -



Blackstone Valley Prep, A Rhode Island Mayoral Academy

Monthly Reporting

Aug-21

	Fiscal 2022		
	Approved Budget	Through 8/31/2021	Under/(Over) Budget
REVENUE			
Total Public Funding Entitlement Revenue	\$ 39,003,831	\$ 3,678,105	\$ 35,325,726
Total Development Revenue	\$ 440,200	\$ 338,261	\$ 101,939
Total Other Revenue	\$ 52,212	\$ 7,424	\$ 44,788
TOTAL REVENUE	\$ 39,496,243	\$ 4,023,790	\$ 35,472,453
EXPENSES			
<i>Personnel Expenses</i>			
Salaries	\$ 20,952,320	\$ 1,949,049	\$ 19,003,271
Program Incentives	\$ 1,595,585	\$ 264,093	\$ 1,331,492
Fringe Benefits	\$ 5,387,892	\$ 410,880	\$ 4,977,012
Total Personnel	\$ 27,935,797	\$ 2,624,022	\$ 25,311,775
<i>Non Personnel Expenses</i>			
Professional Development	\$ 534,660	\$ 29,125	\$ 505,535
Special Education Services	\$ 1,026,743	\$ 108,766	\$ 917,977
Medical	\$ 5,195	\$ 8,963	\$ (3,767)
Business Services	\$ 455,158	\$ 129,999	\$ 325,160
Building and Office	\$ 4,317,927	\$ 292,365	\$ 4,025,562
Instructional	\$ 821,125	\$ 110,823	\$ 710,302
Other	\$ 191,145	\$ 39,703	\$ 151,442
Total Non-Personnel Expenses	\$ 7,351,954	\$ 719,744	\$ 6,632,210
<i>Facilities Expenses</i>			
Rent	\$ 2,067,274	\$ 303,424	\$ 1,763,849
Cost of Occupancy	\$ 400,784	\$ 19,215	\$ 381,570
Repairs and Maintenance	\$ 555,259	\$ 90,390	\$ 464,868
Total Facilities Expenses	\$ 3,023,317	\$ 413,029	\$ 2,610,287
<i>Technology and Equipment</i>			
Technology	\$ 375,284	\$ 116,218	\$ 259,066
Furniture, Fixtures and Equipment	\$ 35,401	\$ 11,991	\$ 23,410
Total Technology and Equipment	\$ 410,685	\$ 128,209	\$ 282,476
Depreciation	\$ -	\$ 282,501	\$ (282,501)
Total Depreciation	\$ -	\$ 282,501	\$ (282,501)
TOTAL EXPENSES	\$ 38,721,753	\$ 4,167,506	\$ 34,554,247
CHANGE IN NET ASSETS	\$ 774,490	\$ (143,715)	

Public Funding Entitlements						
Unrestricted Grants-in-Aid - State Sources	\$	22,396,485	\$	3,664,358	\$	18,732,127
Tuition from Other Districts	\$	10,322,706		0	\$	10,322,706
<i>Per Pupil Allotment in District Funding</i>	\$	32,719,191	\$	3,664,358	\$	29,054,833
Federal Title I	\$	835,649		0	\$	835,649
Title IIA	\$	166,311		0	\$	166,311
Title III	\$	30,217		0	\$	30,217
Title IV	\$	81,329		0	\$	81,329
Special Education IDEA Federal Funding	\$	565,146		0	\$	565,146
RIDE Fellowship Grant		0		0	\$	-
IDEA - Pre-K	\$	6,658		0		
Substitute Grant		0		0	\$	-
Erate Revenue	\$	24,000		0	\$	24,000
High End SPED Categorical	\$	232		0	\$	232
ESSER Grant		0		0	\$	-
ESSER #2	\$	1,015,800		0		
ESSER #3	\$	2,527,590		0		
CLSD Grant	\$	287,368		0	\$	287,368
Restricted Grants in Aid Direct from Federal Govt		0		0	\$	-
Emergency Connectivity Fund	\$	250,000		0		
SAIL/NSSI Summer Program				0		
English Learner Grant	\$	55,740		0	\$	55,740
<i>Restricted Grants - State and Federal</i>	\$	5,846,040	\$	-	\$	5,846,040
Medicaid Reimbursement	\$	438,600	\$	13,747	\$	424,853
Restricted Grants In Aid-State Sources		0		0	\$	-
<i>Total Reimbursement Grants</i>	\$	438,600	\$	13,747	\$	424,853
Total Public Funding Entitlement Revenue	\$	39,003,831	\$	3,678,105	\$	35,325,726
Development						
Contributions & Donations from Private Sources	\$	440,200	\$	338,261	\$	101,939
Other Grants	\$	-		0	\$	-
Restricted Grants-Intermediate Sources	\$	-		0	\$	-
Total Development Revenue	\$	440,200	\$	338,261	\$	101,939
Earnings on Investments	\$	15,000	\$	3,805	\$	11,195
Food Service - State Matching Funds		0		0	\$	-
Food Service - School Breakfast Reimbursement		0		0	\$	-
Food Service Sales - School Lunch Programs	\$	-		0	\$	-
Food Service Sales - School Breakfast Programs	\$	-		0	\$	-
Athletic Gate Receipts		0	\$	1,600	\$	(1,600)
Book Store & Local Sales/Rental	\$	7,500	\$	(1,286)	\$	8,786
Other Fees	\$	-		0	\$	-
Rental Income (Fields/Fields/Buildings)	\$	24,000	\$	1,600	\$	22,400
Refund of Prior Year Expenditures	\$	5,712	\$	1,704	\$	4,008
Food Service Reimbursements		0		0	\$	-
Total Other Revenue	\$	52,212	\$	7,424	\$	44,788
TOTAL REVENUE	\$	39,496,243	\$	4,023,790	\$	35,472,453

Salaries						
Salaries	\$	20,874,142	\$	1,942,670	\$	18,931,472
Substitutes	\$	78,178	\$	6,379	\$	71,799
Total Salaries	\$	20,952,320	\$	1,949,049	\$	19,003,271

Program Incentives						
Professional Development-School		0	\$	-	\$	-
Tutoring - Sat Opp Days, HW Club	\$	99,855	\$	2,259	\$	97,596
Curriculum Development			\$	6,920	\$	(6,920)
Extra Time - Clubs, Child Care, etc.	\$	300,320	\$	4,475	\$	295,846
Sick Leave Bonus	\$	169,715	\$	1,600	\$	168,115
Bonuses	\$	262,000	\$	(1,448)	\$	263,448
Summer Opportunity School Stipends	\$	502,500	\$	243,839	\$	258,661
Class Coverage		0	\$	-	\$	-
Academic Stipends	\$	222,700	\$	6,449	\$	216,251
Stipend - Athletic Coaches/Extra Curricular Advisors	\$	38,495	\$	-	\$	38,495
Total Incentives	\$	1,595,585	\$	264,093	\$	1,331,492

Fringe Benefits						
Health and Medical Premiums	\$	2,218,691	\$	114,262	\$	2,104,429
Life	\$	117,039	\$	21,093	\$	95,946
Dental	\$	105,019	\$	5,004	\$	100,015
Other Insurance		0	\$	-	\$	-
Medical Buyback Payments	\$	95,503	\$	11,965	\$	83,537
FICA	\$	1,397,970	\$	130,713	\$	1,267,257
Medicare	\$	326,945	\$	30,445	\$	296,499
401k Contributions	\$	707,460	\$	66,682	\$	640,778
Unemployment Insurance	\$	270,575	\$	18,879	\$	251,696
Workers Compensation Premium	\$	90,192	\$	6,159	\$	84,032
FSA Contributions	\$	58,500	\$	5,677	\$	52,823
Total Fringe Benefits	\$	5,387,892	\$	410,880	\$	4,977,012
TOTAL PERSONNEL	\$	27,935,797.31	\$	2,624,022.42	\$	25,311,774.89

Professional Development						
Tuition Reimbursement - Non Taxable	\$	120,884	\$	26,096	\$	94,788
Mentoring		0	\$	-	\$	-
Professional Development and Training Services	\$	198,807	\$	650	\$	198,157
Curriculum Development	\$	20,000	\$	-	\$	20,000
Conferences / Workshops	\$	159,909	\$	750	\$	159,159
Catering	\$	18,569	\$	1,629	\$	16,940
Employee Travel - Non-Teachers	\$	4,872	\$	-	\$	4,872
Employee Travel - Teachers	\$	11,619	\$	-	\$	11,619
Travel-Other		0	\$	-	\$	-
Total Professional Development	\$	534,660	\$	29,125	\$	505,535

Special Education Services						
Administrative Support	\$	34,000	\$	-	\$	34,000
Speech Therapists	\$	96,030	\$	14,961	\$	81,069
Occupational Therapists	\$	33,015	\$	1,970	\$	31,045
Psychologist	\$	5,202	\$	15,661	\$	(10,459)
Translation	\$	6,706	\$	319	\$	6,387
Physical Therapists	\$	5,407	\$	-	\$	5,407
Evaluations	\$	6,603	\$	-	\$	6,603
Tutoring Services		0	\$	-	\$	-
Student Assistance		0	\$	-	\$	-

Consultants, Special Education Services	\$	39,780	\$	3,190	\$	36,590
Instructional Teachers		0	\$	-	\$	-
Tuition - Out of District	\$	800,000	\$	72,665	\$	727,335
Total Special Education Services	\$	1,026,743	\$	108,766	\$	917,977

Medical

Health Service Providers-For Students		0	\$	-	\$	-
Physicians	\$	2,593	\$	-	\$	2,593
Dentists	\$	2,603	\$	-	\$	2,603
Contracted Nursing Services (savings in Salary Line)		0	\$	-	\$	-
Consultants, Business Services		0	\$	8,963	\$	(8,963)
Total Medical	\$	5,195	\$	8,963	\$	(3,767)

Business Services

Auditing/Actuarial Services	\$	54,101	\$	26,350	\$	27,751
Legal Services	\$	35,000	\$	6,008	\$	28,993
Pension Advisors	\$	14,000	\$	3,320	\$	10,680
Other Services	\$	28,565	\$	2,500	\$	26,065
Medicaid Claims Provider	\$	44,848	\$	-	\$	44,848
Data Processing Services	\$	84,430	\$	9,097	\$	75,333
Other Technical Services	\$	149,564	\$	46,433	\$	103,131
Other Charges	\$	44,650	\$	36,291	\$	8,359
Total Business Services	\$	455,158	\$	129,999	\$	325,160

Building and Office

Shipping and Postage	\$	17,254	\$	925	\$	16,330
Rubbish Disposal Services	\$	76,878	\$	13,389	\$	63,489
Snow Plowing Services	\$	66,852	\$	-	\$	66,852
Custodial Services	\$	387,671	\$	83,966	\$	303,705
Rodent and Pest Control Services	\$	8,729	\$	1,210	\$	7,519
Telephone	\$	14,111	\$	4,436	\$	9,675
Wireless Communications	\$	187,302	\$	29,825	\$	157,478
Internet Connectivity	\$	44,601	\$	14,068	\$	30,533
Rental of Equipment and Vehicles	\$	181,254	\$	28,349	\$	152,905
Transportation Contractors	\$	3,155,550	\$	99,399	\$	3,056,151
Property and Liability Insurance	\$	105,975	\$	4,242	\$	101,733
Student Accident Insurance	\$	11,118	\$	9,952	\$	1,166
Errors & Omissions Ins (Dir & Officers)	\$	11,993	\$	-	\$	11,993
Advertising Costs	\$	10,612	\$	100	\$	10,512
Printing	\$	24,344	\$	490	\$	23,854
Food Service Expense		0	\$	-	\$	-
Food Service Contractors	\$	13,682	\$	2,015	\$	11,667
Total Building and Office	\$	4,317,927	\$	292,365	\$	4,025,562

Instructional						
Testing	\$	11,052	\$	(75)	\$	11,127
Virtual Classroom		0	\$	-	\$	-
General Supplies and Materials	\$	575,866	\$	103,354	\$	472,512
Web Based Supplemental Inst. Programs		0	\$	2,500	\$	(2,500)
Running Start Tuition	\$	35,000	\$	-	\$	35,000
Uniform/Wearing Apparel Supplies	\$	8,565	\$	(4,390)	\$	12,955
Medical Supplies	\$	14,744	\$	420	\$	14,324
Athletic Supplies	\$	5,000	\$	2,200	\$	2,800
Honors/Awards Supplies	\$	43,254	\$	3,275	\$	39,979
Other Supplies		0	\$	-	\$	-
Custodial Supplies	\$	90,758	\$	3,539	\$	87,219
Textbooks		0	\$	-	\$	-
Library Books	\$	21,221	\$	-	\$	21,221
Reference Books		0	\$	-	\$	-
Textbooks	\$	10,404	\$	-	\$	10,404
Subscriptions and Periodicals	\$	5,261	\$	-	\$	5,261
Total Instructional	\$	821,125	\$	110,823	\$	710,302

Other						
Officials/Referees	\$	12,000	\$	-	\$	12,000
Police/Rescue Detail		0	\$	-	\$	-
Other Dues and Fees	\$	154,654	\$	36,937	\$	117,717
Bank Fees	\$	7,283	\$	665	\$	6,618
License & Permit Fees	\$	2,208	\$	-	\$	2,208
Injury Fund		0	\$	-	\$	-
Interest		0	\$	-	\$	-
Real & Personal Property Tax Payment	\$	15,000	\$	-	\$	15,000
Other Miscellaneous Expenses		0	\$	2,101	\$	(2,101)
Loan Payment - CSGF		0	\$	-	\$	-
Credit Card Transactions		0	\$	-	\$	-
Total Other	\$	191,145	\$	39,703	\$	151,442
TOTAL NON-PERSONNEL	\$	7,351,954	\$	719,744	\$	6,632,210

Other						
Rental Expense	\$	1,861,972	\$	106,143	\$	1,755,829
Lease Obligations - Principal	\$	5,302	\$	197,281	\$	(191,979)
lease Obligations - Interest	\$	200,000	\$	-	\$	200,000
Total Rental	\$	2,067,274	\$	303,424	\$	1,763,849

Cost of Occupancy						
Water	\$	22,811	\$	3,344	\$	19,467
Sewage/Cesspool	\$	40,680	\$	4,767	\$	35,913
Other Purchased Property Services		0	\$	-	\$	-
Alarm and Fire Safety Services	\$	23,360	\$	3,986	\$	19,373
Moving	\$	9,000	\$	500	\$	8,500
Inspections	\$	4,994	\$	-	\$	4,994
Natural Gas	\$	75,194	\$	2,712	\$	72,482
Electricity	\$	224,746	\$	3,905	\$	220,841
Total Cost of Occupancy	\$	400,784	\$	19,215	\$	381,570

Repairs and Maintenance						
Repairs & Maintenance	\$	68,808	\$	-	\$	68,808
Maintenance and Repairs - Fixtures and Equipment	\$	20,267	\$	1,805	\$	18,462
Maintenance and Repairs - General	\$	107,091	\$	73,744	\$	33,347
Maintenance and Repairs - Technology-Related Hardware	\$	204,473	\$	13,290	\$	191,183
Maintenance and Repairs - Electrical	\$	14,268	\$	-	\$	14,268
Building Improvements/Capital Expenditures	\$	125,000	\$	-	\$	125,000
Maintenance and Repairs - Plumbing	\$	15,352	\$	1,552	\$	13,801
Total Repairs and Maintenance	\$	555,259	\$	90,390	\$	464,868
				\$		-
TOTAL FACILITY EXPENDITURES	\$	3,023,317	\$	413,029	\$	2,610,287

Technology						
Technology-Related Supplies	\$	19,547	\$	15,676	\$	3,871
Technology-Related Hardware	\$	286,667	\$	96,727	\$	189,940
Technology Software	\$	69,069	\$	3,815	\$	65,254
Total Technology	\$	375,284	\$	116,218	\$	259,066

Furniture, Fixtures and Equipment						
Equipment	\$	17,196	\$	7,863	\$	9,333
Furniture and Fixtures	\$	18,205	\$	4,128	\$	14,077
Total Furniture, Fixtures and Equipment	\$	35,401	\$	11,991	\$	23,410

Depreciation						
Building	0	\$	-	\$	-	
Depreciation - Building Improvements	0	\$	99,028	\$	(99,028)	
Depreciation - Buildings	0	\$	102,133	\$	(102,133)	
Depreciation Land Improve SH1	0	\$	1,224	\$	(1,224)	
Depreciation - Building SH1	0	\$	24,325	\$	(24,325)	
Depreciation - Equipment	0	\$	1,275	\$	(1,275)	
Depreciation - Furniture and Fixtures	0	\$	12,264	\$	(12,264)	
Depreciation - Technology-Related Hardware	0	\$	42,088	\$	(42,088)	
Depreciation - Technology Software	0	\$	164	\$	(164)	
Total Capital Expenditures	\$	-	\$	282,501	\$	(282,501)

TOTAL EXPENSES	\$	38,721,753	\$	4,167,506	\$	34,554,247
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Change in Net Assets	\$	774,490	\$	(143,715)
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Coversheet

BVP Organizational Goals

Section: III. New Business Items
Item: A. BVP Organizational Goals
Purpose: Vote
Submitted by:
Related Material: BVP Organizational Goals 2021-2022 for Board Approval.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

BVP Organizational Goals 2021-2022 for Board Approval.xlsx

Coversheet

BVPHS Program of Studies

Section: III. New Business Items
Item: B. BVPHS Program of Studies
Purpose: Vote
Submitted by:
Related Material: BVP Program of Studies - 2021-22 DRAFT.docx

**Blackstone Valley Prep Mayoral Academy
High School Program of Studies**

The mission of Blackstone Valley Prep Mayoral Academy is to prepare every scholar for success in college and the world beyond.

Course Selection:

Scholars entering grades 10-12 will have the opportunity to list course preferences. While these preferences will be taken into account when scheduling each scholar, they cannot be guaranteed.

Reasons a scholar could not receive their course preferences include, but are not limited to: schedule conflicts with another preferred course, course enrollment limits, prerequisite courses not completed, courses not offered.

All scholars entering grade 9 will take a standard course of study. Scholars may be enrolled in an extra period of math or an accelerated math course based on their successfully completed courses entering the year.

Admission Standards for Rhode Island four-year state-run institutions:

The state of Rhode Island operates two four-year postsecondary schools: Rhode Island College (RIC) and the University of Rhode Island (URI). Admittance to these two institutions is based on a number of factors, including minimum course requirements as follows:

- 4 English Courses
- 3 Mathematics Courses (Algebra I, Algebra II, Geometry)
- 2 History Courses
- 2 Science Courses
- 2 Foreign Language Courses (same language)
- 5 Additional Courses

Scholars earning a high school diploma will meet all of the above requirements automatically, with the exception of 2 Foreign Language Courses, which are not a BVP graduation requirement.

Course Change Request:

Scholars may change courses during the first 15 days of the course starting. Course change requests will be made based on availability of an alternate schedule for the scholar.

Course changes after the first 15 days of the course starting will be granted only in the following cases:

- the scholar moving between levels in a course (non-AP course to an AP course) based on the teacher recommendation and parent approval.
- due to extenuating circumstances of physical or mental health, with approval from the Head of School.

Grade Advancement Requirement:

Scholars must be enrolled in 28 credits unless otherwise approved by the Head of School or Multiple Pathways Committee. Completion of a course is defined by mastery of the content and skills, and may be completed through a personalized format or timeline.

In order to be promoted to the next grade, scholars must earn the following number of credits prior to the start of the following school year:

Promotion from 9th to 10th Grade	15 out of 28 possible credits
Promotion from 10th to 11th Grade	35 out of 56 possible credits
Promotion from 11th to 12th Grade	56 out of 84 possible credits
Graduation Eligible	80 out of 108 possible credits

**Note: Scholars will not be required to repeat courses they have completed (earned credit), but will be retained with respect to year of graduation.*

Grading Policy:

Description: At the end of each semester, students receive a **total grade** for each course on their report cards, calculated using **two subcategories:** a **Product** grade, and a **Process** grade.

Details		
	PRODUCT GRADE	PROCESS GRADE
Headline	<ul style="list-style-type: none"> Reflects student mastery of standards Some opportunity to redo major course tasks by the end of the semester. 	<ul style="list-style-type: none"> Reflects the work students do on the way to achieving mastery. Provides feedback on smaller assignments and serves as evidence of scholar work habits.
Derived From	Standard mastery on summative tasks, including a midterm or final exam	Formative tasks
Examples	Unit exams, DBQs, Lab Reports, Summative Essays, Quizzes	Homework, Exit Tickets, Seminar Discussions, In-Class Assignments
Grading	Percentage derived from a weighted average of performance on summative tasks. <u>Tasks are identified in the course curriculum map and are graded by extent of mastery on standards using discipline-specific rubrics.</u>	Percentage derived from a weighted average of grades on formative tasks listed above. <u>May be graded based on standard-mastery or on timeliness, completion, or effort, based on department-wide rubrics</u>
Retakes	Yes, within predefined building-wide parameters	No, not for a new grade, absent extenuating circumstances (e.g., absence for illness).

Weighting			
Grading Formula (with exams)			
60% +	20% +	20% =	100%
Mean Product Grade	Mean Process Grade	Mean Exam Grades (midterm and final)	Total Semester Grade
Grading Formula (no exam)			
80% +	20% =	100%	
Mean Product Grade	Mean Process Grade	Total Semester Grade	

Credit Recovery:

Scholars who earn a final grade of 70% or higher for a course will receive credit for the course. Scholars who earn a final grade of between 60% and 69% will not receive credit for the course, but will be eligible for Credit Recovery. Scholars eligible for Credit Recovery may earn credit of a C- grade by completing a credit recovery project designed by the school to evaluate proficiency in essential skills associated with the course. Credit Recovery projects must be completed by the end of the summer session following the school year in which the course was taken, and Credit Recovery eligibility will expire by the end of that summer session, with limited exceptions at the discretion of the school administration. Scholars earning a final grade below 60% are not eligible for Credit Recovery and will not earn credit for the course but may be re-enrolled in a subsequent semester. Scholars with Individualized Education Plans (IEPs) will be eligible for Credit Recovery regardless of final grade.

Graduation Requirements:

Blackstone Valley Prep uses the state of Rhode Island's minimum requirements for high school graduation.

Successful completion (passing grade) of 20 full credit courses (80 credits) to include:

- 4 Mathematics Courses (16 credits)^
- 4 English Courses (16 credits)
- 3 History Courses (12 credits)
- 3 Science Courses (12 credits)
- 6 Elective Courses (24 credits)

^A double-blocked math course will count toward one mathematics course for the purpose of the requirement. The second four credits will count as an additional course toward the minimum 80 credits for graduation

In addition, per new Rhode Island legislation passed in the spring of 2021, scholars must demonstrate proficiency in:

- Civics, beginning with the college class of 2027. As part of this requirement, scholars must participate in a student-led civics project.
- Financial Literacy (also known as consumer education), beginning with the college class of 2028

Blackstone Valley Prep offers Physical Education and Health annually, and scholars are required to be enrolled each year. This course includes instruction and practice in the correct performance of CPR and AED awareness, an additional RI state graduation requirement. If authorized by the Commissioner, there will be a waiver process for scholar athletes participating in athletics for the equivalent of at least two seasons per year.

Annual community service is expected though not required for graduation and will be noted on the scholar's transcript as complete or incomplete. While we encourage scholars to go beyond the minimum requirement, they may not count previous community service toward a future year (a year runs July 1 to June 30).

9th Grade: 10 hours
 10th Grade: 25 hours
 11th Grade: 35 hours
 12th Grade: 40 hours

Graduation requirements must be met on the following timelines in order to receive a diploma:

- For the current school year: June 30th, First day of school, and October 1st
- For the next school year: End of semester 1

Multiple Pathways:

The BVPHS Multiple Pathways team is responsible for increasing and improving equitable learning opportunities for every student through personalization, graduation by proficiency, and multiple pathways. It is particularly important that we have pathways to graduation and post-secondary success that serve our exceptional learners, whether they be multilingual, have medical or special education needs, be uniquely gifted in math or the arts, or have any other characteristic that requires something beyond our most commonly taken course of studies.

This team includes a HS administrator, Special Populations Chair, a Network administrator (e.g. Chief Academics Officer, Director of Special Populations, Director of Humanities and/or Director of STEM), and Director of College and Careers.

This team reviews exceptional scholar cases and may make decisions to change:

- a scholar's course load
- a scholar's daily class schedule
- a scholar's eligibility for a particular pathway
- the essential requirements of each pathway

The Multiple Pathways team will approve scholar graduation plans for exceptional cases and reconvene to determine whether the plans have been completed prior to awarding diplomas at each graduation date.

Current alternate pathways:

Individualized Curriculum Pathway: Scholars obtain a diploma with a full 80 credits by demonstrating proficiency on only the most essential content and cognitive skills for multiple courses, earning course grades which may include Ds. This pathway allows scholars to fulfill course requirements through interdisciplinary projects and non-traditional academic and career development programming.¹ This pathway is also an option for scholars on Alternate Assessment to earn a full BVP diploma.²

Transition Pathway: Scholars who are eligible for alternate assessment under federal law who demonstrate proficiency in specific courses or mastery of content within courses may obtain a BVPHS Certificate of Completion that outlines their academic mastery, technical achievement, career readiness, and life skills.³

Seal of Biliteracy Pathway: In addition to completing all BVP course requirements, scholars will take additional years of Spanish, culminating in AP Spanish. Those who earn a passing grade on the AP exam will be awarded the Seal of Biliteracy.

Advanced Courses:

Scholars have a number of opportunities to enroll in advanced courses, including the Advanced Course Network (ACN), dual enrollment at Rhode Island College and Community College of Rhode Island, and Advanced Placement (AP) courses.

The amount of work a scholar is expected to undertake in an ACN or AP course is significantly higher than in a standard course. Scholars can expect an hour or more of expected work outside of school each day, including weekends.

¹ In accordance with RI Secondary School regulations 2.3.1.g
http://www.ride.ri.gov/Portals/0/Uploads/Documents/Board-of-Education/Regulations/Secondary_School_Regulations_with_0318_Technical_Revisions.pdf

² RI Secondary School regulations 2.3.1.i

³ RI Secondary School Regulations 2.3.5

In order to receive AP credit for a course (including notation on the scholar's transcript), the scholar must sit for the AP exam in May.

All ACN and AP courses are subject to the standard course drop policy.

Running Start:

Scholars with a strong academic track record have the ability to enroll in the Running Start program through CCRI for their senior year. Running Start is a dual enrollment program where scholars take all of their senior-year courses through CCRI. While scholars maintain enrollment at BVP, they take all of their courses at CCRI. Courses count toward senior-year high school credit and college course placement, and may be eligible for freshman-year college credit at no cost to the scholar's family.

To be eligible for Running Start, scholars must have a 3.0 GPA at the end of their sophomore year (to be maintained through the end of junior year). Scholars must also receive a recommendation from BVP and pass the Accuplacer entrance exam at CCRI (roughly equivalent to 1000 score on PSAT).

While in the program, scholars must complete 12 credits (4 courses) per semester, including one English and math each semester. More information about Running Start can be found on the CCRI website.

Typical Course Sequences:

	9th Grade	10th Grade	11th Grade	12th Grade
English	English 9	English 10	English 11 or AP English Language	English 12 or AP English Literature
Mathematics *	Algebra I	Geometry	Algebra II	Pre-Calculus AP Calculus, Statistics, or AP Statistics
Science	Biology	Chemistry	Environmental Science or AP Biology or AP Chemistry or Physics or AP Physics	Environmental Science or AP Biology or AP Chemistry or Physics or AP Physics
History	Pre-AP Modern World History	Pre-AP United States History or AP United States History	AP United States History or AP Seminar or Psychology	Psychology or AP Seminar or AP Research

Course Descriptions

English Department:

English 9 (4 credits)

In this course, scholars will be developing their written and oral communication skills, while reading college-level texts. Scholars will focus on developing their ability to identify and utilize figurative language, multiple voices and points of view, irony, and storytelling devices in their writing. Scholars will complete discussions, literary essays, and one short creative writing project throughout the year, and will develop communication skills both orally and in writing.

English 10 (4 credits)

In this course, students will read, discuss, and analyze how writers' choices in language, structure, and point of view create meaning and influence readers. Students will develop a variety of products in both writing and verbal presentations throughout the year--literary analysis, research, argument, and creative writing--and they will extensively revise these products given constructive feedback from peers and teachers. By analyzing how and why writers convey ideas, students will learn to communicate their own thinking in a clear, persuasive, and original voice.

This course will explore the usage of different rhetorical techniques and how they convey meaning in a variety of texts. It will involve diving deep into the intentional choices that authors make when they write and the specific effects they have on the reader. All of the texts read will be examined closely for technique and usage that make personal and universal experiences come alive for the reader.

English 11 (4 credits)

This course will explore how writers effectively communicate their messages. Students will study the methods and tools authors use in their writing with the ultimate goal of applying these skills to their own writing. Students will compose several writing assignments that utilize critical thinking skills and create persuasive arguments to readers. This course will explore both fiction and nonfiction texts, analyzing how an author's style impacts the reader.

Advanced Placement English Language (4 credits)

The purpose of this course is to help students "write effectively and confidently in their college courses across the curriculum and in their professional and personal lives" (College Board, *AP English Course Description*, 2010, p. 7). The course is organized according to the requirements and guidelines of the current *AP English Course Description*, and, therefore, students are expected to read critically, think analytically, and communicate clearly both in writing and speech. This course is taught at a college level and will require extensive work outside of class, including multiple hours of independent work per week.

English 12 (4 credits)

This course will continue to build scholars' abilities to read and write effectively at a college-ready level. Scholars will read numerous texts in the genres of drama, non-fiction, novels, short fiction, and Supreme Court cases, and respond to them in writing and through full-class discussions.

Advanced Placement English Literature (4 credits)

The AP English Literature and Composition course aligns to an introductory college-level literary analysis course. The course engages students in the close reading and critical analysis of imaginative literature to deepen their understanding of the ways writers use language to provide both meaning and pleasure. As they read, students consider a work's structure, style, and themes, as well as its use of figurative language, imagery, symbolism, and tone. Writing assignments include expository, analytical, and argumentative essays that require students to analyze and interpret literary works. (College Board)

Creative Writing (2 credits)

Conventionally, a line has been drawn between the factual, i.e. what has actually happened, and the fictional, i.e. what has been made up. This course is about walking and eradicating this fine line. Using a variety of texts as jumping off points, during our time together, we will take from the materials of our own lives, the lives of others, from historical events and move out into the space of fiction through our writing. In other words, we will actively engage in the process through which something can be made into— can become—fiction. A willingness to engage closely with assigned readings, to take risks, and to do the necessary work, is expected. And the process, it is my hope, will be both joyful and empowering. One should feel free to let the materials of life become art. As the course continues we will develop an everyday writing practice that will engage you in routine, meditation, and active creativity.

Creative Writing - Poetry (2 credits)

The act of writing can be a welcoming salve during times of struggle, as well as a means of capturing and preserving times of joy. This semester-long course is designed to allow scholars the space to engage in meaningful reflection via daily writing prompts while also introducing the structure of various poetic forms and the skill of strong writing practices. The class utilizes a workshop format wherein scholars share their work with their peers and receive meaningful positive and constructive feedback in order to improve their craft.

History Department:**Pre-AP Modern World History (4 credits)**

Pre-AP World History and Geography focuses deeply on the concepts and skills that have maximum value for high school, college, careers, and civic life. The course builds students' essential skills and help[s] prepare them for a range of AP history and social science coursework during high school, including AP Human Geography and all three AP history courses. The learning model is that of apprenticeship. Primary and secondary sources take center stage in the classroom, and students use the tools of the historian and geographer to examine questions and build arguments. The course content ranges from principles of geography, the Early Modern Period (1450-1750), the Modern Period (1750-1914) and the Contemporary Period (1914-Present).

Pre-AP United States History (4 credits)

Pre-AP United States History focuses deeply on the concepts and skills that have maximum value for high school, college, careers, and civic life. The course builds students' essential skills and help[s] prepare them for a range of AP history and social science coursework during high school, including AP Human Geography and all three AP history courses. The learning model is that of apprenticeship. Primary and secondary sources take center stage in the classroom, and students use the tools of the historian to examine questions and build arguments. The course content ranges from pre-Columbian history to present-day.

United States History I will find students engaging in content from the pre-Columbian history through the Civil War. Major topics covered during this course include Native American civilizations, Columbian "discovery", British colonial conquest and rule, the American Revolution, the Constitutional Convention, the War of 1812, Antebellum Politics and Economics, Westward Expansion, and the Civil War. The major themes of this course are the American Identity, Oppression, Expansion, Destiny, Citizenship, Reform, Redemption, Religion, and Globalization.

Advanced Placement United States History (4 credits)

Advanced Placement U.S. History is a college-level introductory course that examines America's political, diplomatic, intellectual, cultural, social and economic history from 1491 to the present. Through looking at what it means to be an American, the course will draw connections to scholar's own national identities. As the course journeys through the themes and specific events in American history scholars will hone their historical thinking skills.

AP Capstone Program**Advanced Placement Seminar (4 credits)**

AP Seminar is a foundational course that engages scholars in cross-curricular conversations that explore the complexities of academic and real-world topics and issues by analyzing different perspectives. In this class, scholars will practice reading and analyzing sources, research studies, and literary and philosophical texts. Scholars will also listen to and view speeches, broadcasts, and personal accounts, in addition to experiencing artistic works and performances. Scholars will follow the **QUEST** framework (explained on the next page) to learn how to synthesize information from multiple sources, develop their own perspectives in written essays, and design and deliver oral and visual presentations, both individually and as part of a team. Ultimately, this course aims to equip scholars with the power to analyze and evaluate information with accuracy and precision in order to craft and communicate evidence based arguments.

Advanced Placement Research (4 credits)

(Note: AP Seminar is a prerequisite for AP Research. Completing AP Seminar and all its required assessment components is necessary for students to develop the skills to be successful in AP Research.)

AP Research, the second course in the AP Capstone experience, allows students to deeply explore an academic topic, problem, issue, or ideas of individual interest. Students design, plan, and implement a yearlong investigation to address a research question. Through this inquiry, they further the skills they acquired in the AP Seminar course by learning research methodology, employing empirical research practices, and accessing, analyzing, and synthesizing information. Students reflect on their skill development, document their processes, and curate the artifacts of their scholarly work through a process and reflection portfolio. The course culminates in an academic paper of 4,000-5,000 words (accompanied by a performance, exhibit, or product where applicable) and a presentation with an oral defense.

Psychology (4 credits)

This course is designed as an introduction to psychology and will allow scholars to begin to understand the behaviors, thoughts, and emotions of people and animals. By the end of this course, scholars will have a greater understanding of how their mind, brain, environment, and culture drive their behavior and the behavior of others. Major topics covered in class include: Biopsychology, Development, Learning, Sociocultural, Cognition, Motivation, Emotion, Personality, Psychological Disorders, and Applications of Psychological Science.

Regional and Cultural Geography (2 credits)

Regional and Cultural Geography is a survey of the complex social, political, economic, and environmental developments that have shaped, and are currently shaping, world geography. The course demands students use geographic and historical thinking skills to analyze how global transformations have had global consequences.

The course examines contemporary issues such as globalization, war, human rights, nationalism, migration, tourism, and environmentalism. Additionally, the course also surveys relevant regional history, as that context is necessary to fully comprehend current geopolitical developments. Finally, the course will examine geopolitical constructions like the “West” and “Third World” to provide a viewpoint for students to understand how geopolitical lenses have shaped our collective imagination about the world around us.

Revolutions (2 credits)

Revolutions is a semester-long course which examines the political, social, geographic, and global aspects that have developed due to the French Revolution. The course begins with examining the causes of the French Revolution. From there, students dive into the years 1789-1804 to explore how France evolved through multiple governments. Students will then examine the Haitian and South American Revolutions to judge to what extent the French Revolution played a role in their outcomes. Finally,

students will finish the content with an examination of the reign of Napoleon and the Bourbon Restoration. The course is taught through primary and secondary sources taken from college-level sourcebooks. Throughout the semester, students work towards writing a research paper through guided inquiry question development, research, and writing workshops.

Science Department:

Biology (4 credits)

Biology is the study of life. Unlike other sciences, it covers a tremendous scope: everything from the tiniest cell to the entire planet! 11th grade biology will focus mostly on biology at the level of the cell, which is the smallest possible unit that we consider to be “alive.” Almost everything in biology – from digesting a meal, to the common cold, to cancer, to evolution, can be explained by changes in cells, which scholars will explore in depth over the course of the year. Scholars will develop strong content knowledge through ten units of study focused primarily on cell and molecular biology. Twenty laboratory activities over the course of the year emphasize skills learned in Chemistry, including presentation of numerical data, concise analysis of trends, and novel experimental design. Finally, scholars will continue to use the case study approach they practiced in Chemistry to examine issues of science in society.

