



HIGHLANDER

CHARTER SCHOOL

Learning as diverse as our students

Highlander Charter Middle-High School
Student and Parent Handbook
2016-2017

Administrators

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Cut out this last page of the handbook for your locker at school or refrigerator at home to keep at your fingertips!

SCHOOL PROFILE

SCHOOL HISTORY & PHILOSOPHY

The Highlander Charter School opened in the fall of 2000 as a K-5 school serving 78 students. At that time, Highlander addressed several of the issues state officials identified by providing a small, diverse learning community utilizing some of the best practices available in education to all Rhode Island families. The Highlander student population is drawn largely from the greater Providence area; 75% of our students come from the city of Providence while the remaining 25% come from the surrounding towns and cities. We are now in our 16th year of operation and have grown to 534 students, Pre-K - 12.

We are named after the Highlander Folk School, founded in 1932, located just outside of Knoxville, Tennessee. Their history demonstrates that social concerns are best addressed when solutions come from the people who are experiencing the problem. They have a rich history of training labor and civil rights organizers, including Dr. Martin Luther King Jr., Rosa Parks and others in an experiential-based, hands-on model.

We remain as committed today, as we were when we opened our doors in 2000, to the values of the Highlander Folk School. We actively teach social justice in developmentally appropriate ways to all of our students, addressing the issues of inequity prevalent in the world today. We encourage students to explore their interests and passions through a rich curriculum and empower our students and families to work together to solve problems in our own community by using the world as our classroom.

In the summer of 2003, Highlander renovated its first campus at 45 Greeley Street in the Wanskuck neighborhood of Providence. The renovation increased the available classroom space by 30%, yielding 11 classrooms, a dining room, an art studio, a nurse's room, two common meeting areas, new bathrooms, several new offices, and a sunroom. We graduated our first 8th grade class in the spring of 2004. During the next few years, the school expanded as it incorporated two classes per grade level.

In November 2007, after outgrowing the Greeley Street campus, Highlander renovated a building currently shared with Providence CityArts and moved to 42 Lexington Avenue in South Providence. We continued to grow as we accepted our first class of pre-kindergartners in the fall of 2012 and opened up a high school in the same building with our first freshman class beginning in the fall of 2013.

Realizing that we needed more space, we began searching for a new location. In the summer of 2014, grades 7 and up moved to 360 Market Street, the former Lady of Fatima High School, in Warren, Rhode Island. This new campus has over 70,000 square feet and more than 44 acres of land. We are working on renovating the Warren building to create a multi-faceted learning environment.

When Highlander reaches maximum enrollment in grades pre-k-12, we will reach a total of 632 students. The culture and community that is key to Highlander's success is a major focus as we continue to grow.

MISSION, VISION, & VALUES

OUR MISSION

Using innovative education practices as a catalyst for social change, we ensure that all children have the opportunity and support necessary to reach their full potential.

OUR VISION

We design and provide research-based quality education opportunities and support services that are accessible to all learners, their families, and their teachers.

OUR VALUES

Education, Accessibility, Empowerment and Excellence

HIGH SCHOOL VISION FOR SUCCESS

Student Outcomes

During their tenure at Highlander High School, we expect that our students will:

- master required competencies in the common core state standards, demonstrate highly developed 21st century skills, and clearly exhibit GRIT (growth, resilience, integrity, and tenacity) habits of mind.
- complete rigorous coursework and produce high quality performance assessments.
- find a deep level of engagement with our school program through their personalized graduation roadmap.
- be digitally proficient and capable of learning, using, and leveraging a multitude of software options to support their learning.
- be adept at presenting, designing, collecting, organizing and creating via technology, and able to find, design or create high-tech solutions to challenges they face in their learning at home or at work environments.
- make a minimum growth rate of 1.5 years if they have significant skill gaps.
- demonstrate proficiency on state reading and math assessments.
- graduate from Highlander having taken at least one course at the Community College of RI and at least one course online.
- have developed and completed ELO courses in partnership with instructors and industry / community mentors. Through these experiences, we expect students to leave Highlander with professional and academic networks to support their post-secondary success.
- be critical thinkers that are aware of their optimal learning conditions, confident in their knowledge and abilities, capable of meeting high standards, and adaptive to working and learning in diverse environments.
- reach their full potential.

We expect that:

- 90% of our students will graduate in four years or less; and 100% will graduate within 5 years.
- 80% of our students will matriculate into a post-secondary educational program.

In order to realize our intended outcomes, our learning model must have the levels of flexibility and personalization created by having a proficiency-based model.

ACADEMIC CALENDAR

AUGUST 2016 { 3 }

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8/8 Holiday - Victory Day
 8/22-8/26 Teachers/Staff Professional Development-No School
 8/29 First Day of School

SEPTEMBER 2016 { 20 }

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9/5 Holiday - Labor Day - No School
 9/13 Holiday - Primary Day - No School - PD for Staff

OCTOBER 2016 { 20 }

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10/10 Holiday - Columbus Day - No School
 10/28 First Quarter Ends

NOVEMBER 2016 { 18 }

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11/8 Holiday - Election Day - No School
 11/11 Holiday - Veterans Day - No School
 11/23 Early Dismissal (PVD 11 am / Warren 1 pm)
 11/24-25 Thanksgiving Recess - No School

DECEMBER 2016 { 15 }

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12/22 - 12/30 Winter Recess - No School

JANUARY 2017 { 20 }

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1/2 Holiday - New Year's Day - No School
 1/3 School Resumes
 1/13 Second Quarter Ends
 1/16 Holiday - Martin Luther King, Jr. Day - No School

FEBRUARY 2017 { 15 }

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

2/20 Holiday - President's Day - No School
 2/21 - 2/24 February Recess

MARCH 2017 { 22 }

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3/30 Third Quarter Ends
 3/31 No School - Professional Development Day for Staff

APRIL 2017 { 15 }

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4/17 - 4/21 Spring Recess

MAY 2017 { 22 }

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5/29 Holiday - Memorial Day - No School

JUNE 2017 { 12 }

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6/16 Pre-K, Kindergarten Graduation-Stepping Stones
 6/16 Fourth Quarter Ends/Last Day of School
 6/19 - 6/23 Staff Professional Development -No School

JULY 2017 { 0 }

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7/4 Holiday - Independence Day - No School

Legend: BOLD = Important Dates = School Holidays { } = # of school days = Quarter Ends
 = Teacher Professional Development-No School = Early Dismissal & No afterschool Program

Last Revised 6/8/2016 ar

FACULTY & STAFF DIRECTORY

ADMINISTRATION

Rose Mary Grant	Head of School	rgrant@hc.school
Jessica Blanco-Busam	Assistant Head of School	jblanco@hc.school

STAFF

Trevor Borges	Coordinator of Technology	tborges@hc.school
Richard Campbell	Language Lab Instructor	rcampbell@hc.school
Jeanne D'Agostino	Development Director	jdagostino@hc.school
Molly Tracy	ELO Coordinator Afterschool Director	mtracy@hc.school
Francis Gutierrez	School Secretary	fgutierrez@hc.school
Kyle Ivey-Jones	Behavior Specialist	kijones@hc.school
Helena Johns	Career Counselor	hjohns@hc.school
Nathan Keesee	Athletic Director	nkeesee@hc.school
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Lisa Schwartz	School Nurse Teacher	lschwartz@hc.school
Mark Sperdutti	Bus Driver	msperdutti@hc.school
Barbara Wnuk	Guidance/MS Math Instructor	bnwuk@hc.school

FACULTY

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Jeremy Bovay	HS Science	jbovay@hc.school
Oneika Castro	MS English/HS Social Studies	ocastro@hc.school
Audra Cornell	MS Math	acornell@hc.school
Carlisa DeLawrence	HS Resource	cdelawrence@hc.school
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Deborah Zolkos	HS Resource	dzolkos@hc.school

SCHOOL INFORMATION

SCHOOL HOURS

Middle School: 8:30-3:30

High School 7:30-2:00

A light breakfast is available in the cafeteria upon arrival. **Any student arriving after the start time is considered tardy** and must sign in at the main office and get a late pass. Students in the afterschool program will be bused to the Providence campus to be picked up at 5:30 p.m.

ATTENDANCE

Students are expected to arrive on time and to attend school every day. Students cannot accomplish their work when they are absent, and students who arrive late disrupt their classmates and start the day off-balanced and disadvantaged.

