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2016-2017 ACADEMIC CALENDAR

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 at

HIGHLANDER CHARTER SCHOOL

PROVIDENCE CAMPUS DIRECTORY

Administrative Staff

Rose Mary Grant – Head of School
Jane Picciotti – Assistant Head of School

Staff

Trevor Borges – Coordinator of Technology
Seneida Hernandez – School Secretary
Tatiana Iezzi – Afterschool Coordinator
Justine Kinoian – Social Worker
Ana Luna - Maintenance
Dehlia McCarthy - School Psychologist
Claribel Mejia – Behavior Specialist
Sonia Nunez – Office Assistant
Ada Rojas – Administrative Manager/Admissions Director
Mark Sperduti – Building Manager/Bus Driver

Faculty

Charima Arroyo - Sixth Grade Teacher
Dan Baldassi – Third Grade Teacher
Jeanette Batista - Teacher Assistant
Katelyn Chouinard – Fourth Grade Teacher
Alyssa Clark – School Nurse
Molly Colinnino - PreK Teacher
Julissa Cruz – Teacher Assistant
Holly Dobson– PreK Teacher
Susan Froehlich – Speech Language Pathologist
Valerie Gallagher - First Grade Teacher
Eligia Garcia – Teacher Assistant
Stephanie Granata – ESL Teacher
Alenoush Hagopian – Fourth Grade Teacher
Atenea Hernandez – Teacher Assistant
Allison Kinoian - Teacher Assistant
Justine Mainville – Fifth Grade Teacher
Patty Mason—Special Education Teacher
Susan McKee – Reading Specialist
Marlene Medeiros – Kindergarten Teacher
Katie Meloro – Special Education Teacher

Karen Nencka – Physical Education Teacher
Mariel Polanco – Library Coordinator
Zoila Polanco – Teacher Assistant
Amy Rego – Elementary Special Education Teacher
Lindsay Robinson – Third Grade Teacher
Kelly Rodriguez – Art Teacher
Tania Rosa – Occupational Therapist
Miguel Santiago - Technology
Indy Shome – Music Instructor
Belinda Soares – Sixth Grade Teacher
Tiffany Solomon – Second Grade Teacher
Carrie Sorensen – First Grade Teacher
Marie Waring – Second Grade Teacher
Brian Weigand - Fifth Grade Teacher
Sue White – Teacher Assistant
Mike Willard – Kindergarten Teacher

SCHOOL HISTORY AND PHILOSOPHY

The Highlander Charter School opened in the fall of 2000 as a K-5 school serving 78 students. At that time, the 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 15th year of operation and have grown to 474 students, Pre-K - 11.

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 Martin Luther King, 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 prek-12, we will reach a total of 668 students. The culture and community that is key to Highlander's success is a major focus as we 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.

SCHOOL INFORMATION

SCHOOL HOURS

The school building opens at 7:30 a.m. There is no supervision for students prior to 7:30 a.m. A light breakfast is available in the cafeteria from 7:30 a.m. until 7:55 a.m. Class begins promptly at 8:00 a.m. Please make every effort to be on time. **Any student arriving after 8:00 a.m. will be tardy** and must sign in at the main office and get a late pass.

The school day ends at 2:30 p.m. and children not going home on the bus, participating in the afterschool program, or involved in school sports, may be picked up at 2:30 p.m. in the backyard. **Students in the afterschool program must be picked up between 5:00 – 5:30 p.m.**

Students should not attend school for the day if they are arriving after 10:30 am

LATE PICK-UP POLICY

We expect families be punctual in picking up their children, however we understand that there are times when a parent might be delayed. **If you know you are going to be late, please give the school a courtesy call to inform us.**

- You have a 15-minute grace period, from 2:30 p.m. to 2:45 p.m., to pick up your child:
- If you are late more than 3 times beyond the 2:45 p.m. grace period and space is available, your child will be enrolled in the afterschool program and you will have to pay the afterschool fee.
- **If you are chronically late to pick up your child, you will be called in for a meeting with administration.**

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-balance and disadvantaged.