Chemistry (4 credits)

Chemistry is the study of matter and its interactions in our environment. During this course, scholars will study matter at the atomic level and explore small atomic structure differences that can explain larger chemical changes and reactivity. Scholars will take a hands-on approach and experiment with tools professional chemists use in the laboratory. Throughout the four major units of study, scholars will also improve upon their science skills of modeling using graphs and drawings, interpreting data, and communicating results in the form of lab reports. Scholars will apply the content to their lives by exploring scientific current events and being civically engaged students.

Physics (4 credits)

Physics is an algebra-based, single year survey course in which students study theories of physics and learn science processing skills. Topics of study include: motion, forces, momentum, energy, electricity, magnetism, waves, and optics. Students will participate in inquiry-based explorations of these topics. A strong emphasis will be focused on developing critical thinking and reasoning skills beyond traditional formula-based learning.

Advanced Placement Chemistry (4 credits)

AP Chemistry is an college-level introduction to inorganic chemistry, equivalent to a first-semester general chemistry class. Topics covered include atomic structure, intermolecular forces and bonding, chemical reactions, kinetics, thermodynamics, and equilibrium; scholars are responsible for watching introductory college chemistry lectures to prepare for problem-based learning in class. A comprehensive laboratory program of sixteen advanced, inquiry-based labs focuses on qualitative and quantitative analysis of chemical reactions. In addition to the rigorous level of content knowledge required to pass the AP Chemistry exam, scholars will develop key skills necessary for advanced science coursework: reading and interpreting science textbooks; taking effective notes for lectures; completing problem sets; studying for content exams; and writing formal lab write-ups.

Advanced Placement Biology (4 credits)

In AP Biology, we will take your general biology studies to the next level. This is a college level biology coursed with topics ranging from biochemistry, cell structures and functions, genetics, and ecology. Scholars will study the core scientific principles, theories, and processes that govern living organisms

and biological systems. Scholars will complete hands-on laboratory work to investigate natural phenomena.

Advanced Placement Physics (4 credits)

AP Physics 1 is an algebra-based course in mechanics. Topics presented during the course closely follow those outlined by the College Board and also mirror an introductory level university physics course. Topics of study include: Kinematics, Dynamics, Circular Motion, Work & Energy, Momentum, Simple Harmonic Motion, and Rotational Motion..

AP Physics 1 is organized around six big ideas that bring together the fundamental science principles and theories of general physics. These ideas are intended to encourage students to think about physics concepts as interconnected pieces of a puzzle. The solution to the puzzle is how the real world around them functions. The students will participate in inquiry-based explorations of these topics to gain a more conceptual understanding of these physics concepts. A strong emphasis will be focused on developing critical thinking and reasoning skills beyond traditional formula-based learning.

Environmental Science (4 credits)

Environmental Science is an upper-level science course that synthesizes what scholars have already learned in biology and chemistry by applying it to real world situations. The class follows a phenomena-based structure as it moves through five main ideas, ranging from understanding the science behind the Earth's functioning to the possibility of a sustainable future. Each unit is structured around an anchoring phenomenon that unifies the environmental science concepts learned throughout the class. At the end of each unit, scholars solidify their mastery of the concepts being the anchoring phenomenon by completing a project. Throughout the units, scholars address everyday phenomena to center each lesson on inquiry, and investigative phenomena to draw connections between environmental science and their lives, and to provide opportunities to gather the knowledge necessary to make sense of the anchoring phenomena. Through this series of projects, scholars gain the scientific knowledge and literacy to draw connections between themselves and the world around them and their future.

Material Science: Glass, Ceramics and Polymers (2 credits)

Materials Science is a semester-long science elective class. Materials Science is intended as a general survey course in which students study different types of materials, their properties, and how these materials impact our everyday lives. Topics of study include: how internal structure yields macroscopic properties, heat transfer, production of materials, Ceramics, Glass, and Polymers. Aspects of chemistry, physics, and engineering will be addressed, though students do not need to have taken these courses prior to Materials Science. A significant amount of time will be spent on hands-on activities, student-lead projects, and research.

Material Science: Metals and Composites (2 credits)

Materials Science: Structures is a semester-long science elective class. Materials Science is intended as a general survey course in which students study different types of materials, their properties, and how these materials impact our everyday lives. Topics of study include the impact of internal structure on macroscopic properties, and the applications of metals and composite materials. Aspects of chemistry, physics, and engineering will be addressed, though students do not need to have taken these courses prior to Materials Science. A significant amount of time will be spent on hands-on activities, student-lead projects, and research.

Mathematics Department:

Pre-Algebra (4 credits - do not count towards math required credits)

The purpose of Pre Algebra is to prepare scholars with skills necessary to be successful in Algebra 1 along with developing general skills to help scholars in all other academic courses.

Algebra I (4 credits)

In this course, scholars will deepen and extend their understanding of linear and exponential relationships by contrasting them with each other and applying linear models to data that exhibits a linear trend. Scholars will also engage in methods for analyzing, solving, and using quadratic functions. Throughout this course, scholars will experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations. By the end of this course, scholars will understand the relationships between quantities and be able to reason with algebraic equations, understand linear and exponential relationships of functions, be able to interpret, create, perform operations on, and solve algebraic expressions and equations, be able to summarize, represent, and interpret models of descriptive statistical data, and be able to construct, analyze, solve, and model quadratic functions.

Geometry (4 credits)

The fundamental purpose of the course in Geometry is to deepen scholars' geometric knowledge and explore more complex geometric situations. Emphasis is placed on scholars' explanations of geometric relationships, moving towards formal mathematical arguments. A significant emphasis is placed on geometry through the coordinate plane, specifically transformations. The course examines congruence, similarity/right triangles/trigonometry, circles, geometric measurements, and conic sections.

Algebra II (4 credits)

Welcome to Algebra 2 at Blackstone Valley Prep Mayoral Academy High School! Broadly speaking, Algebra is an in-depth study of functions that will prepare you conceptually to succeed in higher level mathematics courses, along with a study of modeling through the use of functions and data. By the end of the year, students will have in-depth knowledge of the following topics: polynomial, rational, and radical relationships; trigonometric functions; modeling real world situations with functions; inferences and conclusions from data.

Pre-Calculus (4 credits)

Pre-calculus is a course that is designed to prepare scholars for Calculus/AP Calculus. The course focuses on the skills and methods of analytic geometry and trigonometry, while building on Algebra 1, Geometry, and Algebra 2 topics of functions, quadratics, probability, and number theory. In particular, scholars will explore advanced math concepts, including complex numbers and transformations, vectors and matrices, rational and exponential functions, trigonometry, and probability and statistics.

Advanced Placement Calculus AB (4 credits)

Calculus/AP Calculus AB is roughly equivalent to a first semester college calculus course devoted to topics in differential and integral calculus. The AP course covers topics in these areas, including concepts and skills of limits, derivatives, definite integrals, and the Fundamental Theorem of Calculus. The course teaches students to approach calculus concepts and problems when they are represented graphically, numerically, analytically, and verbally, and to make connections amongst these representations. (College Board) AP Calculus AB scholars are expected to complete additional work outside of class time and to sit for the AP Calculus AB exam.

Advanced Placement Calculus BC (4 credits)

AP Calculus BC is roughly equivalent to both first and second semester college calculus courses. It extends the content learned in AB to different types of equations and introduces the topic of sequences and series (College Board).

Statistics (4 credits)

Basic Statistics is designed to provide a basic understanding of descriptive and inferential statistics and introduces students to the exploration and analysis of numerical data to make statistical inferences. Students will learn the difference between descriptive and inferential statistics, how to scrutinize the measures of central tendency, develop and differentiate between different types of graphs, produce models using probability theory, analyze binomial and normal distributions, test hypotheses, and calculate standard deviations and confidence intervals.

Advanced Placement Statistics (4 credits)

The AP Statistics course is equivalent to a one-semester, introductory, non-calculus-based college course in statistics. The course introduces students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. There are four themes in the AP Statistics course: exploring data, sampling and experimentation, anticipating patterns, and statistical inference. Students use technology, investigations, problem solving, and writing as they build conceptual understanding. (College Board)

World Language:

Spanish I (4 credits)

The study of the Spanish language and culture begins in Spanish one by providing students with the skills they need to create language for communication. Listening, speaking, reading and writing skills will be further developed through the study of grammatical structures, vocabulary, idiom drills and verb forms. Students will continue their study of the variety of different Hispanic cultures and will present dialogues and/or skits in Spanish to practice their communication skills in real-life settings. An audio and video program will be used to aid in the development of listening comprehension and oral expression. Along the way, we will visit the sights, sounds, and tastes of the rich cultures of the world.

Spanish II (4 credits)

The study of the Spanish language and culture continues in Spanish two by providing students with the skills they need to create language for communication. Listening, speaking, reading and writing skills will be further developed through the study of grammatical structures, vocabulary, idiom drills and verb forms. Students will continue their study of the variety of different Hispanic cultures and will present dialogues and/or skits in Spanish to practice their communication skills in real-life settings. An audio and video program will be used to aid in the development of listening comprehension and oral expression. Along the way, we will visit the sights, sounds, and tastes of the rich cultures of the world.

Spanish III (4 credits)

The study of the Spanish language and culture continues in Spanish 3. Students will use Spanish extensively. They will recycle previous vocabulary and grammatical structures and continue to build upon them in proficiency-based activities. Students will continue to become more confident in using the target language. Listening, speaking, reading and writing skills will be further developed through the study of grammatical structures, vocabulary, idiom drills and verb forms. Students will continue their study of the variety of different Hispanic cultures and will present dialogues and/or skits in Spanish to practice their communication skills in real-life settings. An audio and video program will be used to aid in the development of listening comprehension and oral expression. Along the way, they will visit the sights, sounds, and tastes of the rich cultures of the world using the different modes of communication.

AP Spanish (4 credits)

The Spanish Language and Culture course is a rigorous course taught exclusively in Spanish. It is designed to prepare the students to take an Advanced Placement Test to demonstrate their proficiency across all the modes of communication. The course focuses on the integration of authentic resources including online print, audio, and audiovisual resources, as well as traditional print resources that include literature, essays, and magazine and newspaper articles with a goal of providing students with a rich, diverse learning experience. Students communicate using rich, advanced vocabulary and linguistic structures as they build proficiency in the three modes of communication; interpretative, interpersonal and presentational. This course is divided into thematic units which are further based on recommended context and guided by essential questions. Corresponding cultural elements are integrated into the study of the units, and activities are directed with those cultural connections in mind. Discussion of the topics completely in Spanish is a requirement for this course.

Music:

Introduction to Music (2 credits)

Introduction to Music is an entry-level music course at the high school level. This course is designed to be a survey of various topics that scholars can study within the realm of music. Our projects in this course include Mood Mixtape, in which scholars will curate a playlist focused on a certain emotion, as well as a Keyboard project and a unit on music and cultural competence. A highlight of this course is our opportunity to learn from guest speakers who teach other courses at the high school, teaching us about the musical traditions of their own culture. The final project of the semester is a Music and Cultural Competence project, in which each scholar will research the culture and musical traditions of a country of their choice anywhere in the world.

Keyboard (2 credits)

In Keyboard class, scholars will learn the foundational skills for playing the keyboard. This includes frequency & pitch, keyboard note identification, triads and scales, as well as healthy technique for hand position and body alignment. Our Keyboard projects challenge scholars to use these foundational skills to perform songs of their choice for an audience of their classmates. These performances serve as an opportunity for each scholar to give and receive feedback about their playing. This feedback can be used to support one another as scholars transition from one project to the next.

Chorus (4 credits)

Chorus is BVPHS's only performing ensemble that meets for academic credit. This is a fun and immersive course in which we all work together to develop music literacy skills while preparing repertoire for our concerts. Traditionally, we will perform in 3 concerts: the Winter Concert, Spring Concert, and Music Showcase. Scholars who are enrolled in chorus have the opportunity to sing in many languages (in previous years we have sung in Arabic, Spanish, Hebrew, Bemba, Portuguese and many others!) and are also invited to use their experience with other musical instruments as well.

Art:**Art Medium (2 credits)**

Art Medium has a focus on understanding the choices an artist makes during the creative process. By looking at, discussing, and utilizing the Elements of Design and the Artist Habits of Mind, scholar artists will learn how to clearly articulate the choices they've made, whether they were successful, and what they would do differently. Learning how to think like an artist is a skill that will benefit your ability to problem solve, think creatively, and work within your limitations.

Art Exploration (2 credits)

Art Exploration has a focus on understanding that a successful artwork is a labor of love, and not accidental genius. Artists need to intentionally practice their technical skills. Art History informs today's art. Artist scholars will articulate what moments in art history they are inspired by and why. One can go to college for art! There are many Art Schools to consider- RISD, Mass Art, Pratt, Cooper Union, Parsons, to name a few. In this class, you will articulate the portfolio requirements for RISD and complete the assignment for incoming college freshmen. Artist scholars will develop a personal body of work as they progress. As they consider how does one create work that relates to each other but is unique? Time spent in critique will develop visual and conceptual vocabulary. Dialogue will become more focused and engaged around conceptual standpoints as the semester progresses. Artist scholars will develop a personal vision by ending the course with a project based on a theme of their choosing.

Photography (2 credits)

This course is an introductory exploration of digital photography, with a predominant focus on color photography. Through learning digital camera logistics, Photoshop workflow, and ink-jet printing, students will explore both technical and conceptual issues within photography. Time, consistent effort, and constant class participation are required for this exploration. Slide lectures, shooting assignments, class discussion and critique will provide a forum for dialogue and investigation. Exposure to a variety of artists will present various modes of image making within photography. Students will be expected to produce work incorporating their own personal vision and aesthetic.

Physical Education and Health:**Physical Education & Health 9/10, 11/12 (1 credit each, totaling 2 credits)****Physical Education**

These courses include concepts for personal development in health-related fitness and physical skills; these include cardiovascular exercise, body composition, strength, endurance, and flexibility. Students will develop physical and health-related fitness skills through participation in individual and group activities.

Health Education

These courses focus on current knowledge of selected health topics. Health Education will provide scholars with a comprehensive, age appropriate program in order to achieve health literacy, and instructional outcomes. The course topics include: Personal Health, Nutrition, Mental & Emotional Health, Disease Control and Prevention, Human Sexuality and Family Life, Life Saving Practices, Drug Use & Abuse, and Lifelong Health.

Other courses:

Financial Literacy

This course is currently offered as a summer online elective and satisfies the Rhode Island graduation requirement that all scholars beginning with the college class of 2028 demonstrate proficiency in financial literacy/consumer education. Beginning in 2022-2023, BVPHS will offer the opportunity to take this course either as a full course or as a module embedded in another course during the regular academic year.

Coversheet

BVP 21-22 Handbook and Compact

Section: III. New Business Items
Item: C. BVP 21-22 Handbook and Compact
Purpose: Vote
Submitted by:
Related Material: REVISED BVP Scholar Family Handbook 21-22.docx

Blackstone Valley Prep Mayoral Academy



Family and Scholar Handbook

2021-2022

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MESSAGE TO OUR FAMILIES

Dear BVP Team & Families,

I am writing to welcome you to the 2021-2022 school year. We are so excited to return to full in-person learning this year. We know how critical in-person instruction is for student learning, for student mental health and social development, and for ensuring our families can fully participate in our community (from service to back-to-work).

BVP is working to ensure our community's safety by implementing the following measures:

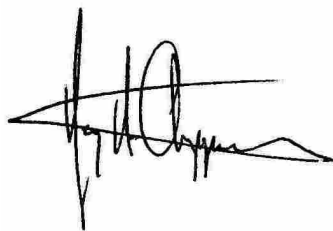
- All staff will be vaccinated or submit evidence of a negative test on a weekly basis
- All community members will wear masks until further notice
- BVP custodial staff will continue to clean, disinfect, and ensure proper air circulation
- All community members will be encouraged to maintain three feet of physical distancing as much as possible
- BVP will limit visitors; any visitor will be required to wear a face covering and provide proof of vaccination or a recent negative COVID test.

Our full set of policies as adopted by our board is [here](#). This is all in service of our efforts to ensure we maintain in-person instruction. We strongly recommend all family members who are eligible to be vaccinated and that all families participate in our testing program. Testing, especially for our scholars who are not yet eligible for vaccination, provides a strong layer of protection. Moreover, we hope to be able to allow those who might have been considered a close contact last year to stay in school this year with proof of a negative COVID-19 test. Our [full Health and Safety Guidance plan is here](#).

Ultimately, we know that we have much important work to do across our K-12 schools. Whether it is helping our seniors select best fit colleges, or our kindergarteners and even many 1st graders participating in in-school activities for the first time, safety remains our top priority.

If you have any questions or concerns, feel free to reach out to your school nurse; our lead nurse; your Head of School; our Director of Family Engagement, [Danira Ortiz](#); or me. Updates will be maintained on our website at <https://blackstonevalleyprep.org/families/coronavirus/>.

Sincerely,



Jeremy Chiappetta
Chief Executive Officer

[BVP Nurse contact list](#)

OUR MISSION, VISION, AND CORE VALUES

Blackstone Valley Prep (BVP) Mayoral Academy is a network of intentionally diverse public charter schools providing a high quality public school option to the communities of Central Falls, Cumberland, Lincoln and Pawtucket.

OUR MISSION

The mission of Blackstone Valley Prep is to prepare all scholars for success in college and the world beyond.

OUR VISION

BVP will be a model of rigorous college and career preparatory public education:

- Creating an intentionally diverse and inclusive school community
- Collaborating with educators across Rhode Island
- Proving what is possible for all kids

OUR COMMITMENT TO DIVERSITY

Blackstone Valley Prep is committed to the academic success, social and emotional growth, and health and wellness of 100% of scholars in an intentionally diverse school that celebrates the racial, ethnic, socioeconomic, gender, and sexual-orientation differences of our scholars, staff, and families by:

- Actively engaging in courageous conversations about the value of peoples' differences;
- Raising awareness of self and society's structural inequities; and
- Empowering all people to engage in an open and honest dialogue with an active voice.

OUR CORE VALUES: PRIDE

Perseverance. *Never give up. Ever.* Our scholars, teachers, and families are expected to work as long and hard as it takes to be successful. Throughout their time at Blackstone Valley Prep there will be an array of challenges and successes. To ensure that all scholars are successful, teachers and families need to do whatever it takes to reach the goals that are set. Scholars approach problems and opportunities to work independently with a positive attitude.

Respect. *I'm nice to you, be nice to me.* Our community is built on respect. Teachers respect scholars by expecting them to achieve great things and by treating them with dignity and fairness. Scholars respect all teachers and staff because without respect, precious learning time is wasted. Scholars respect each other because they are part of a team that works together to achieve goals. Scholars support each other, especially when they are struggling.

Integrity. *Always display honesty.* We must be truthful in our interactions, take responsibility for our mistakes, and speak honestly with one another. Scholars do not plagiarize and are always prepared for class.

Discipline. *We do our best or do it again!* Our scholars, teachers, and staff understand that discipline is the key to success. We have clear rules and high expectations. Scholars follow these rules so they can learn in a safe and orderly environment, and teachers and staff enforce these rules so as to empower scholars to succeed. We support our scholars as they build the internal discipline necessary to do the hard work that it takes to get them to college.

Enthusiasm. *Excited scholars, our school has them!* When you work hard, it is essential to find joy in your work. We believe in teaching children how to be joyful in their learning by approaching it with curiosity, gratitude, and tons of spirit! Scholars approach difficult problems with excitement.

PRIDE +1. At the core of our work is a *love* for education. A *love* for the scholars we teach. A *love* for the impact we make on the future. ***We love all children as they are, however they come to us, and not for who we want them to be.***

SCHOOL & NETWORK SUPPORT STRUCTURES

To support our teachers and leaders in achieving our mission and desired values, Blackstone Valley Prep has designed support structures at the school and network level.

BVP's Network Support Team exists to support the work of our schools and to continue to build systems and processes to support our growing school network. With this in mind, the team focuses its efforts on curriculum development, finance, operations, external affairs, family engagement and human capital.

THE BLACKSTONE VALLEY PREP STAFF, SCHOLAR, AND FAMILY RESPONSIBILITY CODES

TEACHERS & STAFF

We fully commit to Blackstone Valley Prep in the following ways:

- Ensure that valuable school time is utilized thoughtfully and efficiently so that the school can provide our scholars with an education that is both academically rigorous and culturally responsive.
- Make the school a safe and inviting environment by consistently reinforcing school values.
- Communicate regularly with families regarding their child's behavioral and academic performance through progress reports, report cards, family conferences, telephone contact, and by welcoming families to the school.
- Exemplify and model the value of respect for self, scholars, families, and others in our school community
- Constantly monitor the strengths, weaknesses, and progress of our scholars, both academically and emotionally. We will provide extra support to our scholars on a regular basis.

SCHOLARS

We fully commit to Blackstone Valley Prep in the following ways:

- Show perseverance by always working hard to achieve my personal best.
- Show respect for myself and others in our school community, and the learning environment by being part of a team and supporting my fellow classmates.
- Show integrity by being honest with myself and others, and always trying to do the right thing whether or not others are looking.
- Show discipline by making appropriate choices about my behavior and my work.
- Show enthusiasm by bringing a passion for learning and growing.

FAMILIES

We fully commit to Blackstone Valley Prep in the following ways:

- Ensure that my child arrives at school on-time and attends school regularly. I have read the attendance policy in the BVP Family Handbook and understand the school's policy regarding lateness, early dismissals, excused and unexcused absences.
- Ensure that my child wears the appropriate school uniform daily, as explained in the dress code section of the BVP Family Handbook and the School Supplement.

- Make the school a safe space by supporting and modeling the school's PRIDE values and behavioral expectations.
- Communicate regularly with my scholar's teachers regarding academic and behavioral performance. I will attend as many events as I can at the school including family conferences.
- Reach out to the school directly to provide feedback and discuss the growth of the school community.

BASIC OPERATIONAL EXPECTATIONS

SCHOOLS & LOCATIONS

Phone Number (All Locations): 401-335-3133

Blackstone Valley Prep Elementary School 1
Serving grades K-4
Head of School: Ms. Andrea Summers
291 Broad Street
Cumberland, RI 02864

Blackstone Valley Prep Elementary School 2
Serving grades K-4
Head of School: Ms. Sara Tucker
52 Broad Street
Cumberland, RI 02864

Blackstone Valley Prep Elementary School 3
Serving grades K-4
Head of School: Ms. Alisha Smith
3357 Mendon Road
Cumberland, RI 02864

Blackstone Valley Upper Elementary School
Serving grades 5-6
Head of School: Ms. Alyson Chatham
Interim Head of School: Ms. Dillon Falk
3 Fairlawn Way
Lincoln, RI 02865

Blackstone Valley Prep Junior High School
Serving grades 7-8
Head of School: Ms. Marielle Emet
909 Lonsdale Avenue
Central Falls, RI 02863

Blackstone Valley Prep High School
Serving grade 9-12
Head of School: Mr. Joshua Falk
65 Macondray Street
Cumberland, RI 02864

ARRIVAL & DISMISSAL

An on-time arrival is crucial to laying the foundation for academic success. Being on time also communicates an important value. We expect all of our scholars to value punctuality and adopt the belief that being on time demonstrates accountability, discipline, and respect. Scholars are always expected to arrive on time for school and school events. At each grade level there are consequences for tardiness.

Please refer to your individual school supplement for school specific arrival and dismissal times.

Late Arrivals

On-time arrival is critical in setting the tone for the rest of the day. In order to ensure a safe arrival, if a scholar arrives after the official start of the day, they may be asked to wait to enter the building. Families will need to escort their scholar into the main office to sign in. At our Middle and High schools, scholars may be permitted to sign themselves in at the main office, but additional consequences may result.

School-specific late arrival consequences are included in the Individual School Supplement.

TRANSPORTATION POLICIES

As a regional public charter school, BVP will provide transportation to scholars. Scholars will be assigned to depot stops within their communities with designated times for daily pick-up and drop-off. Buses are not provided to scholars within the following “Walk Zones”

- Elementary School (Grades 1-4) - 1.0 miles
- Upper Elementary and Junior High Schools (Grades 5-8) 1.25 miles
- High School (Grades 9-12) 1.5 miles

BVP and its transportation vendor accept responsibility for scholars during their time traveling on school buses to and from BVP schools. Families are responsible for the supervision and safety of their scholars before boarding the bus in the morning and after departing from the bus in the afternoon. For scholars in grades kindergarten-fourth grade, a family member or designee must be at the bus stop in the afternoon to greet their scholar. Anyone picking up an elementary school scholar at a bus stop must have a BVP issued placard to pick up their scholar in the afternoon and need to be out of their car to greet the bus.

Registration

Families may register for any bus that services their scholar’s campus. To ensure space on buses for as many scholars as possible, families may not register any scholar for more than one bus. Registration requests may take up to two school weeks to process. The school will notify families when the bus change has either been approved or when a scholar has been placed on the bus wait list.

Scholars may not ride a bus for which they are not registered. After the beginning of the year, all requests are subject to seat availability. If a bus reaches capacity, a waitlist will be created for families interested in riding that bus. Families are encouraged to register for transportation before the start of the school year.

Active Ridership Policy

To be considered an active rider, a scholar must consistently ride the bus for which he/she is registered at least one day a week. In the case that a bus is at capacity and a waitlist for ridership exists, scholars who do not consistently ride the bus for which they are registered may be contacted by the school. If, after documented communication with the family, it is determined by BVP that the

scholar does not have plans to begin riding the bus consistently, then they may be unregistered and placed at the end of the waitlist.

Middle and High School scholars will be provided with a Student ID card that will also act as a bus pass. School administrators will mark the ID/Bus Pass to indicate the bus number for which a scholar is registered, and scholars will be responsible to show their ID/Bus Pass with the correct marking to board the bus.

BVP will maintain responsibility and records to ensure that no registered scholar is denied access to their assigned bus should they forget their ID/bus pass. However, families of scholars who repeatedly forget their ID/Bus Pass may lose riding privileges. Scholars who have lost their ID/Bus Pass should notify their school office immediately. ID/Bus Pass cards will be replaced for a fee of \$5.00. If a scholar requests a bus change that is confirmed as described above, they should present their ID/Bus Pass to the main office to have it updated appropriately.

Late Pick-Up Policy

For scholars in grades K-4, if a parent/guardian or designee is not present at the time of pick-up, the scholar will remain on the bus for the duration of the route, and will be brought to the YMCA program at either ES1 or ES2. This policy also applies to scholars at schools with an on-site YMCA program who are not picked up at the designated school dismissal time.

Scholars in grades 5-8 will be dropped off at their designated bus stop, regardless of a parent/guardian being present at the time of drop off. A scholar may refuse to get off at their stop if a parent or guardian is not present, in which case they will be brought to the YMCA program at ES2.

The family of any scholar checked into the YMCA after school hours will be responsible for any charges accrued according to YMCA policies.

Bus Discipline Policy

Riding the school bus is a privilege not a right and the school may revoke this privilege for safety and discipline infractions. Scholars who ride the school bus may do so only if they display safe and reasonable behavior. Choosing and/or continuing to follow unacceptable behavior will result in loss of bus service. The bus driver and monitor are responsible for the safety and discipline of the scholars on the bus. The scholar's Head of School, in accordance with this policy, will determine the consequences of misbehavior and the reinstatement of bus service for the offending scholar(s) should a suspension become necessary. A suspension applies to all buses (daily transportation, sports, etc.)

Code of Behavior

- Scholars shall conduct themselves in an orderly and respectful manner consistent with BVP's PRIDE values. The school bus is a classroom on wheels. Scholars should act on a school bus as they do in the classroom.
- BVP does not allow shouting, or loud talking/laughing on the bus.
- BVP does not allow scholars to use radios or other electronic devices, unless headphones are used and the driver and bus monitor have given permission (when approved, headphones can only be used in one ear so that scholars can still hear directions from the driver and monitor).
- BVP does not allow scholars to take or place calls on cell phones while on the bus.
- BVP does not allow food, candy, drinks, or tobacco products on the bus or at the bus stop.
- The Head of School and/or driver may assign scholars a seat. Scholars will remain in this seat at all times unless permission to change is given.
- No scholar, at any time, shall extend his or her head, hands, or arms out of the bus windows, whether the bus is in motion or standing still.
- No scholar shall throw or drop any item out of the bus windows.

- No scholar shall open a window on the school bus without first getting permission from the bus driver.
- Scholars must leave the bus in an orderly manner, and obey the orders of the school bus driver and monitor.

Families are responsible for explaining to their scholars what are considered safe school bus ridership practices. Violations of the school bus code of behavior, or any other action not specifically listed which interferes with or threatens the safe operation of the school bus, shall constitute grounds for suspension of bus privileges. In the event of a suspension of bus privileges, the family will provide transportation for their scholar. Scholars' misconduct on a school bus will be sufficient reason to discontinue providing bus transportation to those scholars involved.

BVP considers families as an extension of the scholar who must conduct themselves with BVP's PRIDE values. In the event that a parent/guardian or designee witnesses misconduct on a school bus, they are to report it to the appropriate authorities. Parents/guardians should report any incidents to their respective Head of School.

Examples of Unacceptable Behavior

- Shouting or otherwise making loud noise on the bus creating a distraction to the driver
- Moving about within the bus while the bus is in motion
- Opening the windows of the bus without the driver's permission
- Blocking of aisles
- Eating or drinking on the bus
- Spitting on the bus
- Fighting or assault on the bus
- Possessing or using illicit drugs or alcohol
- Smoking or lighting flammable objects
- Insulting or exhibiting unseemly behavior towards the driver, bus monitor, or fellow scholars
- Causing a disturbance by teasing or threatening the driver, bus monitor, or fellow scholars
- Damaging school bus property and/or personal property (it will be the responsibility of the parent or guardian of those scholars involved for proper reimbursement of the school or bus company)
- Tampering with or using the emergency door without the permission of the driver
- Throwing an object or objects at or from the bus

Consequences of Unacceptable Behavior

In the event that a scholar exhibits unacceptable behavior on the school bus, or walking to/from school, potential consequences include written warnings, short or long-term bus suspensions, community service, loss of participation in extracurricular activities and athletics, or other school-based discipline as appropriate.

After-school Buses

During the year, our Middle & High School campuses offer after-school activities, including enrichment, sports, and academic support. When after-school activities are in session, after-school buses will be provided on a first-come, first-served basis. Bus routes are pre-determined and operate one or two depot stops in each of our four communities.

For sports activities, BVP will make its best efforts to provide transportation to the event or game if it is off-site, but families are responsible for securing transportation after the event. Refer to your scholar's coach or our Athletic Director for more specifics on sports transportation.

Scholar Drivers

If a scholar wishes to drive a vehicle to school they must follow scholar parking regulations. Only those scholar-operated vehicles for which car permits (a numbered, decal sticker) have been issued may be parked in the designated scholar areas. The price of a parking permit is \$15. The criteria for determining eligibility for a parking permit will be determined by the Chief Executive Officer.

Scholars may not park in non-scholar spaces of BVP parking lots, or park on the streets surrounding the school. Failure to park in the proper area will result in the scholar's car being towed at his/her expense.

All scholar-operated motor vehicles driven to school and parked in the designated area must be in safe operating condition and each driver must certify that the vehicle for which a car permit is requested is legally and properly insured and that the driver has a valid license.

The parking lot is an extension of the school building and all school rules apply. Scholars are not to loiter in their cars at any time during the day, including before and after school hours. Scholars are not permitted to access their cars once they enter the school building for the day prior to dismissal.

All vehicles parked in BVP parking lots are subject for search by school administrators and police. Scholar parking permits may be revoked at any time, including for disciplinary reasons not related to driving to school.

SCHOOL CANCELLATIONS & DELAYS

Blackstone Valley Prep will announce school closings on public media, identified as "Rhode Island Mayoral Academy-Blackstone Valley" or "Blackstone Valley Prep." When possible, the school will communicate using ParentSquare, and social media (Facebook, Twitter, etc.).

Whenever possible, BVP will run buses through all four sending communities, but please note that buses for Central Falls, Cumberland, Pawtucket, and Lincoln may follow the delay or cancellation schedule for those districts. For example, if BVP has a regular day, but Lincoln cancels, it is possible there will be no Lincoln busing, but BVP will still have school. Please carefully read any closing or delay announcement for special busing considerations.

To sign up for text alerts on weather updates through RI Broadcasters Association, use the link here: <http://www.turnto10.com/category/256735/closings-and-delays>.

SCHOOL ATTENDANCE

Attendance is vital for the well-being and academic success of individual scholars and the school community. Families are expected to ensure that their scholar regularly attends school.

If your scholar must be absent for a sickness or emergency, please notify the school with as much advance notice as possible, and no later than the start of school on the day of the absence. The school will work with the family and scholar to determine the appropriate procedures for receiving and completing missed assignments.

In order for the absence to be verified, families must provide documentation following the absence explaining the nature of the sickness or emergency (e.g. doctor's note or a detailed note including the date(s) and reason(s) of the absence).

Undocumented absences are not acceptable. A record of all absences and absence notes will be maintained by the school and consulted if retention becomes a possibility. Blackstone Valley Prep does not delineate between excused or unexcused absences. Missing school for illness or for a family

event has the same effect: missed instruction. Excessive absences (more than 10) in a year may lead to retention.

Scholars are expected to arrive at school on time every day. Scholars who arrive late are considered tardy and will be marked as such on their attendance records. Excessive tardiness will impact scholars' attendance records. When determining calculations for retention and/or truancy court referrals, every five tardies may count as an absence.

Families are strongly discouraged from scheduling appointments for their children during school hours. If a doctor's appointment must be scheduled for which a scholar must leave school early, the scholar's parent/guardian must notify the school with as much advance notice as possible. Scholars may not miss a full day of school for a doctor's appointment. In the event that a doctor's appointment cannot be scheduled after school, scholars must come to school prior to and following all appointments.

Blackstone Valley Prep is required to report scholar attendance daily to the Rhode Island Department of Education. In addition, BVP is required to submit truancy reports for scholars who are absent 10 or more days in an academic year.

As critical as attendance is, scholar health and wellness is critically important as well. Ill children should not be in school and need to be seeing a doctor or at home recovering. Please consult the school nurse if you are unsure whether your child should not attend school due to their illness, but the following are guidelines:

- Scholars with a fever greater than 100°F should remain home until fever-free without fever-reducing medication for 24 hours
- Scholars with vomiting or diarrhea should remain home until free of symptoms for 24 hours
- Unusual rashes should be evaluated by medical professionals with documentation provided prior to return to school
- Follow the recommendation (and provide documentation) of your pediatrician if your scholar is taking antibiotics, has extreme pain, or is experiencing flu-like symptoms.
- Follow up-to-date guidelines regarding testing and quarantine if your child or any household members experience symptoms of COVID-19

FOODS AND MEALS

Blackstone Valley Prep participates in the National School Lunch Program, which provides free or reduced-price breakfast and lunch to eligible scholars and sells a healthy breakfast and lunch to any interested family. Additionally, scholars in grades K-6 are provided a snack daily.

Applications and eligibility criteria for free or reduced-price meals are required to be completed by all families annually, even if the current federal waiver for meal fees, based on the pandemic, continues. In some situations, filling out the form may also allow families to qualify for benefits offered by State or Federal programs, such as the P-EBT program that was made available during the 2020-21 school year.

Scholars are permitted to bring breakfast and lunch items to school, but must adhere to school rules regarding the appropriate time and place to eat any food items brought from home. All breakfast and lunch items must meet guidelines for a healthy meal. Soda and candy are never acceptable items. Pastry, sugary snacks, and highly caloric snacks should not be sent. Families who send scholars to school with questionable lunches may be asked to meet with the School Nurse or Health Teacher. BVP reserves the right to confiscate any items not meeting these guidelines and replace them with a BVP-approved item.

Other than breakfast or lunch, scholars should not bring food from home to eat during the school day (note: scholars with diabetes, severe allergies, or other dietary restrictions should meet with the school nurse to develop an appropriate plan).

Based on scholar and staff allergies, Blackstone Valley Prep is a nut free school in grades K-8. Nut-based meals and snacks will be discarded at these grade levels. BVPHS will have nut-free locations and the school nurse and administration, based on needs of the community, may also declare the school nut-free, though at this age the allergy precaution needs are managed by the individual.

Due to the effects of the on-going pandemic, the following section *Lunch Account Balances* is deleted for the 2021-2022 school year

Lunch Account Balances

Pre-paying for meals

Blackstone Valley Prep (BVP) and our food service provider strongly encourage families to prepay for meals. Families are not allowed to purchase meals on credit. Families can prepay for meals by setting up an account for their scholars through the My School Bucks website or mobile app, or by submitting checks to the lunch provider at their scholar's school. Families are strongly encouraged to set up account alerts to notify them of when their scholar's meal balance is low through My School Bucks.