ABSENCES

Parents/guardians must notify the school of a student's absence on the morning of the absence before 9:00 a.m. In addition, the student must provide the main office with a written excuse on the day of the return to school. Acceptable reasons for excused absences include but are not limited to illness or medical appointment as documented by a doctor's note, a death in the family, court appearances, and religious holidays. If a note is not presented for one of these acceptable reasons, the absence is considered unexcused. Family vacations taken when school is in session are not excused. A student is not allowed to come to school to attend after-school activities (extended day program, sporting practice or game, or social event) on a day s/he is absent. **Prolonged absences may result in retention, mandatory summer school, and/or the filing of a petition of truancy in the Rhode Island Family Courts. Parents will be notified when students are absent.**

TARDINESS

Students who arrive to school after 8:25 a.m. will be deemed "tardy to school" and must report to the main office for a late pass. Parents/guardians must provide a written, clearly stated reason for tardiness. Every three (3) late arrivals are considered an unexcused absence. The parent/guardian of any child who has accumulated five (5) or more instances of tardiness in any given quarter will be notified in writing. **Excessive tardiness may result in one or more of the following: an investigation, a parent meeting, retention, mandatory summer school, loss of parking privileges, and/or the filing of a petition of truancy in the Rhode Island Family Courts.**

TRUANCY

The definition of truancy is absence from school without an acceptable excuse. The parent/guardian of any child who has accumulated five (5) or more absences in any given quarter will be notified in writing that if the child accumulates ten (10) or more absences over the course of the school year, the parent/guardian and child will be required to meet with the building administrator to develop a clear plan of action to address absenteeism.

The parent/guardian of any child who has accumulated ten (10) or more absences over the course of the year will be notified in writing of this occurrence. The situation will be investigated by the building administrator. This investigation may include:

- Review of the student's attendance record
- Phone call to parent/guardian
- Parent/guardian conference
- Referral to the Head of School
- Filing of truancy petition

This investigation may result in retention, summer school, and/or the filing of a petition of truancy in the Rhode Island Family Courts.

EARLY PICK-UP/SPECIAL DISMISSAL ARRANGEMENTS

Students are not to be picked up early unless he/she has an appointment. If a student is to be dismissed early, a written note must be sent in ahead of time or a phone call must be made to the front office. **Students attending dances or proms may not be dismissed prior to 12:30 pm. Students not taking the bus and going home with anyone other than their parents, guardians, or regular carpool drivers, MUST bring a written note from home.** If a note is not presented, the student will be dismissed according to regular dismissal procedures. Students must leave with someone on contact/emergency list unless otherwise specified. That person must be at least 18 years old. **Students may not call home to make alternative arrangements during the day. Students are also not allowed to ride another school bus other than the ones they are assigned to.** A student 18 or older may sign him/herself out of school. A parent/guardian will be contacted.

SCHOOL CANCELLATIONS, DELAYS, OR EARLY CLOSINGS

In the event of inclement weather or an emergency, officials will do their best to make timely decisions regarding school closings, delayed openings or early dismissals. Any closings, delays, or early dismissals will be announced on TV Channels 6, 10, and 12 as “Highlander Charter School” and not “Providence Schools.” In addition, a recorded message will be communicated to you by phone.

EMERGENCY OPERATIONS PLAN

Students will practice emergency response plan safety drills in accordance with RI general law. This may include but are not limited to: intruder alert drills, lockdowns, on and off-site evacuation drills, and fire drills.

At the sound of the fire alarm, every person must vacate the school building immediately. The exit routes are posted in each room. Staff will remain with their class and take attendance. Below are the instructions for students:

- Stop all activity, leave all materials in place, and walk quickly and quietly out of the building according to pre-planned routes to the designated waiting area.
- Follow Emergency Response Plan Procedures
- Remain outside until the signal is given to re-enter the building, then resume former activities
- The elevator cannot be used during a drill
- There will be no talking during a drill
- The return to the building should be as quick and orderly as the exit with students reporting directly to class

LOST & FOUND

Please label all your child’s belongings so that if they are found, they can be returned directly to him or her. The school cannot be responsible for lost items. Check with the main office if you have lost something. **Unclaimed items will be donated at the end of each quarter so please look for your lost items frequently.**

FAMILY RESPONSIBILITIES

Update contact information as needed.

For the wellbeing of your child(ren), we need to know how to contact you. It is very important that the school office has your *current* email and home address, place of work, and home, work, cell, and emergency phone numbers. If any of this information changes, you must inform the school right away.

Communicate with the school.

Communication between home and school is a high priority at Highlander Charter School. We as parents, staff, and faculty share the responsibility of modeling for our children the process of working together and of teaching the benefits of open and honest communication.

Parents/Guardians are encouraged to communicate with staff or faculty through writing (note, letter, email), telephone call, or text if question or concerns arise. **The first point of contact regarding your child is always his/her teacher or advisor.** Allow 24 hours for a response. Administration will only get involved in resolving classroom issues after other avenues have been pursued.

Please use the following guide to communicate with the appropriate staff or faculty member:

<u>Concern</u>		<u>Contact</u>
Specific class information - progress, grades, assignments, assessments, class-specific discipline or classroom management concern	→	teacher or advisor → administrator
Peer relations & bullying	→	advisor → behavior specialist → administrator
Discipline referral or discipline issue	→	teacher or advisor → behavior specialist
Scheduling	→	advisor
Special education program or concern	→	advisor → case manager → administrator
Medical/Health	→	nurse
Sports	→	coach → athletic director

Although communication is key, no phone calls will be put through to the classrooms during class time. If you call for a teacher, your message will be recorded and placed in his or her mailbox. If you call for your child, the message will be delivered during a break in the academic day. If there is an emergency, the main office can call your son/daughter out of class. **Parents are asked not to call or text message their student on their cell phone during the school day as student-use of a cell phone to text or call will result in a violation of school policy.**

Stay informed about your child's academic standing.

Throughout the year, parents can monitor their children's academic progress using Skyward. You will be mailed home your log-in information. If you have misplaced it, please contact the main office. Use the following link to log on:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduhighlanderri/seplog01.w>

At the end of each quarter, report cards will be sent home. Please sign and return the envelope at the end of Quarters 1-3 and contact your child's advisor or teacher about any concerns.

Attend school events.

- **MANDATORY: Open house is required and scheduled during the first quarter.** During this time families will familiarize themselves with the school systems and policies as well as meet the staff and faculty that will be working with their children throughout the school year.
- **MANDATORY: Parent-teacher conferences** are scheduled during the second and third quarters. During this time families will have the opportunity to meet their child(ren)'s teachers and receive a face-to-face evaluation of their child(ren)'s progress as well as to discuss class requirements with teachers.
- **MANDATORY: Exhibitions** are an academic requirement for Highlander students. These exhibitions combine written, visual and oral expression, and provide another form of assessment that link to priority learning standards each semester.
- **OPTIONAL: School events** include family engagement nights, academic nights, parent workshops, and sporting events. Families are encouraged to come often and show their school spirit while continuing to strengthen and support of our Highlander community.

Get involved

If you plan on volunteering at the school or attending a field trip, a **BCI (background check)** is required and the form must be submitted to the school. You must appear *in person* at:

Office of Attorney General*
150 South Main Street
Providence, RI 02903
401-274-4400

Hours of Operation

Monday – Friday
8:30 a.m. – 4:30 p.m.

(Fingerprint process stops at 4:00 p.m.)

No Holidays (for a list of state holidays, please visit www.riag.ri.gov/BCI/)

\$5 cost for BCI

**Some local police departments conduct BCI checks. Please check with your department.*

If you are interested in volunteering, please contact the school or fill out the volunteer interest form on the [Highlander website](#): There are always volunteer opportunities at the campus. These include:

- assisting with phone calls
- interpreting and translating
- chaperoning field trips or dances
- helping out in the classroom and/or tutoring
- assisting in the planning or execution of teacher/staff appreciation luncheons or other events

Another way to get involved is to join **H.A.T., the Highlander Action Team**. The team is comprised of administrators, staff or faculty, and parents of children enrolled in the school. They work collaboratively to develop school improvement plans.

Finally, you can get involved by planning or attending school fundraiser events. You may contact our Development Director, Jeanne D'Agostino directly at jdagostino@highlandercharter.org, or see page 31 for more information on fundraisers and ways to give back to Highlander.

Remember to:

- Ensure that your child attends and arrives to school **ON TIME** prepared to learn daily
- Ensure that your child knows the dismissal plan daily
- Help your child plan for each day, week, and school year
- Share in the mutual respect of all the school's policies

ACADEMIC LIFE

PROFICIENCY-BASED LEARNING

At Highlander Charter School, proficiency-based learning is motivated by teaching students the most important knowledge and skills they will need to succeed in life, and also make sure they have learned them. Grades are intended to support and enhance learning. To earn credit, students need to demonstrate that they have acquired expected knowledge and skills by meeting ALL competencies for each course. Competencies are brief, written descriptions of what students are expected to know and be able to do. The following principles and practices guide proficiency-based learning at Highlander:

Principle #1	Grades should clearly communicate what students know and are able to do in each class.
Practice #1	We report on student mastery of specific skills and concepts within a course (called “competencies”). Skills like participation, effort, and homework completion are graded and reported separately. In every class, students know precisely what teachers expect—no guesswork required. The learning expectations for the course are clearly described and communicated, and students know precisely where they stand throughout the course.
Principle #2	Students should have multiple opportunities and ways to show what they know and can do.
Practice #2	If students do not meet learning expectations, they are given more support and instruction from teachers, more time to learn and practice, and more opportunities to demonstrate progress. Teachers can use different modes of teaching and assessment to meet students’ needs. In addition, students can also demonstrate mastery in different ways - an essay, a documentary, a podcast, etc.
Principle #3	Schools should support students in acquiring ALL of the essential knowledge and skills in a course, versus just a portion of them.
Practice #3	To earn credit, ALL of the course competencies must be met.
Principle #4	Academic knowledge and work habits are both important to acquire for both college and life.
Practice #4	Students receive both academic grades (based on course competencies) as well as habits of work (HOW) grades for each class.
Principle #5	If students are working hard (as shown by their habits of work grade) to meet standards, they deserve more time and support to learn the material.
Practice #5	Students receive additional time after the term has ended to meet course standards if they have a “3” or above in habits of work (HOW).
Principle #6	All students should have the opportunity to excel.
Practice #6	Achieving “with honors” is an option for all students in all courses by receiving a score of 4.
Principle #7	Learning is not averaged: students need time to practice and learn from mistakes.
Practice #7	We determine quarter grades based on trends, and take more recent performance into account. Final grades reflect a student’s current level of achievement.

