



**Scholar Culture Handbook
and Code of Conduct**

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Note to Families

Dear RISE Prep High School Families,

Welcome to the inaugural 2024-25 school year at RISE Prep High School! In September 2015, RISE Prep welcomed our first Kindergarten scholars with a plan to grow one grade each year until we reached a full K-8 school community. This year, we continue that journey through high school, with the goal of supporting each and every one of our scholars on their academic journey through graduation and toward success in college and the world beyond. As we begin this new leg of the journey together, we truly appreciate your support for our school and your continuing partnership in the important work of providing your children a top quality education.

This Handbook and Code of Conduct is intended to communicate the specific policies and expectations that allow our school to maintain a strong, positive, and successful learning environment that prioritizes rigorous academics and a structured, safe, and inspiring school environment where scholars can focus first and foremost on their learning.

Please review this handbook carefully with your scholar. We insist on our scholars meeting these expectations, and we will support them in doing so successfully. We welcome constructive feedback on these policies at any time, as we are partners with you in this work and want to ensure our approach aligns with your vision and values. Our handbook will be updated periodically to reflect any changes, and new versions will be published in a timely manner.

The school you choose for your child is one of the most important decisions a family can make, and we are honored that you choose our school. On behalf of the entire team, welcome to RISE Prep High School!

Sincerely,

Josh Falk
Principal

RISE Prep High School Values

Respect

- ❖ We are **welcoming** and **inclusive**.
- ❖ We **treat** others how *they* want to be treated; we treat ourselves the way we *deserve* to be treated.

Integrity

- ❖ We are **trustworthy**, honest, and reliable.
- ❖ We **own** our **choices** and our **impact**.

Self-Determination

- ❖ We have the **power** and the **responsibility** to **choose** our own path
- ❖ We **advocate** productively for our wants and our needs.

Excellence

- ❖ We stay **engaged** and always give our very **best**.
- ❖ We **persevere** through obstacles.
- ❖ We **believe** in ourselves and others.

School-Wide Expectations and Policies

Purpose

The following handbook is intended to clearly explain both our RISE Prep High School expectations and policies, and our intended responses if those expectations are not met or policies not followed. Each of the following expectations and policies is designed to allow our school community to function smoothly and safely so that we can focus on supporting scholars in achieving academic excellence.

At RISE Prep High School we believe that all scholars can be successful with **respect and support**. Our behavior management and disciplinary policies therefore are designed to be **respectful, reasonable, supportive, and solution-oriented, not punitive or inflexible**.

Arrival, Dismissal, Entries and Exits

Entering and Exiting the building

- For safety reasons, scholars (in addition to families, staff, and visitors) are to enter and exit only through designated doorways, and scholars and non-staff adults are strictly prohibited from allowing entry to anyone from outside the building.

Independent Dismissal

- If scholars have written permission from families, they are eligible to be considered independent walkers. This means that they can be released from school at dismissal without getting on a bus or being picked up by an adult.

Early Dismissal for Scholars

The following policies apply to all scholars, regardless of age, unless otherwise noted.

- **In-Person Pickup**
 - A scholar may be dismissed early with a parent/guardian or emergency contact who picks them up in person at the main office. The person signing them out should be prepared to provide photo identification if requested. If identification cannot be provided, main office staff may confirm identification in an alternative way at their discretion (e.g., through contacting another parent/guardian or confirming identifying information in the scholar's file). If satisfactory identification cannot be provided, the scholar will not be released.
 - The school requires advanced notice or confirmation from a parent/guardian or emergency contact for a scholar to be picked up by someone other than their parent/guardian or emergency contact.

- **Dismissal over the phone**

- A scholar may be dismissed early with verbal permission from a parent/guardian or emergency contact over the phone to the main office number. The person calling must identify themselves and must call from a number associated with that person in the scholar's file.
- Scholars may **not** be dismissed through a phone call or text message to their personal cell phone; the dismissing adult must call the school's main office directly.

- **Dismissal with written permission**

- A scholar may be dismissed early with written permission from a parent/guardian or emergency contact via written communication, including email or text message, directed to the office manager or member of the administrative team. The author of the message must identify themselves in the message, and the message must be sent from an account or phone number associated with that person in the scholar's file.
- Scholars may **not** be dismissed through a message to the scholar's personal or school account.