Negative Balance Procedures

Both BVP and Revolution Foods are committed to providing meals for scholars who choose to participate in the lunch program. However, families should fulfill all financial obligations to the lunch program in a timely manner. To provide the families at BVP with the best possible service, transparency and accountability regarding the school lunch program, the following procedures regarding scholar lunch account balances are in effect:

- ~~\$20.00 Positive Balance Threshold~~
 1. Families will receive a letter through ParentSquare notifying them of a low balance on their account and that they have roughly one week of meals remaining. The family is encouraged to replenish their scholar's account.
- ~~\$10.00 Negative Balance Threshold~~
 1. Families will receive a letter notifying them when their balance exceeds negative ten dollars (-\$10.00), which is roughly equivalent to 4 school lunches. Upon receiving the letter, families will have five (5) school days to contact the school and pay or make arrangements to pay the outstanding balance.
- ~~\$20.00 Negative Balance Threshold~~
 1. Scholars with account balances exceeding negative twenty dollars (-\$20.00) will receive a final warning. Families have five (5) school days to pay or make arrangements to pay the outstanding balance.
 2. In situations of nonpayment/communication the Head of School has the authority to withhold the scholar's report card until the outstanding balance is paid.
 3. Scholars who have a balance that remains unpaid for more than ten (10) days will be requested to meet with the school social worker and the family will be contacted to come in for a meeting with the Head of School.
 4. At the conclusion of the meeting, if the family is determined to be unable to pay the full balance, the Head of School will make a determination as to whether to:
 - Set up a payment plan for the remaining balance and end aforementioned sanctions

- ~~Forgive some or all of the balance contingent upon an action by the family (e.g. volunteer hours) and end aforementioned sanctions~~
- ~~Continue to enforce aforementioned sanctions until such time that the matter is resolved~~

SCHOLAR UNIFORM

Uniforms create a sense of unity, professionalism, and discipline for the scholars and the school. All Blackstone Valley Prep scholars must come to school every day wearing the required uniform.

On occasion schools may host dress down days in support of specific causes (i.e. to raise money for an event, aid to hurricane relief efforts, etc.). Any dress down days will be messaged to families in advance.

School specific uniform requirements are included in the Individual School Supplement.

SCHOLAR SUPPLIES

Blackstone Valley Prep makes every effort to equip scholars with the supplies they need for the start of the year. In order to equip scholars to complete nightly homework, families should provide a quiet place to study with a hard, flat surface, and have appropriate supplies at home (i.e. pencils, paper, etc.).

In addition, Blackstone Valley Prep welcomes donations of the following classroom supplies:

- | | |
|-------------------------------------|---------------------------------|
| ▪ Clorox/Lysol Wipes | ▪ Dry-Erase Markers and Erasers |
| ▪ Tissue Boxes | ▪ Hand Sanitizer |
| ▪ Paper Towel Rolls | ▪ Glue Sticks |
| ▪ Gallon and Sandwich-Sized Baggies | ▪ Children's Books! |

Families wishing to donate more significant items may visit our website and click on "giving."

Scholars may be asked to replace any supplies that become worn down or depleted throughout the year. Scholars must also maintain their binders, folders, and other organizational supplies with high standards of neatness and cleanliness. Blackstone Valley Prep expects its scholars to show respect for their belongings, whether they were purchased by the family or the school.

Scholars must be prepared each day with the required supplies, including homework, handouts and independent reading books. Failure to be prepared with materials will result in appropriate consequences.

EMERGENCY PROCEDURES

In compliance with Rhode Island General Law, Blackstone Valley Prep conducts fire, evacuation, and lockdown drills. The following is required each school year for compliance with Rhode Island statute:

- Not less than one (1) emergency drill every month that the facility is in session with all occupants of the building participating in said drill.
- One (1) additional emergency outdoor drill within the first thirty days (30) of the start of each school year.
- At least one (1) out of every four (4) emergency egress drills shall be obstructed by means of which at least one (1) or more exits and stairways in the school building are blocked off or not used.

- In addition to the aforementioned, there will be two (2) evacuation drills and two (2) lockdown drills.
- The total number of drills between September and June must be at least fifteen (15).

ACADEMIC PROGRAM

OVERVIEW

At Blackstone Valley Prep, we are committed to providing our scholars with a rigorous curriculum designed to prepare them for success in college and the world beyond. Therefore, we seek to design a stimulating K-12 curriculum that aligns standards, instruction, and assessment to create a rich learning experience for all scholars.

BVP believes fundamentally in rigorous mathematics, reading, writing, and science instruction for all scholars, regardless of their background. Preparing scholars for college and career requires:

- Rigorous mathematics instruction culminating with Advanced Placement Calculus and/or Statistics
- Intensive, explicit, and embedded composition instruction resulting in fluent, compelling writers
- Broad canon of texts, composed of multicultural literature, informational text, and primary source documents
- Inquiry-driven scientific exploration
- Social studies instruction rooted in the principles of world and American history
- Smart use of technology within and outside of classroom walls
- Engagement in a joyful and classical study of the liberal arts

For this reason, we support the higher-level thinking skills emphasized by the Common Core State Standards in concert with Next Generation Science Standards, Rhode Island's Grade Span Expectations for Social Studies, and standards promulgated by the national associations for technology, physical education, the arts, and foreign language. These standards serve as the roadmap and destinations for learning--they tell us what to teach. BVP's Academic Vision serves as the equipment for that journey--it defines how to teach.

Guided by our belief that understanding the unifying theories of mathematics, reading smart, thinking critically, and writing clearly are skills that all young people must possess, we have developed a curriculum and instructional approach that efficiently helps scholars reach those levels as prescribed by the demands of college and career.

We believe that standards alone are not enough. Strategic, practice-based professional development spirals through our approaches to curriculum and instruction, and this must be held sacred.

We also believe that rigor is not a matter of more work but better work, and we know that true rigor in both academic and non-academic domains comes from going deep within and across subjects. This involves sophisticated materials, topics, and language in applications that mirror real-world settings. True rigor necessitates differentiation and personalization.

HOMEWORK POLICY

Homework plays a vital role in strengthening and extending scholar skills, as well as creating independent study habits that will be essential to success in college and the world beyond. To this end all scholars should receive nightly homework that allows them to:

- perfectly practice knowledge and skills that have already been mastered, or
- prepare for future instruction by reviewing text or other media, generating questions, or engaging in research activities

Nightly Homework Guidelines	Grades	Nightly Reading	Math Fluency	Content
40-60 mins	K-4	30 minutes	10 minutes	Typically additional content is not provided, however, scholars in the 3 rd Trimester of 4 th grade should anticipate ~20 minutes of additional content to prepare for the Middle School transition.
1 hour	5-6	30 minutes	10 minutes	20 minutes (spread across content area)
1.5 hours	7-8	30 minutes	10 minutes	50 minutes (spread across content area)
2 hours	9-12	30 minutes	10 minutes	80 minutes (spread across contents)

In addition to nightly homework, BVP believes in maximizing out-of-school time to ensure that learning loss is minimized. Specifically, skill- and/or project-based break packets are recommended for all grade levels. K-8 break packets will be approved by the network and utilized across schools for the following breaks:

- Thanksgiving Break
- Holiday (December) Break
- FUNbruary Break
- April Break
- Summer Break

Please reach out to your scholar's school with any questions related to homework and for specific consequences related to incomplete homework.

SCHEDULING MODELS

At each level of instruction- elementary, middle, and high- a strong focus on math and literacy is evidenced by our scheduling models. Though individual school schedules vary depending on staffing and facilities, every BVP school models its schedule after common scheduling parameters set by the Blackstone Valley Prep Curriculum, Instruction, and Assessment Team. Scholar schedules will be shared no later than the end of the first week of school.

ASSESSMENT PROGRAMMING

Teachers utilize a number of assessments of and for learning. On a daily basis, teachers use a number of formative assessments in their classroom to monitor learning –some as simple as a thumbs up or

down for understanding. In addition, teachers use “exit tickets” at the conclusion of virtually every lesson in order to measure individual and whole class mastery of the daily objective.

Unit tests and trimester exams are used as summative measures of scholar mastery of specific content knowledge and skill application.

As a network, we utilize a number of standardized assessments in order to measure individual scholar progress as well as to determine our effectiveness in teaching the required standards.

What	Type	Grade Level	Why/Purpose	When
STAR	Commercial	Grades 1-8	Reading and Math Universal RTI Screener (informs instruction; network accountability measure)	4 Screening Windows 6-week cycles for RTI
STEP	Commercial	Grades K-2	Reading Diagnostic (informs instruction)	Minimum 3 times per year
Comprehensive Trimester Assessments/ Midterms and Finals	Internal (created or reviewed at network level)	K-12 (all subjects)	Assesses scholars' mastery of course-specific standards (summative assessments used for grading)	Once per Trimester or Semester
Next Generation Science Assessment	Commercial	Grades 5, 8, 11	Assess scholars' mastery of science standards (state accountability measure)	May
RICAS	Commercial	Grades 3-8	Assess scholars' mastery of CCSS (state accountability measure)	April/May
PSAT/NMSQT & SAT	Commercial	Grades 10-12	College Entrance Assessment (state accountability measure)	April
ACCESS	Commercial	Grades K-12	Assesses English language proficiency in domains of speaking, listening, reading and writing for English Learners	January/ February

Formative Assessments (quizzes, exit tickets, etc.)	Internal (teacher-created)	Grades K-12	Formative assessments used to check for understanding, guide instruction, provide feedback to scholars on progress toward mastery	Daily
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ACADEMIC SUPPORT & ENRICHMENT

Blackstone Valley Prep is committed to seeing substantial growth and achievement in every scholar. Therefore, Blackstone Valley Prep schools provide many opportunities for academic support and enrichment. These opportunities may include:

Academic Interventions

To improve scholars’ academic performance and to help close knowledge and skill gaps, teachers may provide additional targeted instruction in literacy and math to meet scholars’ needs. The scholars’ teachers will notify the family if their scholar is receiving additional academic interventions.

Opportunity Days

To improve their academic performance, any scholar may be required to attend tutoring or study sessions on Opportunity Days (non-school days including Saturdays and holidays) at the discretion of the Head of School and the classroom teachers. Opportunity Day sessions may be mandatory. Opportunity Day Sessions are provided by the Classroom Teacher and allow for individualized, targeted instruction. All absences require prior notification and documentation. Failure to provide documentation will result in an appropriate consequence.

Commitment to Serving 100% of Scholars

Blackstone Valley Prep believes that great schools serve all scholars. As such, we serve scholars with a range of special needs including, but not limited to, Multilingual Learners, scholars who receive special education services (with Individualized Education Plans), and those with health needs (with 504 plans).

BVP provides special education services and EL services for scholars in accordance with state and federal special education laws, the Individuals with Disabilities Education Act (IDEA), and the regulations implementing those laws. Additionally, staff members in each building are trained and certified in de-escalation strategies and techniques, including nonviolent physical crisis interventions.

PRIDE BEHAVIOR SYSTEM

PRIDE VALUES

Blackstone Valley Prep establishes and maintains a scholar and teacher community that is efficient and orderly, warm and productive. Recognizing the importance of strong school culture on academic success and socio-emotional wellbeing, BVP has created strong systems and routines that promote a culture of achievement, rooted in our PRIDE values.

The PRIDE behavior system is adapted appropriately based on the emotional and intellectual development of the child. The expectation is that our scholars participate appropriately in our community and contribute to our efficient, orderly, warm, and productive environment.

The PRIDE behavior system is introduced starting in kindergarten; each year thereafter, the concept of PRIDE as a measure of behavioral success adapts to the grade-level abilities and needs of our scholars. For example, as scholars develop the ability to manage their own engagement in a classroom setting, scholars are held accountable for remaining engaged in a lesson through eye-contact and asking/answering questions. As scholars grow older, expectations for engagement may change. What remains constant is our expectation that scholars show the PRIDE values; what changes is the specific indicator of that value. Below, see a list of the specific behaviors that may be expected from Blackstone Valley Prep scholars, depending on their grade level.

PRIDE Value	Expectations
Perseverance	<i>Never give up. Ever.</i>
	<i>Complete all assignments, even when they are challenging.</i>
Respect	<i>Be respectful in your body language and attitude.</i>
	<i>Be verbally polite to those around you even when you are given a direction you do not like.</i>
Integrity	<i>Apologize and take responsibility for mistakes that you might make.</i>
	<i>When no one is looking, behave as if all of your teachers and family were in the room watching and listening to you.</i>
Discipline	<i>Follow specific directions.</i>
	<i>Remain silent when silence is asked for and during instructional and independent work time.</i>
	<i>Adhere to a consistent study schedule at home.</i>
Enthusiasm	<i>Move quickly from place to place and from task to task.</i>
	<i>Demonstrate joy for learning and excitement for content.</i>

Scholars who show PRIDE values every day will earn the opportunity to attend amazing celebrations, trips, college visits and other fun experiences.

Privileges may include:

- Participation in Town Hall or Community Circle
- Dress down days
- Lunch privileges
- PRIDE events
- Field Trips to places including:
 - Local Colleges and Universities
 - Farms/Nature Reserves
 - Parks/Zoos

We believe these opportunities work as positive motivators for our scholars to continue working hard, both on their academics and behavior. Scholars who regularly live the PRIDE values will earn these great opportunities. More importantly, scholars who regularly show PRIDE values are learning and practicing the behaviors that will lead to success in college and the world beyond.

Whole School Community Circles

Blackstone Valley Prep scholars who have demonstrated positive behaviors as related to our PRIDE values will regularly come together as a team to celebrate their accomplishments.

The purpose of Whole School Community Circles is to:

- celebrate scholars' academic achievement
- recognize individual scholar accomplishment

- build community through performances, skits, songs and chants
- bring families, and members of the Blackstone Valley Prep community together to see what our scholars are learning and mastering
- build school identity and cohesiveness

Families are often welcome to attend. Invitations and open dates will be provided to families by their scholar's campus.

PRIDE VALUE VIOLATIONS

As stated in the general code of conduct (see next section), misbehaviors at Blackstone Valley Prep result in consequences. If negative behaviors persist, or scholars have not adequately served the given consequence, more serious consequences may be implemented. These consequences vary based on the grade level of the scholar, severity of the action, and frequency of the incident, but may include:

- Scholar reflection (may be written, private or public)
- Removal of school privileges (including school trips, dances, proms, promotion ceremonies, graduations, athletics, clubs, etc.)
- Lunch or after-school detention
- School/community service
- In-school suspension
- Short-term out-of-school suspension
- Long-term out-of-school suspension
- Temporary removal from the school community

Note that disciplinary actions that result in an in-school suspension or out-of-school suspension are often coupled with a 30 day removal of school privileges as noted above. If any disciplinary incident is not resolved or occurs again, further disciplinary action is taken. A parent or guardian may be required to meet with an administrator regarding infractions prior to a scholar's return to school.

SCHOOL SUSPENSION POLICY

In-School Suspension

If a scholar commits an offense that calls for an in-school suspension, they are subject to the following:

- If necessary, the scholar is immediately removed from class and/or school.
- The scholar is entitled to respond to the charges against him or her.
- The Head of School, or his/her designees addresses the conduct and assigns the appropriate consequence.
- Written notice shall be provided in the form of a letter sent home with the child. Such notice shall include a description of the incident or incidents resulting in the in-school suspension.
- For all suspensions there must be a reinstatement meeting with the family and scholar. A parent or guardian will be required to meet with an administrator regarding the infractions prior to a scholar's return to school.
- Scholars who have received an in-school suspension are expected to attend school, however, will not be permitted to remain in their classroom during in-school suspension. An alternative setting will be provided for them to complete schoolwork.

Short-Term Out of School Suspension

If a scholar commits an offense that calls for a short-term suspension (10 days or less), s/he is subject to the following:

- If necessary, the scholar is immediately removed from class and/or school.
- The scholar is entitled to respond to the charges against him or her.
- The Head of School, or his/her designees addresses the conduct and assigns the appropriate consequence.
- The parent/guardian is notified by the school and will need to pick the scholar up from school immediately.
- Written notice shall be provided in the form of a letter sent home with the child. Such notice shall include a description of the incident or incidents resulting in the suspension.
- For all suspensions there must be a reinstatement meeting with the family and scholar. A parent or guardian will be required to meet with an administrator regarding the infractions prior to a scholar's return to school.
- During suspension, scholars are only permitted on campus when escorted by a parent/guardian.

Long-Term Out of School Suspension

If a scholar commits an offense that calls for a long-term suspension (more than 10 days), the following steps are taken:

- If necessary, the scholar is immediately removed from class and/or school.
- The parent/guardian is immediately notified by the school.
- The school sets a hearing date. The scholar and/or their parent/guardian are notified in writing.

Please note that Blackstone Valley Prep is required to report all suspension data to the Department of Education. Additionally, alleged criminal behavior may result in a referral to the local police department and/or appropriate authorities.

Supplementary Instruction

Scholars who are suspended will be provided with alternative instructional materials that must be completed satisfactorily to return to school. Arrangements will be made between the school and each individual family for the delivery of services, pick up/delivery of work, and the making-up of any missed assignments and classroom instructional support. All IDEA mandates will be followed for scholars with disabilities.

Due Process Procedures

Scholars with disabilities have the same rights and responsibilities as other scholars, and may be disciplined for the same behavioral offenses listed above. If a scholar with disabilities has an IEP that includes disciplinary guidelines, then that scholar will be disciplined according to those guidelines as required by IDEA. Scholars for whom an IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policy listed above.

CODE OF CONDUCT

Blackstone Valley Prep is committed to providing a safe and orderly school culture in which scholars can improve their academic achievement. Without a firm and consistent discipline policy, none of what we imagine for our scholars can happen. Scholars and families have a right to attend a safe and orderly school. Scholars whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Therefore, for every misbehavior there will be a consequence. This is the basis of our scholar code of conduct. Consequences may vary based on the age and grade level of the scholar, the severity of the incident, and the frequency with which the incident takes place.

DISRUPTING THE SCHOOL ENVIRONMENT

Arriving late to school or class: Scholar tardiness disrupts class, inconveniences others, and often results in academic difficulties. Scholars may not be late to school or class.

Choosing NOT to attend required school, functions, or support: Scholars are required to attend all academic and enrichment classes, assigned consequences, and assigned support opportunities. Scholars are not permitted to leave the building without permission.

Misbehaving in the Community in and around the School: Scholars may not misbehave while travelling to or from school. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching other scholars, and being disrespectful to others. Scholars who misbehave on the way to or from school may have to be escorted by a parent or guardian, in addition to other consequences.

Access to the Building: Scholars are not permitted to block access to any room or part of the school building. Scholars may not leave the building through any exits except those officially marked.

Violating the Dress Code: Parents/guardians may be required to pick up scholars who are not properly dressed for school or bring the missing dress code item to the school. Scholars may not be permitted to attend class when not in proper uniform.

Food and Beverages: Scholars may not eat or drink at unauthorized times or places at Blackstone Valley Prep.

Hallway Behavior: Scholars may not disrupt the instructional environment while in the hallway.

Disrupting Class and Preventing Teaching: Blackstone Valley Prep can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Scholars may not disrupt class.

Arriving to Class Unprepared: When class begins, scholars must be prepared and have all necessary materials (books, pencils, portfolio, paper etc.).

Failing to Complete Homework: Completing homework is essential to the success of individual scholars and the classroom community. Scholars are expected to complete all of their homework assignments with quality and on time.

Cheating, Plagiarism, and Copying Others' Work: Cheating or copying the work of others (or allowing other scholars to copy work) is unacceptable. This includes any and all talking during exams whether or not in reference to the exam.

Failing to Submit a Required Signature: Scholars are required to secure the signature of a parent/guardian on homework, class assignments and forms when requested by any school staff member.

Forgery: Scholars may not forge a signature.

Lying to a Staff Member: Honesty is an essential element of personal character. Scholars are not permitted to lie or attempt to conceal the truth.

Being Disrespectful to a Staff Member: A school cannot function properly if scholars are permitted to be disrespectful towards adults. For that reason, scholars may not be disrespectful towards a staff member or any other adult associated with the school.

Being Disrespectful to a Scholar: If scholars do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, scholars may not be disrespectful towards other scholars.

Possession of Inappropriate Property: Scholars cannot possess any electronic music or game devices in school, without explicit permission of the Head of School or classroom teacher. Scholars may not possess any printed text or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school.

ASSAULT, BATTERY, BODILY HARM, INAPPROPRIATE TOUCHING, AND/OR THREATS

Causing Bodily Harm: Scholars may not cause physical injury to a scholar, school employee, or another person. Scholars are not permitted to harm or attempt to harm a scholar, school employee, or another person with a weapon or dangerous object.

Committing Assault and/or Battery: Scholars may not commit assault, including sexual assault, or battery on a scholar, school employee, or another person. Assault is an attempt to physically harm another person and does not require physical contact. Battery is any unlawful touching of another person.

Fighting or Unwanted Physical Contact: Scholars may not fight with other scholars from Blackstone Valley Prep or from any other school. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated regardless of the cause of the disturbance.

Play-fighting and Threatening: Play-fighting and/or the use of threats harm the safety of the community. Scholars may not play-fight and/or threaten others.

Setting off False Alarms or Making a Threat: Scholars may not intentionally set off a false alarm or make a destructive threat, including, but not limited to, pulling false fire alarms.

Engaging in Sexual Activity or Inappropriate Touching: A scholar may not engage in sexual activity of any kind or touch himself/herself or others inappropriately.

POSSESSION OR USE OF FIREARMS, WEAPONS, AND DANGEROUS OBJECTS

Possession or Use of a Firearm: Scholars may not possess or use a firearm.

Possession or Use of a Mock Firearm: Scholars may not possess or use mock firearms.

Using or Possessing a Weapon or Dangerous Object: Scholars are not allowed to bring a weapon of any sort to school, use any object in a dangerous or threatening manner, or have a weapon on him/her or his/her property.

Arson: Scholars may not set a fire and/or light or possess any form of fire-making substance including lighters, matches, etc.

POSSESSION, USE, OR DISTRIBUTION OF CONTROLLED SUBSTANCES, ALCOHOL, VAPE PRODUCTS, CBD PRODUCTS OR TOBACCO

Using or Possessing Drugs or Alcohol: Scholars may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, including CBD products. Prescribed and over-the-counter drugs must be delivered to the Nurse or Office Manager by a parent or guardian with a doctor-

signed School Medication Form. Scholars may not be in possession of prescribed or over-the-counter drugs.

Selling, Possessing, or Transferring Drugs or Alcohol: Scholars may not sell, distribute, or possess (with or without intent to sell or distribute) prescribed or non-prescribed controlled substances.

Selling, Possessing, or Transferring Tobacco Products: Scholars may not sell, distribute, or possess (with or without intent to sell or distribute) cigarettes, e-cigarettes, vape products, chewing tobacco, or other tobacco/tobacco-related products.

Selling or Possessing Mock Controlled Substances, Alcohol or Tobacco: Scholars may not sell, distribute, or possess (with or without intent to sell or distribute) mock controlled substances, alcohol, or tobacco.

HARASSMENT AND VIOLATION OF CIVIL RIGHTS

Violating the Civil Rights of Others: Scholars may not violate the Civil Rights of others.

Harassment: Scholars may not make unwanted sexual advances towards, or commit sexual harassment of, any member of the school community. Harassment or intimidation of any members of the school community on the basis of their racial or ethnic background, gender, age, sexual orientation, or disability is not permitted.

Abusive or Profane Language or Treatment: Scholars may not use abusive, threatening, vulgar, coarse, or degrading language (including racial slurs or sexist or homophobic remarks).

THEFT & VANDALISM

Theft, Loss or Destruction of Personal or School Property: Scholars may not steal or damage someone else's or school property.

Mistreatment or Inappropriate Use of Technology or School Property: Scholars must treat computers, printers, and other technology with care. Blackstone Valley Prep does not tolerate inappropriate uses of technology or the Internet, including attempts to access the school's files. Scholars do not have the right to use school computers to access chat rooms or emails (excluding BVP-issued scholar email accounts), or to access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other non-school related materials. Scholars are prohibited from using school telephones. In the event of an emergency, scholars may be allowed to use the school telephones, but only at the discretion of school staff members. Scholars must not mistreat other school property including, but not limited to, text and reading books. Writing or marking on any desks or other school property is strictly prohibited.

FAILURE TO COMPLY WITH SCHOOL-IMPOSED CONSEQUENCES

In order for the school to maintain high expectations and a safe and respectful school environment, both vital parts of our school culture, scholars must comply with all consequences assigned.

Repeated violations of this code of conduct may result in consequences of greater severity or length at the discretion of the school's leader. Repeated inability to adhere to the school's rules may result in the scholar's removal from the Blackstone Valley Prep community.

SAFE SCHOOL ACT AND BULLYING POLICY

Blackstone Valley Prep is committed to a safe, caring, friendly environment free from harassment,

intimidation, and bullying/cyber bullying. Consequently, BVP has adopted the Rhode Island Statewide Bullying Policy, also known as the Safe School Act. Bullying of another scholar creates a climate of fear and disrespect that can seriously impair the bullied scholar's health and negatively affect learning. Bullying undermines the safe learning environment that scholars need to achieve their full potential.

Bullying means the use by one or more scholars of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof directed at another scholar that:

- a. Causes physical or emotional harm to the scholar or damage to the scholar's property;
- b. Places the scholar in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the scholar;
- d. Infringes on the rights of the scholar to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act, or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as the following: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability, intellectual ability, or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

In most circumstances, bullying does not include a mutual fight between two scholars of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

Cyber-bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include, but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person, or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

At school means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying, or the investigation thereof, is prohibited at Blackstone Valley Prep. School staff will take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities for staff members, family workshops, and scholar assemblies. Heads of School, teachers, and staff of Blackstone Valley Prep will model courteous behavior to each other, scholars, and school visitors at all times. Abusive or humiliating language or demeanor will not be accepted. Additionally, scholars and their families are expected to exhibit courteous behavior to all members of the BVP community in school and at school sponsored events.

POLICY OVERSIGHT & RESPONSIBILITY

The Head of School will be responsible for the implementation and oversight of BVP's bullying policy.

The Head of School will provide the Chief Executive Officer and/or the Board of Directors with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

The prevention of bullying is part of the Blackstone Valley Prep strategic plan and school safety plan.

Information Dissemination

The Head of School will ensure that scholars, staff, volunteers, and parents/guardians are provided information regarding this policy. This information will include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy will be:

- a. Distributed annually to scholars, staff, volunteers, and parents/guardians
- b. Included in scholar codes of conduct, disciplinary policies, and scholar handbooks
- c. Prominently posted in a link on the home page of the school/network website

Reporting

The Head of School will establish, and prominently publicize to scholars, staff, volunteers, and families how a report of bullying may be filed and how this report will be acted upon.

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place, may file a report of bullying.

Any scholar or staff member who believes they are being bullied should immediately report such circumstances to an appropriate staff member, teacher, or administrator.

Reports of bullying or cyberbullying can be made directly through the Blackstone Valley Prep "Report an Incident" link located at the bottom of each page of the BVP website, or accessed directly at <https://blackstonevalleyprep.org/bullying/>.

Parents/Guardians of the victim of bullying and parents/guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/guardians of the child will be notified immediately by the Head of School.

Responsibility of Staff: BVP staff who observe an act of bullying, or who have reasonable grounds to believe that bullying is taking place, must report the bullying to school authorities. Failure to do so may result in disciplinary action. In this context, staff includes volunteers working at the school.

Responsibility of Scholars: Scholars who observe an act of bullying, or who have reasonable grounds

to believe that bullying is taking place, must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. *Scholar reports of bullying or retaliation may be made anonymously. No disciplinary action shall be taken against an accused scholar on the basis of an anonymous report.*

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying, shall not be tolerated. Retaliation or threats of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A BVP employee, school volunteer, or scholar who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code, including short or long-term suspension from school.

Reports in Good Faith: A BVP employee, school volunteer, scholar, or family member who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from the report of bullying.

INVESTIGATION & RESPONSE

The Head of School, or his/her designee, shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. Additional BVP staff may be utilized to mediate bullying situations. The investigation will include an assessment of what effect the bullying has had on the victim.

Police Notification: When the bullying/cyber-bullying involves conduct that violates criminal law, the police shall be notified.

Protection: If a scholar is the victim of serious or persistent bullying:

- a. The Head of School will intervene immediately to provide the scholar with a safe educational environment.
- b. Interventions will be developed by BVP staff (with input from the scholar, his or her family when possible).
- c. The family of a victim shall be notified of the action taken to prevent any further acts of bullying or retaliation.

Scholar Safety Plan

If a scholar is the victim of serious or persistent bullying/cyber bullying, the Head of School will prepare a written school safety plan outlining what steps will be taken to provide the scholar with a safe educational environment. This plan will be developed, if possible, with input from the parents/guardians of the scholar and staff members who are to implement the plan.

Mediation Board

The Head of School may establish a board to resolve complaints of bullying/cyber bullying in circumstances where mediation may provide an appropriate remedy. The Mediation Board may, when appropriate, include scholars.

No scholar who is the victim of bullying/cyber bullying shall be required to participate in mediation or to accept any apology tendered by the bullying scholar. The decision of a victim of bullying not to participate in a mediation program shall not diminish the obligation of the school to impose discipline against the scholar who has committed an act of bullying.

DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the Head of School and, if necessary, the Chief Executive Officer of Blackstone Valley Prep. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying, or retaliation include, but are not be limited to:

- a. Loss of the opportunity to participate in extracurricular activities.
- b. Loss of the opportunity to participate in school social activities.
- c. Loss of the opportunity to participate in graduation exercises.
- d. Loss of school bus transportation.
- e. Transfer to another school.
- f. Assignment of additional homework or community service.
- g. In-school suspension.
- h. Short term school suspension (10 or fewer days of suspension) or long term school suspension (suspension for more than 10 days).
- i. Admonishments, warnings, and/or counseling.

SOCIAL SERVICES & COUNSELING

Referrals to appropriate counseling and/or social services currently being offered by schools or communities will be provided for bullying victims, perpetrators, and appropriate family members of said scholars. The school health program and counseling services will include appropriate social skills training to help scholars avoid isolation and to help them interact in a healthy manner.

SOCIAL NETWORKING

Scholars shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes, and with prior approval from school administration.

PREVENTION

Bullying/Cyber Bullying Prevention Task Force

The Chief Executive Officer of Blackstone Valley Prep shall establish a Bullying/Cyber Bullying Prevention Task Force. This Task Force may include family members, school staff, and law enforcement officers, community members, and if age allows, scholars. The purpose of this Task Force will be to develop policies and programs to educate scholars and staff about the harm caused by bullying/cyber bullying.

The Task Force may also create programs to prevent or diminish bullying. The program recommendations of the Task Force shall be subject to review by the School Board before the programs are implemented. The duties of the Bullying/Cyber Bullying Prevention Task Force may be assigned to the school's scholar intervention team.

SCHOLAR EXPECTATIONS AND RIGHTS

PERSONAL BELONGINGS

Blackstone Valley Prep offers a rigorous instructional setting. Therefore, personal belongings that distract from the safe, respectful, and fast-paced instructional environment are not permitted.

Examples of items not allowed in Blackstone Valley Prep schools include:

- candy of any kind
- real, toy, or model weapons, including pocket knives, X-Acto knives, & water guns
- excessive amounts of cash
- illegal substances
- stuffed animals or dolls
- materials that contain inappropriate or offensive language, images or suggestions (e.g. songs, papers, lyrics, art, or notes).
- cell phones, radios, iPods, and portable gaming systems (see note below)

If a scholar is seen with any of the items in the list above, the item may be confiscated and not returned until the scholar's parent/guardian meets with a member of the school's leadership.

Note: Cell phones, radios, iPods, portable gaming systems, or other non-instructional electronic devices must be put away before entering the school property, unless explicit permission has been given by the Head of School. Any electronic equipment used without permission may be confiscated.

Scholars may bring cellphones to school for safety reasons, but they may never use cell phones in the school building without permission and supervision from a staff member. Failure to comply with this expectation may result in confiscation or another consequence.

Scholar Contact During the Day

Scholars will not be delivered messages during the school day unless it is an emergency. Scholars will only be given permission to use the school phone in cases of emergency or at the Office Manager's discretion.

Search of Scholar Belongings

Blackstone Valley Prep must maintain a safe and orderly environment for all our scholars and staff. In order to do so the school reserves the right to search any and all persons or belongings on school property for illicit material. Such searches can be either random or with reasonable suspicion and include scholar backpacks, person, pockets, lockers, etc.

Book Borrowing at Blackstone Valley Prep

Blackstone Valley Prep is extremely proud of how much our scholars love books. We are also proud of our book collections. In order for the collections to be maintained, they must be respected. Scholars must be accountable for any books they have borrowed and return them in a timely manner, in the near-same condition as when borrowed. Damage to materials may result in loss of book borrowing privileges, financial responsibility for the book, or community service.

SCHOLAR RECORDS

Federal and state laws provide parents/guardians and eligible scholars (those who are age 14 or older) with rights of confidentiality, access, and amendment relating to scholar records. Copies of the regulations detailing these rights are available from the school's Office Manager. The following is a general overview:

Access and Amendment

A parent/guardian or eligible scholar has the right to access scholar records, and to seek amendment, if the parent/guardian or eligible scholar believes them to be inaccurate, misleading, or otherwise in violation of the scholar's privacy rights.

Confidentiality

Release of scholar records generally requires consent of the parent/guardian or eligible scholar. However, the regulations provide certain exceptions. Staff members and employees of the district have access to records as needed to perform their duties. Complete scholar records will only be sent to other schools with the consent of the parent/guardian. *Please note that at Blackstone Valley Prep scholar work and results are prominently displayed in classrooms and in the community.*

TECHNOLOGY POLICIES

DEFINITIONS

- *Technology resources:* Any piece of hardware, software, accessory, or network infrastructure that is utilized by Blackstone Valley Prep in the implementation of a technology solution, and to support the use of the Internet, network access, or other computer use for scholars and staff
- *Inappropriate material:* Texts, graphics, pictures, or auditory content that is contradictory with the educational mission of Blackstone Valley Prep as set forth in this handbook. Examples of inappropriate material include, but are not limited to, content regarding illegal activities, discriminatory or defamatory content, or sexually provocative content
- *Hacking:* To gain access to a document, file, computer, or network infrastructure illegally or without permission
- *Cyberbullying:* Any bullying through the use of technology or any electronic communication, which may include, but is not limited to, any transfer of signs, signals, writing, images, sound, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, email, Internet communications, instant messages, or facsimile communications
- *Authorized user:* Any BVP staff member, scholar, or other individual authorized to use BVP computer systems and networks, and who has read, agreed to, and signed the Responsible Use Policy as set forth in this document
- *Social media:* Any website or application used to communicate informally with others, through texts, graphics, pictures, or other means

INTERNET USAGE

Access to the BVP network, including use of the Internet, is essential for scholar learning and teacher effectiveness. In order to promote Internet safety and maintain focus on educational excellence, BVP filters its web content and monitors usage. Filtering inappropriate content ensures that scholars remain safe while meeting the demands of 21st century work and learning.

It is the policy of BVP to fully comply with CIPA, the Children Information Protection Act. In accordance with this law, the Internet will be filtered to limit access to only educationally appropriate sites and block material deemed to be obscene, pornographic, or harmful to minors in any way. BVP also blocks websites we believe to be counterproductive to learning goals.

In order to ensure that filtering is relevant, appropriate, and tailored to scholars and staff, BVP is committed to continuous evaluation of this policy. The field of 21st century learning is constantly evolving. In providing scholars with the best tools and learning opportunities, we will strive to exercise judgment and flexibility in the filtering policy. Family, teacher, and scholar input is integral to making sound adjustments to what is blocked. The Chief Executive Officer will be given discretion

in order to make timely changes for educational purposes. Ultimately, this policy is determined by our Board of Directors.

To filter Internet web sites and content, BVP uses technology managed by the Operations team. During the school day, Internet access is filtered and scholar usage is monitored by teachers and staff. However, BVP cannot guarantee that this will prevent scholars from incidentally or purposefully accessing content that is not educationally appropriate. Scholars who find inappropriate material should immediately report their access to a teacher or administrator.

BVP regularly monitors scholar internet usage as part of our filtering system. Scholars found to be accessing content that raises concerns about their health and safety, or the health and safety of other members of the BVP community, may be referred to a medical professional by the school leadership team.

We envision a network of schools where all our scholars utilize safe and responsible Internet habits when browsing, researching, collaborating, or publishing on the Internet. Teachers actively supervise and guide scholars to support the scholars in becoming savvy and responsible users. Ultimately, however, scholar use of the Internet and school networks is a privilege, and scholars are expected to demonstrate PRIDE values and responsible habits when accessing the Internet, both at-school and at-home.

Inappropriate Use

In situations where scholars fail to uphold our values and beliefs for responsible Internet use, scholars will face consequences for their actions. Violations and consequences for inappropriate scholar behavior are outlined in more detail in the 'Violations & Consequences' section of this document.