GRADES

Grades are an important measurement of a student's success in school and represent a student's academic achievement of competencies aligned to state standards, not their habits of work.

Grading Scale:

- 4 - Exceeded
- 3 - Mastered
- 2 - Almost Mastered
- 1 - Not Mastered

To earn credit for a course, students need to demonstrate mastery (score of 3 or higher) on EVERY competency listed for the course.

HABITS OF WORK

Strong habits of work and character traits are essential to academic success and are just as important as the academic knowledge and skills students are expected to acquire. When writing letters of recommendation for students, faculty and administration will refer to the habits of work performance in their letters.

Below are the habits of work qualities that Highlander Charter School faculty teach, support, and assess:

Respectful Citizen

- Follows the Highlander student code of conduct
- Adheres to dress code
- Respects property of others
- Uses appropriate language
- Displays digital citizenship
- Reports to class on time
- Interacts with others in a respectful, polite, and positive manner
- Accepts responsibility for personal decisions and actions

Collaborative Worker

- Works actively and cooperatively to achieve group goals
- Fulfills individual responsibility within a group project
- Accepts assigned group or group roles
- Accepts different or multiple viewpoints
- Gives and takes feedback constructively

Quality Producer

- Takes time to review, edit, and revise work
- Submits best effort with each attempt and demonstrates growth based on feedback
- Thoroughly completes a task from start to finish following instructions and meeting established criteria

Self-Directed Learner

- Is prepared for class with all necessary materials
- Seeks help when needed
- Participates actively in learning
- Uses class time effectively
- Takes initiative to make up or redo work
- Completes in-class assignments
- Completes homework assignments

Attitude & Mindset

- Demonstrates a positive overall attitude at school
- Demonstrates grit, perseverance, and persistence
- Demonstrates a growth mindset
- Demonstrates appropriate risk taking in Learning

Integrity

- Demonstrates honesty in study and learning

REPORT CARDS

Academic, attendance, and conduct information are available to parents/guardians through Skyward. Report cards will be printed and distributed approximately one week following the close of each quarter and within 10 days of the close of the school year. Parents are expected to sign the report card envelope after viewing report cards for

Quarters 1 -3 and send the envelope back to the school in a timely manner. The final quarter report cards will be mailed home.

HOMEWORK POLICY

In a proficiency-based system, homework is a check for understanding that is differentiated based on student need and is relevant, purposeful, and connected to clearly defined competencies. Homework helps prepare students for graded projects, quizzes, and tests. Therefore, homework is usually not counted in a competency grade but instead is reviewed and feedback is given in a timely fashion. Completion of homework is reported separately as a habit of work (HOW) grade. **Students will be informed in advance if a homework assignment is going to be graded.**

ACADEMIC INTEGRITY

Integrity is valued in all aspects of school life. Students demonstrate academic integrity when they honestly engage in study and learning. Dishonesty in any form is a serious violation of our rules. Academic dishonesty typically falls into one of two categories: cheating or plagiarism. Cheating includes but is not limited to the giving, receiving, or obtaining help in any form on an assessment or assignment where collaboration was not permitted. Plagiarism is presenting the work, words, or ideas of another as one's own.

In order to build and sustain a culture of academic integrity, faculty will:

- instruct students on proper citation formatting and paraphrasing
- structure conditions to minimize the possibility of cheating
- provide specific expectations as to whether work assigned is to be cooperative or individual
- provide checkpoints to facilitate the research process to assist students in the use of revision strategies related to academic integrity

BREACH OF ACADEMIC INTEGRITY

The professional judgment of teachers and administrators will determine whether a violation has occurred, and the level of the offense, based on solid evidence and careful review. Consequences include one or more of the following:

- Documentation in a disciplinary referral on Skyward
- Parent contact or meeting
- Violation is reflected in habit of work (HOW) grade for the quarter in which the offense took place
- Documentation in the "Comment" section of the HOW grade on report card or transcript
- Resubmission of assignment/assessment or submission of alternative assignment/assessment
- Suspension
- A formal letter of "no confidence" attached to report card or transcript
- Ineligibility for school-based awards or scholarships
- Completion of an assignment that reflects newfound learning about academic integrity:
 - Academic integrity essay
 - Biographical research paper about an individual in history who lacked integrity
 - Presentation on academic integrity
 - Plagiarism assessment

ACADEMIC PROBATION

Academic probation is a warning that a student's performance falls below Highlander's requirement for good academic standing and is not on track to earn course credits by the end of the school year. The intent of placing a student on academic probation is to provide him/her with opportunities to meet all competencies by the end of the year and receive credit for courses upon first attempts.

While on academic probation, students are expected to take steps to improve their academic standing and will be on social suspension and will be ineligible to play on a school sports team. Academic probation statuses will be determined at the end of Quarters 1-3, and in the middle of Quarter 4.

	Placed on academic probation if scores...	Removed from academic probation when...
Quarter 1	A one (1) on any competency	Raises the one (1) to a two (2) in that competency
Quarter 2	A one (1) on any competency	Raises the one (1) to a two (2) in that competency
Quarter 3	A one (1) or more than two 2s in any subject	Raises the one (1) to a two (2) in that competency Raises one of the 2s to a three (3) in that subject
Middle of Quarter 4 (5/12/17)	A two (2) or below in any competency	All competencies are threes (3) or higher

You will receive a letter with your child’s report card during Quarters 1-3 notifying you of an academic probation status and will be mailed home a letter in the mail if your child is placed on academic probation in May. You may also use this table as a guide and check Skyward regularly to determine his or her academic standing.

COMPETENCY MAKE-UP POLICY

An academic probation status provides students with ample opportunities and supports to improve, complete, and re-submit work to demonstrate mastery of competencies. If however, your child does not score 3s or higher in any given subject in his/her quarter 4 grades, then s/he has not earned credit for that subject. If this is the case, your child must attend mandatory summer school if the amount of work required to demonstrate mastery on those competencies is possible during a 4-week summer school session. If your child does not attend or there are too many competencies that have not been mastered, your child will have to repeat the course the following year and his or her graduation year may be impacted.

SPECIAL EDUCATION PROCESS & PROCEDURES

Highlander follows all State and Federal requirements for identifying and servicing students with special needs. Highlander employs resource teachers, a speech and language pathologist, occupational therapist, a social worker, and a school psychologist, as well as multiple specialized reading tutors. When students enter Highlander with an IEP, a meeting will be held to review and update the IEP.

RTI PROCESS

The RTI (Response to Intervention) process at Highlander is a way to identify students who may not be making the progress they should be making in the areas of academic learning or social-emotional functioning. Teachers or parents may refer a student to RTI in order to brainstorm some possible reasons why the student is not making progress and to develop strategies that can be put in place to assist the student. This is a cyclical process and progress is evaluated to determine if the strategies or interventions are working. If not, more intensive interventions may be tried. If there continues to be a concern about the student’s progress, a student may be referred for special education assessment.

SPECIAL EDUCATION

Students may be referred for special education assessment to see if they qualify for an Individualized Education Program (IEP) either through the RTI process or by a direct parent referral. When a referral is received, the special education team will meet to determine if there is a need for testing. If students qualify for special education services, an IEP will be developed. The Special Education Handbook has more specific information about this process and IEPs.

504 PLAN

Students who do not qualify for an IEP but have a diagnosis that impacts school performance, such as ADHD, may qualify for a 504 plan that will outline modifications and accommodations they can receive.

FIELD TRIPS

Educational field trips are an extension of learning that takes place in the community. All expectations for students in school apply to students during field trips. Those field trips that are related to curriculum are considered to be part of the educational experience and therefore all students will attend the field trips unless misbehavior and disrespect is a major concern based on school behavior. All non-academic or reward field trips are privileges that are earned and students may be omitted for in-school behavior and/or lack of work completion.

Whenever possible, we encourage families to give monetary donations towards funding the field trips.

Parents/guardians interested in chaperoning school field trips must provide the school a BCI (background check) prior to the date of the trip.