Members of the administrative team may make exceptions to this policy in emergency circumstances at their discretion.

All scholars who are dismissed early are expected to leave school grounds at that time.

Leaving campus before dismissal without permission

- No scholar may leave the school building or school campus during school hours without permission from a parent/guardian, emergency contact, or staff member. Any scholar who leaves school grounds (or the school building) without permission will be subject to significant disciplinary action, including suspension.
- If a scholar is discovered to have left campus without permission, or cannot be located on campus, the school administration will contact the scholar's parent or guardian (or emergency contact if a parent/guardian cannot be reached), and may also contact law enforcement at their discretion.

Bus Safety

The school bus is an extension of our school and the same behavioral expectations apply on the bus as they do within our school building. The bus must be a safe, orderly, and respectful environment for all scholars and adults. Any bus incidents will be communicated through a bus conduct report and delivered to the main office or a school administrator. Families will receive a copy of the bus conduct report if an incident occurs involving their scholar. After multiple incidents have been reported, scholars may lose bus privileges depending on the incident.

Families and scholars will complete a Bus Expectations Contract at the start of each year to reinforce the expectations of the bus and ensure that all policies are understood.

Attendance

General - Scholars are expected to attend school on all school days, arriving on time, and staying the full day. Chronic absenteeism can be a major obstacle to academic success. We do not distinguish between excused and unexcused time out of school, as all time out has the same impact, regardless of the reason.

Documentation - Appropriate medical documentation should be provided to the main office or directly to the nurse for any absences due to medical conditions or doctor's appointments. Again, these absences are not excused, but appropriate documentation will help the school determine appropriate responses to any chronic absences due to extenuating medical circumstances.

Recording -

- (1) Scholars will scan their ID upon entering the building to mark their daily attendance.
- (2) Daily attendance will be taken by 8:00 a.m. Scholars not scanned in by 8:00 a.m. are considered tardy.

All scholars whose IDs are scanned or are marked present after 8:00 a.m. are considered tardy to school. Families of scholars marked absent or tardy will receive an automated notification by 8:15 a.m. through ParentSquare. If a family member believes a scholar has been marked absent in error, they should reach out to the main office as soon as possible.

Class Attendance - Class attendance will be taken during each scheduled block of the day during the first five minutes of class. Scholars who are not in attendance without a pass will be considered "skipping" class, which will result in a dean referral with the accompanying consequences.

Response to chronic absences or tardiness - If a scholar accumulates multiple absences, tardies, class skips, or class tardies, the following actions will be taken:

- **5 instances** - The scholar will meet with a member of the administration or scholar support team and any other relevant staff member, and a parent/guardian will be contacted.
- **10 instances** - A family meeting will be held with the scholar, the family, a member of the administration, and any other relevant stakeholders.
- **15 instances** - The scholar may face a social suspension (see below) for at least 1 month. The scholar may be referred to truancy court for 15 or more instances of absence from school.

Uniform and Dress Code

Scholars at RISE Prep High School are required to comply with the following dress code and uniform policy at all times during the school day, and any other times stipulated by the school. The purpose of the dress code and uniform policy is to promote a culture of team and community, and to prepare scholars for college and real world expectations of professionalism.

RISE Prep High School can assist scholars or families in need of financial support in obtaining clothing items compliant with the dress code and uniform policy. Please reach out to the main office, school social worker, or an administrator for support.

Please see the charts at the end of this section for detailed information and examples of approved and non-approved dress code and uniform items. In addition, please note the following:

Scholar Dress Code: Monday-Thursday

- Scholars must be in compliance with the dress code outlined in the charts below, including approved tops and bottoms, and approved shoes and accessories.