It is ultimately at the discretion of the leadership team at every school to determine whether a scholar's action or use of the Internet is considered inappropriate. Below are examples of inappropriate use of the Internet by scholars:

- Sending, receiving, displaying, or accessing language/images/links that are, by nature, defamatory, abusive, obscene, profane, sexually-oriented, racist, discriminatory, threatening, disruptive, harassing, or illegal
- Promoting drug or alcohol use
- Attempting to destroy/modify any data accessed on BVP's servers (including both scholar and staff data)
- Attempting to harm the network in any way (virus-spreading, hacking, disabling firewalls, etc.)
- Selling or promoting anything commercially
- Using a proxy or other software to bypass the web filtering system for the network
- Uploading, downloading, or redistributing copyrighted content without permission
- Sharing your own or any other scholar's personal information (including address, phone number, social security number, financial information, etc.)
- Logging into another scholar or staff account
- Leaving an account open and unattended
- Violating any law
- Hacking or gaining unauthorized access to any account
- Participating in any acts of cyberbullying
- Altering computer equipment or hardware
- Copying or replicating licensed software, published content, or other copyrighted work (plagiarism)

CYBERBULLYING

Blackstone Valley Prep takes matters of bullying, including cyberbullying, very seriously. Cyberbullying includes sending (or re-sending), posting (or re-posting), liking, or otherwise participating in the communication of information over the Internet that is offensive, harassing, threatening, crude, or otherwise inappropriate. Even when information is seemingly harmless, or done in a joking manner, it may be considered an act of cyberbullying. Scholars who participate in cyberbullying, either at-school or at-home, using school networks or public networks, will be subject to consequences outlined in this handbook, as well as additional consequences specifically detailed in the 'Violations & Consequences' section of this document.

SCHOOL-ISSUED EMAIL

Blackstone Valley Prep believes scholar access to email is an important aspect of technology literacy. Email access provides scholars with additional resources, including user-level access to programs and software online, as well as communication to- and from- teachers, peers, and community members. Scholars must be able to communicate effectively across the Internet, and, when used responsibly, email provides a safe and secure environment to do so.

Scholars who receive school-issued email accounts are responsible for the content sent and received using the email domain. Blackstone Valley Prep reserves the right to monitor all scholar emails and content without warrant or notice. Scholars may not use school-issued email servers to distribute any inappropriate material or participate in any forms of cyberbullying, as defined above. Scholars are expected to use their school-issued email at the direction of their teacher and school leadership team.

Scholars who participate in any inappropriate use of email are subject to consequences as outlined in this handbook, as well as the 'Violations & Consequences' section of this document. Consequences may include temporary or permanent loss of access to the BVP email domain.

Scholars have variable access to different features of school email, including ability to send/receive emails within and outside of the BVP domain, as well as different apps in the Google Apps for Education suite. This access will depend on a scholar's grade level, as well as a scholar's demonstration of responsible use. Scholars are not permitted to engage in chat-features, such as GChat, at any time while using BVP-issued email.

Scholars do not have access to most email provider websites through our web filtering system, but do have access to any Google email server. Scholars are not permitted to access personal email and/or apps while on school campuses, unless explicit permission is provided by a teacher or the school leadership team. When scholars are given permission to access personal email, all use of email will be supervised by school staff.

DEVICE CARE & USE

Scholars will have access to multiple types of devices and platforms throughout their time at BVP and are expected to demonstrate responsibility when handling and using technology resources. Teachers will work with scholars to ensure that they understand proper care and use of different technology devices, such that expectations for the care of devices are clear. Proper care of devices includes safe handling when transporting devices, ensuring a clear workspace when using devices, and returning devices to their proper location.

Scholars who willingly and intentionally damage or destroy technology resources that are provided to them by BVP will be subject to consequences as outlined in this handbook, and in more detail in our 'Violations & Consequences' section of this document.

BRING-YOUR-OWN-DEVICE POLICY

Blackstone Valley Prep envisions a technology environment that can leverage both BVP-owned resources, as well as scholar-owned resources. As such, scholars are permitted to bring personal devices to school at the discretion of a school's leadership team and with written acknowledgement of their parent/guardian.

Scholars will only be permitted to use their device in class with explicit permission of a classroom teacher during that class time. Scholars may be able to use the device during free time, or before and after school while on school property, if permission is explicitly given by the leadership team at the school. School and network staff reserves the right to revoke this privilege to any scholar, or to the entire school, at any time, and for any reason.

Scholars are expected to adhere to the Responsible Use Policy when using any technology resource or device while at school, whether school-owned or scholar-owned. BVP assumes no responsibility for reimbursing or replacing any scholar-owned device that is lost, stolen, or damaged on school property, and will not provide any IT or related support to the use and care of the device.

TAKE HOME POLICY

At our high school, we commit to providing a 1:1 environment for our scholars, such that scholars have unlimited access to a laptop computer while at school, during after-school hours and during computer lab time as necessary. To provide a truly unrestricted technology environment, scholars may be able to sign-out devices for use while away from school for special projects, long weekends, vacations, or by teacher request. When a device is borrowed for a scholar's use outside of the school, all aspects of the Responsible Use Policy apply, including responsible Internet and School Email use.

Scholars who wish to sign-out a device must sign a Device Take-Home Agreement Form between the scholar, parent/guardian, and designated school member each time a device is borrowed. The agreement specifies the initial borrow date, the expected return date, and a description of the use while out-of-school. Scholars and families are asked to submit a \$50 damage deposit when scholars borrow laptops for out-of-school time. Deposits are returned upon proper return of the device, or at the conclusion of the school year. BVP retains the right to revoke a scholar's ability to sign-out devices at any time.

Proper return of the device means that upon return, the device is in working condition, and is returned along with any device accessories (chargers, headphones, etc). The device must be returned on the date originally specified on the Device Take-Home Agreement Form. A designated member of the school staff completes a form confirming the condition of the device upon return and will provide a copy to the scholar for their family if requested.

If any damage is determined by the staff member, or if a device is reported as lost or stolen (as defined below), the scholar's family may be responsible for paying for the cost of a replacement device, less the \$50 damage deposit.

A device is considered lost if a scholar is unable to return the device within two (2) school days of the original return date. School staff is responsible for following up with families within 24-hours to report a missing or late return of a device before any charges incur or deposits are forfeited.

A device is considered stolen if the scholar/family has filed a police report summarizing the incident and all parties involved. It is up to the school leadership team to determine, given the description of the incident, if a scholar is deemed at-fault for the stolen device. Any report of a stolen device that is not confirmed with a police report is considered a 'lost' device.

If scholars and their family are unable to pay for a replacement device, scholars may petition for a 'work-off' arrangement with a designated staff member at the approval of the Head of School or their

designee. The scholar and staff member will agree to an appropriate work task and number of hours assigned to 'work-off' the replacement device. It is up to the discretion of the school leadership team if the scholar will have access to a replacement device in the interim.

VIOLATIONS & CONSEQUENCES

Scholars are expected to adhere to all policies in the Responsible Use Policy while using technology resources on BVP campuses, while connected to the BVP network, participating in any BVP-sponsored activities, in transit either to or from BVP on provided transportation, or while using BVP-owned devices outside of school.

Any violations to this policy are subject to disciplinary actions and consequences as they align to our this handbook, and are at the discretion of the school leadership team or network leadership team, including the Chief Executive Officer,

The range of disciplinary actions which may be taken against a violator of the Responsible Use Policy include, but are not limited to:

- Admonishments, warnings, and/or counseling
- Written reflection on the incident
- Community service
- Loss of the opportunity to participate in extracurricular activities.
- Loss of the opportunity to participate in school social activities.
- Loss of Internet privileges
- Loss of the use of technology resources while at school
- After-school, lunch, or Saturday detention
- In-school suspension
- Out-of-school suspension
- Referral to law enforcement authorities

Scholars who observe inappropriate uses of technology, or have reasonable grounds to believe that a scholar has acted inappropriately while utilizing technology, have a responsibility to report the violation to school authorities. Scholar reports of violations of the Responsible Use Policy may be made anonymously. Retaliations against a scholar for reporting a violation of the Responsible Use Policy are treated as an act of bullying and subject to the consequences expressed in the bullying section of this handbook.

Damage or Loss of Technology Resources

If a scholar damages, destroys, or loses any technology resource issued by Blackstone Valley Prep, the scholar and his/her family may be responsible for covering the cost to repair or replace the device or resource. The scholar may also be subject to additional consequences, including loss of Internet or technology privileges, or other disciplinary action as determined by the school.

If a scholar is involved in multiple instances of damage, destruction, or loss of technology, the school leadership team has the discretion to issue short-term or long-term suspensions of technology for the scholar, as well as in-school or out-of-school suspension. Consequences are dependent on the circumstances of the incident and the severity of the damage(s).

HEALTH POLICIES

MEDICATION ADMINISTRATION POLICY

Medication may be administered to scholars during the school day only by a certified school nurse or their parents/guardians.

A School Medication Form must be completed for each prescribed medication to be administered during school hours. Morning medications must be administered by parent/guardian before the scholar comes to school. No medications will be administered without the completed forms.

Parents/guardians must deliver all medications (prescription and non-prescription) to the school nurse accompanied by the signed School Medication Form. In the absence of the school nurse, the medications may be delivered to an administrator who will put the medication in the locked medication cabinet or nurse's refrigerator and log it into the medication log.

All medications will be locked in the nurse's office medication cabinet unless it needs to be refrigerated. In this case, the medication will be stored in the refrigerator in the nurse's office.

A record of the administration of the medication will be kept in the nurse's office, including the name of the medication, date and time of administration, and person administering the medication.

Self-Administration of bronchial inhalers may be done with written physician authorization and permission of a parent/guardian. Inhalers will be stored in the health room with the other medications. The scholar will be supervised during self-administration of inhalers.

In the event that a scholar requires emergency administration of medication, the certified school nurse may administer medication as ordered by the physician. In the absence of the school nurse, a trained administrator or designated faculty member may give the emergency medication.

Administration of medications during off school activities (field trips) must be done by the scholar's parent/guardian unless the school nurse teacher accompanies the scholar. The only exception to this rule is bronchial inhalers which may be self-administered with written permission and supervision by a faculty member. The inhalers will be carried by a faculty member.

School Medication Forms are only accepted for one school year. The form must be completed each school year. Medications must be picked up at the end of the school year or they will be discarded.

IMMUNIZATION

Rhode Island State law requires that all children entering school provide proof of immunization against DTaP (diphtheria, tetanus, pertussis), IPV/OPV, MMR (Measles, Mumps, Rubella), Hepatitis A, Hepatitis B, and Varicella (chicken pox). These requirements can be waived only if a properly signed health or religious exemption form is filed with the school. Every scholar must have on file the required immunizations before they can be enrolled at a BVP school. Failure to comply with immunization requirements may result in school exclusion.

SCREENINGS

Vision

- A vision screening will be done upon entry to school, first grade, second grade, third grade, fourth grade, fifth grade, seventh grade and ninth grade. This does not replace complete visual screenings but any vision screening failures will be referred for full visual screening.

Hearing

- Hearing screenings will be done in kindergarten, grade one, grade two, and grade three. Any scholars suspected of having hearing problems will be referred for hearing screening by their physician or the Rhode Island School for the Deaf.

Dental

- Dental screening will be offered (dependent upon funding) to all elementary scholars.

MENTAL HEALTH

In the event that a scholar is in need of support for a mental health crisis, the scholar will be assessed by a licensed mental health provider (school social worker/counselor/psychologist), who may make referrals for services based on the needs of the scholar.

A licensed mental health professional is part of the multidisciplinary school-based team to help address the social/emotional needs of scholars.

DCYF MANDATED REPORTING

All persons in Rhode Island are required by law to report known or suspected cases of child abuse and/or neglect to the Department of Children, Youth, and Families within 24 hours of becoming aware of such abuse/neglect.

Child abuse and neglect means the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child under the age of eighteen (18) by a person, including any employee of a residential facility or any staff person providing out-of-home care, who is responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. The term encompasses both acts and omissions on the part of a responsible person.

A person responsible for a child's welfare includes the child's parent, guardian, foster parent, an employee of a public or private residential home or facility or other person legally responsible under State law for the child's welfare in a residential setting, or any staff person providing out of home care. Out of home care means child day care, i.e. family child care, group child care, and center-based child care.

WELLNESS POLICY

INTRODUCTION

The Rhode Island General Assembly passed legislation (RIPL Chapter 05-074/05-76, amending Section 16-2-9 of the General Laws 16-2 entitled "School Committees and Superintendents") in June 2005 to address the health of scholars and employees.

The law was developed in accordance with the 2004 Child Nutrition and WIC Reauthorization Act, Section 204 of Public Law 108-265.

- Whereas, children need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive;
- Whereas, good health fosters scholar attendance and education;
- Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;
- Whereas, heart disease, cancer, stroke and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases including unhealthy eating habits, physical inactivity and obesity, often are established in childhood;
- Whereas, 33% of high school scholars do not participate in sufficient vigorous physical activity and 72% of high school scholars do not attend daily physical education classes;
- Whereas, only 2% of children ages 2 to 19 eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

- Whereas, nationally, the items most commonly sold from school vending machines, school stores and snack bars include low- nutrition food and beverages like soda, candy bars, chips and cookies;
- Whereas, school districts around the country are facing significant fiscal and scheduling constraints;
- Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, Blackstone Valley Prep is committed to providing school environments that promote and protect scholars' health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Blackstone Valley Prep that:

- The school network will engage scholars, families, teachers, food service professionals, health professionals, and interested community members in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.
- All scholars in grades K-12 will have opportunities, support, and encouragement to be physically active, as well as educated as to the importance of eating healthy and being physically active.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans and Rhode Island Nutrition Requirements for RI School Food Service programs*.
- Child nutrition professionals will provide scholars with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of scholars; will accommodate the religious, ethnic, and cultural diversity of the scholars in meal planning; and will provide clean, safe, and pleasant settings, as well as adequate time for scholars to eat.
- To the maximum extent practicable, all schools will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program with after-school snacks).
- Schools will provide nutrition education and physical activity to foster lifelong habits of healthy eating and physical activity.

NUTRITION EDUCATION

Blackstone Valley Prep has a comprehensive curriculum for all scholars from grades kindergarten through Grade 12. All K-12 staff will integrate nutritional themes from the Rhode Island Department of Education *Health Education Framework* and/or the Rhode Island Family & Consumer Science Framework into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. Nutritional themes include, but are not limited to:

- | | |
|------------------------------------|--|
| ▪ Knowledge of MyPlate | ▪ Bone health and osteoporosis |
| ▪ Heart healthy choices | ▪ Major nutrients |
| ▪ Sources and varieties of foods | ▪ Multicultural influences |
| ▪ Dietary guidelines for Americans | ▪ Serving portion sizes |
| ▪ Diet and disease prevention | ▪ Proper food safety/sanitization |
| ▪ Understanding calories | ▪ Promoting and identifying nutrient dense foods |
| ▪ Healthy snacks | ▪ Reducing the risk of food borne illness |
| ▪ Healthy breakfast | |
| ▪ Food labels | |

Family Nutrition Education

- At least once a year, nutrition education will be available to parents/guardians at all grade levels.

- Nutrition education may be provided in the form of handouts, school newsletters, postings on the family portal, presentations, or any other appropriate means available to reach parents/guardians and families.

Staff Nutrition Education

Nutrition and physical activity education opportunities will be offered to all school staff. These may include, but not be limited to, distribution of educational and informational materials, presentations and/or workshops that focus on nutrition and healthy lifestyles, health assessments, and fitness activities. The purpose of staff nutrition and physical activity education will be to:

- Encourage all school staff to improve their own personal health and wellness
- Improve staff morale
- Create positive role modeling
- Build the commitment of staff to promote the health of scholars
- Build the commitment of staff to help improve the school nutrition and physical activity environment

FOODS & DRINKS ON CAMPUS

Food

- Any given food item for sale prior to the start of the school day, and throughout the instructional day, will meet RI Nutritional Guidelines for school vending and a la carte.
- When possible, products will consist of nutrient-dense foods such as whole grains, fresh fruits and vegetables, and dairy products.

Beverages

- Only milk, water, and beverages containing 100% fruit juices with *no added sweeteners** may be served throughout the instructional day.

**Added sweetener is any additive, including natural or artificial additives, that enhance the sweetness of the beverage, including added sugar, but does not include the naturally occurring sugars that are contained in milk or fruit juice*

Cafeteria Environment

- A cafeteria environment that provides scholars with a relaxed, enjoyable climate shall be maintained.
- The cafeteria environment is a place where scholars have:
 - Adequate space to eat with pleasant surroundings.
 - Adequate time to eat meals. (The School Nutrition Association recommends at least 20 minutes for lunch from the time the scholars are seated with their food.)
 - Convenient access to hand washing or hand sanitizing facilities before meals.

Fundraising

- Non-food fundraisers are encouraged.
- Fundraisers that promote community-building physical activity are strongly encouraged.
- Any food fundraisers that do not meet the requirements of “healthy beverage” or “healthy snack” must be sold during after-school hours in accordance with Rhode Island statutes. Family fundraisers may be held, but with emphasis on community-building and in compliance with healthy food requirements.

Teacher-to-Scholar Rewards and Incentives

- The use of foods or beverages as reward, acknowledgement, or incentive in the classroom or school environment is strongly discouraged.
- Food or beverage will not be withheld for punishment.

Classroom Snacks

- Classroom snacks must comply with RI Nutrition Guidelines and must be nut-free. Exemptions to this policy need to be documented in an IEP or 504 plan. Suggested snacks and guidelines: www.kidsfirstri.org

Celebrations

- The Blackstone Valley Prep community celebrates birthdays enthusiastically at school gatherings. Out of fairness to our scholars and our desire to ensure an academic environment free of distractions, we ask that families not send gifts, food for the class, or visit scholars on their birthdays.
- Teachers will distribute birthday invitations on behalf of scholars, though we request that families make their invitations as inclusive as possible.

Exploring Cultural Diversity/Experiences

- Recognizing the importance of studying other cultures, and that many cultural traditions and practices may include food items, any activities occurring during the school day will follow the Rhode Island Nutrition Guidelines for school vending and a la carte items as much as possible.
- These should be limited to a designated number of times per year and must be approved by the Head of School.

Peanut/Nut Free Environment

- There is a high incidence of peanut/nut allergy in scholars attending our schools. All Blackstone Valley Prep Mayoral Academy schools are Peanut/Nut Free.

PHYSICAL EDUCATION & PHYSICAL ACTIVITY

- Physical Activity (PA) is defined as *any leisure or non-leisure movement of the body that expends energy, such as exercise, sports, dance, mobility therapy, brisk walking, or other body movements that result in an increased heart rate.*
- Physical Education (PE) is defined as *a program supported by a sequential, developmentally appropriate K-12 curriculum, in accordance with the Rhode Island Physical Education Framework, enabling scholars to develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.*
- Adapted Physical Education and Physical Activities are defined as *those activities designed for a scholar with special needs or other health conditions who require alternative safe and appropriate physical activities that meet his/her specific needs.*

Physical Education

- PE and/or adapted PE will be available for all scholars.
- Every scholar in grades K-12 should participate in regular PE and directed PA with the state mandated requirement as the minimum time allotment.
- Blackstone Valley Prep will maintain specific learning goals and objectives for Physical Education. A sequential and developmentally appropriate curriculum shall be designed, implemented, and evaluated to help scholars develop the knowledge, motor skills, self-management skills, attitudes, and confidence needed to adopt and maintain physical activity throughout their lives.
- Blackstone Valley Prep will implement recommended guidelines for school PE/PA established by the National Association for Sport and Physical Education (NASPE) enabling scholars to achieve and maintain a high level of personal fitness. These guidelines recommend we
 - Expose scholars to a wide variety of physical activities
 - Teach physical skills to help maintain a lifetime of health and fitness

- Encourage self-monitoring in order to set and achieve fitness goals
- Individualize fitness/activity programs
- Help scholars to establish a personal fitness baseline and create individual fitness benchmarks to monitor progress
- Be active/positive role models

Blackstone Valley Prep will implement and design PE/PA guidelines for scholars based on NAPSE guidelines:

- Scholars should accumulate 30-60 minutes of age appropriate physical activity most days of the week.
- Scholars should engage in a variety of age appropriate physical activities designed to achieve optimal health
- Extended periods of daytime inactivity are discouraged
- Implement health-related fitness assessments:
 - Introduce developmentally appropriate components of a health-related fitness assessment (e.g. FitnessGram, President's Challenge) in grades 1, 3, 5, 7, 9, 11
 - Scholars/families should receive confidential results to understand scholar level of fitness for creating fitness plans
 - Aggregate results will be used to measure and report the policy impact
- A restriction on physical activity for disciplinary purposes is discouraged.

ATHLETICS

Blackstone Valley Prep believes that athletics are an important part of the educational experience for many scholars. BVP fields soccer and basketball teams at the middle and high school level. BVP may field additional teams based on available resources/coaches and scholar interest.

In order to be able to participate in athletics at the high school level, a scholar must be passing 60 percent of their classes at the end of a quarter. If a scholar is not passing 60 percent of their classes at the end of a quarter, then they are ineligible to participate in athletic competitions until the following quarter, even in the case that the grades are improved prior to the end of the quarter.

ENROLLMENT POLICY

Children attending BVP must live in the approved catchment area for BVP which includes the town/city limits of Central Falls, Cumberland, Lincoln and Pawtucket. Enforcement of address verification is the responsibility of the Chief Executive Officer and all staff members are required to report any suspected address fraud to the Chief Executive Officer for review and investigation.

BVP holds an annual lottery in March to fill any available seats for the coming school year. All applicants are notified of their standing within 30 days. Failure to respond within two weeks of initial notification is considered a decline of the offer to enroll. If an offer is declined, an offer will be extended to the next student on the waitlist.

Upon accepting a seat, families begin to complete the enrollment process. However, a newly enrolled scholar absent for the first five days of the school year without having communicated extenuating circumstances to the school will forfeit the seat and BVP will extend an offer to the next child on the waitlist.

Once a scholar is enrolled and consistently attending school, the scholar remains actively enrolled *until*:

- a. They enroll in another school, public or private; or
- b. They declare an intent to homeschool, in writing, with the district of residence; or
- c. They are absent for five days while visiting another school outside the BVP network. (during this time period, however, the scholar will be marked absent); or
- d. They are absent ten or more consecutive days

Any of the above actions will lead to the scholar being considered withdrawn and a seat will be offered to the next child on the waiting list.

Exceptions to the above may be granted by the Chief Executive Officer and allow for continued enrollment (e.g. unexpected death in the family, emergency move, illness).

Please note that nothing included within this enrollment policy intends to or does supersede any state or federal laws, including, but not limited to, the McKinney-Vento Homeless Assistance Act.

FAMILY ENGAGEMENT

BVP is committed to providing families with important information as soon as it is available-- and in real-time when possible.

Below are just a few of the ways BVP provides ongoing communication to families:

- *ParentSquare*: BVP families have access to an online portal, inclusive of a school-wide calendar, links to important documents, and contact information for all BVP staff. A parent/guardian or family member must first activate his/her account. More information is available through each school's office.
- *Writing*: BVP regularly sends home important letters via mail or by giving information to scholars to bring home at the end of the day.
- *Social media*: BVP is proud to provide families with real-time information via social media. Be sure to follow us @BVPprep on Twitter. **The most accurate source for information, however, is your school, not social media.**
- *Website*: BVP regularly communicates important information via our website at blackstonevalleyprep.org. Be sure to visit the "For Families" tab on our website.

PHONE CALLS

Every member of the Blackstone Valley Prep staff publishes his or her cell phone number at the beginning of the year. Scholars and parents/guardians are encouraged to call teachers before 9PM. If a teacher does not return a message within one business day, the school's administration should be informed. Scholars and families should be respectful of staff work phones.

HOME MEET & GREETINGS

At Blackstone Valley Prep we greatly value strong family-school relationships. Therefore, teachers and members of the administration may conduct meet & greets throughout the academic year. The purpose of these visits may include opportunities for teachers and families to meet each other in a setting other than the school, for teachers to gain a deeper understanding and appreciation of scholars and their families, and for families to gain familiarity and a deeper understanding of both their scholar's teacher(s) and the great BVP community as a whole.

CONFERENCES

All families are invited to schedule appointments or to stop by to connect with their child's teachers. Teachers may request mandatory family conferences with families of scholars who are in need of academic and behavioral support.

FAMILY CONCERNS

If a family member has a concern or disagreement about a classroom event, curricular decision, or other academic issue, they should first contact the teacher to attempt to resolve the disagreement through informal discussion. If the concern is not adequately resolved, the parent/guardian should request an in-person meeting. The teacher will contact the Head of School and schedule the follow-up conversation.

We are committed to addressing the concerns of our families and seeking a resolution that first and foremost benefits the academic development of the scholar towards success in the college of their choice.

If the concerns are not met after holding a meeting with the Head of School, families should request the written form to communicate concerns with the Chief Executive Officer or the Board of Directors.

DONATING TO BLACKSTONE VALLEY PREP

As a public school, BVP receives per pupil allocation of funds from both the state and our sending communities. However, outside financial support is critical to our success. Your support is welcomed in order to help our schools grow to scale.

In the past, generous donations have allowed us to grow our music and enrichment programs, as well as hire in advance for new leadership positions so there is ample time to prepare for a new school to open. You can visit <https://blackstonevalleyprep.org/giving/donate/> for more information about how to support BVP schools.

FAMILY LEADERSHIP COUNCIL & BVP VOLUNTEERS

Blackstone Valley Prep is a partnership made up of the school leadership, teachers, scholars, and families. Although the job of making decisions about school policies belongs to the Head of School and Chief Executive Officer, family involvement is not only welcome, but absolutely vital to the success of the school. The Family Leadership Council (FLC) is the family involvement organization at each Blackstone Valley Prep school. The mission of the Family Leadership Council is to promote family involvement, advocate politically for our community, and support the school, and our scholars and their families. The FLC organizes volunteer opportunities and creates ways to support our scholars in their achievements. There are regular meetings of the Family Leadership Council at each campus. All families are welcome and encouraged to get involved in the FLC.

Any volunteers, chaperones, or regular visitors to the school are required to submit a current background (BCI) check and sign a Visitor/Volunteer Agreement. BCI checks can be performed by a person's local police department or at the state BCI office in Providence. These checks cost \$5 and are valid for one year. If any incidents are reported on a BCI check, school administration will review the BCI to assess any possible concerns related to scholar safety and determine volunteer eligibility.

NON-DISCRIMINATION AND HARRASSMENT

NONDISCRIMINATION

Blackstone Valley Prep does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA).

In addition, no person shall be discriminated against in admission to Blackstone Valley Prep on the basis of race, color, creed, gender identity/expression, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. No person shall be discriminated against in obtaining the advantages, privileges, or access to the courses of study offered by Blackstone Valley Prep on the basis of race, gender identity/expression, color, religion, national origin, or sexual orientation.

Finally, pregnant scholars are allowed to remain in regular education classes and participate in extracurricular activities with non-pregnant scholars throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before giving birth (Title IX).

HARASSMENT

Blackstone Valley Prep is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender identity/expression, sexual orientation, or disability. Harassment by administrators, certified and support personnel, scholars, vendors, and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Blackstone Valley Prep requires all employees and scholars to conduct themselves in an appropriate manner with respect to their fellow employees, scholars, and all members of the school community.

INCLUSIVE POLICIES

Health Classes

- All scholars will study sex and gender in their health classes, including sexual orientation and gender identity in accordance with National K-12 Sexuality Standards as promulgated by the Rhode Island Department of Education ([National Sexuality Standards](#)). Teachers should have an understanding of, or ask for assistance when addressing these topics. When health classes are segregated by sex for age appropriate information, scholars are allowed to participate in the class that aligns with their identified gender.
- Scholars will understand safe sex for any sexual encounter and will learn about the difference, and possible transition between, sex and gender.

Gay-Straight Alliance

- Any school in BVP can create and actively run a Gay-Straight Alliance (GSA), a protective space for the LGBTQ+ community and its allies where they can share ideas to benefit their school and make it a safe environment for the community. GSAs will be offered the same opportunities and privileges as other extracurricular groups, and their endeavors are treated equally and held to the same procedural guidelines.

Dances

- Scholars are not limited to their choice of date based on gender identity or expression. For example, male scholars can bring male scholars to a dance or prom. Any title given at dances

(i.e. prom king/prom queen) can be a same sex couple who will be given the titles appropriate to their gender identity (i.e. Prom king and king / queen and queen).

POLICIES FOR GENDER NONCONFORMING SCHOLARS

Definitions

- Queer - An umbrella term used to describe a sexual orientation, gender identity, or gender expression that does not conform to heteronormative society.
- Questioning - The questioning of one's gender, sexual identity, sexual orientation, or all three is a process of exploration by people who may be unsure, still exploring, and concerned about applying a social label to themselves for various reasons.
- Homosexual - a person who is sexually attracted to people of their own sex
- Lesbian - A homosexual woman
- Gay - A homosexual, especially a man
- Bisexual - A person who is sexually attracted to both men and women
- Sexual Orientation - a person's sexual identity in relation to the gender to which they are attracted
- Transgender - A person's gender differs from the sex they were assigned at birth. Scholars may refer to themselves as trans, transgender, male-to-female (MTF), female-to-male (FTM), genderqueer, non-binary, gender-fluid, two-spirit, trans boy, trans girl, and a variety of other terms.
- Sex - What body parts a person was born with. Their sex organs.
- Gender Identity - A person's deeply held sense or psychological knowledge of their own gender, which can include being female, male, another gender, or no gender. Gender identity is an innate and largely inflexible part of a person's identity. One's gender identity can be the same or different from the gender assigned at birth.
- Gender Expression - The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- Gender Nonconforming - A term for people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous.
- Transition - The process in which a person goes from living and identifying as one gender to living and identifying as another.
- Gender - The state of being male, female, or other (typically used with reference to social and cultural differences rather than biological ones)

Identification Documents, Names, and Pronouns

- Blackstone Valley Prep will treat scholars consistent with their gender identity and/or expression even if their education records or identification documents indicate a different sex.

Sex-Segregated Activities and Facilities

- For all sex-segregated activities and facilities, transgender scholars will be allowed to participate in such activities and access such facilities consistent with their gender identity.
- Restrooms and Locker Rooms

Blackstone Valley Prep will provide separate facilities on the basis of sex, but must allow transgender scholars access to such facilities consistent with their gender identity.

- A school may not require transgender scholars to use facilities inconsistent with their gender identity or to use individual-user facilities when other scholars are not required to do so. A school may, however, make individual-user options available to all scholars who voluntarily seek additional privacy.

Athletics Activities and Clubs

- All scholars should have the opportunity to participate in athletic activities and clubs (including competitive sports) in a manner that is consistent with their gender identity, irrespective of the gender listed on a scholar's records.

Privacy/Confidentiality

- School staff shall not disclose any information that may reveal a scholar's transgender status to others, including parents or guardians and other school staff, unless legally required to do so or unless the scholar has authorized such disclosure. Transgender and gender nonconforming scholars have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information. The fact that a scholar chooses to use a different name, to transition at school, or to disclose their transgender status to staff or other scholars does not authorize school staff to disclose a scholar's personally identifiable or medical information. When contacting the parent or guardian of a transgender or gender nonconforming scholar, school staff should use the scholar's legal name and the pronoun corresponding to the scholar's gender assigned at birth unless the scholar, parent, or guardian has specified otherwise.

Dress Code

- Scholars at BVP shall have the right to dress in accordance with their gender identity and expression, including maintaining a gender neutral appearance within the constraints of the dress codes adopted by the school. School staff shall not enforce a school's dress code more strictly against transgender and gender nonconforming scholars than other scholars.

Scholar Transitions

- The school shall accept the gender identity that each scholar asserts. There is no medical or mental health diagnosis or treatment threshold that scholars must meet in order to have their gender identity recognized and respected. The assertion may be evidenced by an expressed desire to be consistently recognized as the sex consistent with their gender identity. Scholars ready to socially transition may initiate a process to change their name, pronoun, attire, and access to preferred programs, activities, and facilities consistent with their gender identity. Each scholar has a unique process for transitioning. The school shall customize support to optimize each scholar's equal access to the network's educational programs and activities.
- *Amendment of Education Records:* A school may receive requests to correct a scholar's education records to make them consistent with the scholar's gender identity. Updating a transgender scholar's education records to reflect the scholar's gender identity and new name will help protect privacy and ensure personnel consistently use appropriate names and pronouns.

VISITOR POLICY

We are proud of the work our scholars and staff do each day and welcome visitors to see our achievement and progress in action.

Blackstone Valley Prep always welcomes and encourages visitors, both from within and outside of our school community. However, in order to assure the safety and well-being of all scholars and staff, all visitors – including parents and guardians – are required to report to the office at the main entrance. Visitors may be required to sign a Visitor/Volunteer Agreement and have a visitor's pass once they have checked in with the Office Manager. Any visitor who does not report to the office, or is found in the building without authorization and a visitor's pass, will be asked to leave immediately and the authorities called if the request is not followed.

Blackstone Valley Prep maintains an open door policy with our parents/guardians and families, provided they are not a distraction to the learning environment. Family members who are over 18 are welcome to come and observe classes on an appointment basis.

Family members are also welcome to request meetings with any member of the staff. Meetings will be scheduled at the staff member's earliest possible convenience. If requests for a meeting are not met, family members should report the concern to the administration.

In case of an emergency, parents or guardians should contact the Office Manager either by phone or in person. Under no circumstances should parents or guardians contact scholars in their classrooms, including Homework Club and detention, or attempt to withdraw scholars from the building without notifying and receiving permission from the Office Manager.

Please note that while families may visit the school at any time, family visitations to their own child's classroom are generally not permitted during the first six weeks of school. This allows teachers to establish a strong classroom culture that is focused on academic learning and is distraction-free.

DISRUPTIVE VISITORS & RESTRICTED ACCESS

Blackstone Valley Prep works hard to maintain a safe and orderly environment for teachers and scholars. To that end, the school reserves the right to restrict visitors (including family members of scholars and staff) who do not display the PRIDE values of the larger community. Examples of disruptive visitors include those who raise their voice, use profanity, threaten scholars or staff, or are physically or verbally aggressive in any way.

If a visitor's access must be restricted due to inappropriate behavior of any kind, they will receive a letter outlining the offenses that led to the restricted access and will be notified as to proper procedures for contact and communication with both staff and their scholar while on Blackstone Valley Prep property. If, after a visitor has received a restricted access letter, he/she continues to disrupt the BVP learning environment, greater steps may be taken including notification of the proper authorities.

**Appendix A:
Scholar-Family-School Compact**

Blackstone Valley Prep PRIDE Compact

Scholar-Family-School Compact and Handbook Acknowledgement

This compact is established to unite the families and educators of Blackstone Valley Prep towards the common goal of preparing all scholars for success in college and the world beyond.

FAMILY <i>As a Blackstone Valley Prep family, we agree to:</i>	SCHOLAR <i>As a Blackstone Valley Prep scholar, I agree to:</i>	STAFF <i>As a Blackstone Valley Prep employee, I certify that the school agrees to:</i>
<ol style="list-style-type: none"> 1. Ensure that my child arrives at school on-time and attends school regularly. I have read the attendance policy in the BVP Family Handbook and understand the school's policy regarding lateness, early dismissals, excused and unexcused absences. 2. Ensure that my child wears the appropriate school uniform daily, as explained in the dress code section of the BVP Family Handbook and the School Supplement. 3. Make the school a safe space by supporting and modeling the school's PRIDE values and behavioral expectations. 4. Communicate regularly with my scholar's teachers regarding academic and behavioral performance. I will attend as many events as I can at the school including family conferences. 5. Reach out to the school directly to provide feedback and discuss the growth of the school community. 	<ol style="list-style-type: none"> 1. Show <u>perseverance</u> by always working hard to achieve my personal best. 2. Show <u>respect</u> for myself and others in our school community, and the learning environment by being part of a team and supporting my fellow classmates. 3. Show <u>integrity</u> by being honest with myself and others, and always trying to do the right thing whether or not others are looking. 4. Show <u>discipline</u> by making appropriate choices about my behavior and my work. 5. Show <u>enthusiasm</u> by bringing a passion for learning and growing. 	<ol style="list-style-type: none"> 1. Ensure that valuable school time is utilized thoughtfully and efficiently so that the school can provide our scholars with an education that is both academically rigorous and culturally responsive. 2. Make the school a safe and inviting environment by consistently reinforcing school values. 3. Communicate regularly with families regarding their child's behavioral and academic performance through progress reports, report cards, family conferences, telephone contact, and by welcoming families to the school. 4. Exemplify and model the value of respect for self, scholars, families, and others in our school community 5. Constantly monitor the strengths, weaknesses, and progress of our scholars, both academically and emotionally. We will provide extra support to our scholars as needed.
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Family Signature</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Scholar's Signature</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Teacher's Signature</i>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Date</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Date</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Date</i>
		<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Teacher's Signature</i>
		<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Date</i>

**Appendix B:
School Medication Form**



Blackstone Valley Prep Mayoral Academy

PERSEVERANCE. RESPECT. INTEGRITY. DISCIPLINE. ENTHUSIASM.