TECHNOLOGY

Access to computers, tablets, email, and the Internet, offers vast, diverse, and unique resources to students. Our goal for all students and teachers is to promote educational excellence in school by facilitating resource sharing, innovation and communication. Highlander provides students with technology and access necessary to further educational goals and objectives. Although Highlander Charter School has taken precautions to control all materials, an industrious user may have the ability to discover controversial information. Nevertheless, we believe that the valuable information and interaction accessible on the Internet far outweighs the possibility that users may access inappropriate material.

As a user, your child is ultimately responsible for his or her actions in accessing the Internet services. **Access is a privilege, not a right, and therefore entails responsibility. Unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.** Unacceptable use includes but is not limited to:

- Using obscenities or inflammatory dialogue.
- Using the Internet to harm others, i.e. bullying, harassment, hate mail, discriminatory remarks, and any other antisocial behavior
- Taking any steps that threaten, or which may be reasonably interpreted to threaten, any person, group of persons, building or property with harm, regardless of whether the user intends to carry out such a threat.
- Using another user's account(s)
- Using technology for something other than what is assigned including but not limited to: playing games, accessing Youtube, going on personal email, engaging in inappropriate chats,
- Interfering with or sharing other users' or the school's accounts, files, or passwords including downloading, sharing, or uploading files or information without permission
- Misrepresenting one's self as another user.
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- Vandalizing, degrading, disrupting, or abusing hardware, software, data, and network integrity including harmful spreading of viruses - **Students will be held financially responsible for reckless, negligent, or intentional damage.**
- Spreading computer viruses.
- Gaining unauthorized access to and using social-networking sites or apps during the school day including, but not limited to: Facebook, Twitter, Instagram, Snapchat, or Kik Messenger.
- Violating copyright laws or other intellectual property rights.
- Using technology resources for illegal activities.
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism or forgery.
- Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.

Violations of this policy will be dealt with seriously. Consequences may include disciplinary referrals resulting in one or more of the following: loss of access to the school’s computer network, parent meeting, suspension, referral to law enforcement officials for illegal activities, and/or the billing parents/guardians for the cost to repair damage to technology.

HIGH SCHOOL ACADEMICS

IMPORTANT: Refer to the school website to learn more about college resources including a high school to-do list for grades 9-12.

DIPLOMA REQUIREMENTS FOR GRADUATION

	Class of 2017	Class of 2018	Class of 2019	Class of 2020
Rhode Island Department of Education Requirements	<u>14 Academic Credits</u> 4 English 4 Math or 3 math/1 math-related course 3 Social Studies 3 Science College Recommendations: Math: Algebra I, Algebra II, Geometry Science: 1-2 laboratory classes			
	<u>6 Elective Credits</u> Required: 0.5 Physical Education/Health credits each year (total of 2 credits) College Recommendation: 2-3 credits in the same language			
	<u>Successful Completion of 2/3 Senior Year Performance Assessments</u> Graduation Portfolio Exhibition (Senior Year ELO Exhibition) Comprehensive Course Assessment			
Community Service Requirements	40 community service hours total (10 recommended each year)			
Expanded Learning Opportunities Requirements	3 ELO Classes 2 ELO credits	3 ELO credits	1 Career Class Credit 3 ELO Credits	1 Career Class Credit 3 ELO Credits
Other Requirements	1 college level class credit 1 virtual class credit			

MULTIPLE PATHWAYS

Highlander High School’s model for personalization is built on the concept of a Graduation Roadmap. Thanks to the strategic integration of technology, this type of personalization is possible; driven by student needs, strengths, talents and interests, the Graduation Roadmap will offer every student multiple pathways for earning graduation credits. Some pathways include face-to-face coursework at Highlander, the Community College of Rhode Island, or another secondary or postsecondary partner; online coursework or other digital partners; and an Expanded Learning Opportunities (ELOs) pathway that allows students to build credit-bearing courses centered on inquiry-based projects.

While all pathways will be part of each student's high school experience, students – along with their advisors, parents, and teachers – will determine how to best leverage each pathway to achieve their goals. The entire process will be overseen by the Head of School.

EXPANDED LEARNING OPPORTUNITIES

Expanded Learning Opportunities (ELOs) are community-connected, student-centered programs that offer alternative paths to course credit. **ELO projects are driven by student interest** and are aligned by rubric-based assessments specific to each student's vision. This means students now play a role in where, when, and how they learn.

Designed for hands-on learning, ELOs match skilled *Community Mentors* with students to provide enriched learning inside and outside the classroom. So far we have created mentor partnerships with AS220, DownCity Design, The Center for Dynamic Learning, Rhode Island for Community and Justice, and many more.

Students are taught to ask an essential question, identify learning goals, plan activities, create a product, and demonstrate proficiency. These cross-cutting problem-solving skills are relevant in various academic practices and emphasize competency-based learning, alternative to standardized testing.

ELOs challenge students to turn their passions into learning experiences. With the support of teachers, administrators, and local mentors, we believe that to teach the whole student we need the whole community. The ELO Coordinators will oversee the program.

CERTIFICATION PROGRAMS & DIGITAL BADGES

It is important that we prepare our students for both college and career readiness. Highlander High School continues to develop programs that allow for students to earn badges and/or certifications that are aligned to the employment/ post-secondary skills gaps in Rhode Island. Opportunities for badges and certification programs are aligned to each pathway. These badges and/or certifications are indicators of accomplishments, skills, and high levels of engagement and will be reflected on both the student's academic transcript and learning profile.

STUDENT RESPONSIBILITIES

CLASS ATTENDANCE

Students must be on time for class. Tardiness has a negative impact on student success. Students who are tardy miss important instruction and often times disrupt the delivery of instruction. **Students will have 3 minutes to pass in between classes. This is more than sufficient time to prepare for class, arrive in class, and be seated and ready to learn BEFORE the bell rings.** Once the bell sounds, doors will be closed and class will begin.

A student who is tardy to class will be required to:

- Fill out a Tardy Card upon arrival to class.
 - The Tardy Card will require the student to write the reason why s/he was late and the student's signature.
 - The classroom teacher will sign off on the card and the card will be delivered to the office.
 - The tardy will be documented in Skyward and the card mailed home.
 - Frequent tardies will result in disciplinary action and be reflected on the student's Habits of Work (HOW) grade.

CELL PHONES

As a technology-based, blended learning school, we understand that innovative education practices include being able to use cell phones and other personal electronic devices in integrated ways in the classroom. **Cell phones and other personal electronic devices will be allowed and/or used in classrooms at the discretion of individual teachers. They are not to be in use in the hallways during transitions and the ringers must remain off all day.** Students should be aware that a teacher has the discretion to have a cell phone collection area (i.e. drop box) in their classroom or require that students silence/power-off their devices while on their person. A student must respect and follow each individual teacher's classroom procedure or risk being written up. **If the use of cell phones interferes with Internet connectivity, their use will be discontinued.**

Violation of this policy will require a student to turn in his/her device over to school personnel and the student may pick up the device from the Main Office at the end of the school day. Refusal to surrender the electronic device when asked is considered defiance and the student will be written up for insubordination, resulting in a parent pick-up of the device at his or her convenience. All violations will be logged. Frequent violations will result in disciplinary action and be reflected on the student's Habits of Work (HOW) grade.

***The school is not responsible for any lost, stolen, or damaged cell phones/electronic devices.**

LOCKERS & BACKPACKS

Students are provided the use of lockers for the safe-keeping of outer clothing, books, and learning materials. Each student will be assigned an individual locker along with a combination number. Students are expected not to give out their combination number. Backpacks/purses must be stored in lockers. Home lunches that are stored in lockers must be taken home daily. Administration retains the right to search lockers, backpacks, and purses, especially if there is suspicion.

HALL PASSES

If a student must leave the classroom for any reason, s/he must sign out in the classroom log and use a pass. Students will keep hall passes visible at all times and must show passes to any staff member upon request.

Classroom sign-out logs will be used by each teacher to help inform and determine students' effective use of class time and will be reflected in their Habits of Work (HOW) grades. Parents will be notified of excessive amounts of time spent out of class. Students who abuse the sign-out system (excessive use, dishonesty about destination, no pass, etc.) may also be subject to loss of privilege(s) at teacher/administration's discretion.

DRESS CODE POLICY

Uniforms are required Monday-Thursday. Students will adhere to the dress code policy. Students are expected to wear clothing that meets the Highlander dress code (see table below). Clothing must be neat, clean, in good repair, and appropriate at all times. Any student arriving to school out of uniform is violating dress code policy.

UNIFORM TOPS:

All uniform tops MUST have the Highlander Charter School logo or your child will be in violation of school policy.

Below are your options for uniform top purchases:

- Lands End (order with logo) - www.landsend.com
- Allens Uniforms (order with logo) - www.allensuniforms.com
- Purchase your shirts at Walmart, Target, or Old Navy online or at the store without any logo:
 - Purchase iron on patches for \$2 each at the Providence or Warren campus and iron on the logos

UNIFORM BOTTOMS:

Pants and shorts must be worn on the natural waistline - **no sagging or visible under-shorts or underwear**. Any student seen with pants sagging below the waistline is violating policy and will be sent to the office for suspenders.