ABSENCES

If your child is going to be absent from school, we ask that a family member call the school by 9:00 a.m. It is important to know early that all of our students are either safely in school or with their families. Upon returning to school, **the student must bring in a written notice from a parent/guardian, including date(s) and a reason for the absence to be considered an excused absence.** Acceptable reasons for excused absences include but are not limited to illness, medical appointments, 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. **A student is not allowed to come to school to attend afterschool activities (extended day program, sporting practice or game, or social event) on a day s/he is absent.**

Please note that according to Federal Regulations, students having 10 absences or more are considered truant and have to be reported to Truancy Court. Once a student reaches 20 absences, summer school or retention are possibilities. Absences include vacations taken when school is in session.

TARDINESS

Students entering school after 8:00 a.m. are considered tardy. Every 3 late arrivals are considered an unexcused absence. After 3 late arrivals in any month, a truancy officer will contact the parent/guardian to discuss strategies to remedy the tardiness. Parents will be notified of frequent tardiness. Excessive tardiness will result in more severe consequence (meeting/review with truancy officer, meeting with parent and administration, etc.)

TRUANCY

The definition of truancy is absence from school without an acceptable excuse. The building administrator will notify the parent/guardian of any student who has accumulated 5 or more absences in any given quarter in writing of this occurrence. If a student has accumulated 10 or more absences over the course of the school year, the parent/guardian will be notified in writing and the building administrator will investigate the situation. This investigation may include:

- Review of the student's attendance record
- Parent conference
- Filing of truancy petition

This investigation may result in retention, summer school, and/or a referral to Truancy Court/Family Court.

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, by 2:00 pm, must be made to the front office. **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.**

SCHOOL CANCELLATIONS

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. We will also make a blast call to notify all families. Parents must take responsibility for: (1) making arrangements for their students in the event that no

one is at home when the student arrives, and (2) making certain that the student understands these arrangements. **Please note that we are a charter school and not a Providence School. For this reason while watching the cancellation announcements on TV, look for HIGHLANDER CHARTER SCHOOL.**

SAFETY DRILLS

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 proceed quickly out of the building according to pre-planned routes
- Walk quickly (without running) and proceed to the designated exit
- 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
- Students not following the Emergency Response Plan Procedure will receive a disciplinary referral for a disruption offense (talking) or defiance offense (refusal to line up).

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 in December, April, and June so please look for your lost items frequently.**

BIRTHDAYS, HOLIDAYS, & RELIGIOUS HOLIDAYS

Here at Highlander, we do not celebrate or practice any religious holiday. As a public school, we do not want, even inadvertently, to elevate any one religion or religious traditions over others. At the same time we want to educate students about different religions and cultures worldwide. So while Highlander students will not be celebrating any religious holidays, our students will be sharing religious traditions, customs, reading books containing religious convictions, and exploring the many questions and answers which face us as human beings around the world, as we try to learn who we are and what our convictions should be. We think these questions and answers are an important part of our curriculum.

As a matter of philosophy, Highlander Charter School does not formally celebrate holidays. This does not mean that these special days cannot be acknowledged or discussed within the classroom; and on some occasions, such as Thanksgiving or Memorial Day, these occasions can be important opportunities for instruction, discussion, or writing exercises.

In regards to celebrating student birthdays, you must check with your child's teacher. There are times of the day that are better than others for each teacher. If cake or cupcakes are brought to the school with notification to the teacher, the treat will be dispensed during the next class lunch time in the cafeteria.

FAMILY RESPONSIBILITIES

Update contact information as needed.

For the well-being of your child(ren), we need to know how to contact you. It is very important that the school office have your *current* 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.

Know how to communicate with your child and the school.