SCHOOL MEDICATION FORM OFFICE OF THE SCHOOL NURSE

Name of Scholar _____ Gr. _____

The above named scholar is a patient of mine and is currently under medical care. As the result of the medical condition listed below, medication needs to be given during the regular school day according to the following protocol:

Medication

Reason for the medication

Time medication is to be administered

Directions for administration

Scholar may self-administer medication with supervision: YES NO

The medication for this scholar will be properly labeled and carry my name as the prescribing physician.

Physician's Signature _____ Date: _____

PARENT AUTHORIZATION

I, _____, the parent/guardian of _____ enrolled at Blackstone Valley Prep hereby agree to allow designated school personnel to administer the prescribed medication to my scholar as ordered by the physician. Medication must be in its original container and properly labeled with the scholar's name, name of medication and dosage, strength and administration instructions.

**Appendix C:
Visitor/Volunteer Agreement**



Blackstone Valley Prep Mayoral Academy

PERSEVERANCE. RESPECT. INTEGRITY. DISCIPLINE. ENTHUSIASM.

Visitor/Volunteer Agreements

I, _____, agree to the expectations and procedures listed below when visiting a BVP campus or serving as a designated volunteer, including acting as a chaperone on a BVP field trip. I also recognize that RI state law requires all school volunteers to complete a BCI check and to have it on file with the school office in advance of serving as a volunteer.

Expectations & Procedures for Visitors and Volunteers:

- Model BVP's PRIDE values for our scholars and hold them accountable.
- Please do not bring anyone else with you into the building.
- Sign in upon arriving and sign out when leaving.
- Wear a BVP Visitor/Volunteer badge/sticker.
- See something, say something. It takes all adults feeling responsible for the care and well-being of our scholars. If you see a scholar make a choice that does not meet BVP's PRIDE core values, please make our school staff aware.
- Confidentiality is required. BVP must adhere to all Family Educational Rights and Privacy Act (FERPA) guidelines. Respecting the privacy of our scholars is both necessary and something we handle with care. Please do not disclose student names or information, regarding any interactions or observations.
- Do not take pictures of children and post them to social media. We have many families who do not wish to have their children's photos shared on social media.
- Field trip chaperones are incredibly helpful to have with us. Please keep in mind some additional expectations when serving as a chaperone.
 - Riding the bus is the default. Ask your point of contact in advance of the field trip if you are unsure whether you need to drive instead.
 - Before reaching your destination, know your assigned scholars' names and have a plan for what signal or call & response you can use to get everyone's attention when you need it.
 - Stay together—always.
 - Plan for a bathroom break when everyone goes. One-off trips to the restroom are discouraged.
 - Avoid being alone with one child and in turn, never leave a child unattended.
 - No special snacks for your group--no exceptions. Scholars have the option for home or school lunch and BVP provides a snack for longer field trips.
 - Please do not give permission to anyone else to take photos, video, or interview scholars.
 - Bring your own lunch or have a plan for getting lunch. Remember we are a nut-free school, even on field trips.
 - Adhere to the schedule that teachers provide.
 - Keep all interactions positive.

Signature: _____ Date: _____

BVP Representative: _____ Date: _____

**Appendix D:
Individual School Supplement**



Blackstone Valley Prep Mayoral Academy

PERSEVERANCE. RESPECT. INTEGRITY. DISCIPLINE. ENTHUSIASM.

Individual School Supplement - <CAMPUS NAME>

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- II. Uniform**

- III. PRIDE, Behavioral Expectations & School Culture**

- IV. Staff Directory**

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Staff Handbook Updates

Section: III. New Business Items
Item: D. Staff Handbook Updates
Purpose: Vote
Submitted by:
Related Material: BVP Employee Handbook 2021-2022.docx

BLACKSTONE VALLEY PREP MAYORAL ACADEMY

Today we learn. Tomorrow we lead.



Employee Policies

August 1, 2019

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GENERAL POLICIES AND PROCEDURES

Equal Opportunity Employment Policy

1. In order to provide equal employment and advancement opportunities to all individuals, Blackstone Valley Prep will base employment decisions on merit, qualifications, and abilities.
2. Blackstone Valley Prep does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender identity/expression, national or ethnic origin, handicap, age, sexual orientation, or any other characteristics protected by law.
3. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.
4. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his or her immediate supervisor or the Chief Executive Officer. In cases where the situation may involve the Chief Executive Officer the employee may approach the Board of Directors.
5. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination such as hate-related behavior, harassment, or retaliation will be subject to disciplinary action, up to and including termination of employment.

Immigration Law Compliance Policy

1. Blackstone Valley Prep will employ only United States citizens and individuals authorized to work in the United States. Blackstone Valley Prep does not discriminate on the basis of citizenship or national origin.
2. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees whom Blackstone Valley Pre rehires must also complete the form if they have not completed an I-9 with Blackstone Valley Prep within the past three years, or if their previous I-9 is no longer retained or valid.
3. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Chief Executive Officer. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Americans with Disabilities Act (ADA) Policy

1. In 1990, Congress passed a civil rights law prohibiting discrimination on the basis of disability in the private and public sectors. As an employer, we are obligated to inform you that the Americans with Disabilities Act gives civil rights protection to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.
2. Subject to applicable law, Blackstone Valley Prep will comply with the requirement to provide a reasonable accommodation to any qualified employee or applicant with a qualified disability, unless it would impose an undue hardship on Blackstone Valley Prep.

3. Individuals who believe they need an accommodation to perform their job(s) should submit a written request to the Human Resources department with appropriate medical documentation to support their request, including a description of the activities that they can and cannot perform. If an employee does not provide the appropriate documentation in a timely manner, Blackstone Valley Prep may delay or deny a request for an accommodation.

Transgender Employee Policy

1. Blackstone Valley Prep will change an employee's official record to reflect a change in name or gender upon request from the employee. Certain types of records, such as those relating to payroll and retirement accounts, may require a legal name change before the person's name can be changed. Blackstone Valley Prep will update, in a timely manner, any photographs, name placards, business cards, and other items that identify the employee's name and/or gender at the transitioning employee's workplace so the transitioning employee's gender identity and expression are represented accurately.
2. A transgender employee has the right to be addressed by the name and pronoun corresponding to the employee's gender identity. A court ordered name or gender change is not required. The intentional or persistent refusal to respect an employee's gender identity can constitute harassment and is a violation of this policy.
3. When entering into a new health insurance contract, Blackstone Valley Prep will actively research coverage for transition-related care up to and including surgery.
4. Employees shall have access to the restroom corresponding to their gender identity. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a single stall restroom, when available. No employee, however, shall be required to use such a restroom. All employees have a right to safe and appropriate restroom facilities, including the right to use a restroom that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. That is, transgender women must be permitted to use the women's restroom, and transgender men must be permitted to use the men's restroom. The decision should be left to the transgender employee to determine the most appropriate and safe option for them.

WORKPLACE HEALTH AND SAFETY POLICIES

School Safety Policy

1. Blackstone Valley Prep is committed to providing the best possible working conditions for all its scholars, visitors, and staff members. To accomplish this, Blackstone Valley Prep shall comply with current occupational health, safety, and environmental laws, and shall develop the operations, procedures, technologies, and policies needed to provide such conditions.

Occupational Safety and Health Act (OSHA) Policy

1. Consistent with federal OSHA requirements, and to protect the well-being of employees, Blackstone Valley Prep recognizes a need to limit the potential harmful effects of occupational exposure to blood and other potentially infectious bodily fluids, where exposure to these materials (primarily hepatitis B and human immunodeficiency virus (HIV/AIDS)) could result in the infection, illness, or death of employees.
2. The Health Safety Policy covers all Blackstone Valley Prep employees, but particularly those who may reasonably anticipate coming into contact with these materials because of their job duties.
3. As recommended in the CDC's publication, "Exposure to Blood-What Healthcare Workers Need to Know," employees whose skin or mucous membranes are exposed to blood or bodily fluids during the performance of their job shall do the following as soon as feasible following contact:
 - a. Wash needle sticks and cuts with soap and water
 - b. Flush the nose, mouth, or skin with water
 - c. Irrigate eyes with clean water, saline, or sterile solutions
4. If your job duties potentially put you into contact with blood or bodily fluids, Blackstone Valley Prep's nurse will provide you with appropriate information.

Workplace Safety Policy

1. Staff members are required to report immediately any unsafe conditions, or any workplace safety incidents, at Blackstone Valley Prep to their supervisor or the Chief Executive Officer.
2. Staff members are also encouraged to raise their ideas, concerns, and suggestions with respect to school safety (anonymously, if they choose). Blackstone Valley Prep will not retaliate against staff members who make such reports in good faith.

Workplace Violence Policy

1. Blackstone Valley Prep is committed to providing an environment free from acts, or threats, of violence. In keeping with this commitment, Blackstone Valley Prep has established a strict policy that prohibits any staff member from threatening, or committing, any act of violence at Blackstone Valley Prep, while on duty, while on school-related business, or while operating any vehicle or equipment that Blackstone Valley Prep owns or leases.

2. Blackstone Valley Prep will not tolerate staff members who make threats, engage in threatening behavior, or commit acts of violence against staff members, scholars, or visitors.

SCHOLAR HEALTH & SAFETY POLICIES

School Nurse Policy

1. A school nurse is available at posted hours. These hours are typically posted on the Blackstone Valley Prep nurse's office door (or are available from the Office of the Head of School).
2. If a scholar is injured, the faculty member in charge must bring him or her to the Blackstone Valley Prep nurse.
3. In a medical emergency at the school, the faculty member should notify the Blackstone Valley Prep nurse immediately.
4. Only the Blackstone Valley Prep nurse may determine if a child must go home for medical reasons.
5. In the event that a school nurse is not present, Blackstone Valley Prep must receive permission from a child's parent/guardian to allow the child to go home for medical reasons.
6. Blackstone Valley Prep never allows children to leave campus on their own without being signed out of the building by a parent/guardian, or authorized pick-up person.

Medication Administration Policy

1. Only registered nurses and physicians, who have proper authorization and training, are permitted to administer medication of any kind (including over-the-counter medication such as Tylenol, Motrin, cough medicine, herbal remedies, etc.) to scholars.
2. Furthermore, scholars may not have prescription or non-prescription medication in their possession without the express written consent of the school's medical staff.
3. In the absence of the school nurse, a staff member whom the school nurse or a licensed physician has authorized and trained in safely administering medications may administer oral, topical, inhalant, or injectable medications.
4. No prescription medication should be administered to any scholar without the written order of a licensed physician, licensed dentist, advanced practice registered nurse, or physician assistant, and the written authorization of a parent/guardian. Non-prescription should not be administered without the written authorization of a parent/guardian.
5. The school nurse or authorized staff member shall record the administration of medications as prescribed on the Scholar Medication Form. As each form is completed, the Blackstone Valley Prep nurse will file it in the scholar's cumulative health record.

Psychotropic Medication Policy

1. Blackstone Valley Prep prohibits its personnel from recommending the use of psychotropic drugs for any child. For the purposes of this policy, the term – recommend – shall mean to suggest directly or indirectly that a child should use or would benefit from psychotropic drugs.

Medical Evaluation Policy

1. Nothing in this policy shall be construed to prohibit a planning and placement team, or medical staff, from discussing with the parents/guardians of a child the appropriateness of consultation with, or evaluation by, medical practitioners, or to prohibit school personnel from consulting with appropriate medical practitioners with the consent of the parents/guardians of a child.

PROCEDURES FOR REPORTING CHILD ABUSE

Child Abuse/Neglect Reporting Policy

1. The state of Rhode Island defines an abused and/or neglected child as, “a child whose physical or mental health or welfare is harmed or threatened with harm when his or her parent/guardian or other person responsible for his or her welfare: (a) Inflicts or allows to be inflicted upon the child physical or mental injury... (b) Creates or allows to be created a substantial risk of physical or mental injury... (c) Commits or allows to be committed against the child an act of sexual abuse or (d) Fails to supply the child with adequate food, clothing, shelter, or medical care, though financially able to do so... (e) Fails to provide the child with a minimum degree of care or proper supervision or guardianship because of his or her unwillingness or inability to do so... or (f) Abandons or deserts the child.” For a complete list of acts that may constitute child abuse, see Rhode Island General Laws 40-11-2.
2. The law requires that anyone who knows or has reasonable cause to suspect that a child is being abused, neglected, or is the victim of sexual abuse report it within 24 hours to the Child Abuse Hotline at 1(800)-742-4453. Professional Child Protective Investigators staff the hotline 24 hours a day, seven days a week.
3. Any school employee who knows or has reasonable cause to suspect that a BVP scholar is being abused, neglected, or is the victim of sexual abuse must comply with RI law in conjunction with the school’s policy:
 - a. The school employee will report the information to the School Social Worker within 24 hours of learning of the abuse/neglect or of calling the Child Abuse Hotline.
 - i. In the absence of the School Social Worker, school employee will report to the Head of School.
 - ii. In the absence of both the School Social Worker and the Head of School, school employee will report to the Chief Executive Officer.
 - b. School employee will fill out a DCYF Form documenting the call made to the Child Abuse Hotline.
 - i. School employee will submit a copy to the School Social Worker and the Head of School within 72 hours of the call, to be included in the scholar’s file.
 - c. If a school employee is uncertain about whether the situation warrants a call to the Child Abuse Hotline, they will discuss the situation with the School Social Worker or Head of School.
 - i. In absence of the School Social Worker or Head of School, a school employee can call the Child Abuse Hotline to discuss the situation with a professional Child Protective Investigator.
4. School employees shall maintain confidentiality and exercise caution in regards to all information relating to abuse and/or neglect.

Bullying and Cyber Bullying Policy

1. Blackstone Valley Prep is committed to a safe, caring, friendly environment free from harassment, intimidation, and bullying/cyber bullying. Consequentially, BVP has adopted the Rhode Island Statewide Bullying Policy, also known as the Safe School Act. Bullying of another scholar creates a climate of fear and disrespect that can seriously

- impair the bullied scholar's health and negatively affect learning. Bullying undermines the safe learning environment that scholars need to achieve their full potential.
2. Bullying means the use by one or more scholars of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof directed at another scholar that:
 - a. Causes physical or emotional harm to the scholar or damage to the scholar's property;
 - b. Places the scholar in reasonable fear of harm to himself/herself or of damage to his/her property;
 - c. Creates an intimidating, threatening, hostile, or abusive educational environment for the scholar;
 - d. Infringes on the rights of the scholar to participate in school activities; or
 - e. Materially and substantially disrupts the education process or the orderly operation of a school.
 3. The expression, physical act, or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as the following: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability, intellectual ability, or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).
 4. In most circumstances, bullying does not include a mutual fight between two scholars of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.
 5. Cyber-bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.
 6. At school means:
 - a. on school premises,
 - b. at any school-sponsored activity or event whether or not it is held on school premises,
 - c. on a school-transportation vehicle,
 - d. at an official school bus stop,
 - e. using property or equipment provided by the school, or
 - f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.
 7. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying, or retaliation shall include, but not be limited to:
 - a. Loss of the opportunity to participate in extracurricular activities.
 - b. Loss of the opportunity to participate in school social activities.
 - c. Loss of the opportunity to participate in graduation exercises.
 - d. Loss of school bus transportation.
 - e. Transfer to another school.
 - f. Assignment of additional homework or community service.
 - g. In-school suspension.

- h. Short term school suspension (10 or fewer days of suspension) or longterm school suspension (suspension for more than 10 days).
 - i. Admonishments, warnings, and/or counseling.
- 8. The Head of School will establish, and prominently publicize to scholars, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place, may file a report of bullying. Any scholar or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher, or administrator.
- 9. Reports of bullying or cyber bullying can be made directly through the Blackstone Valley Prep "Report an Incident" link located at the bottom of each page of the BVP website, or accessed directly at <https://blackstonevalleyprep.org/bullying/>.
- 10. Parents/Guardians of the victim of bullying and parents/guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/guardians of the child will be notified immediately by the Head of School.
- 11. Responsibility of Staff: BVP staff who observe an act of bullying, or who have reasonable grounds to believe that bullying is taking place, must report the bullying to school authorities. Failure to do so may result in disciplinary action. In this context, staff includes volunteers working at the school.
- 12. Instruction in the Prevention of Bullying/Cyber Bullying: Blackstone Valley Prep shall give scholars and staff instruction in policies and regulations against bullying and cyber bullying. This instruction shall include methods of discouraging and preventing bullying, along with instruction on how to file a complaint against bullying/cyber bullying and the disciplinary action that the school may take against those who commit acts of bullying/cyber bullying.
- 13. Responsibility of Scholars: Scholars who observe an act of bullying, or who have reasonable grounds to believe that bullying is taking place, must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Scholar reports of bullying or retaliation may be made anonymously, No disciplinary action shall be taken against an accused scholar on the basis of an anonymous report.
- 14. Investigation of Bullying/Cyber Bullying: The Head of School, or his/her designee, shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. Additional BVP staff may be utilized to mediate bullying situations. The investigation will include an assessment of what effect the bullying has had on the victim.
- 15. Help for the Victim of Bullying/Cyber Bullying: If bullying/cyber bullying has placed the victim's mental health at risk, the school will make appropriate referrals. If the bullying/cyber bullying included a violent criminal offense, the victim of the bullying will be informed of any school transfer rights he/she may have.
- 16. Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying, shall not be tolerated. Retaliation or threats

- of retaliation will result in the imposition of discipline in accordance with the school behavior code.
17. **Prohibition against False Reports of Bullying/Cyber Bullying:** A BVP employee, school volunteer, or scholar who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code, including short or long-term suspension from school.
 18. **Individualized Scholar Safety Plan:** If a scholar is the victim of serious or persistent bullying/cyber bullying, the Head of School will prepare a written school safety plan outlining what steps will be taken to provide the scholar with a safe educational environment. This plan will be developed, if possible, with input from the parents/guardians of the scholar. Staff members who are to implement the plan will help formulate it.
 19. **Police Notification:** When the bullying/cyber-bullying involves conduct that violates criminal law, the police shall be notified.
 20. **Mediation Board:** The Head of School may establish a board to resolve complaints of bullying/cyber bullying in circumstances where mediation may provide an appropriate remedy. The Mediation Board may, when appropriate, include scholars.
 21. **Voluntary Participation in Mediation:** No scholar who is the victim of bullying/cyber bullying shall be required to participate in mediation or to accept any apology tendered by the bullying scholar. The decision of a victim of bullying not to participate in a mediation program shall not diminish the obligation of the school to impose discipline against the scholar who has committed an act of bullying.
 22. **Bullying/Cyber Bullying Prevention Task Force:** The Chief Executive Officer of Blackstone Valley Prep shall establish a Bullying/Cyber Bullying Prevention Task Force. This Task Force may include parents/guardians, school staff, and law enforcement officers, community members, and if age allows, scholars. The purpose of this Task Force will be to develop policies and programs to educate scholars and staff about the harm caused by bullying/cyber bullying. The Task Force may also create programs to prevent or diminish bullying. The program recommendations of the Task Force shall be subject to review by the School Board before the programs are implemented. The duties of the Bullying/Cyber Bullying Prevention Task Force may be assigned to the school's scholar intervention team.
 23. **School Atmosphere:** Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying, or the investigation thereof, is prohibited at Blackstone Valley Prep. School staff will take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities for staff members, family workshops, and scholar assemblies. Heads of School, teachers, and staff of Blackstone Valley Prep will model courteous behavior to each other, scholars, and school visitors at all times. Abusive or humiliating language or demeanor will not be accepted. Additionally, scholars and their families are expected to exhibit courteous behavior to all members of the BVP community in school and at school sponsored events.
 24. **Reports to the Head of School:** The Head of School will provide the Chief Executive Officer and/or the Board of Directors with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.
 25. **Social Skills Training:** The school health program and school counseling services will include appropriate social skills training to help scholars avoid isolation and to help them interact in a healthy manner.

HARASSMENT POLICY

Policy Prohibiting Harassment

1. It is the policy of Blackstone Valley Prep to maintain a work environment in which all individuals are treated with respect and dignity.
2. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, age, handicap, disability, or any other category protected by law.
3. Harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated by Blackstone Valley Prep.
4. The purposes of this policy against harassment are to educate all Blackstone Valley Prep staff members about what may constitute harassment, to notify everyone who works at Blackstone Valley Prep that Blackstone Valley Prep will not condone or tolerate harassment, and to establish a procedure which encourages anyone who feels they have been subjected to harassment to report such conduct to representatives of Blackstone Valley Prep, who will investigate and respond to any report.

Definition of Harassment

1. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of race, color, religion, sex, national origin, sexual orientation, age, handicap or disability, or that of persons with whom the individual associates.
 - a. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features);
 - b. Religious harassment may include demands that a staff member alter or renounce some religious belief in exchange for job benefits;
 - c. Sexual harassment is defined more specifically below.
2. Blackstone Valley Prep's policy is to prohibit behavior based on a person's race, color, religion, sex, national origin, sexual orientation, age, handicap or disability that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.
3. Regardless of whether any single instance of improper behavior described below rises to the level of harassment prohibited by law, it is Blackstone Valley Prep's policy that such behavior is inappropriate and offensive, and it will not be tolerated. Examples of behavior that violate this policy and may constitute harassing conduct include, but are not limited to:
 - a. epithets, slurs, quips, or negative stereotyping that relate to race, color, religion, sex, national origin, sexual orientation, age, handicap, disability, or any other category protected by law;
 - b. threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, sexual orientation, age, handicap or disability;
 - c. written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, sexual orientation, age, handicap or disability and that is placed

- on walls, bulletin boards, or elsewhere on Blackstone Valley Prep's premises, or circulated or displayed in the workplace; or
- d. "Jokes," "pranks" or other forms of "humor" that is demeaning or hostile with regard to race, color, religion, sex, national origin, sexual orientation, age, handicap or disability.

Definition of Sexual Harassment

1. As defined by the courts and by the Equal Employment Opportunity Commission, sexual harassment includes unwelcome or unwanted sex-based conduct: (1) when a staff member's submission to or rejection of this conduct affects decisions regarding hiring, evaluation, promotion or any other aspect of employment; or (2) when such conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.
2. Blackstone Valley Prep prohibits any inappropriate or offensive behavior including, but not limited to:
 - a. coerced sexual acts;
 - b. express or implied demands for sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of continued employment; touching or assaulting an individual's body, or staring, in a sexual manner;
 - c. graphic, verbal commentary about an individual's body or sexuality;
 - d. unwelcome flirtations, advances, or propositions;
 - e. sexually suggestive, or obscene comments or gestures;
 - f. the display in the workplace of graphic and sexually suggestive objects, pictures or graffiti;
 - g. negative statements or disparaging remarks targeted at one sex (either men or women), even if the content of the verbal abuse is not sexual in nature; or
 - h. Any form of retaliation against a staff member for complaining about the type of behavior described above or supporting the complaint of an alleged victim.
3. The type of behavior described above as examples of sexual harassment or harassment based on race, color, religion, sex, national origin, sexual orientation, age, handicap or disability is unacceptable not only in the workplace, but also in other work-related settings such as business trips or business-related social events.

Individuals Covered by the Harassment Policy

1. This policy covers all Blackstone Valley Prep School staff members whether or not they are on school premises, provided that such staff members are conducting school-related business or are participating in a school-sponsored event or function.
2. Any type of harassment, whether engaged in by fellow staff members, supervisors, or by non-staff members with whom the staff member comes into contact with in the course of employment (e.g., service providers or contractors), violates this policy and will not be tolerated.
3. Blackstone Valley Prep encourages the reporting of all incidents of harassment, regardless of who the offender may be.

Reporting and Investigating a Harassment Complaint

1. Blackstone Valley Prep encourages individuals who believe they are being harassed to firmly and promptly notify the alleged offender that his or her behavior is offensive or unwelcome.
2. Whether or not you choose to discuss the incident with the alleged offender, we require that you report the incident to your supervisor, Head of School, or Chief Executive Officer.
3. We encourage prompt reporting of complaints so that rapid and appropriate action may be taken. Supervisors and managers are required to report to the Chief Executive Officer all conduct they believe may violate this policy, whether they directly observe the conduct or it is reported to them.
4. A staff member's failure to fulfill this obligation could affect his or her right to pursue legal action.
5. Blackstone Valley Prep will not retaliate in any way against an individual who makes a report of perceived harassment; nor will we permit any supervisor or staff member to do so.
6. Retaliation is a serious violation of Blackstone Valley Prep's harassment policy and anyone who feels they have been subjected to any acts of retaliation should immediately report such conduct.
 - Any person who retaliates against another individual for reporting any perceived acts of harassment will be subject to disciplinary action up to and including discharge.
 - Blackstone Valley Prep shall consider materially adverse acts or omissions that would be sufficient to discourage a reasonable staff member from making or supporting a complaint of discrimination or harassment as acts of retaliation.
7. Blackstone Valley Prep also encourages individuals to report perceived acts of harassment by non-staff members, such as clients, vendors, contract personnel, other service providers and any other non-staff members. Employees should make those reports to their supervisor, Head of School, or the Chief Executive Officer
8. Blackstone Valley Prep will promptly investigate all allegations of harassment. Blackstone Valley Prep will endeavor to maintain confidentiality throughout the investigative process to the extent practical and appropriate under the circumstances.
9. Blackstone Valley Prep, however, has a legal obligation to act on all information it receives if it believes an individual may be engaging in wrongful conduct or violation of law.
10. Blackstone Valley Prep's primary goal is to take prompt remedial action to stop the discriminatory, harassing, or offensive conduct if Blackstone Valley Prep finds a violation of this policy. Blackstone Valley Prep's secondary goal is to assure that the violation will not reoccur. Even where Blackstone Valley Prep does not find a violation, it may be appropriate to counsel individuals regarding their behavior.

Disciplinary Action for Violating the Harassment Policy

1. If Blackstone Valley Prep finds that this policy has been violated, the violator may be subject to appropriate disciplinary action.
2. Although the specific corrective and disciplinary actions against the alleged violator will be within Blackstone Valley Prep's discretion, it may include verbal or written

- reprimand; referral to appropriate counseling and/or training; withholding of a promotion or bonus; reassignment; temporary suspension; and/or discharge.
3. Blackstone Valley Prep recognizes that false accusations of harassment can cause serious harm to innocent persons. If an investigation results in a finding that the complainant knowingly falsely accused another person of harassment, the complainant will be subject to disciplinary action, up to and including discharge.

TITLE IX POLICY

TITLE IX NON-DISCRIMINATION/ANTI-HARRASMENT POLICY AND GRIEVANCE PROCEDURE

Purpose

1. The Purpose of this policy is to provide notice of this nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how Blackstone Valley Prep Mayoral Academy (“BVP”) will respond. BVP is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment. The civil rights of all school community members are guaranteed by law, and the protection of those rights is important to BVP.

Philosophy

1. The BVP Board of Directors affirms its policies concerning Title IX and it further re-affirms its commitment to provide an educational and work environment free from discrimination, including harassment, on the basis of sex, race, creed, religion, color, national origin, ethnicity, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal.

Definitions

1. Complainant. The person who is alleged to be the victim of conduct that could constitute sexual harassment.
2. Discrimination. Treating persons differently or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class.
3. Education Program or Activity. Any location, event, activity, or circumstance over which the
4. School exhibits substantial control over both the alleged harasser and the context in which the harassment occurred within the United States.
5. Formal Complaint. A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the recipient investigate the allegation of sexual harassment.
6. Harassment. Unwelcome verbal, written or physical conduct directed at a person based on their actual or perceived membership in a protected class that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively

denies a person equal access to the School's Education Program or activity.

7. **Quid Pro Quo Sexual Harassment.** An employee of BVP conditions a provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct.
8. **Respondent.** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
9. **Sexual Harassment.** Unwelcome, sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's Education Program or Activity.

Roles

1. **Title IX Coordinator:** An individual employed by the School designated and authorized to coordinate the recipient's compliance efforts.
2. **Complainant Advisor:** An individual selected by the Complainant to represent the Complainant at all times pertinent to an investigation of formal complaint and final determination and any potential appeal.
3. **Decision Maker:** An individual appointed by the school department charged with making a final decision of responsibility regarding a formal complaint.
4. **Investigator:** A person or entity selected and appointed by the schools to investigate a formal complaint.
5. **Respondent Advisor:** An individual selected by the Respondent to represent the Respondent at all times pertinent to an investigation of formal complaint and final determination and any potential appeal.

Policy

1. In accordance with Title IX it shall be the policy of BVP to provide equality of opportunity in the educational programs and activities that it operates. BVP shall not discriminate in admissions, treatment or access to educational programs, activities and facilities or in regard to employment opportunities on the basis of sex, race, creed, religion, color, national origin, ethnicity, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal.
2. This policy shall apply to conduct directed toward scholars and other persons associated with BVP such as, but not limited to, scholars, employees, the Board of Directors, school volunteers, parents, and independent contractors.

Notice of Policy

1. BVP shall provide notice of this nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how BVP will respond. Notice must also include the Title IX Coordinator's name or title, email address, office address, and telephone number.
2. The policy shall be provided to, and published in any handbook provided to the following groups:
 - Applicants for admission and employment
 - Scholars
 - Parents/legal guardians
 - Unions or professional organizations holding agreements with BVP
3. Notice and the Title IX Coordinator's contact information shall be published on BVP's websites.

Grievance Procedure For Reporting Discrimination and Harassment

1. BVP shall have a grievance procedure to ensure prompt and effective investigations into allegations of discrimination, including sexual harassment.
 - Any individual who has actual knowledge or knows of allegations of discrimination, including sexual harassment can provide notice to BVP in person, by mail, by telephone, or by email, using the Title IX Coordinator's contact information and can be made at any time, including non-business hours.
 - Any employee who has actual knowledge of sexual harassment or knows of allegations of sexual harassment, must notify the Title IX Coordinator.
 - A Complainant may file a Formal Complaint at any time with the Title IX Coordinator.
 - In the event that a party other than the Complainant provides the Title IX Coordinator with allegations of sexual harassment or discrimination, the Title IX Coordinator is to sign the complaint triggering an investigation.
 - Once a Formal Complaint is filed, an Investigation shall be triggered.

Institution of Supportive Measures

1. BVP shall work to provide supportive measures as follows:
 - The Title IX Coordinator is responsible for promptly contacting Complainant to discuss the availability of supportive measures, consider the Complainant's wishes, inform the Complainant of the availability of supportive measures with or without filing of a Formal Complaint, and explain the process for filing a Formal Complaint.
 - Both Complainant and Respondent shall be treated equitably by BVP through the offering of supportive measures to both parties and by following the grievance process as provided within this policy.
 - Supportive measures are non-disciplinary, non-punitive, individualized services, offered as appropriate and without charge to a Complainant or Respondent. Such measures could include counseling, course modifications, schedule changes and increased monitoring or supervision. These measures are to be designed to restore or preserve equal access to the Education Program or activity without unreasonably burdening the other party.
 - The Title IX Coordinator is responsible for promptly contacting Complainant to discuss the availability of supportive measures, consider the Complainant's wishes,

- inform the Complainant of the availability of supportive measures with or without filing of a Formal Complaint, and explain the process for filing a Formal Complaint.
2. Supportive measures are non-disciplinary, non-punitive, individualized services, offered as appropriate and without charge to a Complainant or Respondent. Such measures could include counseling, course modifications, schedule changes and increased monitoring or supervision.
 3. These measures are to be designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party.

Emergency Removal of Scholars

1. Emergency removal may be granted if BVP conducts an individualized safety and risk analysis and determines that emergency removal is necessary to protect a scholar or other individual from an immediate threat to physical health or safety. Immediately upon removal the Respondent shall be afforded an opportunity to challenge the removal decision.

Notice of Formal Complaint

1. Title IX Coordinator shall provide written notice to all parties when a formal complaint has been filed. That notice shall include:
 - The grievance process, including any informal resolution process;
 - The allegations, including sufficient detail to allow the Respondent to prepare a response;
 - A statement that the Respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
 - The parties' right to have an advisor (who may be an attorney) and to inspect and review evidence; and
 - A statement of any provision of the code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.
 - The Respondent shall be provided notice with sufficient time to prepare a response prior to an initial interview. If the investigation expands, new notice shall be given.

Dismissal of Formal Complaint

1. A Formal Complaint shall be dismissed, and investigation cease if:
 - the allegations would not constitute sexual harassment;
 - the alleged sexual harassment did not occur in BVP's education program or activity;
 - or
 - the alleged sexual harassment did not occur against a person in the United States.
2. A Formal Complaint may be dismissed, and investigation cease if:
 - the Complainant notifies the Title IX Coordinator at any time that he or she wishes to withdraw the Complaint;
 - the Respondent's enrollment or employment ends; or
 - specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination.

Informal Resolution

1. Any informal resolutions are prohibited unless a formal complaint is filed. Upon the filing of a formal complaint, BVP can offer to conduct an informal resolution without a full

investigation so long as both parties are provided written notice of their rights and both parties provide their written, voluntary consent. No informal resolutions are to be offered in the context of a formal complaint alleging that an employee sexually harassed a scholar.

Investigation of a Grievance

1. Upon receipt of a formal complaint, BVP shall facilitate a prompt investigation. The investigation must allow an equal opportunity for the Complainant and the Respondent to provide information, including witnesses or other evidence, relevant to the investigation of the grievance. Neither party will be restricted from discussing the allegations or gathering and presenting evidence.
2. The investigator shall provide written notice of the date, time, participants, purpose, and locations of any investigative interview, hearing, or other meeting and shall provide enough time to allow the parties to prepare to participate. Parties shall be provided the same opportunities to have others present during interviews or other related proceedings including an advisor/attorney.
3. Parties shall be provided at least 10 days to prepare a written response that the investigator must consider along with all evidence collected prior to completing the investigation report. The investigator shall prepare a written investigation report that fairly summarizes the relevant evidence and provide the report to the parties for their review and written response, at least 10 days before a hearing or other determination of responsibility.
4. In the event that an investigation reveals that the alleged action or actions does not constitute discrimination or harassment as defined in this policy, but that the underlying conduct may meet the definition of bullying or cyberbullying as set forth in BVP's bullying policies, then the result of the investigation should be forwarded and/or reviewed in conjunction with the provisions of that policy. If necessary, the investigation may be re-opened under the parameters of that policy.

Conclusion of the Investigation and Determination

1. BVP shall provide each party with the opportunity, after the completion of the investigative report, to submit written, relevant questions that the party wants asked of another party or witness, and provide each party with the answers and provide for limited follow-up questioning.
2. The Decision Maker shall be an individual other than the Investigator or Title IX Coordinator. The Decision Maker shall apply a more likely than not standard of evidence and issue a written determination of responsibility that:
 - Identifies the allegations;
 - Describes BVP's procedural steps taken;
 - Includes findings of fact;
 - Includes conclusions regarding application of the Scholar Code of Conduct and the Educators Code of Professional Responsibility to the facts;
 - For each allegation, includes a statement of, and a rational for, a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to BVP's educational program or activity will be provided to the Complainant; and

- Includes procedures and permissible basis for appeal.

Appeals Process

1. Appeals may be taken by either side for the following reasons:
 - Procedural irregularity that affected the outcome;
 - New evidence that was not reasonably available at the time of the determination and may have affected the outcome; or
 - Conflict of interest on the part of the Title IX Coordinator, Investigator, or Decision Maker that affected the outcome.
2. The Decision Maker on appeal must be someone other than the Title IX Coordinator, Investigator, or original Decision Maker, appointed by the Board of Directors. BVP's Appeals Policy will not apply to any appeal taken under this policy.

Sanctions

1. The following sanctions may be imposed upon any member of the community found to have violated this policy.

Scholar Sanctions

- Warning
- Suspension
- Implementation of BVP's approved scholar code of conduct
- Any other sanction as recommended by the Superintendent and authorized by state and federal law and regulation.

Employee Sanctions

- Warning – Written or Verbal
- Implement Performance Improvement Plan
- Required counseling
- Required training or education
- Suspension without pay
- Termination

Confidentiality and Record Keeping

1. Investigations of discrimination, including harassment, shall be conducted in such a manner as to disclose information only to those who need to know and as necessary to gain information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with investigations of any complaint under this policy.
2. BVP shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.
3. All records shall be maintained for a minimum of seven years and shall include a record of why certain actions were or were not taken. All training materials shall be posted on the School's website.

State and Federal Authorities

1. In addition to the process described above, the grieving party may, at any time, file a complaint with the United States Department of Education, Office for Civil Rights, Rhode Island Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination, including harassment based on membership in a protected class.