DRESS-DOWN FRIDAYS:

Fridays are dress-down days *unless a student has lost the privilege*. While we value students' rights to express themselves through their dress, we expect all students to conform to certain standards of cleanliness, neatness, and appropriateness for school. Faculty and administration reserve the right to determine what is appropriate. In general, no student's clothing should be such as to distract others from the educational purposes of school.

UNIFORM VIOLATIONS:

Any student arriving to school out of uniform is violating dress code policy. If a student violates the dress code policy he or she will be asked to change into a borrowed uniform item from the school. **If the student refuses, a parent/guardian must bring in a uniform for the student or pick the child up from school. Please send your child to school with an extra uniform top and bottom to keep in his or her locker to prevent a violation.**

- Students who violate the dress code on a uniform day will lose the Friday dress down privilege that same week and be required to dress in uniform. Parents/guardians will be informed.
- Students who violate the dress code on a Friday will lose the dress down privilege for the following Friday. Parents/guardians will be informed.

Repeat offenders will be subject to disciplinary action including the suspension or permanent loss of Friday dress down privileges.

POLICY EXEMPTIONS:

- Students with religious beliefs, health or handicapping conditions
- Student athletes on game days:
 - Basketball Team: shirt and tie with dress pants or khakis (no jeans)
 - Other team: jerseys with uniform bottoms
 - Cheerleaders: team uniform

UNIFORM GUIDE

	Monday-Thursday	Friday
<p>Tops (short or long sleeved)</p>	<p><u>Middle School</u></p> <ul style="list-style-type: none"> ➤ Polo: Red or Black with HCS logo <p><u>High School</u></p> <ul style="list-style-type: none"> ➤ Polo: Red, Black, or White with HCS logo ➤ Red, Black, or White button-down Oxford (short/long sleeve) w/ HCS logo ➤ HCS tie (optional) <p><u>Layers</u></p> <ul style="list-style-type: none"> ➤ Solid red, black, khaki, or white undershirts ➤ Black cardigan with HCS logo ➤ HCS Hawks sweatshirt/pullover/sweater ➤ Grey pullover (no hood) sweater with HCS logo ➤ Grey-hooded sweatshirt w/HCS logo on it* <ul style="list-style-type: none"> ○ Hoods OFF in school <p><u>Not Allowed</u></p> <ul style="list-style-type: none"> ➤ Hooded sweatshirts of any color or kind other than what is mentioned above ➤ Feinstein sweaters ➤ Coats, fleeces, North Face outerwear, jackets, scarves of any type (must be left in lockers) ➤ Hats, caps, visors, and other headgear (must be left in lockers) <p>*Grey-hooded sweatshirts have been discontinued as a uniform option. However, grey-hooded sweatshirts <u>with the HCS logo</u> that were purchased prior to the 2016-2017 school year will be allowed.</p>	<p>Must cover the torso, abdomen, and undergarments. Straps must be 2-inches.</p> <p>Inappropriate tops include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ strapless ➤ tube top ➤ halter top ➤ plunging neckline top ➤ spaghetti strap tank tops ➤ see-through tops ➤ midriffs ➤ muscle shirts ➤ tank tops ➤ tops with inappropriate wording or images
<p>Bottoms</p>	<ul style="list-style-type: none"> ➤ Khaki or Black bottoms* with no rips or tears: <ul style="list-style-type: none"> ○ Pants that sit at the natural waistline ○ Shorts and skirts cannot be shorter than fingertips when hands are on the side <p>*Pants cannot be made of yoga or denim material</p>	<p>Must cover undergarments and be appropriate length.</p> <p>Guidelines:</p> <ul style="list-style-type: none"> ➤ Dresses should be school-appropriate

		<ul style="list-style-type: none"> ➤ Skirts, dresses, and shorts cannot be shorter than fingertips when hands are on the side ➤ Jeans with tears above the knees must be worn with black tights underneath ➤ Pajama bottoms are not allowed
Footwear	Closed-toe shoes or sneakers only	Closed-toe or open-toe shoes allowed.

STUDENT CODE OF CONDUCT

Highlander Charter School recognizes that acceptable behavior is essential for the development of responsible, self-disciplined, and productive citizens. Here at Highlander, we are committed to fostering the social and emotional well-being of all students. In turn, we expect students to act responsibly and respectfully and to contribute to a safe and positive school environment.

Those who choose not to abide by our standards, or who otherwise affect the community negatively, will be held accountable for their actions. Such behavior will also be reflected in students' Habits of Work (HOW) grades. The following summarizes the levels of **disciplinary action** which shall be enforced by the Behavior Specialist and Administrator with students who are in violation of the *Student Code of Conduct*:

- Conference: with student, parent, or both
- Intervention:
 - Referral to student support team (RTI)
 - Time-out: temporary removal of student from class (placed in Buddy Teacher room)
 - Detention before, during, or after school hours
 - Behavioral contract
 - Restriction
 - Confiscation
 - Loss of privilege
 - Social Suspension (ineligibility to participate in scholastic extracurricular activities including sports)
 - Mediation
- Suspension: in-school or out-of-school*

The rules and procedures described above apply under normal circumstances. However, if there is a situation that requires an immediate, non-standard response, the school reserves the right to deal with this instance of inappropriate behavior in a timely and efficient manner, taking actions deemed to be in the best interest of the school, its faculty, and its students.

**Highlander follows all State and Federal regulations regarding the discipline of special education students.*

DISCIPLINE IN THE CLASSROOM

Teachers handle the major portion of student discipline using the classroom management system below. However, teachers may refer a student to the Behavior Specialist for misconduct when necessary.

- Verbal Reminder(s)
- Warning(s)
- Seat Change
- Take-a-Break (in the Behavior Specialist's room)
- Student-Teacher 1:1 Conference
- Disciplinary referral (sent to the Behavior Specialist's room for the remainder of the period - disciplinary action will be determined)

- Parent/guardian will be informed
- A re-entry conference will occur between the teacher, student, and Behavior Specialist in order for the student to return to class the next day.

Minor Offenses	Moderate Offenses	Major Offenses*
<ul style="list-style-type: none"> ➤ Disruption ➤ Inappropriate Displays of Affection 	<ul style="list-style-type: none"> ➤ Abusive Language ➤ Disrespect/Defiance ➤ Skipping Class 	<ul style="list-style-type: none"> ➤ Bullying/Harassment/Intimidation ➤ Fighting ➤ Threat ➤ Theft ➤ Vandalism

**Law enforcement may be contacted depending on the severity of the offense. A parent/guardian of a student will be billed for the cost to repair or replace any damaged or stolen property.*

RESPECT FOR OTHERS

Every member of the Highlander community has the right to work, to learn, and to grow in an environment of mutual respect, compassion, and support. This is especially true when considerations of socially significant identities are involved, such as those based on race, class, ethnic origin, religion, gender, disability, or sexual orientation. Our community must be free from verbal, physical, and psychological intimidation of any kind. Behavior that disregards the self-esteem of others and is uninvited and unwanted.

HARASSMENT, INTIMIDATION, OR BULLYING

No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation, bullying, sexual harassment, teen date violence, or sexual assault against another student. This policy applies to all conduct on Highlander’s premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and to conduct off Highlander’s premises, including through the use of social media and technology, that has an adverse affect upon a student’s

“Harassment, Intimidation, or Bullying” means any intentional gesture, or any intentional written, verbal, or physical act or threat by a student that:

- A reasonable person under the circumstances should know will have the effect of: harming a student, damaging a student’s property, placing a student in reasonable fear or harm to his or her person, or placing a student in reasonable fear or damage to his or her property
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student

“Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s participation in the educational process; or
- Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s education, or creating an intimidating, hostile, or offensive educational environment.

“Teen Date Violence” is behavior where one person uses threats of, or actually uses physical, sexual, verbal or emotional abuse to control his or her dating partner.

“Sexual Assault” includes behaviors that are attempted or perpetrated against a victim’s will or when a victim cannot consent because of age, disability or the influence of alcohol or drugs. Sexual assault or threatened physical force, use of weapons, coercion, intimidation, or pressure may include but is

- Intentional touching of someone in ways that are unwanted; or
- Public display of images that were taken in a private context or when the victim was unaware

REPORTING PROCEDURES

- **Any student, and/or parents/guardians of a student**, who believe the student has been harassed, intimidated, bullied, sexually harassed, sexually assaulted, or been a victim to teen date violence should immediately report the situation to the Behavior Specialist or other school personnel.
- **Any student who witnesses or becomes aware** that a fellow student is being subjected to harassment, intimidation, bullying, sexual harassment, teen date violence, or sexual assault should immediately report the incident to the Behavior Specialist, Building Administrator, or staff member.
- **Any employee who receives a report of**, becomes aware of, or in good faith believes that a student is a victim of harassment, intimidation, bullying, sexual harassment, teen date violence, or sexual assault is required to report the matter to the Behavior Specialist or Building Administrator immediately.
 - **Any employee who witnesses** harassment, intimidation, bullying, sexual harassment, teen date violence, or the sexual assault of a student should take immediate appropriate action to intervene.