We believe that good communication with families is important at Highlander. Parents/Guardians are encouraged to communicate with staff or faculty through writing (note, letter, email), telephone call, or text if questions or concerns arise.

The first point of contact regarding your child is always his/her teacher. Allow 24 hours for a response. Administration will only get involved in resolving classroom issues after other avenues have been pursued.

Although communication is key, **no phone calls will be put through to the classrooms during class time.** If you have a message for your student's teacher or for your student, you can call the main office and that 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. School policy requires that cell phones be shut off and kept out of sight. If the cell phone is out during the school day, it will be confiscated.**

Attend open houses, parent teacher conferences, exhibitions, and school events.

Learning Plan Meetings are required and scheduled during the first and third quarters. Pre-K Has learning plan meetings in December and May. 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.

Highlander students are encouraged to exhibit their excellent work. These exhibitions combine written, visual and oral expression, and provide another form of assessment that link to priority learning standards each semester. These exhibitions usually occur during the second and fourth quarters and will be highly publicized for all to attend. Parents are required to attend at least 1 exhibition every year.

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

There are always volunteer opportunities at the campus. These include assisting with phone calls, interpreting and translating, chaperoning field trips, helping out in the classroom, tutoring, and assisting in planning and executing school fundraisers, events, or teacher/staff appreciation luncheons. **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. If you are interested in volunteering, please contact the school or fill out the volunteer interest form on the Highlander website.

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.

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

Highlander's academic program balances individual and group project work, as well as direct instruction. Part of our mission is to bring the best teaching practices available into the school. To that end, we use a variety of curriculums integrated to best meet our students' needs. Pre-K uses creative curriculum. The K-6 literacy program is based on ReadyGen curriculum. Math curriculum is a program developed by our math Coach called Smart Math. During all subjects, Blended Learning is the model to which we aspire. In a typical class, students rotate through learning stations after a direct instruction lesson. Students use technology in the classroom as one of the learning stations, which allows the teacher to work with smaller groups and adjust the learning for each group's needs. Each student, Pre K – 6th grade prepares for an exhibition twice a year to share with families what they are learning during the day. This allows students to pursue individual interests and also develops public speaking skills.

Successful Highlander students are highly organized, so we work hard to cultivate strong organizational skill in all students. Students in grade 6 will use academic planners provided by the school. If a student misplaces their planner, there is a \$10 fee to replace it.

HOMEWORK POLICY

Homework is an important part of our educational program at Highlander Charter School. We expect that families will support and help their children to complete their homework. All teachers will assign homework, but not necessarily every night. Typically, homework will increase by 10-minute increments as your child

progresses through the grades. For example, a 3rd grade student can expect 30 minutes of homework while a 6th grade student can expect 60 minutes. This may or may not include independent reading.

Homework will:

- **Connect to class work: be an opportunity for independent practice.**
- **Connect to consequence (will include but not be limited to grade reduction or exclusion from incentive programs).**

Student in the After School Program will focus on academic enrichment and supplemental education services, not homework. The after School staff is not responsible for seeing that homework is completed.

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.

ELL PROGRAMMING

Description of Program Placement Options and Goals for English Learners

The English Language Learner Program is an instructional program for students who are speakers of another language other than English. The program is designed to aid in English language development and includes teaching strategies that are differentiated for each student's level of English language proficiency. The goal of the program is to develop and master English communication and cognitive-academic language skills so that your child is able to successfully meet and achieve grade level academic standards and be actively engaged in the school community.

ELL Students in Special Education

If your child has an individualized education plan (IEP), the child's ESL program will support meeting the instructional objectives of the IEP.

Delivery of Services

The ESL specialist provides small group instruction to ELL students and collaborates with the classroom/content area teacher to make content accessible for all ELL (English Language Learner) students. Once your child achieves a specific level of English proficiency based on the Rhode Island Department of Education's ELL regulations, ELL students exit the ESL program and are monitored for an additional two years. Should a parent/guardian decide to waive ELL programming, the ELL student's progress will be monitored and s/he will be tested annually (ACCESS state assessment for English language proficiency) until s/he reaches the English proficiency based on the ELL state regulations. Then, said student will be monitored for two years thereafter.