U.S. Department of Education, Office for Civil Rights
John W. McCormack Building
5 Post Office Square, Suite 900
Boston, MA 02109
Telephone: (617) 289-0111
<http://www.ed.gov>

Rhode Island Department of Education
255 Westminister Street
Providence, RI 02903
Telephone: (401) 222-4600
<http://www.ride.ri.com>

PERSONNEL FILES POLICIES

Access to Personnel Files Policy

1. Blackstone Valley Prep maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, job description, resume, records of trainings, documentation of performance evaluation, and other employment records.
2. Personnel files are the property of Blackstone Valley Prep, and access to the information they contain is restricted. Generally, Blackstone Valley Prep allows only supervisors and management personnel who have a legitimate reason to review information in a file to do so.
3. Employees and former employees who wish to review their own file should contact the Director of Human Capital. With advanced notice in writing, employees may review their own personnel files in Blackstone Valley Prep's offices and in the presence of an individual appointed by Blackstone Valley Prep to maintain the files.
4. Blackstone Valley Prep keeps any medical information pertaining to employees confidential and files it separately from the personnel file, records, and any other employee forms.

Personal Data Changes Policy

1. It is the responsibility of each employee to promptly notify Blackstone Valley Prep of any changes in personal data.
2. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times.
3. If any personal data has changed, notify the Director of Human Capital.

Performance Evaluation Policy

1. Supervisors and employees are strongly encouraged to discuss job performance on an ongoing basis.
2. Blackstone Valley Prep will conduct annual performance evaluations for all employees. Teachers, Support Professionals, and Building Administrators will be evaluated with the Rhode Island Model Evaluation and Support System.

Employment Reference Checks Policy

1. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.
2. The Director of Human Capital will respond to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rate, and position(s) held.

EMPLOYMENT CATEGORIES

1. It is the intent of Blackstone Valley Prep to clarify the definitions of employment classification so that employees understand their employment status and benefit eligibility.
2. Each employee is either non-exempt or exempt from federal and state wage and hour laws.
3. Exempt staff members are, generally, instructional staff, professional, and administrative staff. Exempt staff are not eligible for overtime pay.
4. Non-exempt employees are, generally, non-instructional staff who Blackstone Valley Prep compensates on an hourly basis or who earn an annual salary less than \$47,476. Non-exempt employees are entitled overtime pay under specific provisions of federal and state laws.
5. The Fair Labor Standards Act (FLSA) of 1938 sets forth criteria for employees that are exempt (defined as executive, administrative, or professional employees).
6. The FLSA excludes exempt employees from specific provisions of federal and state wage and hour laws.
7. In addition to the above categories, each employee will belong to one other employment category:
 - a. Regular Full-Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Blackstone Valley Prep's standard eight-hour day. Generally, they are eligible for Blackstone Valley Prep's benefit package, subject to the terms, conditions, and limitations of each benefit program. These employees may include teachers, administrators, and support staff of the school.
 - b. Temporary/Part-Time employees are those who Blackstone Valley Prep hires as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary and part-time employees retain that status unless and until notified of a change. While temporary or part-time employees receive all legally mandated benefits (such as workers' compensation insurance and social security), they are ineligible for all other Blackstone Valley Prep benefit programs. Those part-time employees who meet/exceed 80% of full-time status may be eligible for some or all Blackstone Valley Prep benefits.
 - c. Consultants are independent contractors hired by Blackstone Valley Prep, who provide temporary services on a per diem or contract basis. All consultants hired by Blackstone Valley Prep must meet the IRS's definition of independent contractor. No benefits are paid to consultants, except reimbursement for project-related expenses agreed upon in the Memorandum of Agreement for consultants.

EMPLOYMENT AT-WILL POLICY

1. Blackstone Valley Prep employs all employees on an “at-will” basis.
2. “At-will” means the employment relationship may be terminated by either party, with or without cause, at any time.
3. Blackstone Valley Prep may terminate your employment for any reason, with or without cause, which need not be disclosed to you. In cases where Blackstone Valley Prep terminates you without cause, it will do so by giving you 30 days’ notice in writing. During the thirty-day period, Blackstone Valley Prep can choose to continue to have you work for the thirty-day period, or direct you to take a leave with pay for the thirty-day period. Notwithstanding the above, Blackstone Valley Prep is not obliged to give you any more than 30 days written notice prior to terminating your employment without cause and shall have no obligation to pay you any compensation, severance, or other benefits other than 30 days of base compensation if it terminates your employment without cause. If Blackstone Valley Prep terminates your employment for cause, your termination is effective immediately.
4. The policies and procedures contained in this Employee Handbook, and in other Blackstone Valley Prep materials, are not intended to, and shall not be construed to, modify the “at-will” status of Blackstone Valley Prep employees.

CONFIDENTIALITY POLICIES

Confidentiality Policy

1. Employees of Blackstone Valley Prep shall not, in any way, release any information about Blackstone Valley Prep, its activities, or the activities of its personnel, except as normally required by their duties, expressly permitted by the Chief Executive Officer, and in conformity with the requirements of applicable Freedom of Information Laws, the Family Educational Rights and Privacy Act, the Health Insurance Portability and Accountability Act, and any other applicable federal, state, or local law or regulation on school policy or regulation.
2. No employee shall publish, disclose, use, or authorize anyone else to publish, disclose, use, or in any way cause to be published, disclosed, or used, any private information which such employee may in any way acquire, learn, develop, or create by reason of employment with this school, unless otherwise expressly stated or provided by the Chief Executive Officer.
3. Any employee approached by a member of the public for records of the school should refer the person to a designated public records officer of Blackstone Valley Prep.

Personnel Inquiries Policy

1. No one in this school other than the Board of Directors, Chief Executive Officer, or an authorized designee is authorized to respond either verbally or in writing to personnel inquiries of any type about any employee of Blackstone Valley Prep. Only designated public records officers of Blackstone Valley Prep may respond to requests from the public for records.
2. Your obligations under this policy continue after your termination of employment.

Scholar Inquiries Policy

1. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34CFR Part 99) is a Federal law that protects the privacy of scholar education records.
2. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education, which includes Blackstone Valley Prep.
3. FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the scholar when he or she reaches the age of 18 or attends a school beyond the high school level.
4. Scholars to whom the rights have transferred are "eligible scholars."
5. Parents/guardians or eligible scholars have the right to inspect and review the scholar's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible scholars to review the records. Schools may charge a fee for copies.
6. Parents/guardians or eligible scholars have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian or eligible scholar then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible scholar has the right to place a statement with the record setting forth his or her view about the contested information.

7. Generally, schools must have written permission from the parent/guardian or eligible scholar in order to release any information from a scholar's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties, or under the following conditions (34 CFR § 99.31):
 - a. School officials with legitimate educational interest;
 - b. Other schools to which a scholar is transferring;
 - c. Specified officials for audit or evaluation purposes;
 - d. Appropriate parties in connection with financial aid to a scholar;
 - e. Organizations conducting certain studies for or on behalf of the school;
 - f. Accrediting organizations;
 - g. To comply with a judicial order or lawfully issued subpoena;
 - h. Appropriate officials in cases of health and safety emergencies; and
 - i. State and local authorities, within a juvenile justice system, pursuant to specific state law.
8. Schools may disclose, without consent, "directory" information such as a scholar's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible scholars about directory information and allow parents/guardians and eligible scholars a reasonable amount of time to request that the school not disclose directory information about them.
9. Schools must notify parents/guardians and eligible scholars annually of their rights under FERPA.
10. The actual means of notification (special letter, inclusion in a PTA bulletin, scholar handbook, or newspaper article) is left to the discretion of each school.

Privileged Information Policy

1. This policy reiterates Blackstone Valley Prep's need for confidentiality in all aspects of an individual's employment. During an individual's employment at Blackstone Valley Prep, he/she may learn, work with, and/or be entrusted with confidential and/or privileged information about fellow employees, administrators, school parents/guardians, scholars, or applicants. He/she must exercise the highest degree of care not to disclose any such information, even inadvertently, to any unauthorized person in or outside of Blackstone Valley Prep.
2. An employee may not disclose any confidential or privileged information except to persons specifically designated in advance and in writing by the Chief Executive Officer.
3. Confidential information includes but is not limited to:
 - a. Scholar records
 - b. Financial information
 - c. Personnel records
 - d. Payroll records
 - e. Computer programs, codes, processes, and passwords
 - f. Personal information regarding school parents/guardians and scholars
 - g. Sexual orientation, gender identity, or gender expression of scholars and staff
4. If you believe, confidential information must be disclosed to a third party, you should consult with the Chief Executive Officer prior to the disclosure.
5. There is no excuse for the disclosure of confidential information. Failure to follow this policy will result in disciplinary action.

6. Your obligations under this policy continue after your termination of employment.

COPYRIGHTS POLICY

1. You acknowledge that the entire right, title, and interest of any and all writings and other creations that you may prepare, create, write, initiate, or otherwise develop, as part of your efforts while employed by Blackstone Valley Prep, shall be considered the property of Blackstone Valley Prep. This includes, but is not limited to, any development of curriculum.
2. These works will be “works for hire” and shall be the school’s sole and exclusive property, copyright, patent, and trademark. For items covered by this paragraph, you hereby assign and transfer all rights, title, and interests in all such items, including without limitation, all patent, trademark, and copyright rights that now exist or may exist in the future.
3. You further agree to, at any reasonable time upon request, and without further compensation or limitation, execute and deliver any and all papers or instruments including assignments, declarations, applications, powers of attorney, and other documents, that in Blackstone Valley Prep’s opinion may be necessary or desirable to secure Blackstone Valley Prep’s full enjoyment of all right, title, interest, and properties herein assigned.
4. You agree to not charge the school for use of your copyrighted, trademarked, and patented materials.
5. Blackstone Valley Prep hereby grants all employees a perpetual license to use all writings and other creations that you may have prepared, created, written, initiated, or otherwise developed as part of your efforts while employed by Blackstone Valley Prep.

CURRICULUM AND INTELLECTUAL PROPERTY POLICY

1. During the course of each teacher or staff member's employment with Blackstone Valley Prep, the teacher or staff member shall have access to and the right to use, reproduce, modify, distribute, and disclose materials owned by Blackstone Valley Prep and made generally available to its staff members (the "Collection of Materials").
2. Following any termination of employment with Blackstone Valley Prep, each former teacher or staff member shall have the right to reproduce a reasonable number of copies of materials included in the Collection of Materials.
3. As a staff member of the Blackstone Valley Prep family, all staff members are expected to develop curriculum, assessment, educational, and other similar materials for the direct and indirect benefit of Blackstone Valley Prep, including use by teachers and other staff members of Blackstone Valley Prep in their classrooms and offices.
4. All materials and products created, developed and/or prepared by teachers or other staff during the course of his/her employment with Blackstone Valley Prep, including, but not limited to, any forms, software, presentations, rubrics, and curriculum and assessment materials (collectively, the "Materials") are the property of Blackstone Valley Prep and all rights, title, and interest therein shall vest in Blackstone Valley Prep and shall be deemed to be a "work made for hire" under the United States copyright law and made in the course of your employment with Blackstone Valley Prep.
5. To the extent that title to any Materials may not, by operation of law, vest in Blackstone Valley Prep, or that any Materials may not be considered to be work made for hire, all rights, title, and interest therein are hereby irrevocably assigned by teachers and staff to Blackstone Valley Prep.
6. In accordance with the foregoing, the Materials shall belong exclusively to Blackstone Valley Prep with Blackstone Valley Prep having the right to obtain and to hold in its own name, copyrights, trademarks, patents, registrations, or such other protection relating to the Materials as may be appropriate to the subject matter, and any extensions and renewals thereof, and the right to transfer the Materials or grant licenses of the Collection of Materials (and to make modifications thereto) for use, distribution, and disclosure solely in the grantee's classroom at any educational institution at which he/she is subsequently employed. All reproductions and copies of the Collection of Materials permitted to be made by the former teacher or staff member shall contain the copyright notice and any other similar markings contained in the original; provided, however, that any reproductions or copies of the Collection of Materials that contain substantial or substantive modifications made by the former teacher or staff member shall contain the following additional marking within close proximity of the original copyright notice: "Revisions made with the permission of, but not approved by, Blackstone Valley Prep".
7. All teachers and staff members will be given copies of this policy before they are asked to create materials in conjunction with their employment at Blackstone Valley Prep.
8. Blackstone Valley Prep hereby grants Blackstone Valley Prep employees an irrevocable license to use all developed curriculum, assessment, educational, and other similar materials developed by Blackstone Valley Prep.

USE OF SCHOOL PROPERTY, FACILITIES, AND EQUIPMENT

Laptops Policy

1. Each staff member is responsible for safeguarding their computer and printer in his/her office/classroom.
 - a. Offices/classrooms should be locked after normal business hours, when a staff member is working at another location, or when the area will be unattended.
 - b. Blackstone Valley Prep has purchased computers for instructional staff and some administrative staff. These computers/laptops should be signed out through the office of the Director of Operations.
 - c. Laptops and portable printers are highly susceptible to theft so extra caution should be taken to protect them. Do not let scholars use your laptop.
Alternatives for securing laptops include:
 - i. Locking them in an office, a desk, or a file cabinet;
 - ii. Powering them down, locking them, and leaving them with a trustworthy employee
 - iii. Carrying the machines with you
2. If these guidelines are not followed and a laptop is lost, stolen, or damaged, then the employee will be responsible for repairing or replacing the laptop.

Computer, Electronic, and Voice Mail Systems Policy

1. This policy establishes rules governing employee use of Blackstone Valley Prep's computer network, electronic mail ("e-mail"), telephone message handling ("voicemail") services, and Internet access.
2. Blackstone Valley Prep has developed these rules to ensure that everyone understands how these options function and the limits which properly apply.
3. All Blackstone Valley Prep equipment, including desks, computers and computer systems, computer software, diskettes, e-mail, voicemail, and other physical and electronic items are for business use only, provided that you may receive necessary and appropriate personal messages on your office voicemail and/or through office e-mail.
4. All communications and information transmitted by, received from, or stored in these systems are school records and property of Blackstone Valley Prep. You have no right of personal privacy in any matter stored in, created, received, or sent over Blackstone Valley Prep computer, email, internet, or voicemail systems.
5. Blackstone Valley Prep, at all times, retains the right, without notice, to search all indices, diskettes, files, databases, e-mail messages, voicemail messages, Internet access logs, and any other electronic transmissions contained in or used in conjunction with Blackstone Valley Prep's computer, e-mail, voicemail, and Internet access systems and equipment.
6. Computer, e-mail, and voicemail messages you delete or erase may remain stored in the Blackstone Valley Prep computer server or telephone system. By placing information on the Blackstone Valley Prep computer system, you give Blackstone Valley Prep the right to edit, delete, copy, republish, and distribute such information.
7. Blackstone Valley Prep's Harassment Prevention Policy and Blackstone Valley Prep's Policy with respect to Confidential Information apply to all forms of communication including written, e-mail, and voicemail.

8. All Blackstone Valley Prep systems require users to identify themselves with a user ID and password to obtain network access. Unauthorized use of systems without making this identification or by bypassing this process is a violation of Blackstone Valley Prep policy. You should make every effort to safeguard your password and you must immediately notify your supervisor if you believe a breach in security has occurred.
9. Sharing your network access with other users is strictly prohibited.
10. If Blackstone Valley Prep provides you access to an Internet service such as web-browsing, such access is only for business use. This restriction includes any Internet service which is accessed on or from Blackstone Valley Prep premises using Blackstone Valley Prep computer equipment or via Blackstone Valley Prep -paid access methods and/or used in a manner that identifies you with Blackstone Valley Prep, including usage of Blackstone Valley Prep equipment utilized from a private or public (non-school) residence. Very limited or incidental use of Internet services for personal, non-business purposes is acceptable. However, personal use must be infrequent, during lunch, breaks, or when school is not in session and must not:
 - a. Involve any prohibited activity (gambling, pornography);
 - b. Interfere with your productivity or the productivity of your co-workers;
 - c. Consume system resources or storage capacity on an ongoing basis; or
 - d. Involve large file transfers or otherwise deplete system resources available for business purposes.
11. Note: Employees must take the necessary anti-virus precautions before downloading or copying any file. If you become aware of any potential virus, notify your supervisor immediately.
12. The following guidelines have been established to help ensure responsible and productive Internet usage. You are strictly prohibited from using Blackstone Valley Prep-provided computer, e-mail, voice-mail, and Internet access services in a manner contrary to the following:
 - a. All Internet data composed, transmitted, or received is subject to disclosure to law enforcement or third parties. Therefore, all information must be accurate, appropriate, ethical, and lawful.
 - b. Data composed, transmitted, accessed, or received must not contain content that could be considered discriminatory, offensive, pornographic, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religion or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. Sending uninvited e-mail of a personal nature is also prohibited.
 - c. The unauthorized use, installation, copying, receipt, or distribution of copyrighted, trademarked, or patented material is prohibited.
 - d. The deliberate alteration of system files or accessing any restricted files of Blackstone Valley Prep is prohibited, as is the use of Blackstone Valley Prep's computer resources to create or propagate computer viruses, cause damage to the Blackstone Valley Prep computer files, or to disrupt computer services.
13. Making changes to computer configurations without permission from the Technology Office is strictly prohibited and is a violation of Blackstone Valley Prep policy. Prohibited changes to computer configurations include, but are not limited to, installing

software, modifying the operating system or installed applications, adding additional hardware, or moving computer systems from their assigned locations.

14. Blackstone Valley Prep purchases and licenses the use of various computer software programs for business purposes only and does not own the copyright to this software or its related documentation. Therefore, Blackstone Valley Prep does not have the right to reproduce such software for use except as expressly provided in the license or purchase agreement. Blackstone Valley Prep expressly prohibits the illegal duplication of software and its related documentation.
15. As an employee, you should not expect privacy with respect to any of your activities using Blackstone Valley Prep-provided e-mail, voice-mail or Internet access or services. Blackstone Valley Prep reserves the right to review or otherwise monitor any files, messages, or communications sent, received or stored in the Blackstone Valley Prep computer or telephone systems.
16. If you violate this policy, you are subject to discipline, up to and including termination of employment. If you use the Blackstone Valley Prep computer system for defamatory, illegal, or fraudulent purposes, you may also be subject to civil liability and/or criminal prosecution.

Use of Phones, Copiers, and Mail Systems Policy

1. Blackstone Valley Prep's phones are provided for business use. Personal calls to and from Blackstone Valley Prep are to be held to a minimum. You must charge any personal toll calls/long distance to your home phone or to a phone card.
2. Charges above and beyond Blackstone Valley Prep's cellular voice and data plan, such as international calls, fee-based apps, texting and messaging images will be the responsibility of the employee.
3. You may not use photocopiers for personal purposes without permission, and you may not photocopy copyrighted materials without prior authorization.
4. You may not use the Blackstone Valley Prep postage meters and fax machines for personal use unless otherwise authorized by a supervisor or the Office of the Chief Executive Officer.

OTHER WORK EXPECTATIONS & CLASSROOM MANAGEMENT ISSUES

Entering and Departing Blackstone Valley Prep Facility Policy

1. Any employee leaving the building during school hours should notify the main office with the details of the departure and return time.

Use of Private Motor Vehicle to Transport Scholars

1. BVP provides bus transportation for scholars to and from school and BVP sponsored activities. BVP staff must not transport scholars in private motor vehicles without express permission from the Chief Executive Officer.
2. In emergency circumstances the Chief Executive Officer may permit the use of a private vehicle to transport BVP scholars. In these cases, there must be at least two BVP staff members present in the vehicle with the scholar(s). The BVP staff member driving the vehicle assumes personal responsibility according to their own private insurance policies. Emergency circumstances for these purposes includes but is not limited to:
 - a. A scholar is not picked up from school or a BVP activity and prolonged, repeated attempts to contact all contacts on a scholar's pickup list have not been successful
 - b. An immediate threat to a scholar's safety exists at school or at a BVP sponsored activity and repeated attempts to contact all contacts on a scholar's pickup list have not been successful

Partners & Volunteers Policy

1. Bringing in outside people to enhance the curriculum with their area of expertise or to provide real life examples to a lesson or concept being taught is ideal.
2. Every volunteer must be cleared by the Office of the Chief Executive Officer and the necessary paperwork will be filed to allow the volunteer to participate in the school activity. Volunteers are not to be left alone with scholars. The teacher of record must be there in a co-teaching/facilitating role.
3. Volunteers have a lot of knowledge that the scholars can benefit from but they are not trained as teachers in the area of classroom management. It is essential that Blackstone Valley Prep employees apply their experience to help them be successful volunteers with the scholars. Whenever a volunteer is leaving after visiting, the volunteer must sign out at the main office.

Lesson Plans Policy

1. Lesson plans are regularly submitted and reviewed prior to implementation. Details for the timing and expectations of plan submissions are at the discretion of the Head of School.

Staff Meetings Policy

1. Blackstone Valley Prep will hold staff meetings on a regular basis, which will be set by the Office of the Chief Executive Officer.
2. All required staff meetings will be considered part the required duties of the job and considered normal working hours.

Family Conference Policy

1. Teachers are encouraged to meet with families as deemed necessary for positive academic support. Appointments should be scheduled at times that do not conflict with teaching or supervisory duties. Please invite parents/guardians to participate in scholar report presentations, exhibitions, or simply as a “guest.”
2. Blackstone Valley Prep requires regular family conferences after normal school hours. All family conferences or meetings will be considered part the required duties of the job and considered normal working hours.

Staff Parent/Guardian Policy

3. Staff parents/guardians are encouraged to participate in family engagement activities. However, staff parents/guardians are not allowed to hold leadership offices with in the Family Leadership Council (FLC).

Scholar Discipline Policy

1. A spirit of respect for others and mutual cooperation are essential elements of the learning environment. Scholars are expected to act with courtesy and respect toward one another and toward all members of the staff.
2. A scholar who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices.
3. Appropriate discipline within the classroom may not include public humiliation or corporal punishment. Each Blackstone Valley Prep campus will provide a Family Policy Manual which will include details regarding the behavior systems for that campus.
4. For severe infractions that require administrative intervention, the teacher, the Head of School, or the Office of the Chief Executive Officer will discuss the issue at hand; however, the consequences are at the discretion of the Office of the Chief Executive Officer.

Fire Drill/Evacuation Policy

1. Blackstone Valley Prep conducts fire and other emergency drills in accordance with applicable state and local laws.
2. All staff members are expected to participate in such drills, as building and safety personnel require.
3. Knowing the best way out during an emergency will ensure a quick and safe exit for the entire Blackstone Valley Prep community.

Emergency Closing Policy

1. At times, emergencies such as severe weather, fires, power failures, or any natural disaster can disrupt the Blackstone Valley Prep’s operation.
2. In extreme cases, these circumstances may require the closing of Blackstone Valley Prep offices/school.
3. If it becomes necessary for Blackstone Valley Prep to close, staff will be notified either by telephone, electronic message, or posting on local news cancellation sites of the

closing. The Office of the Chief Executive Officer will make the decision of any school closing or delay.

4. Scholars and families are notified of school closings through local television and radio announcements, ideally no later than 5:30 a.m. of the school day.
5. When school operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.
6. From time to time, staff members in essential operations roles may be asked to work on a day when operations are officially closed.
7. Further, during weather emergencies staff may be required to come to a school site to work, plan, or train should the weather allow it.

Return of Property Policy

1. Employees are responsible for all property, materials, or written information issued to them or in their possession or control. For clarity, the term property includes all donated or gifted books, materials, and other gifted or donated tools as well as issued property for use at Blackstone Valley Prep.
2. Employees must return all Blackstone Valley Prep property immediately upon request or upon termination of employment.
3. Employees will be held liable for the cost of repair or replacing equipment or material that are either damaged or lost, as determined by the Office of the Chief Executive Officer, while in their possession.
4. Blackstone Valley Prep may also take any action deemed appropriate to recover or protect its property.

Employees' Personal Belongings Policy

1. Employees bring and/or use personal items at Blackstone Valley Prep, or its activities, at their own risk.
2. Employees' property is their responsibility during their working hours. If personal equipment, clothing, or other personal items are lost, stolen, or damaged during an individual's working hours, the employee is responsible for repair/replacement of those item(s).
3. Employees who bring medication to work, whether over-the-counter or prescription, are required to secure the medication at all times and ensure scholars never have access to the medication.

Certification Policy

1. To the extent required by Rhode Island state law, it is the responsibility of all Blackstone Valley Prep staff members to acquire the necessary educator certification as it may pertain to their current position.
2. Unless otherwise agreed upon in writing between the staff member and Blackstone Valley Prep, the costs of gaining certification, including the costs of all tests, courses, or application fees, are the responsibility of the individual staff member.
3. Blackstone Valley Prep can be a helpful resource in guiding staff members through the certification process. It is, however, the individual staff member's responsibility to work toward achieving and maintaining his or her certification status.

HIRING PROCESS POLICIES

Employment Applications Policy

1. Blackstone Valley Prep relies on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment.
2. Any misrepresentation, falsifications, or material omissions in any of this information or data may result in Blackstone Valley Prep's exclusion of the individual from further consideration for employment.
3. If the person has already been hired, this may result in the termination of employment.

Background Checks Policy

1. As a school providing educational programming and services to scholars and families, Blackstone Valley Prep undertakes a responsibility to ensure the protection of the scholars and families.
2. In light of this obligation, Blackstone Valley Prep will require a recent Bureau of Criminal Investigation (BCI) from every potential employee and consultant prior to their being hired.
3. This process will be repeated periodically as long as the employee or consultant is engaged by Blackstone Valley Prep.
4. If a check reveals a criminal record that runs counter to the ideals and philosophies of Blackstone Valley Prep, the person will be considered permanently ineligible for employment of any kind.

Nepotism Policy

1. It is the policy of Blackstone Valley Prep to seek the best-qualified applicants for positions and to further the careers of those employed regardless of whether they have relatives already employed at or attending Blackstone Valley Prep.
2. The basic criteria for appointment and retention are appropriate qualifications and professional development.
3. Family relationships referred to in this policy are defined as parents-in-law, spouses, children and their spouses, siblings and their spouses and their children.
4. Notwithstanding, the forgoing, no (2) two persons of the same family may hold positions in which one of them is directly responsible for recommendations or decisions involving the other in such matters as initial appointment, retention, promotion, salary, leave of absence, or any other job-related function of a supervisory or evaluative nature.
5. In cases where a nepotism conflict develops, the subordinate family member will be assigned to another supervisor at the appropriate level for all recommendations, decisions, or evaluations.

CONFLICT OF INTEREST AND/OR COMMITMENT POLICY

Purpose

1. The participation of employees in external activities that enhance their professional skills and constitute public service can be beneficial to Blackstone Valley Prep as well as the individual employee. However, external activities can lead to conflicts of commitment or conflicts of interest with regard to an employee's responsibilities, along with the misuse of Blackstone Valley Prep's resources.
2. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.
3. The purpose of this policy is to remove or control the possibility of personal influence that might impact an individual's decision in his or her capacity as an employee of Blackstone Valley Prep.

Conflict of Interest

1. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Blackstone Valley Prep's business dealings.
2. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
3. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Blackstone Valley Prep does business, but also when an employee or relative receives any reimbursement, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving Blackstone Valley Prep.
4. Blackstone Valley Prep requires that any employee who has, or whose relative has, a financial or proprietary interest in any contract, sale, lease, purchase, the provision of services, or any other transaction by or with the school shall complete and submit a Disclosure Form to the office of the Chief Executive Officer.
5. It will be the responsibility of each employee to keep the disclosure current.
6. If such an interest exists, the employee shall refrain from participating in the decision, contract, sale, or purchase in any manner.
7. No "interference or conflict" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions including but not limited to purchases, contracts, or leases, it is imperative that they disclose to the Office of the Chief Executive Officer.

Conflicts of Commitment

1. Conflicts of commitment are prohibited. Conflicts of commitment occur when the time or effort that an employee devotes to external activities interferes with the employee's fulfillment of assigned Blackstone Valley Prep responsibilities, or when an employee makes unauthorized use of school resources in the course of an external activity.
2. External activities not related to Blackstone Valley Prep responsibilities shall take place outside of the employee's designated work activities or during periods of authorized leave.

GENERAL POLICIES FOR BEHAVIOR AT WORK

Professionalism Policy

1. Blackstone Valley Prep is committed to maintaining a professional work environment and expects all employees to maintain professionalism at all times such that an employee's behavior and action(s) are not harmful to the school or workplace and such that an employee's behavior and action(s) are not harmful to working relationship with teachers, staff members, supervisors, administrators, scholars, families, vendors or others.
2. BVP commends staff members who take a sincere professional interest in scholars. The teachers and administrators who inspire, guide, and help scholars can have a lasting influence on scholars throughout their lives. Scholars and staff members should interact with each other in a warm, open, and positive fashion. However, employees must maintain a certain distance between scholars and staff in order to preserve the businesslike atmosphere necessary to achieve the educational mission of the school.
3. BVP considers it obvious and universally accepted that teachers and administrators are role models. BVP has a duty to take steps to prevent activities which adversely intrude into the educational process and which could lead to undesirable consequences.
4. In order to maintain and preserve the appropriate environment necessary to achieve the educational mission of the school, any unprofessional, unethical, or immoral behavior or action(s) harmful to BVP or the workplace, or any such behavior or action(s) harmful to working relationships with coworkers, supervisors, administrators, scholars, families, vendors or others, that occur on or off BVP campuses, or through social media, may lead to disciplinary action under applicable corrective action policies, up to and including termination of employment.
5. BVP staff are expected to use social media in professional ways at all times, on or off BVP campuses. Any social media use during the school day must pertain to the employees work and not be of a personal nature. As an employee of BVP, all social media posts relating to BVP in any way, at any time, needs to be positively framed.
6. All social media accounts, even when designated as private by the individual, may not in any way lead to the disruption of the educational environment.
7. In order to maintain and preserve the appropriate environment necessary to achieve the educational mission of the school, any criminal charges that are brought before an employee must be brought to the attention of the school within one (1) business day. At such time, the Chief Executive Officer will review the charges and make a determination as to whether the situation warrants any action that may include suspension with pay, suspension without pay, or termination.
8. Criminal convictions that rise to the level of the equivalent of BCI ineligibility to teach in Rhode Island result in immediate termination

Alcohol and Other Drug Use Policy

1. It is Blackstone Valley Prep's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

2. While on Blackstone Valley Prep premises and while conducting business-related activities off Blackstone Valley Prep premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.
3. The legal use of drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner, and that does not endanger other individuals in the workplace.
4. Violations of this policy will lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.
5. Such violations may also have legal consequences.
6. Employees with questions on this policy or issues related to alcohol, or other drug use in the workplace, should raise their concerns with their supervisor or the Chief Executive Officer without fear of reprisal.

Tobacco Use Policy

1. Blackstone Valley Prep is a smoke-free workplace. In keeping with Blackstone Valley Prep's intent to provide a safe and healthful work environment, cigarette smoking, or other tobacco use is prohibited throughout the workplace and at any other site supervised by Blackstone Valley Prep staff.

Attendance and Punctuality Policy

1. To maintain a safe and productive work environment, Blackstone Valley Prep expects employees to be reliable and to be punctual in reporting for scheduled work.
2. Absenteeism and tardiness place a burden on other employees and on Blackstone Valley Prep. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.
3. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Work Schedule Policy

1. Blackstone Valley Prep typical school hours are from 7:30 a.m. to 3:30 p.m., Monday through Friday. Your actual work schedule may vary depending on your school site, position, staffing needs and school operational demands.
2. Due to the nature of the school, employees will need to work evenings, weekends, or other atypical hours to meet the requirements of their position.
3. Employees should contact their supervisor with any questions relative to the work schedule.
4. Non-exempt employees will receive compensation for all hours worked in accordance with state and federal laws and regulations.
5. Exempt employees' compensation is based on an annual salary, not actual hours worked, in accordance with RI and DOL requirements.

Personal Appearance and Appropriate Language Policy

1. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Blackstone Valley Prep presents to the community.
2. During business hours, employees are expected to present a clean and neat appearance and to dress professionally according to the requirements of their positions.
3. In addition, it is assumed that all employees will use language free of profanity and racial slurs or other demeaning language.

Dress Code Policy

1. Professional, modest dress is expected of all staff members at all times. Staff members should take extra care to ensure that their dress communicates professionalism and high expectations for conduct. In this sense, please keep the following norms in mind.
2. Transgender and gender non-conforming employees have the right to comply with company dress codes in a manner consistent with their gender identity or gender expression.
3. For all employees, the following policies apply:
 - a. Tattoos are to be covered
 - b. Facial rings may be no larger than a pinhead
 - c. Jeans are acceptable only on approved dress-down days
 - d. College t-shirts and sweatshirts are allowed only on dress-down and college day events
 - e. Consult your supervisor or the Office of the Chief Executive Officer if you have questions as to what constitutes appropriate attire or language
 - f. PE teachers wear PE gear on PE-only days; on all other days, PE teachers should dress to meet the above requirements
4. For women, the following policies apply:
 - a. Professional, modest dress avoids showing cleavage, midriff, lower back, and undergarments
 - b. Skirts and dresses should be at the knee or longer and staff members should be mindful of skirts and dresses with slits, regardless of length
 - c. Sleeveless shirts are acceptable for women, although straps should be at least the width of three fingers and spaghetti straps and strapless shirts or dresses are unacceptable
 - d. Dress shoes are required and shoes may be either open-toe (i.e., peep-toes) or open-heel (i.e., clogs or sling backs), but not both
 - e. Sandals are not acceptable
 - f. Shorts are not allowed without express permission by the Head of School
 - g. Leggings are not acceptable as pants but can be paired with modest skirts or dresses
5. For men, the following policies apply:
 - a. Collared shirts and ties or jackets are required
 - b. Pants and belts are required
 - c. Dress shoes must be closed toe and closed heel
 - d. Polo shirts are allowed on days over 75 degrees

Corrective Action Policy

1. The purpose of this policy is to state Blackstone Valley Prep's position on administering equitable and consistent discipline for unsatisfactory conduct and/or performance in the workplace.
2. Blackstone Valley Prep's own best interest lies in ensuring fair treatment of all employees and in making certain that corrective actions are prompt, uniform, and impartial.
3. The major purpose of any corrective action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.
4. Corrective action may call for any of four steps depending on the severity of the problem and the number of occurrences:
 - a. Verbal warning
 - b. Written warning
 - c. Suspension with or without pay
 - d. Termination of employment
5. Blackstone Valley Prep recognizes that there are certain types of employee actions that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual corrective discipline steps.
6. By using corrective action, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Blackstone Valley Prep.
7. As a school serving children and families of the community, Blackstone Valley Prep will engage and fully cooperate with local and state law enforcement officials to assist in any matter that would require their involvement.

Problem Resolution Policy

1. Blackstone Valley Prep is committed to providing the best possible working conditions for its employees.
2. Blackstone Valley Prep strives to ensure fair and honest treatment of all employees. Supervisors and employees are expected to treat each other with mutual respect.
3. Employees are encouraged to offer positive and constructive feedback. In turn, supervisors/management will respond in a timely manner.
4. If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Blackstone Valley Prep in a reasonable, business-like manner, or for using the problem resolution procedure.
5. If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.
 - a. Employee presents problem to immediate supervisor or acting supervisor after incident occurs.
 - b. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion and resolution with employee.
 - c. If problem is unresolved, then the employee presents problem to Director of Human Capital. The Director of Human Capital counsels and advises the employee, assists in putting problem in writing, visits with employee's supervisor(s), and documents discussions and resolution with employee.

- d. If the problem continues to be unresolved, the employee may contact the Board of Directors for an appointment to review the situation. The Board of Directors conducts a thorough investigation which may include communication with all individuals involved. The Board of Directors has full authority to make any adjustment deemed appropriate to resolve the problem. This may include seeking legal counsel representation.
6. Please note that not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

TIME AND ATTENDANCE POLICIES

Definitions

1. Teachers, support professionals, instructional aides, personal care attendants, and other school year staff members whose work year primarily involves direct contact with scholars and scholar support are all considered school-year employees unless otherwise designated in writing. The school year begins August 1 and ends June 30 of the following calendar year, but under the At-Will Policy, performing services during part of a school year does not guarantee employment for the remainder of the school year.
2. All network support team members, heads of school, deans, operations associates, and office managers are considered twelve-month employees unless otherwise designated in writing. The work year is considered from August 1 to July 31 of the following calendar year, but, under the At-Will Policy, performing services during part of a work year does not guarantee employment for the entire work year.

Religious Holiday Policy

1. If you observe religious holidays widely celebrated in the United States on which Blackstone Valley Prep is not closed, as detailed in the school calendar, you should alert your manager by August 20 or within two weeks of beginning employment.
2. Absence on these days will be allowed without having them counted as personal or vacation days, not to exceed 2 days.