INVESTIGATION AND REPORTING

The Behavior Specialist or Administrator will investigate* a report of harassment, intimidation, bullying, sexual harassment, sexual assault, or teen date violence:

- Obtain a written statement from the complainant regarding the allegations
- Obtain a written statement from the accused
- Obtain written statements from witnesses if any; and prepare a written report detailing the investigation.

**The investigation should be completed within 10 days.*

DISCIPLINARY ACTION

Upon completing the investigation, the Behavior Specialist or Administrator will communicate his/her findings and intended actions to be taken to the victim and the accused.

- If there is **sufficient evidence** to support the allegation, disciplinary action will be taken against the offender.

In the event the harassment involves violent or other conduct which could be reasonably considered to be criminal in nature, the Behavior Specialist or Administrator will refer the matter to the local law enforcement agency.
- If there is **insufficient evidence** to support the allegation, no record will be made of the allegation in the complaining student's permanent record or the accused student's permanent record.
- If there is evidence of a malicious **false accusation**, the complaining student may be subject to disciplinary action

PROTECTION AGAINST RETALIATION

No retaliation will be taken against a student or adult who reports harassment in good faith. Any person found to have retaliated against another individual for reporting an incident of harassment may be subject to the same disciplinary action provided for harassment, intimidation, bullying, sexual harassment, sexual assault, or teen date violence offenders. Those persons who assist or participate in an investigation are also protected from retaliation under this policy.

CONFIDENTIALITY

Any investigation will be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by state law.

RECORD OF ALLEGATIONS

Highlander will keep and maintain a written record, including, but not limited to, witness statements, investigative reports, and correspondence, from the date any allegation is reported to school personnel. This information in the written record will also include the action taken by the school in response to each allegation. The

written record will be filed and maintained for three years from the date of the resolution of an investigation unless new circumstances dictate that the file should be kept for a longer period of time.

SOCIAL MEDIA

Highlander Charter School recognizes that access to technology gives students opportunities to engage and communicate using social networking or social media. While social networking is fun and valuable, the lines are blurred between what is public or private.

This policy applies to:

- all conduct on Highlander’s premises and at school-sponsored events
- conduct during transportation to and from school and school-sponsored events
- conduct off Highlander’s premises, including through the use of social media and technology, that has an adverse affect upon a student’s educational environment.

Misuse of social media in this manner includes, but is not limited to:

- Posting material that is threatening, harassing, illegal, obscene, slanderous, or hostile towards another student or staff member
- Posting defamatory or discriminatory statements, images, or videos
- Posting confidential or sensitive information about another student or faculty member

Violations of this policy will result in disciplinary action as deemed appropriate by the Behavior Specialist in coordination with Administration.

SMOKING

Highlander Charter School is committed to having a smoke, tobacco, and nicotine-free environment for all members of the school community. Therefore, the use or possession of tobacco or nicotine products and smoking related products on school property, at school sponsored activities, and on vehicles used in the transportation of students is strictly prohibited. This includes but is not limited to cigarettes, cigars, hookah pipes, hookah pens, chewing tobacco, snuff or any other form of tobacco or nicotine. Violations will result in:

- Disciplinary action deemed appropriate by the Behavior Specialist
- Parent/guardian notification and possible conference
- Student participation in a tobacco/nicotine education program with a written component

ALCOHOL & DRUGS

The purpose of this policy is to promote and maintain a safe and healthy environment for the entire school community. In order to meet this goal, Highlander Charter School adopts a substance abuse policy, which delineates a plan of action that will aid students to abstain from the use of alcohol and drugs. Highlander will intervene when student use is detected, take corrective disciplinary action, and provide aftercare for said student.

PREVENTION AND INTERVENTION

Highlander Charter School will provide students with a varied program of instructional activities that will focus on preventing students from using alcohol and drugs. The school has a school psychologist and social worker onsite if students need additional services.

The following will occur if a student is found possessing, using, or selling illegal or unauthorized drugs or alcohol or possessing illegal drug paraphernalia:

- Immediate suspension
 - Upon returning, the student will participate in a school drug & alcohol education program and write a 1-2 page reflection.

- Law enforcement officials may be notified after administrative assessment of the situation. In this case, all evidence will be kept in a secured location until it is turned over to the appropriate authorities.
- The parent/guardian of the student will be notified, and a conference with the administrator will be scheduled as soon as possible.

Students returning from suspension or an inpatient or outpatient treatment program will be given aftercare educational support from one or more of the following: school psychologist, school social worker, and Behavior Specialist.

WEAPONS & ASSAULT

The presence of weapons and violence will not be tolerated by Highlander Charter School. A student shall not buy, sell, possess, handle, transmit, threaten with, or use any object that can reasonably be considered or converted to a weapon. This policy provides the power for the Behavior Specialist or Administrator to address potentially dangerous situations. This policy applies to all cases involving weapons or assaults in school or on school grounds, on the bus, at the bus stop, on the way to or from school, and at school sponsored activities.

“Weapons” are devices, instruments, materials, or substances that can be used for, or are readily capable of, causing death or serious bodily injury including, but not limited to: knives, firearms, defensive or offensive weapons, martial arts devices, explosive devices, fire-setting or incendiary materials, or any other tool or instrument which staff could reasonably conclude as being capable of inflicting bodily harm.

“Assault” is defined as an act of physical violence or threat of physical violence by a student on another student or staff member. When considering what constitutes assault, the factors to be weighed include: age of student(s) involved, seriousness of bodily injury, the intent of the individual(s) involved, any disability affecting the behavior of the individual, and any other factor deemed relevant.

DISCIPLINARY ACTION

- Law enforcement officials may be notified after administrative assessment of the situation and disciplinary action will be taken against the offender. Any student found to be in possession of a weapon, or involved in an assault, will:
 - immediately be assigned in-school or out-of- school suspension depending on the severity of the infraction. During this suspension, the school administrator will take the necessary steps in determining any additional action, which may include long-term suspension and possible expulsion.

STUDENT RESTRAINT POLICY

Here at Highlander Charter School, we realize that sometimes children may not be able to safely control their bodies at times of emotional crisis. In these situations, they may physically lash out at themselves, other students, faculty or staff, which may result in physical injury to them or others. In order to ensure the safety of all, physical intervention may be necessary.

Faculty, staff, and teachers will try several intervention strategies to assist the student in de-escalating and regaining control. Should such interventions fail, physical restraint will be used as a last resort. To ensure safety, certain staff members have been trained in physical restraint techniques. These staff, and only these staff will respond in situations where physical restraint is needed. Parents will be informed if their children needed to be restrained during the day.

TRANSPORTATION

SCHOOL BUS SAFETY

Students attending Highlander Charter School will have the option of riding the bus to school. **Riding the bus is a privilege. This privilege may be temporarily denied or permanently revoked** if misconduct of a student jeopardizes the safe operation of the school bus, bus riders, or other drivers in other vehicles.

Students arriving by bus may not leave school grounds and are to report directly to school. In order to ensure that students are safe while riding the school bus, we expect all of our students to behave responsibly on the bus by:

- following directions given by bus personnel willingly and promptly, and sit in assigned seats if they are
- respecting the bus driver, bus monitor, and fellow students
- using inside voices and appropriate language
- being safe: remain seated, refrain from hanging out of the windows, throwing things in the bus, at someone, or out the window, and keep hands, feet, and arms inside the bus at all times
- keeping the bus clean: no eating, drinking, or smoking on the bus

Bus monitors will fill out a disciplinary referral for any student disregarding bus rules and violations of bus safety policy will result in disciplinary action. **Extreme behavior will result in an immediate 5-day suspension from the bus and families will have to arrange alternate transportation to and from school during that period of time. Any damage to the bus will require parental/family compensation to the bus company.**

AUTOMOBILES AT SCHOOL

Driving to school is a privilege. Students who wish to drive and park a vehicle at the school must register their cars at the Main Office. Students and parents/guardians must sign a driving contract and provide proof of license, registration, and insurance. Students will lose the right to park on school grounds if they violate the provisions of the *Student Code of Conduct* or the *Student Driving and Parking Contract*. This contract requires that students:

- Abide by all traffic laws of the state of Rhode Island
- Abide by the rules and regulations set forth by Highlander Charter School:
 - Arrive to school on time
 - Enter school upon arrival and leave at dismissal without loitering
 - Drive cautiously and slowly when entering and exiting the school property to ensure the safety of others
 - Abide by the 15 MPH speed limit while on school grounds
 - Wear my seatbelt at all times while on school property
- Understand that:
 - S/he is not authorized by the school to transport other students
 - If s/he drives another student in his/her car, the school must have written permission from parent/guardian of said student, and know that as a driver, s/he is responsible for the passenger in the vehicle
 - The parking lot and his/her car is off-limits during the school day unless granted permission by Main Office Staff or Administrator
 - The school will not be held liable for damage to my vehicle or stolen items
 - The school has the right to search my vehicle if there is reasonable suspicion that rules, regulations, or laws have been broken and that refusal may be cause for terminating parking privileges

OTHER POLICIES & PROGRAMS

ATHLETICS

PHYSICAL EDUCATION/HEALTH

- Physical Education/Health is a requirement for every grade for at least 1 semester each year.
- Students are required to change into athletic/workout clothing for class each day. This includes appropriate footwear (sneakers). This will be reflected in a student's Habits of Work (HOW) grade for class.
- A medical excuse from a physician must be provided if there is an illness or injury.