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 behavior in school and/or lack of work completion will not be cause to omit students from the trip. If, however, students behave poorly on a field trip or do not complete an assignment that is a prerequisite to prepare students for the experience, students may lose the right to attend subsequent field trips. 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 or family members over the age of 21 interested in chaperoning school field trips must provide the school a BCI (background check) prior to the date of the trip.**

TECHNOLOGY

Highlander provides computers, tablets, and other forms of technology to be used as instructional tools for our students. Students are encouraged to use these tools in order to increase their knowledge of curriculum and also to increase their skills and help them become adept to technology use for non-entertainment purposes.

Internet access is available to students at Highlander Charter School. 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.

With access to computers and people all over the world, comes the availability of materials that may not be considered educational value in the context of the school setting. Highlander Charter School has taken precautions to control all materials, and an industrious user may 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.

It is essential for each user to recognize his or her responsibility in having access to the vast services, sites, systems, and people that are located on the Internet. As a user, your son or daughter is ultimately responsible for his or her actions in accessing the Internet services. **The use of the Internet is a privilege, not a right. This privilege may be revoked at any time for abusive conduct.** Such conduct includes but is not limited to:

- Giving out personal information, including – but not limited to – name, address, age, sex, telephone number and e-mail address
- Playing games on the Internet without permission
- Changing or adding passwords and settings that can adversely effect the operation of the computer.
- Plagiarism (copying word for word)
- Trespassing in other people's files
- Using the Internet for illegal activities such as accessing, processing, receiving, or sending pornographic materials
- Using someone's name or password without his or her permission
- Using the Internet for personal e-mail, instant messenger or chat rooms
- Using the Internet to harm others, i.e. bullying, hate mail, discriminatory remarks, and any other antisocial behavior

- Creating web sites that contain inappropriate content
- Interfering with other students' or adults' computer files
- Vandalizing, destructing, or abusing hardware, software, data, and network integrity including harmful spreading of viruses
- Downloading or uploading files to computers without permission
- Accessing social-networking sites or apps during the school day including, but not limited to: Facebook, Twitter, Instagram, Snapchat, or Kik Messenger.
- Making school specific passwords public

A parent/guardian of a student will be billed for the cost to repair any damage to technology due to reckless or negligent behavior on the part of the student.

STUDENT RESPONSIBILITIES

Students will adhere to the dress code policy.

Children are expected to wear clothing that meets the Highlander dress code. Clothing must be neat, clean, in good repair, and appropriate at all times. **Pants must be worn on the natural waistline - no sagging or visible underwear.**

Uniforms (Monday-Thursday)

Tops:

- Red or black long-sleeve or short-sleeve polo shirts with school logo
- Shirts worn underneath the uniform shirt must be **solid** red, black, white or khaki – no prints
- A solid gray sweatshirt or a black cardigan with or without the school logo is allowed over a uniform shirt (no other logos or prints allowed on the sweatshirt)
- A Feinsein sweater or Highlander Hawks sweatshirt/pullover may be worn over a uniform shirt
- Coats, jackets, and fleeces cannot be worn in the building

Bottoms:

- Khaki pants
- Khaki shorts, skirts, or jumpers (cannot be shorter than fingertips when hands are on the side)
- Tights/leggings must be solid red, black, or khaki

Footwear:

- Closed-toe shoes, sneakers or boots (no open-toe shoes such as flip-flops or sandals)
- Sneakers must be worn (or brought to school) on physical education days

Dress Down Day (Friday)

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.