Bereavement Policy

1. Bereavement leave is available as follows, if you have been employed by Blackstone Valley Prep continuously for thirty (30) days or more.
2. If you suffer the loss of an immediate family member, you will be entitled to bereavement pay for up to five (5) consecutive days.
3. You may be granted additional time without pay or you may use earned, unused personal or sick days for additional bereavement leave.
4. You should notify your supervisor as soon as possible for the reason for and expected length of your absence.
5. As used in this paragraph “immediate family member” means a spouse, domestic partner, parent, parent-in-law, child, stepchild, son/daughter-in-law, brother, sister, grandparent, or grandchild of the employee. We realize this list is illustrative, not exhaustive and that there are many non-traditional relationships that can be no less important to an employee. If you believe that bereavement leave is appropriate in your circumstance, please let your manager know and we will work with you.

Military Duty Policy

1. If you are a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves, or Public Health Service, you will be granted up to three weeks of paid leave and unpaid thereafter for military absence requiring service, training, or related obligations in accordance with the Unified Services Employment and Re-employment Act of 1995 (USERRA).

Jury Duty and Witness Subpoenas Policy

1. You will be granted jury duty leave when summoned for jury duty.
2. Blackstone Valley Prep will pay full-time employees (and reduced-time or part-time employees if their hours cannot be rearranged to avoid loss of work time) normal straight-time pay, up to a maximum of two weeks (10 workdays) for actual time served on jury duty.
3. If you are paid under paragraph 2 by Blackstone Valley Prep for a day of jury service, you must remit to Blackstone Valley Prep the daily fee paid by the court for such service. You are not required to remit amounts paid to you by the court for transportation, parking, meals, or lodging.
4. You are required to report to work whenever the court schedule permits.
5. You must report your anticipated jury duty to your supervisor immediately upon receipt of the summons.
6. Upon completion of jury duty service, you must provide a copy of your "Completion of Jury Duty" notice to your supervisor who will forward a copy to the Office of the Chief Executive Officer for inclusion in your personnel file.
7. Blackstone Valley Prep encourages you to fulfill your civic responsibility to serve jury duty, however, Blackstone Valley Prep may ask you to request an excuse from jury duty if, in Blackstone Valley Prep's judgment, your absence would create serious operational difficulties.
8. Please consult with your supervisor or the Office of the Chief Executive Officer if you foresee any difficulties arising from your jury duty summons.
9. You will continue to earn all benefits and, if applicable, vacation and annual leave during jury duty leave for up to three weeks.
10. If you receive a duly issued subpoena to appear as a witness during work time, immediately notify your supervisor. All subpoenas involving possible testimony about Blackstone Valley Prep, and your employment at Blackstone Valley Prep, must also be immediately reported to the Chief Executive Officer.
11. The party issuing the subpoena is responsible to compensate you for appropriate witness fees and for your absence from work. Blackstone Valley Prep will not pay you for hours/days not worked.

Leaves with or without Pay Policy

1. The Chief Executive Officer has the authority to approve a leave with or without pay providing that it is in the best interest of Blackstone Valley Prep and the staff member.
2. Before taking any leave, we recommend you make an appointment with the Office of the Chief Executive Officer.

Work Days and Work Week Policy

1. The standard work week is 40 hours, eight hours per day Monday through Friday. All employees are expected to work the established work week hours as determined by their supervisor.
2. In addition, all returning employees will be expected to participate in one hour of professional development per month, outside of the standard 40 hour workweek. New to Blackstone Valley Prep staff will be expected to participate in one additional hour of

professional development per month, for a total of two hours per month outside of the standard 40 hour work week.

3. 12-Month Staff are required to work three of the following four days for a minimum of four hours each: BVP 5K, Scholar Art Show, Back to School Celebration, Graduation.
4. Classroom instructional staff is expected to work such hours that ensure the timely start of the school day, an orderly process for ending the school day, and sufficient interaction with other instructional staff and administrators to help support the educational mission of the School.
5. Blackstone Valley Prep will issue school year employees a mobile phone that employees will monitor for school and family questions Monday through Friday. Employees will return missed calls within one (1) business day.
6. School year employees have flexibility in their daily schedule with prior approval from their immediate supervisor.
7. During the academic year and during scheduled school breaks, including summer, twelve-month employees work regular hours unless otherwise instructed by the Office of the Chief Executive Officer.
8. Employees who need to engage in personal business during the workday outside of their lunch or break period must receive prior approval from their immediate supervisor.

Pay Periods Policy

1. Pay periods are semi-monthly; the first pay period is from the 1st day of the month up to and including the 15th day of the month; the second pay period of the month is from the 16th day up to and including the last day of the month.

Paychecks Policy

1. Direct Deposits
 - a. All employees are requested to have their pay directly deposited into their checking and/or savings account.
 - b. Employees must complete the necessary paperwork, which can be obtained from the Office of the Chief Executive Officer in order to use direct deposit.
 - c. On payday, employees using direct deposit will receive a pay stub/report, instead of a paycheck.
 - d. If you want someone else to pick up your paycheck or stub, we must have a note on file from you stating who is authorized to do so.
2. Twenty-Four Payment Pay Plan: full-time exempt school year employees will receive compensation for their eleven months of work in 24 payments spread out over twelve months (August 1-July 31).
3. Any full-time exempt school year employee with a signed offer letter for the following school year who fails to maintain their employment with Blackstone Valley Prep through the first day of school for scholars the following year will owe Blackstone Valley Prep any payments received after August 1. Failure to remit payment will result in the employee being referred to a collections agency.
4. Any full-time exempt school year employee who leaves during the school year forfeits any wages accrued that were originally to be paid out during the month of July.

5. In the case that an employee is hired after the commencement of the school year, the payments made in the month of July will be pro-rated based on the percentage of working days completed by the new hire.
6. Lost Paychecks: In the event of a lost paycheck, the Office of the Chief Executive Officer must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the Office of the Chief Executive Officer identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check within 24 hours.

Paid Deductions and Garnishments Policy

1. Deductions from your paycheck are those required by law or authorized in writing by you. Your check stub identifies each deduction and should be kept as a permanent record.
2. Blackstone Valley Prep may also make paid deductions in response to a garnishment notice received from a court or other legal authority, and for excessive use of sick and personal days (see Sick and Personal Day policy below).

Time Recording Policy

1. In order to receive compensation for time worked at Blackstone Valley Prep, employees are required to check in each day. Employees must sign in and out at the beginning of each day or for anytime leaving campus, in order to communicate most effectively in case of emergency. Employees are not permitted to sign in or out for another employee.
2. Hourly employees must sign in and out at the beginning and end of each day in order for hours to be calculated correctly. There is a five-minute grace period.
3. For non-exempt employees there is a 45 minute unpaid lunch period and a 15-minute break built into your daily schedule; therefore, if for whatever reason you need to shorten your lunch period or break; you must receive permission from your immediate supervisor.
4. All lateness is accounted for by the Office of the Chief Executive Officer. After 4 hours of lateness is accumulated, four hours will be deducted from your Personal Days.
5. If excessive lateness is a problem, the Office of the Chief Executive Officer will contact your supervisor. A lateness problem can affect your yearly review and in egregious cases can affect your continued employment. It is very important that you arrive to work each day on time and are prepared to start your day.
6. Altering, falsifying, or tampering with time records, or recording time for another employee may result in disciplinary action, up to and including termination of employment. Such action may also result in charges of civil or criminal theft or fraud.

Overtime Policy

1. Exempt employees, as defined by law or other regulation, including all instructional employees, are not eligible automatically to earn compensatory time leave ("Comp Time Leave") because of working more than the required minimum work day or minimum work week. Although all hours worked should be noted on the sign in sheets, Exempt Employees will not be paid for such "overtime."
2. If you are a non-exempt staff employee, overtime consists of extra hours worked in a given work week with the prior approval of your supervisor, who must pre-approve any overtime work.

3. All overtime requests must be submitted in writing to the Office of the Chief Executive Officer.
4. As a non-exempt employee, you will be compensated at 1.5 times your regular rate of pay for work that is in excess of 40 hours per workweek (the workweek starts on Sunday and ends on Saturday). For example, if you work 8 hours a day Monday through Saturday, you will be paid 40 hours at your regular rate and 8 hours at time and a half.
5. You receive overtime pay only for time in excess of 40 hours worked. For example, if you are off for a holiday on Monday and then physically work Tuesday through Saturday, 8 hours per day, you will be paid at the regular rate for 40 hours.
6. In the event a non-exempt employee is requested and agrees to work on Sunday or certain holidays (New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, July 4, Labor Day, Columbus Day, Veterans Day, Thanksgiving, or Christmas), the non-exempt employee will be compensated at 1.5 times the non-exempt employee's regular rate of pay for the hours worked on the Sunday or holiday.

Personal Days Policy

1. Personal days are for self-treated illnesses and emergencies or personal business that must be accomplished during work hours.
2. Personal days should not be thought of as vacation and cannot be used to extend time before or after the school is closed for a holiday/vacation.
3. If a staff member is out for two or more days due to an illness, a written doctor's note allowing them to return to work including an explanation for the leave is required.
4. If a staff member is out for two or more weeks without an approved leave, there may be cause for termination.
5. Personal days are prorated if you begin work after August 1st and are not paid out if you leave Blackstone Valley Prep prior to the end of the school year.
6. Employees with unused sick and personal days at the end of the year are compensated for each unused day at a rate of \$200 per day for a maximum of \$1,000.
7. The Board may choose to award those employees with perfect attendance additional compensation.
8. Unless otherwise provided for or as approved by the Chief Executive Officer, personal days for school year full-time employees shall be accrued as follows:
9. Each employee, entering year 0-2 at Blackstone Valley Prep is granted seven (7) personal days on August 1st of the school year. Employees entering year three or more at Blackstone Valley Prep are granted nine (9) personal days on August 1st of the school year. If you are a new hire, you are ineligible for personal day usage until after 2 months of employment.
10. Employees hired after August 1st in any given year are granted a pro rata portion of the seven (7) personal days for that 11-month period immediately upon the first day of employment, rounded up to the next highest 1/2 -day increment.

Personal Days Usage Policy

1. Unless otherwise provided for, or as approved by the Office of the Chief Executive Officer, personal leave is to be used by regular, full-time employees in accordance with the following provisions:

- a. Notice of absence from work should be provided to your immediate supervisor by 6:30 am on the day of the absence, if possible, or as soon thereafter as is reasonable, allowing reasonably enough time for your supervisor or the Office of the Chief Executive Officer to find temporary help.
- b. Personal days may be used in increments of one-half day and must be used for time out of building greater than 2 hours. Coverage up to 2 hours can be extended as a courtesy with supervisor approval.
- c. When possible, such as in the event of foreseeable personal business, advance notice of the use of personal days should be given to your direct supervisor and the Office of the Chief Executive Officer. Employees should request foreseeable personal days a minimum of two (2) weeks in advance.
- d. If you are requesting more than one consecutive personal day you must discuss your reasoning with your direct supervisor. If your supervisor approves the time off, you will not receive a letter in your personnel file. If your supervisor does not approve the time off and you choose to take the time off, you will receive a letter in your personnel file. The leave request form has a section for your supervisor to indicate approval and must be submitted to the Office of the Chief Executive Officer.
- e. Personal days will be used to cover any lateness accumulating to four hours or more.
- f. Personal days taken before or after a break or a three (3) day weekend will be counted as the use of two (2) personal days.
- g. An employee that misses more than their allotted number of personal days during an academic year, and is not eligible for additional time off under one of the paid leave policies, may be deducted one day's pay for every day missed over their allotted number of personal days, either seven (7) or nine (9).
- h. If an employee exceeds the allotted personal time, this problem can affect his/her yearly review and may affect his/her continued employment.
- i. An employee who does not abide by the personal day policies may be subject to disciplinary action, including termination.

Other Leave Request Form Policy

1. The Other Leave Request Form is for Bereavement, Family Medical Leave, Jury Duty, or School Business. This form must be signed by your supervisor and then submitted to the Office of the Chief Executive Officer.
2. All School Business must be approved at least a week before the date you are requesting to be out of the school.

Unauthorized Absence Policy

1. An employee is deemed to be on unauthorized leave at such time, and on such occasions, as the employee may absent him/herself from required duties. This would cover nonperformance, unauthorized use of sick leave, unauthorized use of other leave benefits, nonattendance at required meetings, and failure to perform assigned functions at school-sponsored activities.
2. An employee who is absent for a period of at least three days without notifying his/her immediate supervisor will be considered to have resigned without giving the required

two-week (non-instructional staff) or thirty-day (instructional staff) notice, with such resignation effective on the initial date of absence.

3. The Office of the Chief Executive Officer will make the determination of unauthorized absence.

Verification of Absence Policy

1. The employees' immediate supervisor shall require a physician's note or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the staff member's claim for absence.
2. Such verification shall be made within five working days of the end of the absence.

Holidays and Vacation Policy

1. School year employees are not eligible for vacation and holidays because they follow the school calendar during the school year.
2. Each year the Office of the Chief Executive Officer will establish a School Calendar that complies with the Rhode Island State Education Law relating to compulsory attendance.
3. Blackstone Valley Prep has discretion with regard to the dates of attendance; however, in most instances it will follow the calendar established by the Rhode Island Department of Education.
4. The school will be closed on all legal holidays. The School Calendar should be consulted for other dates that the school is closed.
5. Administrators and administrative staff who are employed by Blackstone Valley Prep on a twelve-month basis are entitled to certain paid, legal holidays each year, with a minimum of ten (10) holidays per year.
 - a. Those holidays will include, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, and Independence Day. Additionally, the school closes the Wednesday before and Friday after Thanksgiving, and the period between Christmas Day and New Year's Day, and the week of the Fourth of July

12-Month Staff Vacation Leave Policy

1. 12-Month Staff that is employed by Blackstone Valley Prep on a twelve-month basis is entitled to three (3) weeks' paid vacation.
2. 12-Month Staff that is employed by Blackstone Valley Prep on a twelve-month basis, entering year five (5) or more, is entitled to four (4) weeks' paid vacation.
3. 12-month Staff are encouraged to use their vacation days during time when scholars and professional development are not occurring, 12-Month Staff who wish to take vacation days during these times must have both supervisor and CEO approval at least thirty (30) days in advance. Vacation taken during other times (i.e. school vacation weeks or July) must have supervisor approval a minimum of two (2) weeks in advance. Time taken without supervisor approval will be considered the use of personal days.
4. Unused vacation may not be rolled over unless previously approved by the Office of the Chief Executive Officer, with a maximum accumulation of ten (10) days.
5. Assuming the proper notice was given, twelve month staff that resign or are terminated during the year are entitled to payment for prorated accrued vacation.

- a. If you have used vacation time beyond your accrued allotment, a deduction will be taken from your final paycheck.
- b. For example, assume a twelve-month employee in years 1-4 of employment resigns on January 31. This is one-half of the year, so the employee was entitled to 7.5 days of vacation. If the employee had taken 5 days of vacation, then Blackstone Valley Prep would pay the employee for 2.5 days' vacation when they leave. If the employee had taken 10 days of vacation, his or her final paycheck would be reduced by 2.5 days' pay.

PERSONAL EXPENSES POLICIES

Reimbursable Expenses Policy

1. We understand there are times when Blackstone Valley Prep staff members will have to incur expenses on the behalf of Blackstone Valley Prep. In general, reimbursable expenses should be limited to travel expenses. Any other reimbursable expenses should be approved in advance by your direct supervisor or the Office of the Chief Executive Officer.
2. Blackstone Valley Prep will reimburse staff members for approved out-of-town travel for professional purposes. Prior written approval should be received for overnight travel, for air or train travel, and for participation in seminars or other business events.
3. Employees will not be reimbursed for expenses over \$25 for which they do not have a receipt.
4. Employee travel expenses will only be reimbursed if it is submitted with a Blackstone Valley Prep expense report and limitations will be based on the per diem rates set by the United States General Services Administration (“GSA”) for lodging and meals and incidental expenses. As specified by the GSA, incidental expenses includes: “fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships; transportation between places of lodging or business and places where meals are taken.” The per diem rates are available via the GSA website (www.gsa.gov).
5. Blackstone Valley Prep may reimburse properly authorized staff members for school-related travel. Blackstone Valley Prep does not reimburse staff members for automobile trips of less than 50 roundtrip miles. For trips greater than 50 roundtrip miles, Blackstone Valley Prep will reimburse drivers authorized to take such trips at the current IRS mileage reimbursement rate. Note that this rate includes the cost of gasoline, but does not include tolls or parking, which can be reimbursed separately.
6. Air travel should be by coach-class only at the lowest reasonable rates. Blackstone Valley Prep does not reimburse airline baggage fees for trips shorter than three nights.
7. Please note that Blackstone Valley Prep is exempt from state and federal tax, and therefore the staff member should strive to have vendors recognize Blackstone Valley Prep’s tax-exempt status whenever possible. Staff members can obtain a copy of the Tax Exempt Certificate from the Office of the Chief Executive Officer.
8. To receive reimbursement, the staff member should submit an Expense Report. Expense Reports should be completed and submitted within the month that the expenses were incurred or in the month directly following. Blackstone Valley Prep will not reimburse any expenses incurred in a prior fiscal year. Blackstone Valley Prep’s fiscal year is from July 1-June 30.
9. All expense reports are reviewed and approved by a supervisor, processed by the Office of the Chief Executive Officer, and reimbursed through a check separate from payroll. Expense reports submitted by a supervisor should be approved by the Chief Executive Officer. Expense reports must be approved by the relevant supervisor before they can be processed.
10. In the event that an employee chooses to spend more than the limits outlined above, the employee is responsible for using personal funds to cover the expense, but may submit the expense for reimbursement of the limit amount. This includes situations in which Blackstone Valley Prep will reimburse for a double-occupancy hotel room, but the

employee chooses single occupancy. Blackstone Valley Prep credit cards are never to be used for expenses in excess of the limits outlined in this section.

11. Receipts substantiating reimbursable expenses are required for reimbursement. Receipts should be annotated to indicate the nature of the expense and the names of the staff members involved and originals should be attached to the expense submission report.
12. Blackstone Valley Prep maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed. Expenses that are not reimbursable include, but are not limited to:
 - a. First class tickets or upgrades
 - b. When lodging accommodations have been arranged by Blackstone Valley Prep and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Blackstone Valley Prep. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
 - c. Limousine travel
 - d. Movies, liquor, or bar costs
 - e. Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
 - f. Clothing purchases
 - g. Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies an employee on a trip, it is the responsibility of the employee to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request. Corporate credit cards are not to be used for spouse, friend or relative expenses.

Parking and Moving Violation Fines Policy

1. Blackstone Valley Prep will not pay parking or other moving violation tickets (e.g. speeding tickets, etc.) for any staff member. Staff members are expected to park legally, and staff members, are expected to abide by all driving and parking laws.

PERSONAL LEAVE POLICIES

Family and Medical Leave Act (FMLA) Policy

1. In accordance with the Family and Medical Leave Act of 1993, Blackstone Valley Prep may provide family or medical leaves of absence without pay to eligible employees for:
 - a. Your own serious health condition or serious illness
 - b. The serious health condition or serious illness of your spouse, child, or parent
 - c. The birth of your child or the placement of an eligible child for adoption or foster care
2. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continued treatment by a health care provider.
3. To be eligible for a family/medical leave, an employee must have been employed by Blackstone Valley Prep for at least 12 months (in the previous seven years) and performed at least 1,250 hours of service during the 12-month period before the beginning of the leave.
4. Eligible employees are required to request, in writing, for family or medical leave to their supervisors at least 30 days in advance of foreseeable events or as soon as possible after any unforeseeable events.
5. Employees requesting family or medical leave related to a serious health condition must submit documentation from a health provider. The health care provider's statement should verify the need for family or medical leave, its beginning and expected ending dates, and the estimated leave time required.
6. Eligible employees may request up to a maximum of 13 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed the maximum limit.
7. Employees will be required to use any accrued paid leave time concurrently with the FML leave time.
8. Married or partnered employee couples may be restricted to a combined total of 13 weeks leave within a 12-month period for childbirth, adoption, placement of a foster child, or the care of a parent with a serious health condition.
9. Subject to the terms, conditions, and limitations of the applicable plans, Blackstone Valley Prep will provide health insurance benefits during the approved family/medical leave.
 - a. Employees must make arrangements with the Director of Finance to continue payment for their employee contribution premium payments, either through payroll deductions, or by direct payment to Blackstone Valley Prep.
 - b. If an employee's contribution is more than 30 days late, Blackstone Valley Prep may terminate the employee's insurance coverage.
10. Benefit accruals, such as sick time or holiday benefits, will be suspended during the leave and will resume upon return to active employment.
11. So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Blackstone Valley Prep with at least two weeks advance notice of the date the employee intends to return to work. When the leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.
12. If an employee fails to report to work promptly at the end of the approved leave period, Blackstone Valley Prep will assume that the employee has resigned.

Maternity, Paternity, and Adoption Leaves Policy

1. In addition to the time away provided through FMLA, Blackstone Valley Prep provides additional leave opportunities for employees. Specifically, employees are able to use their annual personal days for the birth of their child.
2. Blackstone Valley Prep provides mothers with short-term disability insurance, which provides financial support (see Disability Insurance).
3. In addition, Blackstone Valley Prep provides all employees two weeks of paid leave upon the birth or adoption of a child.
4. In addition, Blackstone Valley Prep provides the birth mother or primary caregiver the opportunity to accrue one and one-half additional weeks of paid leave for each year of service (up to a maximum of five accrued weeks of paid leave).
 - a. Example one: an employee father who is not the primary caregiver – granted two weeks of paid leave, regardless of length of service.
 - b. Example two: an employee birth mother who has worked at Blackstone Valley Prep for two years – granted a total of five weeks of paid leave (two weeks for all employees plus three weeks for years of service) in addition to any short-term disability payments.
 - c. Example three: an employee birth mother who has worked at Blackstone Valley Prep for seven years – granted a total of seven weeks of paid leave (two weeks for all employees plus five weeks accrued) in addition to any short-term disability payments.

Personal Leave Policy

1. Blackstone Valley Prep may allow a leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations.
2. Employees in certain employment classification(s) are eligible to request personal leave from their supervisor or the Office of the Chief Executive Officer as described in this policy:
3. All employees must request from his/her supervisor personal time of any sort at least two (2) weeks in advance.
4. Blackstone Valley Prep will evaluate requests for personal leave based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.
5. Subject to the terms, conditions and limitations of the applicable plans, Blackstone Valley Prep will provide health insurance benefits until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs at the group rate of these benefits if they wish coverage to continue. When the employee returns from personal leave, Blackstone Valley Prep will again provide benefits according to the applicable plans.
6. Benefit accruals, such as sick time or holiday benefits, will be suspended during the leave and will resume upon return to active employment.
7. When a personal leave ends, Blackstone Valley Prep will make every reasonable effort to return the employee to the same position; however, the employee understands that he/she may be assigned to another supervisor or role within Blackstone Valley Prep.
8. If an employee fails to report to work promptly at the expiration of the approved leave period, Blackstone Valley Prep will assume the employee has resigned.

EMPLOYEE BENEFITS POLICIES

Employee Eligibility Policy

1. Benefits are available to full-time employees of Blackstone Valley Prep. Full-time employment is employment that is regularly scheduled more than 34 hours of work per week. If you are a full-time employee and have your salary spread over 12 months, then benefit coverage will be for 12 months.
2. Part-time employees who are regularly scheduled to work over 24 hours per week and who have their pay spread over 12 months are eligible for prorated benefits. If the benefit requires an employee co-pay (Health and Dental), then part-time employees will pay the co-pay plus a prorated portion of Blackstone Valley Prep cost. For example if full-time employees pay \$40 a month for health benefits and Blackstone Valley Prep contributes \$308 a month, then a part-time employee working 25 hours a week will pay \$120.08.
 - a. $25/34 \text{ hours} = 74\%$ covered by Blackstone Valley Prep
 - b. $100\% - 74\% = 26\%$ to be covered by employee
 - c. $26\% * \$308 = \80.08 , which when added to \$40 co-pay = \$120.08
3. Part-time employees regularly scheduled to work over 24 hours per week are eligible for life insurance, short-term disability, and long-term disability.

Domestic Partnerships and Benefit Eligibility Policy

1. Domestic partners and their dependent children are eligible for medical and dental insurance. An employee must confirm a domestic partnership by presenting an Affidavit of Domestic Partnership.
2. The Internal Revenue Service, but not the State of Rhode Island, requires that the employee pay income taxes on the "fair market value" of the portion of the premium for the domestic partner's coverage that is paid by the employer. The IRS has not defined fair market value. It could be interpreted to mean the difference between the cost of single coverage and that for domestic partner coverage, less any amount paid by the employee, and this is the amount that will be included by Blackstone Valley Prep on employees' forms W-2 as federal wages; however, this adjustment will not be included on employees' forms W-2 as state wages.

Medical Insurance Policy

1. Medical insurance is available on the first day of employment. This medical insurance plan may include more than one option of provider or provider networks that Blackstone Valley Prep will provide to each full-time regular employee.
2. Employee co-payment for health care coverage will be required, and will vary depending upon the level of coverage selected by the employee (individual, individual plus spouse/domestic partner, family, etc.).
3. The Employer will contribute 80% of the cost, with the employee paying 20%. Employee contributions for health care coverage will be published annually. Employees are notified of the annual contribution rates prior to selecting coverage. The employee is required to review available plan(s) in advance of the enrollment deadlines and outlined annually. These contributions will be withheld from employee paychecks.

4. Employees may elect a before-tax salary reduction to pay for premium contributions. Open enrollment is the month of August and benefit elections are generally for the full plan year. Elections can only be changed during the enrollment period or during the plan year if an IRS-defined life status change occurs. Please see the Office of the Chief Executive Officer for more information.
5. Provider paperwork must be completed for coverage to take effect.

COBRA Policy

1. The Consolidated Omnibus Budget Reconciliation Act (COBRA) was passed in 1986. The law amended the Employee Retirement Income Security Act (ERISA), the Internal Revenue Code, and the Public Health Service Act to provide continuation of group health coverage that otherwise would be terminated for individuals who fall into one of the following categories: termination of employment, death or divorce of a parent or change of status of a dependent, or reduction of work hours. The law gives them the right to temporary continuation of health coverage at group rates. Specific information on COBRA will be forwarded to you soon after a qualifying event occurs. For more information on COBRA and your group health plan, contact the Office of the Chief Executive Officer.
2. For domestic partners, we provide continuation coverage provided the employee elects Cobra. When the employee's coverage ends, the partner's coverage also ends. If a domestic partnership ends by reason of dissolution, legal separation, or nullity, the domestic partner will have the same rights to continuation coverage as a divorcing spouse would in the same circumstances.

Dental Insurance Policy

1. Dental insurance is available starting on the first day of employment. The rates for individual, plus spouse/domestic partner or family, are published to all employees.
2. Employee contributions for dental care coverage will be published annually. Employees will be notified of the annual contribution rates prior to selecting coverage. These contributions will be withheld from employee paychecks pre-tax. Open enrollment is the month of August and benefit elections are generally for the full plan year. Elections can only be changed during the enrollment period or during plan year if an IRS-defined life status change occurs. Please see the Office of the Chief Executive Officer for more information.
3. Provider paperwork must be completed for coverage to take effect

Life Insurance Policy

1. Employees are provided with life insurance and accidental death & dismemberment (AD&D) coverage on their second day of employment. The face amount of the policy is equal to an employee's annual base pay, to a maximum of \$50,000. This maximum amount is reduced by 35% at age 70 and 50% at age 75.

Workers' Compensation Policy

1. Blackstone Valley Prep, in accordance with State of Rhode Island Law, will provide Workers' Compensation to its employees.
2. Workers' Compensation provides benefits to employees involved in work-related accidents, injuries, and occupational diseases or illnesses. To protect your compensation benefits and prevent delays in payment, you are required by law to report all work-related injuries immediately to your supervisor and the Office of the Chief Executive Officer.
3. Neither Blackstone Valley Prep nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Blackstone Valley Prep.

Disability Insurance Policy

1. The school carries short-term disability insurance in accordance with State of Rhode Island Law. Such insurance allows payment in the event of certain injuries, illnesses, or other disabilities occurring outside of the workplace. Any employee wishing to claim disability pay must file appropriate reports and forms with the Office of the Chief Executive Officer. Such employee is also responsible for filing any other necessary forms, applications, or other information as required by applicable government policies.
2. Blackstone Valley Prep also carries private short-term and long-term disability. Short-term disability covers 60% of the employee's weekly salary. This benefit is available after 8 calendar days for illness and 0 days for an accident, up to a total of 26 weeks for an accident or an illness.
3. Short-term disability also provides a one-time payment to mothers giving birth (six weeks at 60% of the employee's weekly salary for non-C-section delivery and eight weeks at 60% of the employee's weekly salary for a C-section delivery).
4. Long-term disability is available after the 26 weeks of short-term disability. Long-term disability covers 60% of the employee's monthly salary.
5. Disability status will be determined by the insurance company's underwriters.

Declination of Insurance Benefits Policy

1. Any employee who wishes not to accept any of the insurance benefits offered by the school is required to submit such a request in writing to the Office of the Chief Executive Officer and provide evidence of separate medical coverage. Blackstone Valley Prep offers a declination incentive of 25% of the total cost of insurance for a single employee who provides evidence of separate medical coverage within the first thirty (30) days of employment. Employees who are otherwise covered by a Blackstone Valley Prep plan are ineligible to also receive a declination incentive (e.g. a married couple working at Blackstone Valley Prep may not have family coverage and receive a declination incentive).

Reservation of Rights Policy

1. Blackstone Valley Prep reserves the right to alter the benefits package made available to employees at any time, consistent with all applicable laws. Employees will be notified of any alteration in the benefits package.

Unemployment Compensation Policy

1. This School contributes to Unemployment Compensation Insurance administered by the State of Rhode Island.

401(k) Savings Plan Policy

1. Blackstone Valley Prep maintains a 401(k) plan for the benefit of its employees. Please see the Summary Plan Description for information about the 401(k) plan.

Tuition Payment/Educational Assistance Policy

1. Blackstone Valley Prep may make payments relating to the continuing education of its eligible employees. An employee shall submit a request for tuition or other payments in advance and in writing to the Office of the Chief Executive Officer. Such request shall include a declaration of how such education or training will benefit Blackstone Valley Prep and the employee. Payments shall be authorized only upon approval of this request by the Office of the Chief Executive Officer.
2. Eligible employees will be reimbursed for the amount specified below for an undergraduate or graduate level or specialization course if the following conditions are met:
 - a. He or she is the employee of Blackstone Valley Prep when the course is completed.
 - b. The courses have a clear relation to the employee's work and professional development or will benefit Blackstone Valley Prep in the future in the same or other capacity.
 - c. He or she earns a grade of B or higher, or pass in a pass/fail course.
3. The maximum amount of reimbursement per course is 100% of the tuition cost of each course for a total of up to \$1,500.00 per school year.

Children of Staff Enrollment Exemption Policy

1. Blackstone Valley Prep, consistent with the Federal Non-regulatory Guidance (April 2011) and Rhode Island Department of Education Non-regulatory Guidance (February 2012), exempts from the lottery the scholars of the "charter school's founders, teachers, and staff (so long as the total number of scholars allowed under this exemption constitutes only a small percentage of the school's total enrollment)."
2. Blackstone Valley Prep defines "small percentage" as less than 3% of the total program enrollment. A special lottery for children of staff will be held if the number of such applicants would exceed 3% of the total program enrollment.
3. The Children of Staff Enrollment Exemption only applies to those who reside within the State of Rhode Island. Should a staff member separate from Blackstone Valley Prep, their child may continue to attend Blackstone Valley Prep so long as they reside in the

defined enrollment area of Blackstone Valley Prep; otherwise, the child must withdraw at the conclusion of the trimester in which the parent/guardian ends employment. Blackstone Valley Prep will not provide special transportation outside of the enrollment area.

4. Staff members electing to enroll children at Blackstone Valley Prep are responsible for providing childcare before and after school hours, as required. Neither Blackstone Valley Prep nor its staff will provide on-site childcare.

Appendix A:
Employee Acknowledgement Form



Blackstone Valley Prep Mayoral Academy

PERSEVERANCE. RESPECT. INTEGRITY. DISCIPLINE. ENTHUSIASM.

EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that I have received and reviewed a copy of the Blackstone Valley Prep Employee Policies adopted by the Blackstone Valley Prep Board of Directors. I understand that it is my responsibility to read and comply with the provisions of these Policies. I also understand that Blackstone Valley Prep reserves the right to change or cancel any of the provisions of these Policies at any time, without prior notice, and that changes to the Policies will become effective as soon as authorized by authorized management and distributed to me. Distribution may be through paper or electronic means.

I acknowledge that these Policies are a statement of policies and procedures and are not a guarantee of employment. I am fully aware that the Office of the Chief Executive Officer is willing to explain any section of these Policies, which I may wish to discuss, or about which I have a question.

I understand and agree that my employment with Blackstone Valley Prep is on an “at-will” basis. This means that both Blackstone Valley Prep and I have the right to terminate the employment relationship at any time, with or without a reason.

Employee Name (Printed)

Employee Signature

Date

Witness/Blackstone Valley Prep Administration

Date

Coversheet

2020-2021 Audit Presentation

Section: III. New Business Items
Item: E. 2020-2021 Audit Presentation
Purpose: Vote
Submitted by:
Related Material: RIMA BVP 6.30.21_Draft_10.14 (1).pdf
Annual Performance Data based on 6.30.21 audit.pdf

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**RHODE ISLAND MAYORAL ACADEMY
BLACKSTONE VALLEY
AND AFFILIATE**

**Consolidated Financial Statements
and Supplementary Information**

Year Ended June 30, 2021

(With Independent Auditors' Report Thereon)

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RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE

CONSOLIDATED FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

Year Ended June 30, 2021

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Rhode Island Mayoral Academy Blackstone Valley and Affiliate:

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Rhode Island Mayoral Academy Blackstone Valley (a non-profit organization) and Affiliate (collectively, the Organization), which comprise the consolidated statement of financial position as of June 30, 2021, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

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We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Rhode Island Mayoral Academy Blackstone Valley and Affiliate as of June 30, 2021, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Organization's June 30, 2020 consolidated financial statements, and in our report dated November 3, 2020, we expressed an unmodified opinion on those consolidated financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020, is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November XX, 2021, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

November XX, 2021

**RHODE ISLAND MAYORAL ACADEMY
BLACKSTONE VALLEY AND AFFILIATE
CONSOLIDATED STATEMENT OF FINANCIAL POSITION**
June 30, 2021
(With Comparative Totals at June 30, 2020)

	<u>2021</u>	<u>2020</u>
Assets		
Current Assets:		
Cash	\$ 11,703,218	\$ 10,115,966
Grants and contracts receivable	1,438,702	2,006,283
Prepaid expenses	440,664	408,103
Total current assets	<u>13,582,584</u>	<u>12,530,352</u>
Property and Equipment	35,562,690	26,292,049
Less accumulated depreciation	3,847,022	2,720,432
Property and equipment, net	<u>31,715,668</u>	<u>23,571,617</u>
Other Assets:		
Security deposits	177,601	555,543
Total Assets	<u>\$ 45,475,853</u>	<u>\$ 36,657,512</u>
Liabilities and Net Assets		
Current Liabilities:		
Accounts payable	\$ 901,794	\$ 609,027
Accrued expenses and other current liabilities	2,178,295	1,560,446
Current portion of note payable	200,000	4,094,355
Current portion of bond payable	613,070	282,591
Deferred revenue	-	660,508
Total current liabilities	<u>3,893,159</u>	<u>7,206,927</u>
PPP Loan Payable	4,184,300	4,184,300
Note Payable, less current portion	-	3,165,176
Bond Payable, less current portion and unamortized bond issuance costs	30,010,994	15,101,471
Long-term Accrued Interest	23,045	48,170
Total liabilities	<u>38,111,498</u>	<u>29,706,044</u>
Net Assets:		
Without donor restrictions:		
Undesignated	7,216,326	6,937,835
Board designated - capital improvements	134,396	-
Total net assets without donor restrictions	<u>7,350,722</u>	<u>6,937,835</u>
With donor restrictions	13,633	13,633
Total net assets	<u>7,364,355</u>	<u>6,951,468</u>
Total Liabilities and Net Assets	<u>\$ 45,475,853</u>	<u>\$ 36,657,512</u>

See accompanying notes to the consolidated financial statements and independent auditors' report.