The school will not be responsible for lost or stolen items from gym lockers. However, if theft takes place and subject is found, immediate disciplinary action will take place.

ATHLETIC PROGRAM

The athletic program at the Highlander Charter School is an integral part of a student's life. A well-rounded program of athletic activities is vital to the academic and social/civic development of students to promote sportsmanship, character development, and leadership.

The Highlander Charter School is a member of the Coastal Prep League, whose purpose is to organize, regulate and promote secondary athletics for Rhode Island schools. As a member of the Coastal Prep League, Highlander Charter School abides by their rules and regulations, and subscribes to the guidelines set forth by this organization.

For any questions regarding the policies and procedures created by the Highlander Charter School Athletic Program, please see the Student-Athlete Handbook. Lastly, any questions about any aspect of the program not addressed here should be directed to Mr. Keesee, Director of Athletics.

AFTERSCHOOL PROGRAM

The Highlander Afterschool Program provides Highlander students with safe, exciting, high quality afterschool programming through a 21st Century Community Learning Center federal grant. For students in grades 7-12, Afterschool is offered four days a week (Monday - Thursday until 5:00 PM). All students are provided bussing back to Highlander's Providence campus at the end of Afterschool. They must be picked up at 5:30 P.M. If parents are not on time, students must wait outside because programming is still going on at the Providence campus.

Each semester new clubs and activities are added. Film Club, Leaders Club, Gay-Straight Alliance, Art in Nature, Volleyball, and Yoga are all examples of the programs provided through the Highlander Afterschool program. Parent Cafes, information nights, and workshops are also offered to help connect our staff and parents, as well as offer valuable community resources.

HEALTH & WELLNESS

School is a place for healthy students. We do our best to maintain a healthy environment in school. We also teach students how to stay healthy and make healthy choices.

Highlander has a certified school nurse teacher on staff. The nurse is responsible for:

- administering medication in school & first aid
- maintaining health records
- working with families and students around chronic illness
- performing and/or arranging health screenings (vision, scoliosis, dental, and hearing)
- teaching a health curriculum.

The school nurse notifies families in cases of contagious illness (such as strep throat) and works with the Rhode Island Department of Health in cases of outbreaks (chickenpox, etc.). If there is a medical emergency while the student is in school, the nurse or administrator may have the student sent to the hospital immediately, while also calling the family. It is important that the school has emergency numbers in the event we are unable to contact you if your child has become ill or has sustained an injury while at school. The school will call a parent/guardian to pick up his/her child if s/he becomes ill in school, or if there is a question of contagious illness, which may spread to other students.

Please call the nurse if your child has any illnesses, allergies, needs to take medication in school, or if you have any questions regarding your student's health.

HEALTH GUIDELINES

Please DO NOT send your child to school if s/he has any of the symptoms referenced below within the previous 24 hours. We need your cooperation in order to prevent the spread of contagious diseases. If while at school your child displays symptoms of any of the conditions below, you will be notified and asked to pick up your child immediately:

- **Diarrhea:** Please keep your child home if s/he has diarrhea in the morning. Your child will be sent home if s/he has two or more loose stools while at school.
- **Fever:** Please keep your child home if s/he has a fever in the morning or had a fever over 100° the night before. Your child will be sent home if s/he has a temperature of 100° or higher while at school.
- **Head Lice:** Please keep your child home if s/he is being treated for lice and still has live lice on his/her head. Your child will be sent home if lice are detected while at school. S/he may return to school after appropriate treatment is completed.
- **Infectious Rashes:** Infection associated rashes such as ringworm, impetigo, or scabies are contagious. Please keep your child home until s/he has been on prescribed skin medicine for 24 hours. Your child will be sent home if we suspect that your child has an infection associated rash. Please take your child to the doctor and request a note clearing him/her to return to school.
- **Pink Eye Viral Conjunctivitis,** also known as pink eye, is contagious. Please keep your child home until s/he has been on prescribed antibiotic eye medicine for 24 hours. Your child will be sent home
- if we suspect s/he child has conjunctivitis while at school. S/he may return to school after receiving the antibiotic eye medicine for 24 hours.
- **Strep throat** is contagious. Please keep your child home until s/he is fever free for 24 hours and has been on antibiotics for 24 hours. Your child will be sent home if we suspect s/he has strep throat.
- **Vomiting:** Please keep your child home if s/he vomits in the morning, or vomited repeatedly during the night. Your child will be sent home if s/he vomits while at school.

MEDICATION IN SCHOOL

Highlander students who take medication at school must have a School Medication Form completed and signed by the child's doctor, and signed by the parent/guardian as well. **Medication forms must be renewed annually.** Medication should be brought to school at the beginning of the school year by a parent/guardian and must be kept in the nurse's office.

PRESCRIPTION MEDICATION

Highlander's nurse will administer prescription medication during school hours only as approved by a licensed physician.

- Prescription medication must arrive at the school in a pharmacy-labeled container, and will be stored in a locked cabinet in the health office.
 - Students may not carry medication with them, with the exception of Epi-pens and bronchodilator inhalers with physician approval.
 - All medication will be dispensed under the supervision of the school nurse except for students approved for self-medication by the prescribing physician and by the parent/guardian.

In the case of school-sponsored field trips, accommodations will be made for safe administration of medication. We ask that parents/guardians request their student's physician sign off for self-medication inhalers, in case the nurse or the child's parent is unable to accompany the child on the field trip.

OVER-THE- COUNTER MEDICATION

Parental authorization is required in order for students to take over-the- counter medications in school. Highlander sends home a form for this purpose at the beginning of the school year. A limited supply of Ibuprofen, Acetaminophen, Benadryl ointment, and cough drops, are available in the health office for the treatment of unanticipated ailments during the school day. These may be given at the nurse's discretion.

Over-the- counter medications sent in by a student's parent/guardian must be in the original container, and the parent/guardian must sign a consent form. These medications, including cough drops, must be kept in the health office. Students may not carry these in school with them. If a student requires over-the- counter medication on a daily basis, the physician must sign consent as well.

ALLERGIES & SPECIAL DIETS

If your child has any food allergies or dietary restrictions please inform the school in writing, and also discuss this with the nurse and your child's advisor by the first day of school. If your child has seasonal allergies, please treat these at home in cooperation with the student's physician, as we are unable to treat this condition at school.

MEDICAL CONDITIONS

ORTHOPEDIC INJURY

If your child has sustained an orthopedic injury (fracture, dislocation, sprain/strain), please inform us of the appropriate plan of care. If a fracture (broken bone) has occurred, a physician's note detailing any restrictions that need to be addressed in school must be provided (gym, recess, sports, after-school activities, elevator access, etc.).

ASTHMA

The school nurse teacher, classroom teacher, and physical education teacher should know all students with asthma.

- They should have an asthma action plan completed by their doctor and access to a peak flow meter and rescue medication as prescribed.
- The rescue medication should be sent to school at the beginning of the school year with the completed medication form.

NUTRITION

BREAKFAST & LUNCH

Light breakfast is provided without charge to students and is eaten before classes begin. Lunches include a salad bar option. Students may bring their own lunches, however they do not have access to a microwave. ***Also, parents are not allowed to purchase and drop off lunches during the day.*** Make sure to complete and submit your lunch application to the Main Office at the start of each year. Lunch bills (if applicable) will be sent home with students.

FOOD & DRINK POLICY

- Water will be the only beverage allowed in the classroom (it shall not be consumed when using technology).
- Students may bring other snacks and drinks to be consumed in the cafeteria at lunchtime. **Soda and Takis chips are NOT allowed.**
- Eating healthy snacks in class is permitted at the discretion of individual teachers.
- Any leftover home lunch must be taken home at the end of each school day and not left in a locker.

SOCIAL/EMOTIONAL HEALTH

ADVISORY

Every student at Highlander has a staff or faculty member as an advisor to whom the student turns to for advice. **S/he will be your first line of communication between school and home.*** This relationship is fostered during home visits over the summer and throughout the school year during a daily advisory period.