Tops must cover the torso, abdomen, and undergarments. Inappropriate tops include strapless tops, tube tops, halter tops, plunging neckline tops, spaghetti strap tops, see-through tops, midriffs, muscle shirts, tank tops with straps under 2-inch, or tops with inappropriate wording or images.

Bottoms must cover undergarments and be an appropriate length. Skirts, dresses, and shorts cannot be shorter than fingertips when hands are on the side. Jeans should be intact. If they have holes or tears, they must not be above the knee and must be worn with tights underneath. Pajama bottoms are not allowed.

Footwear must be closed-toe shoes or sneakers. Open-toe shoes such as flip-flops or sandals are not allowed. Sneakers must be worn (or brought to school to wear) on physical education days.

Jackets, coats, and fleeces are not to be worn in the building. Hats, caps, visors, and other headgear are not to be worn in the building.

Other Dress Code Policies:

- Under special circumstances (religious beliefs, health or handicapping conditions) students may be exempt from the provisions of the dress code policy.

Students in PreK, Kindergarten and First grade should bring an extra set of uniform shirt and pants.

Teachers will check uniforms at the start of each class as well. This includes checking for sagging pants. Students violating the policy will be sent to change. Students with sagging pants will be sent to the nurse for suspenders. Any infraction will be recorded and submitted to the office via messenger. These infractions will be recorded in the dress code log. The Behavior Specialist or

Administrator will review the dress code log and follow up with the students at the end of the day or at the start of the next day.

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 wellbeing 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. The rules and procedures outlined below 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.

ACADEMIC HONESTY

Integrity is valued in all aspects of school life. Dishonesty in any form is a serious violation of our rules. Academic dishonesty normally falls into one of two categories: cheating or plagiarism. Cheating is giving or receiving help in any form on a test, exam, or assignment where collaboration was not permitted. Plagiarism is presenting the work, words, or ideas of another as one's own.

1 st Offense	A disciplinary referral will be filled out and the student will be sent to the office. A parent/guardian will be contacted. The student will receive a 1 for their Habits of Work competency and be placed on academic probation for the remainder of the quarter.
2 nd Offense	A disciplinary referral will be filled out and student will be sent to the office. The student will have 1 day of in-school suspension and a parent/guardian will have to come in for a meeting. The student will receive a 1 for their Habits of Work competency and be placed on academic probation for the remainder of the semester. A formal letter will be placed in the student's permanent file and will be signed by the parent, student, and administrator.
3 rd Offense	A disciplinary referral will be filled out and student will be sent to the office. The student will have 3 days of out-school suspension and a parent/guardian will have to come in for a

	meeting. The student will receive a 1 for their Habits of Work competency and be placed on academic probation for the remainder of the year. A formal letter of “no confidence” will be attached to the student’s high school transcripts. The student will become ineligible for school-based awards or scholarships.
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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 will not be tolerated.

No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation, bullying, sexual harassment, 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 educational environment.

- **“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; or
 - damaging a student’s property; or
 - 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 unwelcomed 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.
- **“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 not limited to:
 - 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, or sexually assaulted should immediately report the situation.
- 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, 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, or the sexual assault of a student should take immediate appropriate action to intervene.
- Any student who witnesses or becomes aware that a fellow student is being subjected to harassment, intimidation, bullying, sexual harassment, or sexual assault should immediately report the incident to the Behavior Specialist, Building Administrator, or staff member.

INVESTIGATION AND REPORTING

When a report of harassment, intimidation, bullying, sexual harassment, or sexual assault is received by the Behavior Specialist or Administrator, the following steps will be taken:

- 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 or sooner.

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, up to and including suspension, or other appropriate penalties, may be taken against the offender.
- 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.
- In the event the investigation discloses that complaining student has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including suspension.
- 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.

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, or bullying offenders. Those persons who assist or participate in an investigation of harassment 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.