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RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE CONSOLIDATED STATEMENT OF ACTIVITIES Year Ended June 30, 2021

(With Comparative Totals for the Year Ended June 30, 2020)

	2021	2020
Change in Net Assets Without Donor Restrictions:		
Revenues and public support:		
Federal and state financial assistance	\$ 3,305,505	\$ 2,741,531
State charter school aid	20,775,537	18,990,428
Municipal aid	9,361,448	9,766,973
Medicaid reimbursement	373,092	422,925
Other contract revenue and reimbursements	30,563	7,731
Contributions	114,414	212,705
In-kind contributions	-	23,450
Miscellaneous income	18,453	37,694
Total revenues and public support	33,979,012	32,203,437
Expenses:		
Program services	29,234,982	28,313,870
Management and general	4,331,143	4,075,465
Total expenses	33,566,125	32,389,335
Change in net assets without donor restrictions	412,887	(185,898)
Change in Net Assets With Donor Restrictions:		
Contributions	-	13,633
Change in net assets with donor restrictions	-	13,633
Change in Net Assets	412,887	(172,265)
Net Assets, beginning of year	6,951,468	7,123,733
Net Assets, end of year	\$ 7,364,355	\$ 6,951,468

See accompanying notes to the consolidated financial statements and independent auditors' report.

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**RHODE ISLAND MAYORAL ACADEMY
BLACKSTONE VALLEY AND AFFILIATE
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
Year Ended June 30, 2021
(With Comparative Totals for the Year Ended June 30, 2020)**

	Program	Management and General	2021	2020
Salaries and fringe benefits	\$ 19,198,550	\$ 2,005,318	\$ 21,203,868	\$ 20,409,130
Food service expenses	560,875	-	560,875	838,513
Professional service fees	-	98,693	98,693	173,144
Education supplies and expenses	2,512,773	130,031	2,642,804	2,961,642
Travel expenses	86	80	166	19,490
Facility expenses	2,345,601	65,691	2,411,292	2,173,964
Utilities	222,314	4,176	226,490	340,162
Office supplies and expenses	4,394,783	807,495	5,202,278	4,571,370
	<u>29,234,982</u>	<u>3,111,484</u>	<u>32,346,466</u>	<u>31,487,415</u>
Depreciation	<u>-</u>	<u>1,219,659</u>	<u>1,219,659</u>	<u>901,920</u>
Total Expenses	<u>\$ 29,234,982</u>	<u>\$ 4,331,143</u>	<u>\$ 33,566,125</u>	<u>\$ 32,389,335</u>

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RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE CONSOLIDATED STATEMENT OF CASH FLOWS Year Ended June 30, 2021

(With Comparative Totals for the Year Ended June 30, 2020)

	2021	2020
Cash Flows from Operating Activities:		
Change in net assets	\$ 412,887	\$ (172,265)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	1,219,659	901,920
Amortization of debt issuance costs to interest expense	14,600	11,496
Non-cash long-term accrued interest	71,372	18,859
Changes in operating assets and liabilities:		
Grants and contracts receivable	567,581	(794,692)
Prepaid expenses	(32,561)	(309,652)
Security deposits	377,942	(75,688)
Accounts payable	292,767	326,534
Accrued expenses and other current liabilities	617,849	221,098
Deferred revenue	(660,508)	650,508
Long-term accrued interest	(25,125)	-
Net cash provided by operating activities	2,856,463	778,118
Cash Flows from Investing Activities:		
Purchase of property and equipment	(1,173,862)	(3,172,063)
Net cash used by investing activities	(1,173,862)	(3,172,063)
Cash Flows from Financing Activities:		
Principal payments on notes payable	(138,145)	(552,740)
Proceeds from notes payable	334,126	2,765,874
Payment of debt financing costs	(11,800)	-
Proceeds from PPP loan payable	-	4,184,300
Principal payments on bonds payable	(357,073)	-
Proceeds from bond payable	77,543	-
Net cash provided (used) by financing activities	(95,349)	6,397,434
Net Increase in Cash	1,587,252	4,003,489
Cash, beginning of year	10,115,966	6,112,477
Cash, end of year	\$ 11,703,218	\$ 10,115,966

See accompanying notes to the consolidated financial statements and independent auditors' report.

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RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS Year Ended June 30, 2021

1. Nature of Operations

Rhode Island Mayoral Academy Blackstone Valley (the Academy), is a network of tuition-free public schools chartered by the Rhode Island Department of Education. As a growing network that is part of the Charter School Growth Fund portfolio, the Academy offers a high-quality public school choice to the families of Central Falls, Cumberland, Lincoln, and Pawtucket and currently serves approximately 2,200 scholars in grades K-12 across 6 schools. The Academy's mission is to prepare every scholar for success in college and the world beyond.

The Academy's culture is founded on the core PRIDE values as follows:

- Perseverance,
- Respect,
- Integrity,
- Discipline and
- Enthusiasm

Scholars, families and staff are expected to live and implement these in their daily work. Supported by the unyielding commitment to the belief that all children can achieve, the Academy believes its students are really scholars who will one day graduate from college.

Funding is provided through state and local per-pupil funding, as well as federal grants, some of which are provided by the Rhode Island Department of Education. The Academy also receives contributions from various foundations and the local community.

The Academy is the sole member of School Holdings I, LLC (SHI), a Rhode Island single member limited liability corporation established to hold real estate and secure financing for the Academy.

2. Summary of Significant Accounting Policies

This summary of significant accounting policies of the Academy and SHI (collectively, the Organization) is presented to assist the reader in understanding the consolidated financial statements. The consolidated financial statements and notes are representations of the Organization's management, who is responsible for their integrity and objectivity. These accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the consolidated financial statements.

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RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS Year Ended June 30, 2021

Accounting Pronouncements Adopted

In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers*, which replaces most existing revenue recognition guidance in accounting principles generally accepted in the United States. The standard requires an entity to recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. Effective July 1, 2020, the Organization adopted ASU 2014-09, which did not have a material effect on the Organization's consolidated financial statements.

Principles of Consolidation

The consolidated financial statements include the accounts of the Academy and SHI. All significant intercompany balances and transactions have been eliminated.

Basis of Presentation

The Organization prepares its consolidated financial statements on the accrual basis of accounting and, in accordance with authoritative guidance, reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions, and net assets with donor restrictions.

Net Assets Without Donor Restrictions

Net assets without donor restrictions are available for use at the discretion of the Board of Directors (the Board) and/or management for general operating purposes.

Net Assets With Donor Restrictions

Net assets with donor restrictions consist of assets whose use is limited by donor-imposed time and/or purpose restrictions. Other donor imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction is satisfied, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the consolidated statement of activities.

At June 30, 2021, the Organization had net assets with donor purpose restrictions of \$13,633 for the purpose of Advocacy. The Organization had no net assets with donor restrictions to be held in perpetuity.

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RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS Year Ended June 30, 2021

Summarized Financial Information

The accompanying financial statements include certain prior-year summarized comparative information in total but not by fund classification and without accompanying note disclosures. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America due to the lack of comparative note disclosures.

Accordingly, such information should be read in conjunction with the Organization's financial statements and related notes to the financial statements for the year ended June 30, 2020, from which the summarized information was derived.

Grants and Contracts Receivable

The Academy carries its grants and contracts receivable at net realizable value. On a periodic basis, the Academy evaluates its receivables and establishes an allowance for doubtful accounts, based on a history of past bad debt expense and collections and current credit conditions.

A receivable is considered past due if the Organization has not received payment within the stated terms. Once all practical resources to collect the receivable have been utilized without success, the receivable is deemed uncollectible and charged to allowance for doubtful accounts. In the opinion of management, no allowance for doubtful accounts is necessary at June 30, 2021.

Prepaid Rent

Under the terms of the Academy's lease of the 291 Broad Street facility (Note 7), the Academy paid a one-time charge of \$350,000, considered additional rent, in connection with renovations and improvements. The additional rent charge to the Academy is recognized over the lease term and is considered prepaid rent. During the year ended June 30, 2021, the lease was amended to release the remainder of the one-time charge, additional rent expense of approximately \$186,700 was recognized by the Academy, which was eliminated in consolidation.

Property and Equipment

Property and equipment purchased is recorded at cost. It is the policy of the Organization to capitalize assets with costs or fair values greater than \$2,000. Depreciation of property and equipment is provided over the estimated useful lives of the respective assets on the straight-line basis as follows:

Computers and software	3-7 years
Furniture and equipment	3-7 years
Building improvements	3-10 years
Building	20-39 years

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RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS Year Ended June 30, 2021

Security Deposits

Security deposits represent refundable deposits on certain properties leased by the Academy.

PPP Loan Payable

The Organization has elected to record the Paycheck Protection Program loan (PPP loan) as a loan payable. Loan forgiveness will be recognized when the conditions for loan forgiveness are met and the forgiveness amount is formally approved by the lender and the U.S. Small Business Administration (SBA).

Bond Issuance Costs

Bond issuance costs are amortized as interest expense over the life of the respective bond on a straight-line basis. In accordance with authoritative guidance, bond issuance costs related to a debt liability is presented in the consolidated statement of financial position as a direct reduction from the carrying amount of that liability.

Revenue Recognition

Federal and State Financial Assistance

The Academy recognizes revenue from federal and state cost reimbursement grants as expenditures are incurred.

State Charter School Aid

State charter school aid represents state funding based on the demographics and census information of the participating municipalities. Revenue is recognized in the period in which the related education is performed.

Municipal Aid

Municipal aid represents the local portion of per pupil funding from the communities in which the Academy's students reside. Revenue is recognized in the period in which the related educational instruction is performed.

Medicaid Reimbursement and Other Contract Revenue and Reimbursements

The Academy recognizes revenue from Medicaid reimbursements and from other contract revenue and reimbursements when services have been rendered and/or any contractual obligations have been met.

Contributions

Contributions represent unconditional support from private foundations and individuals. The Organization recognizes revenue from contributions in the fiscal year in which the contribution is received or receivable. Contributions are recorded either as without or with donor restrictions depending on the existence and/or nature of any donor-imposed restrictions. However, it is the policy of the Organization to show net assets with donor restrictions that are both received and expended in the current year directly in net assets without donor restrictions.

**RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended June 30, 2021**

Donated Services and In-kind Contributions

Contributions of donated services that create or enhance non-financial assets or that require specialized skills and are provided by individuals possessing those skills, and that would typically need to be purchased if not provided by donation are recorded at their fair values in the period received.

Volunteers also provided a variety of program services throughout the year that are not recognized as contributions in the consolidated financial statements since the recognition criteria under generally accepted accounting principles were not met.

Rental Revenue

SHI recognizes rental revenue as it is earned.

Advertising

The Academy follows the policy of charging the costs of advertising to expense as incurred. Advertising expense for the year ended June 30, 2021 was \$9,716.

Functional Allocation of Expenses

The consolidated financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include compensation and benefits, which are allocated on a basis of time and effort, as well as depreciation and occupancy, which are allocated on a square footage basis.

Income Taxes

The Academy is a not-for-profit charitable organization exempt from federal income taxes as a public charity under Section 501(c)(3) of the Internal Revenue Code. Management believes that the Academy operates in a manner consistent with its tax-exempt status at both the federal and state level. The Academy annually files IRS Form 990 - Return of Organization Exempt from Income Tax reporting various information that the IRS uses to monitor the activities of tax-exempt entities.

For federal income tax purposes, SHI is a disregarded entity and the results of its operations are reported in the Form 990 of the Academy, its sole member. For Rhode Island corporate income tax purposes, SHI files a corporate income tax return and is subject to the annual Rhode Island minimum corporate franchise tax.

These tax returns are subject to review by the taxing authorities, generally for a period three years after they were filed. There are no tax examinations in progress for either entity.

RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended June 30, 2021

Estimates and Assumptions

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenue and expenses during the period. Accordingly, actual results could differ from these estimates.

Recent Accounting Pronouncements

The following is a summary of recent authoritative pronouncements that could impact the accounting, reporting, and/or disclosure of financial information by the Organization.

In February 2016, the Financial Accounting Standards Board (FASB) issued ASU 2016-02, *Leases*, which is effective for annual periods beginning after December 15, 2021. The standard requires all leases with lease terms over 12 months to be capitalized as a right-of-use asset and lease liability on the statement of financial position at the date of lease commencement. Leases will be classified as either financing or operating. This distinction will be relevant for the pattern of expense recognition in the consolidated statement of activities. This standard will be effective for the Organization's year ending June 30, 2023, with early adoption permitted. The Organization is currently in the process of evaluating the impact of adoption on the consolidated financial statements.

In September 2020, the FASB issued ASU 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which provides new presentation and disclosure requirements for contributed nonfinancial assets other than contributed services. The standard will be effective for the Organization's year ending June 30, 2022.

Reclassification

Certain June 30, 2020 balances were reclassified to conform to the June 30, 2021 consolidated financial statement presentation.

Subsequent Events

Management of the Organization has evaluated subsequent events through November XX, 2021, which is the date these consolidated financial statements were available to be issued.

**RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended June 30, 2021**

3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the consolidated statement of financial position date, comprise the following at June 30, 2021:

Financial assets:

Cash	\$ 11,703,218
Grants and contracts receivable	1,438,702
Financial assets, at year end	<u>13,141,920</u>

Less those unavailable for general expenditure within one year, due to:

Restricted by donor with purpose	13,633
Board designated for capital improvements	134,396
	<u>148,029</u>

Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 12,993,891</u>
--	----------------------

The Organization has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. To help manage unanticipated liquidity needs, the Organization is able to draw upon their available line of credit up to \$500,000 as of June 30, 2021.

4. Property and Equipment

The components of the Organization's property and equipment at year-end are as follows:

Buildings	\$ 29,591,195
Building improvements	4,650,949
Software	9,825
Furniture and equipment	521,148
Computers	<u>789,573</u>
Total property and equipment	<u>\$ 35,562,690</u>

During the year-ending June 30, 2021, the Academy disposed of fully-depreciated building improvements and furniture totaling \$93,069.

**RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended June 30, 2021**

5. Debt

Line of Credit

During the year ended June 30, 2018, the Academy entered into a revolving line-of-credit agreement with a local financial institution with maximum borrowings of \$500,000. Interest is accrued at the Prime Rate (3.25% at June 30, 2021) plus .5% per annum. The line of credit is secured by all of the Academy's assets. The line-of-credit agreement also contains restrictive covenants. At year end, there was no outstanding balance on the line of credit and management believes that the Academy was in compliance with all of the covenant requirements.

PPP Loan Payable

On April 10, 2020, the Academy received loan proceeds of \$4,184,300 under the Paycheck Protection Program (PPP), which was established as part of the Coronavirus Aid, Relief and Economic Security Act (CARES Act) in response to the COVID-19 outbreak. Proceeds from this loan (PPP Loan) may only be used for payroll costs, costs used to continue group health care benefits, mortgage interest payments, rent, utilities, and interest on other debt obligations, provided the related agreements were effective prior to February 15, 2020.

The PPP Loan is set to mature on April 10, 2022 and bears interest at a rate of 1% per annum, payable monthly. There was no accrued interest on the PPP Loan as of June 30, 2021, as it would be immaterial to the overall consolidated financial statements. The PPP Loan may be prepaid by the Academy at any time prior to maturity with no prepayment penalties. Under the terms of the PPP, certain amounts of the PPP Loan may be forgiven if they are used for qualifying expenses as described in the CARES Act. The commencement date for PPP Loan payments and a potential revised maturity date will be determined upon the ultimate notification of loan forgiveness from the U.S. Small Business Administration (SBA). No assurance is provided that the Academy will obtain forgiveness of the PPP Loan, in whole or in part.

Note Payable

The Organization has a note payable to a non-profit funding institution that was used for purposes of supporting future growth of the Academy with a \$200,000 installment paid on June 30, 2020, with the remaining principal and accrued interest due in full on June 30, 2022. Interest is accrued at an annual rate of 1%. At June 30, 2021, the Organization has accrued approximately \$23,000 in interest.

**RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended June 30, 2021**

Bonds Payable

On March 1, 2021, the Rhode Island Health and Educational Building Corporation (RIHEBC) issued \$15,955,000 of Educational Facilities Revenue Bonds (Blackstone Valley Prep Issue), Series 2021A and 2021B Bonds (the Bonds). The proceeds of the Bonds are to be used to refinance existing indebtedness, finance the purchase of a school building and pay certain costs of the issuance of the bond (Note 9). The 2021 Bonds were issued in two series: Series 2021A with principal of \$12,780,000 and Series 2021B with principal of \$3,175,000. Interest is a fixed rate of 3.17% and 3.97% for the Series 2021A and Series 2021B Bonds, respectively. Commencing on April 1, 2021, the bonds are due in monthly installments of \$70,178, including interest, through March 2051.

On April 1, 2019, a fixed rate RIHEBC bond was issued to finance the acquisition of a school facility. The bond is due in monthly installments of \$78,757, including interest at a rate of 4.25% through May 2049.

At June 30, 2021, bonds payable consisted of the following:

Total bonds payable	\$ 31,314,428
Less current portion of bonds payable	<u>613,070</u>
Bonds payable, less current portion	30,701,358
Less unamortized bond issuance costs	<u>690,364</u>
Bonds payable, less current portion and unamortized bond issuance cost	<u>\$ 30,010,994</u>

The scheduled annual maturities of the Organization's bonds payable through the year ended June 30, 2051 are as follows:

<u>Year Ending</u>	
June 30, 2022	\$ 613,070
June 30, 2023	636,553
June 30, 2024	660,953
June 30, 2025	686,306
June 30, 2026	712,651
Thereafter	<u>28,004,895</u>
Total	<u>\$ 31,314,428</u>

**RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended June 30, 2021**

The bonds are secured by all real and personal property of the Organization. The Organization is subject to certain restrictive covenants, including provisions relating to maintaining certain debt coverage ratios and other matters. At year end, management believes the Organization was in compliance with its covenants.

6. Pension Plans

The Academy sponsors a defined contribution money purchase retirement plan (the Plan) under Section 401(k) of the Internal Revenue Code, which provides for retirement benefits for substantially all employees over the age of 21. Under the Plan, participants may contribute a portion of their compensation within certain limitations. The Academy provides a matching contribution of up to 5% of each participant's compensation. Matching contributions to the Plan were approximately \$615,500 for the year ended June 30, 2021.

7. Commitments and Contingencies

Medicare and Medicaid Contingencies

Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. Compliance with laws and regulations can be subject to future government review and interpretation as well as significant regulatory action. Failure to comply with such laws and regulations can result in fines, penalties and exclusion from the Medicare and Medicaid programs.

Operating Leases

The Academy leases a modular building from Triumph Modular, which houses members of the Academy's administration under a non-cancelable operating lease which expired August 31, 2021. Under the terms of the agreement, the Academy was required to make monthly payments of \$4,320. In connection with this lease, the Academy entered into a plot lease with the same landlord under a non-cancelable operating lease which expired August 31, 2021. Under the terms of the plot lease agreement, the Academy was required to make monthly payments of approximately \$1,700. Upon expiration of the above agreements, the Academy continued leasing the building and plot on a month to month basis.

The Academy leases space in Lincoln, Rhode Island for school operations under a non-cancelable operating lease through June 30, 2029. Under the terms of the agreement, the Academy is required to make monthly payments of approximately \$11,800 for the first year, which increase annually by 1.5% through the term of the lease.

The Academy leases space in Cumberland, Rhode Island for school operations under a non-cancelable operating lease through June 30, 2023. Under the terms of the agreement, the Academy is required to make monthly payments of approximately \$12,500 for the first year, which increase annually by an average of 1.5% through the term of the lease.

**RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended June 30, 2021**

The Academy leased a space in Cumberland, Rhode Island for school operations under a non-cancelable operating lease, which was set to expire December 31, 2044. Under the terms of the agreement, the Academy was required to make monthly payments of approximately \$54,200 for the first year which increase annually by 3% through the term of the lease. Under the terms of the agreement, the Academy has the option to purchase the property. On April 1, 2021, the Academy exercised this option and purchased the building. In connection with this lease, the Academy also entered into a five-year sublease for additional parking at the property which was set to expire July 31, 2024. Under the terms of the sublease, the Academy was required to make monthly payments of \$1,100.

The Academy leases space in Central Falls, Rhode Island for school operations under a non-cancelable operating lease through October 31, 2045. Under the terms of the agreement, the Academy is required to make monthly payments of \$31,250 for the first year and then monthly payments increase annually by 3% on each commencement date anniversary. Under the terms of the agreement, the Academy has the option to purchase the property. If the Academy elects not to exercise this option, the landlord may exercise an option to extend the lease period an additional five years. At this time, it is not determinable whether management will exercise its option. In connection with this lease, the Academy also entered into a 10-year sublease for additional parking at the property, which commenced on August 1, 2015. Under the terms of the sublease, the Academy is required to make semi-annual payments of \$2,500.

The Academy also leases several copiers under non-cancelable operating leases that expire at various dates through 2023.

Related Party Lease

The Academy has an agreement with SHI to rent space at 291 Broad Street in Cumberland, RI. The annual payments of base rent, fees and costs cannot exceed \$415,000. For the year ended June 30, 2021, the Academy paid \$251,813 in rent expense to SHI which was eliminated in the consolidated financial statements.

Total rent paid by the Academy under all operating leases was approximately \$1,318,000 for the year ended June 30, 2021.

**RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended June 30, 2021**

At June 30, 2021, approximate future minimum lease payments under all operating leases are as follows:

Year Ending

June 30, 2021	\$ 883,000
June 30, 2022	892,000
June 30, 2023	639,000
June 30, 2024	652,000
June 30, 2025	665,000
Thereafter	<u>13,714,000</u>
 Total approximate future minimum lease payments	 <u>\$ 17,445,000</u>

8. Concentration of Credit Risk and Market Risk

The Academy is required by accounting principles generally accepted in the United States of America to disclose concentrations of credit risk regardless of the degree of such risk. Financial instruments which potentially subject the Academy to concentrations of credit and market risks consist principally of cash, revenues and public support and grants and contracts receivable. In addition, the Academy operates mayoral academy charter schools under a five-year renewable charter that expires June 30, 2024. Management does not believe that significant credit risk exists at year-end.

The Academy maintains its cash balances in several financial institutions. The balance at each institution is insured by the Federal Deposit Insurance Corporation up to \$250,000. The Academy's cash balances exceed this limit. Cash balances in excess of \$250,000 are generally uninsured. At year-end, management does not believe that significant credit risk exists relative to cash.

During the year ended June 30, 2021, the Academy received approximately 61% and 10% of its total revenue without donor restrictions from the Rhode Island Department of Education and the Town of Cumberland, respectively.

As of June 30, 2021, 96% of the Academy's grants and contracts receivable are from two different funding sources. Historically, the Academy has not experienced any significant losses relative to these funding sources and does not believe that significant credit risk exists relative to these receivables.

RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY AND AFFILIATE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended June 30, 2021

9. Supplemental Cash Flow Information

Cash paid for interest for the year ended June 30, 2021 was approximately \$1,082,900.

The accompanying consolidated statement of cash flows for the year ended June 30, 2021 excludes the effects of non-cash investing and financing activities related to the refinance of existing indebtedness, financing of the purchase of a school building and payment of certain costs of the issuance of the bond (Note 5):

Proceeds:

Bonds payable	<u>\$ 15,806,085</u>
---------------	----------------------

Payments:

Notes payable	\$ 7,255,512
Purchase of building	8,189,848
Bond issuance costs	<u>360,725</u>

Total payments	<u>\$ 15,806,085</u>
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DRAFT

SUPPLEMENTARY INFORMATION

DRAFT

**RHODE ISLAND MAYORAL ACADEMY
BLACKSTONE VALLEY**

Reports Required by
*Government Auditing Standards -
Title 2 U.S. Code of Federal Regulations
Part 200, Uniform Administrative
Requirements, Cost Principles,
and Audit Requirement for Federal Awards*

Year Ended June 30, 2021

DRAFT

RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS Year Ended June 30, 2021

Federal Grantor/Pass-through Grantor/Program Title	CFDA Number	Award Number	Federal Expenditures
<u>U.S. Department of Education</u>			
Title I Grants to Local Education Agencies <i>Passed through the State of Rhode Island Department of Education</i>	84.010A	S010A200039	\$ 776,016
Special Education - Grants to States, Education <i>Passed through the State of Rhode Island Department of Education</i>	84.027A	H027A200054	536,894
English Language Acquisition State Grants <i>Passed through the State of Rhode Island Department of Education</i>	84.365A	S365A200039	14,894
Supporting Effective Instruction State Grants <i>Passed through the State of Rhode Island Department of Education</i>	84.367A	S367A200037	138,045
Student Support and Academic Enrichment Program <i>Passed through the State of Rhode Island Department of Education</i>	84.424A	S424A200041	91,499
Special Education Preschool Grants <i>Passed through the State of Rhode Island Department of Education</i>	84.173A	G173A200057	12,699
Comprehensive Literacy Development <i>Passed through the State of Rhode Island Department of Education</i>	84.371C	2725-22002-011	41,683
<i>Passed through the State of Rhode Island Department of Education</i>	84.371C	2725-22002-011	186,979
Total Comprehensive Literacy Development			228,662
COVID-19 Education Stabilization Fund <i>Passed through the State of Rhode Island Department of Education</i>	84.425D	467210502101	530,101
Total U.S. Department of Education			2,328,810
<u>U.S. Department of Agriculture</u>			
National School Lunch Program <i>Passed through the State of Rhode Island Department of Education</i>	10.555	N/A	386,940
COVID-19 National School Lunch Program <i>Passed through the State of Rhode Island Department of Education</i>	10.555	N/A	172,035
School Breakfast Program <i>Passed through the State of Rhode Island Department of Education</i>	10.553	N/A	186,369
Fresh Fruit and Vegetable Program <i>Passed through the State of Rhode Island Department of Education</i>	10.582	N/A	24,038
Total U.S. Department of Agriculture			769,382
<u>U.S. Department of Treasury</u>			
Coronavirus Relief Fund <i>Passed through the State of Rhode Island Department of Education</i>	21.019	SLT0005/SLT0227	61,316
Total U.S. Department of Treasury			61,316
Total Expenditures of Federal Awards			\$ 3,159,508

DRAFT

RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2021

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Rhode Island Mayoral Academy Blackstone Valley (the Academy) under programs of the federal government for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Because the Schedule presents only a selected portion of the operations of the Academy, it is not intended to and does not present the financial position, change in net assets, or cash flows of the Academy.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in 2 CFR, Part 230, *Cost Principles for Non-profit Organizations*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Pass-through entity identifying numbers are presented when available.

There were no awards passed through to subrecipients during the year ended June 30, 2021.

3. Indirect Cost Rate

The Academy has a federally approved negotiated indirect cost rate agreement and therefore, is not subject to the 10-percent de minimis indirect cost rate under the Uniform Guidance.

DRAFT

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of
Rhode Island Mayoral Academy Blackstone Valley:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the consolidated financial statements of Rhode Island Mayoral Academy Blackstone Valley (the Academy), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated **November XX, 2021**.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Academy's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Academy's internal control. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Academy's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

DRAFT

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*, (Continued)**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Academy's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Academy's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Academy's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

November XX, 2021

DRAFT

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE AS REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors of
Rhode Island Mayoral Academy Blackstone Valley:

Report on Compliance for Each Major Federal Program

We have audited Rhode Island Mayoral Academy Blackstone Valley (the Academy) compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Academy's major federal programs for the year ended June 30, 2021. The Academy's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Academy's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirement of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Academy's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on the Academy's compliance.

DRAFT

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE AS REQUIRED BY THE UNIFORM GUIDANCE, (Continued)

Opinion on Each Major Federal Program

In our opinion, the Academy complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Report on Internal Control over Compliance

Management of the Academy is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Academy's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

November XX, 2021

DRAFT

RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY SCHEDULE OF FINDINGS AND QUESTIONED COSTS Year Ended June 30, 2021

SECTION I – SUMMARY OF AUDITORS’ RESULTS

Financial Statements

Type of auditors' report issued: *unmodified*

Internal control over financial reporting:

- Material weaknesses identified? _____ Yes X No

- Significant deficiencies identified that are not considered to be material weaknesses? _____ Yes X None reported

- Noncompliance material to financial statements noted? _____ Yes X No

Federal Awards

Internal control over major programs:

- Material weaknesses identified? _____ Yes X No

- Significant deficiencies identified that are not considered to be material weaknesses? _____ Yes X None reported

Type of auditors' report issued on compliance for major programs: *unmodified*

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR Section 200.561(a)? _____ Yes X No

Identification of major programs:

CFDA Number
84.010A

Name of Federal Programs
Title I Grants to Local Education Agencies

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? X Yes _____ No

**RHODE ISLAND MAYORAL ACADEMY BLACKSTONE VALLEY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2021**

SECTION II – FINANCIAL STATEMENT FINDINGS

CURRENT YEAR FINDINGS: None noted.

PRIOR YEAR FINDINGS: None noted.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

CURRENT YEAR FINDINGS: None noted.

PRIOR YEAR FINDINGS: None noted.



Blackstone Valley Prep - Annual Finance Performance Data

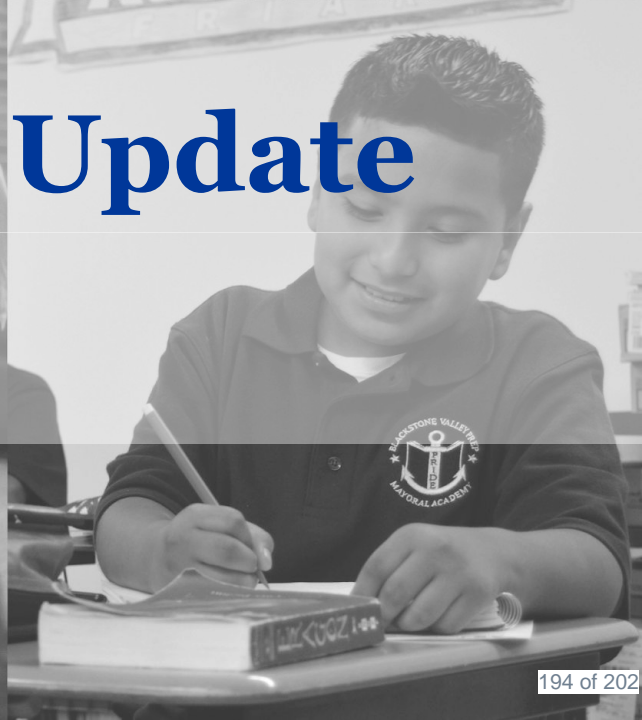
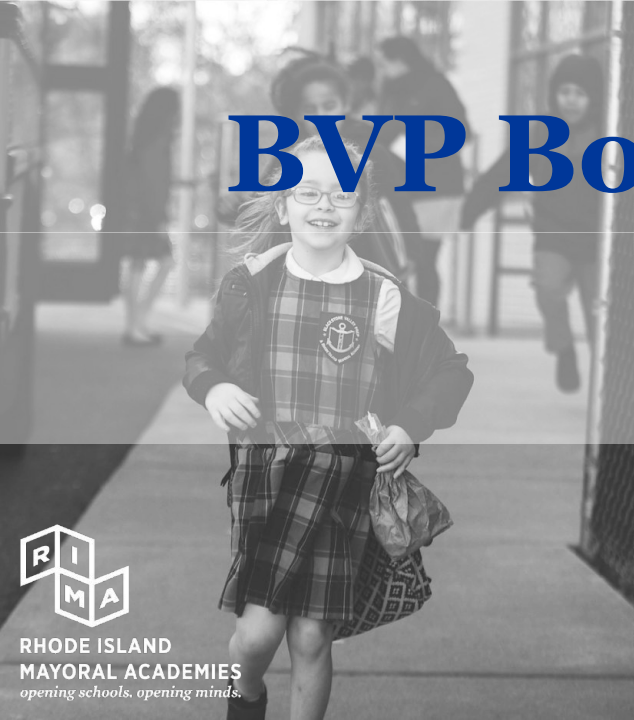
for the year ending June 30, 2021 (based on draft audit figures)

Financial Performance Ratios		Current	Target	Benchmark
Current Ratio (Current Assets/Current Liabilities)				
	Current Assets	\$ 13,582,584		
	Current Liabilities	\$ 3,893,159		
	Current Ratio	3.49	Exceeds	= > than 1
Unrestricted Days Cash				
	Total Cash Available (at end of period)	\$ 11,703,220		
	Total Projected Expenses	\$ 35,968,681		
	Total days of the year	365		
	Days Cash on Hand	118.76	Exceeds	= > than 60
Debt to Asset Ratio (Total Liabilities/Total Assets)				
	Total Liabilities	\$ 38,111,498		
	Total Assets	\$ 45,475,853		
	Debt to Asset Ratio	0.84	Exceeds	< than .9
Debt Service Coverage Ratio				
	Net Operating Income	\$ 412,887		
	Depreciation	\$ 1,219,659		
	Amortization	\$ 15,657		
	Interest	\$ 1,082,900		
	Lease Payments	\$ 1,318,000		
	Long Term Debt Payments	\$ 357,072		
	Sub-Total	\$ 4,406,175		
	Debt Service	\$ 2,757,972		
	Debt Service Coverage Ratio	1.60	Exceeds	> 1.1
Per Pupil Amounts				
		6/30/2021	6/29/2020	
	PPA Revenue	\$ 15,804.19	\$ 18,592.16	
	PPA Revenue - Fundraising	\$ 53.22	\$ 86.42	
	PPA Expenses	\$ 15,612.15	\$ 18,718.86	
Contributions				
		# of Donations	% of Donations	Amount
	Family Giving	179	11.9%	
	Board	9	75.0%	
	Staff	63	20.8%	
	Donations			\$ 21,197
	Grants			\$ 93,217
	Social Worker Fund			\$ 21,729
	Book Award Fund			\$ 6,430
	FLC Funds Raised (net of expenses)		-	\$ 15,579

Coversheet

COVID and related policy updates

Section: IV. Previous Items
Item: A. COVID and related policy updates
Purpose: Vote
Submitted by:
Related Material: BVP October Board Meeting COVID Update.pdf



BVP Board COVID Update

October 18, 2021



RHODE ISLAND
MAYORAL ACADEMIES
opening schools. opening minds.

Our Mission

To prepare every scholar for success in college and the world beyond.



Current BVP COVID Policies

- Universal masking
- Strongly promote vaccination of all who are eligible
- Require weekly tests for unvaccinated staff and athletes
- Conduct on-site surveillance testing for scholars who have granted permission and all staff
- Enforce quarantine and isolation requirements
- Limit visitation to those who are vaccinated or can prove a recent negative COVID test
- Vaccination required for new hires



BVP Status Update

TODAY WE LEARN. TOMORROW WE LEAD.

Powered by BoardOnTrack



BVP opening has been challenging, to say the least

- **Since 8/15, we have been deeply impacted by COVID-19:**
 - 58+ scholar cases
 - 14 staff cases
- These cases have resulted in **thirty-five (35)** partial or full classroom or bus closures (usually for about a week, but varies by case)
- In all, over 850 contacts by the BVP nursing team have been made regarding close contact status
- The number of missed days of school due to closures, quarantines, or a single minor symptom is in the thousands of days already this year



BVP is not alone



SINCE 1891
THE BROWN I

NEWS » COVID-19 SPORTS » ARTS & CULTURE SCIENCE & RI

SCHOOL UPDATES

13 students, 1 staff member at Barrington High School test positive for COVID-19



METRO, NEWS

Rising COVID-19 cases prompt new precautions in Rhode Island

Businesses reimplement safety precautions in light of Delta variant cases

The Providence Journal

ws [Sports] Entertainment Lifestyle Opinion USA TODAY Obituaries E-Edition Legals

La Salle, Central Falls cancel Injury Fund games after COVID strikes their programs

Eric Rueb The Providence Journal

Published 8:36 p.m. ET Aug. 31, 2021 | Updated 6:26 p.m. ET Sep. 1, 2021

[View Comments](#)



The high school football season officially kicked off last Monday and COVID has struck before a single game could be played.

More: [AT THE SCHOOLS: Time to ramp up high school coverage](#)

SCHOOL UPDATES

Johnston school closes for the day due to staffer testing positive for COVID-19



SCHOOL UPDATES

Coventry High School shifting to early release schedule due to COVID-19 cases



Good News: BVP cases have been manageable

- **Zero known hospitalizations among scholars and staff this year**
 - Some are fully asymptomatic
 - Most report mild symptoms, and
 - Some have reported intense symptoms

Vaccines help manage this crises

- 93% of staff is vaccinated
- 75% of HS scholars are vaccinated
- 63% of JHS scholars are vaccinated



Family Zoom Meeting 10/7

(recorded and published to all on 10/8)

- Chief concerns shared by the school nursing and administration team:
 - Families not communicating in a timely manner with regard to symptoms or positive tests
 - “Shooting the messenger” regarding quarantine
- Chief concerns shared by families:
 - What more can the school do to ensure child safety?
 - How can we avoid classroom and bus closures?
 - How can we better manage keeping children in school when “COVID-like symptoms” are more likely related to allergies?



CEO Policy Recommendation

- For indoor winter sports, implement weekly testing requirement of all athletes and coaches; require additional weekly testing for any athletes and coaches who are unvaccinated (additional testing is athlete or coach responsibility)