Our goal at Highlander is that advisory will:

- Provide the advisor with the necessary time to have conferences with individual students, monitor progress, and communicate concerns to teachers and families
- Foster community through class meetings and life skills curriculum
- Provide a safe and supportive environment to bolster students' sense of belonging
- Help develop a long-term personal relationship between each student and a caring adult
- Help students engage in self-evaluation, set goals, learn problem-solving techniques, and develop respectful relationships with peers

**Please ensure your child's advisor and the school office have your most recent contact information (cell #, email, etc.) on file.*

GUIDANCE

Guidance and career counselors are professional educators who work diligently to support the everyday challenges faced during middle and high school years. Their goal is to promote and enhance student learning. At Highlander, our counselor will support all students in various areas such as academics, social/emotional health, career exploration, and post secondary plans. The counselor will work closely with all teachers, staff, administrators, and families to ensure the most positive outcome for each individual student. Together, the team will help students create a pathway that best suits their needs.

MENTAL HEALTH SERVICES

Students have access to the school psychologist or social worker during the school day. The purpose of all counseling at the school is to address behaviors that impact school performance. A student's teacher, support staff, or advisor may refer students to the school social worker or psychologist. They interact with students to address a wide range of concerns that have the potential to negatively impact their academic performance.

Some of these concerns could include, but are not limited to:

- emotional/social/behavioral issues
- drug and alcohol issues
- stress, and anxiety

The school psychologist and social worker are available to parents/guardians to help access resources, fill out applications, and find services or resources in their communities.

MANDATED REPORTERS

All school personnel are legally defined as mandated reporters. Mandated reporters are legally required to report any suspected signs of abuse or neglect to the Rhode Island Department of Children, Youth and Families (DCYF). Abuse is defined as emotional, physical, sexual, or medical mistreatment.

- If a staff member suspects abuse or neglect, s/he will raise the concern with the school nurse, building administrator, school psychologist, or social worker and then a call is made to DCYF.
 - Concerns must be reported to DCYF within 24 hours of learning of the information. While Highlander takes this responsibility quite seriously, the staff does not have the ability to decide

whether the information is valid. *The school must report anything that could be interpreted as abuse or neglect.*

- It is DCYF's responsibility to listen to the staff member's report, decide if there are reasonable grounds to investigate and then make a decision based upon the evidence that they find.
 - Only DCYF has the ability to determine whether or not there are sufficient grounds to investigate the claim. DCYF may decide to investigate the claim at the school or in the community. School personnel may not refuse a DCYF request for investigation.
 - In the cases where a DCYF investigator believes it is necessary, the investigator has the legal ability to assume temporary guardianship and remove the child from the school. As with any sensitive information, faculty and staff will take care to protect the student and family's privacy regarding this matter.

LATEX FREE BUILDING

It is extremely important that families are aware that there is a severe latex sensitivity within the school. Any latex in the building can create a serious, life-threatening reaction. Therefore, our school is a completely latex-free environment. It is critical that each and every family ensures that no products containing latex come into the school building at any time.

Some common items (containing latex) that have come into the school in the past have included:

- rubber bands
- plastic gloves
- bandages
- hair elastics
- erasers
- certain pencils with erasers
- paint
- rubber jewelry/rubber toys and balloons

For a comprehensive list of items which are latex-free, please visit the American Latex Allergy Association at <http://latexallergyresources.org/consumer-products>

SEARCH & SEIZURE POLICY

Periodic searches may be conducted based upon reasonable suspicion that school rules or town, state, or federal laws have or will be violated. A search may only be conducted by a building administrator. Administrators are authorized to seize illegal items or contraband that may present a threat to the safety of the individual or others. Items seized shall be retained in proper order to preserve a controlled chain of custody for purposes of prosecution by the police department if necessary. Items that are used, or may be used, to disrupt or interfere with the educational process or environment may be temporarily removed from a student's possession.

SCHOOL DANCES

Students at Highlander Charter School will have the opportunity to attend school dances as an extracurricular activity. School dances allow students to socialize and get to know one another outside of the classroom setting. Behavior and attire must be in accordance with school guidelines and expectations, and individuals may be removed from dances for behavior or attire that is not appropriate or not in line with these established rules.

Admission is open to all Highlander students (unless social suspension status prohibits attendance).

- Students may bring a guest to a dance that is of high school age, no older than 18 years old.
- Doors are closed 1 ½ hours after the dance begins. No admittance is permitted after that time.
- Any student(s) who leave prior to the scheduled end of the dance is/are not allowed to return.
- The indoor lobby is to be used only by individuals who have paid admission.

A student about whom there is a reasonable suspicion of consumption of alcohol may be asked to submit to a breathalyzer test. No breathalyzer test will be administered if a student acknowledges consumption of alcohol. If a

student tests positive, parents/guardians will be called to transport their student home. If a parent/guardian is not available to transport a student, local police will be called to do so.

Emergency medical personnel will be sought if the student is assessed to be in need of medical assistance. Students determined to have consumed alcohol and/or illegal drugs will be subject to disciplinary consequences outlined in the Student Handbook (see page 24).

GIVING BACK TO HIGHLANDER

Education and strong community ties are important to all of us, especially Highlander students and families. That is part of the reason Highlander is so successful. We know that we need the community to work together to change the lives of students.

We are working to increase our philanthropic capacity as we grow and our state and government funding decreases. The strength of our staff and family giving will send a strong message of support for the work of Highlander and set the pace for a more robust annual giving program.

All staff and families can play a role to elevate annual giving to Highlander by helping us to expand our base of support, acquiring new annual donors, and asking current donors to increase their annual gifts.

Each year we have at least one large and several small fundraising events, send out donation mailings to a broad audience, ask for grant funds, and have a Friends and Family Campaign. We are asking all staff and families to join us and give a meaningful gift to Highlander.

We truly understand that each of us has a different capacity to give personally, but collectively we can do great things!

You can help by:

- Participating in one or more events (*Golf Tournament, Zumba nights, dinner nights, Yearbook purchase, etc*)
- Sending a gift during the annual mailing
- Refer us to new grant funders
- Introduce us to new friends
- Tell your friends and family how much Highlander means to you

For more information contact our Development Director, Jeanne D'Agostino, at:
jdagostino@highlandercharter.org

HCS Info at your fingertips! Cut/post on fridge, in locker, at work!

IMPORTANT 2016/17 DATES

8/29/16 - 10/28/16: Quarter 1
10/31/16 - 1/13/17: Quarter 2
1/17/17 - 3/30/17: Quarter 3
4/3/17 - 6/16/17: Quarter 4

NO SCHOOL

9/5/16: Labor Day
9/13/16: Primary Day
10/10/16: Columbus Day
11/8/16: Election Day
*11/23/16: ½ day (1 p.m. dismissal)
11/24/16-11/25: Thanksgiving recess
12/22-12/30/16: Winter recess
1/2/17: New Year's Day
1/16/17: MLK Jr. Day
2/20/17: President's Day
2/20-2/22/17: February recess
3/31/17: Staff PD Day
4/17 - 4/21/17: April recess
5/29/17: Memorial Day

GRADES*

Grading Scale:

4 - Exceeded
3 - Mastered
2 - Almost Mastered
1 - Not Mastered

**To earn credit for a course, students need to demonstrate mastery (score of 3 or higher) on EVERY competency listed for the course.*

<u>Concern</u>	<u>Contact</u>
Specific class information - progress, grades, assignments, assessments, class-specific discipline or classroom management concern	→ teacher or advisor → administrator
Peer relations & bullying	→ advisor → behavior specialist → administrator
Discipline referral or discipline issue	→ teacher or advisor → behavior specialist
Scheduling	→ guidance counselor
Special education program or concern	→ advisor → case manager → administrator
Medical/Health	→ nurse
Sports	→ coach → athletic director

FAMILY RESPONSIBILITIES

- Update your info w/ office
- Communicate w/ teachers & school
- Stay informed! Regularly check Skyward

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduhighlanderri/seplog01.w>

REQUIRED PARTICIPATION

- Attend Open House(s)
- Attend Parent/Teacher Conferences
- Attend Exhibitions/ELO Night

HIGHLY ENCOURAGED

- Attend school events(sporting events, fundraisers, etc)
- Volunteer (BCI check required)
- Join H.A.T (Highlander Action Team)

SCHOOL ATTENDANCE

- Absences:** Parents must notify school on morning of
 - Student must provide office with a written excuse upon return.
- Truancy:** absence from school without an acceptable excuse.
 - Five (5) or more absences/quarter will receive warning.
 - Ten (10) or more absences/ school year: petition may be filed with RI Family Court.

CANCELLATIONS, DELAYS, OR EARLY CLOSINGS

- Announced on TV Channels 6, 10, and 12 as "Highlander Charter School" NOT "Providence Schools."
- Recorded message by phone (ensure your # is up to date with office).

EARLY PICK-UP/SPECIAL DISMISSAL ARRANGEMENTS

- Students are not to be picked up early unless of appointment (school must be notified ahead of time via note/call)
- Students attending dances/proms won't be dismissed prior to 12:30 pm.
- Students not taking the bus & going home with anyone other than parent/usual drivers, MUST bring a written note from home, otherwise student will be dismissed according to regular dismissal procedures.
- Students may not call home to make alternative arrangements during the day.
- Students are NOT allowed to ride another school bus other than assigned bus.