WEAPONS & ASSAULT

The presence of weapons and violence will not be tolerated by Highlander Charter School. 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
- **“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. Local Police shall be called immediately** if any student is found to be in the possession of a weapon, or involved in an assault. All confiscated weapons will be turned over to the police department at that time.
- Any student found to be in possession of a weapon, or involved in an assault, will **immediately be suspended**. 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.

OTHER INFRACTIONS & CONSEQUENCES

When other infractions occur, and teachers have already made attempts to redirect the student in class, teachers will fill out a disciplinary referral and the student will be sent to the Behavior Specialist for a student conference. When the Behavior Specialist is not available, the student will be sent to the Building Administrator. The student will not return to that class and will be responsible for making up all missed work while sitting at the office. The parent/guardian will be contacted and the referral will go home to be signed by

the parent/guardian. **The student is expected to make amends with the teacher within the next 24 hours.**

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

	INFRACTION	CONSEQUENCE
M I N O R	Disruption	1 st Offense: student conference, parent contact 2 nd Offense: same as above and behavior probation for 2 weeks 3 rd Offense: same as above, behavior probation for the remainder of the quarter, and a parent meeting
M O D E R A T E	Abusive Language Disrespect/Defiance Technology Violation	1 st Offense: student conference, parent contact 2 nd Offense: same as above and behavior probation for 2 weeks 3 rd Offense: same as above and behavior probation for the remainder of the quarter, 1 day of in-school suspension, & parent meeting Repeated offenses may lead to out-of-school suspension.
M A J O R *	Fighting Theft Vandalism	1 st Offense: student conference, parent contact, 1 day out-of-school suspension 2 nd Offense: same as above, behavior probation for the remainder of the quarter, 3 days out-of-school suspension, parent meeting 3 rd Offense: same as above, behavior probation for the remainder of the semester, 3-10 days out-of-school suspension, parent meeting, and possible expulsion *Law enforcement may be contacted at any level of offense 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.

BEHAVIOR PROBATION

Students assigned to behavior probation will be ineligible to participate in any extracurricular activities including, but not limited to:

- School dances
- School parties
- Town Meetings
- Non-academic field trips
- After school clubs

If a student receives 3 disciplinary referrals in one month for different infractions, s/he will automatically be placed on behavior probation for two weeks.

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, teachers or faculty, 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.

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. 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 BUS SAFETY

Students attending Highlander Charter School will have the option of riding the bus to school. Students arriving by bus must 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.

BUS RULES:

- follow directions given by bus personnel willingly and promptly, and to sit in their assigned seats if they have them
- respect the bus driver, bus monitor, and fellow students
- respect student and bus property
- use inside voices and appropriate language
- be safe: remain seated, refrain from hanging out of the windows, throwing things in the bus, at someone, or out the window, and keep their hands, feet, and arms inside the bus at all times
- keep the bus clean: no eating or drinking on the bus

If a student is written up three times by the bus monitor, s/he will be suspended from the bus for 5 - 10 days. Any damage to the bus will require compensation to the bus company. Extreme behavior will result in immediate suspension from the bus.

EXTENDED SCHOOL DAY PROGRAM

The Highlander Afterschool Program provides Highlander students with safe, exciting, high quality afterschool programming through a 21st Century Community Learning Center federal grant. The afterschool program runs five days a week and serves students in kindergarten through 6th grade. Last year, over 200 Highlander students participated in 125 different activities throughout the school year. The Expanded Learning Time Director manages the Highlander Afterschool Program. Staffing consists of paid Afterschool Coordinators, volunteers and classroom teachers.

Families will receive registration forms at the beginning of each seven-week session. Registration forms are accepted on a first-come, first-served basis. The After School Program runs Monday through Friday from 2:30 p.m. – 5 p.m. with academic enrichment, tutoring and a choice of activities and classes each afternoon. Activities end at 5pm and pick-up time is from 5:00 – 5:30 p.m. There is a fee for participation in the Afterschool Program and some financial aid is available.

Any student written up three times during the hours of the Afterschool Program, will be dismissed for rest of the session. Families who consistently pick up students after 5:30 will not be allowed to participate.

For more information, please refer to the Highlander Afterschool Program Handbook or the Highlander website. The director, Tatiana Iezzi, can be contacted at 277-2600 x-107.

ATHLETICS

PHYSICAL EDUCATION

Physical Education is provided for grades K to 6 at Highlander Elementary. The program allows students to have physical education once to twice a week. The classes are 50 minutes long and take place primarily at the Elmwood Community Center.

The students participate in various units focusing on body and spatial awareness, locomotor and non-locomotor skills, hand-eye and foot-eye coordination. Socially, activities include good sportsmanship, cooperative learning and communication.

ARTS PROGRAM

The arts play a significant role in our students' learning here at Highlander. All students in grades K – 6 receive weekly instruction in visual arts. The Art curriculum incorporates standards-based skills and techniques with the general education curriculum. Integration of Language Arts, Social Studies, Science and Math with visual arts creates a dynamic program that not only differentiates for learning differences, but also carries the arts through the students' education.

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), and 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 student home if he/she 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 student home if he/she 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 student at 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 at home until he/she has been on 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 student home until he/she has been on antibiotic eye medicine for 24 hours. Your child will be sent home if we suspect your child has conjunctivitis while at school. S/he may return to school after

	receiving the antibiotic eye medicine for 24 hours.
Strep Throat	Strep throat is contagious. Please keep him/her 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 student 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 should be brought to school in the beginning of the school year by a parent/guardian and must be kept in the nurse's office. **Medication forms must be renewed annually.**

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, is 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 student has any food allergies or dietary restrictions please inform the school in writing, and also discuss this with the nurse and your child's teacher by the first day of school.

If your student 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.

BREAKFAST & LUNCH

Light breakfasts are provided without charge to students and are eaten between 7:30 am a.m. and 7:55 a.m., before classes begin. **Students are not allowed to come in with breakfast from outside.** Lunches are provided by Sodexo and served by their staff. There is a salad bar option at lunch to allow for healthy choices. Menus are sent home on a monthly basis. Students may, of course, bring their own lunches if they so choose. **However, please note students who wish to bring a lunch from home do not have access to a microwave. Also, parents are not allowed to purchase and drop off lunches during the day.**

Lunch applications are sent home to all families, and all families are required to fill out lunch applications whether they qualify for free or reduced lunches or not. If your student does not qualify for free or reduced lunch, we encourage you to purchase meals in advance for your student since the cafeteria does

not send bills unless your student has reached a pending balance of \$10.00 or more. Please be advised that if payment is not received on time your child will be given a sunflower butter and jelly sandwich until you pay the outstanding balance. Please send a check made out to Providence Schools with the student's name and submit to the main office. Please make a note on the check if you are paying for more than one student.

Breakfast- no charge

Lunch- \$1.65/day

Milk- \$.40/day

(Prices are subject to change)

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 (no soda allowed).
- If a student tries to eat in class or drink something other than water in class, s/he will be told to throw it away.
- Gum chewing or the consumption of candy is not allowed at school. If a student is caught chewing gum or eating candy, s/he will be told to spit it in the trash. If a packet of gum or candy is out in class, the teacher will confiscate it and throw it away.
- Any leftover home lunch must be taken home at the end of each school day.

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 that have come into the school in the past have included the following: rubber bands, plastic gloves, bandages, hair elastics, erasers, pencils with erasers, paint, rubber jewelry, rubber toys, and balloons.

SOCIAL-EMOTIONAL HEALTH

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, staff will take care to protect the student and family's privacy regarding this matter.

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, acquire new annual donors, and asking current donors to increase their annual gifts.

Each year we have at least one large event, several small 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
- Sending a gift during the annual mailing
- Refer us to new grant funders
- Introduce us to new friends
- And, 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