Scholar Dress Code: Friday

- Scholars may wear anything in compliance with the Monday through Thursday dress code.
- Scholars may substitute a **college-themed shirt** or other **RISE Prep “swag”** items as a top.
- Scholars may wear a uniform **top** associated with an **athletic team** on which they participate (not professional sports team merchandise).
- Scholars may wear appropriate **denim jeans** on Fridays only. Appropriate means well-fitting (i.e., not hanging too low), neutral colors, and no excessive rips.
- Note: Other than as outlined above, Monday-Thursday expectations for bottoms and shoes still apply on Fridays (e.g., no sweats, no high heels, etc.).

PE

Scholars who have PE may choose to wear their uniform clothes through PE, or must change into PE uniforms or PE-appropriate clothing **during PE class**, and are expected to change back into their regular uniform by the end of PE class. PE uniforms are not permitted outside of PE class. PE-appropriate clothing will be determined/communicated by PE staff, but may include sweatpants, leggings, or shorts above the knee.

Scholar Dress Code: Dress Down Days

- Any “dress down” days will be approved by the principal or their designee and announced to the school community in advance.
- On such days, scholars will be exempt from the dress code and uniform policy requirements.
- Scholars must still adhere to standards of appropriate school dress on dress down days, and school administration reserves the right to require scholars to change out of any clothing

deemed inappropriate, such as clothing that is overly revealing or contains school-inappropriate language, in the sole discretion of the administration.

Consequences for being out of compliance with the dress code or uniform

- Scholars out of compliance will be given an opportunity to immediately address any noncompliance. Such opportunities will include borrowing dress-code compliant clothing from the school for the day, if available.
- If a scholar borrows a school-issued clothing item for the day, they are responsible for returning it at the end of the day in good condition. Any items damaged or not returned will be treated the same as other materials distributed by the school, i.e., scholars/families will be responsible for payment or replacement.
- If a scholar refuses to address uniform non-compliance (including borrowing replacement items from the school to change into), families will be contacted immediately to discuss, and scholars may be sent home until in compliance with the uniform expectations.

School Response to Repeated Uniform Infractions

- If a scholar accumulates **5 uniform violations**, the scholar's family will be contacted to discuss the school's uniform and the scholar's uniform needs.
- If a scholar accumulates **10 uniform violations**, an in-person family meeting will be required with the scholar, the family, a member of the admin team, and any other relevant stakeholders before the scholar is allowed to return to school.
- If a scholar continues to accumulate uniform violations **beyond 10** instances, a more prescriptive plan will be implemented, including the possibility of requiring the scholar's uniform or other clothing items to be held at the school for the scholar to change into at school each day.

RISE Prep High School Dress Code and Uniform Guide

Polos (9-12)

The burgundy and gray polos must be purchased with the RISE Prep Logo through our approved vendor. Short sleeve and long sleeve options can be worn year round. In the winter, long sleeve shirts can be worn under polos. Shirts are allowed to be solid red, black, white or gray when worn underneath a polo.



T-Shirts

The blue and gray tshirts must be purchased with the RISE Prep Logo through our approved vendor.



Cardigans/Three Quarter Zips/Sweatshirts

All cardigans, sweatshirts and zip-ups must have the RISE Prep Logo and be purchased through our approved vendor.



Other Requirements for Tops

- ❖ Outermost layer must be RISE Prep branded, i.e., RISE Prep polo with a non-RISE Prep hoodie over it is not approved for the uniform.
- ❖ Non-RISE Prep outermost layers may be worn outside of class and other school rooms (e.g., gym, cafeteria, etc.), but must be taken off and stored while inside the building
- ❖ Non-RISE Prep shirts may be worn underneath RISE Prep tops, so long as they are neutral in color. Approved neutral colors include black, gray, navy blue, white, beige. Non-approved colors include, but are not limited to, neon colors, orange, pink, purple, multi-colored patterns

Pants/Shorts (9-12)

Pants can be purchased through our approved vendor, or can be purchased from other stores/online sites as long as they fit the approved guidelines below.



Approved

- ❖ Chinos or Khakis

Not Approved

- ❖ Jeans
- ❖ Cargo Pants
- ❖ Sweatpants and Leggings (except to be changed into for PE)
- ❖ Pajamas
- ❖ Leather or pleather pants
- ❖ Pants with rips or prominent designs
- ❖ Pants that sag well below the waist (i.e., no undergarments visible)
- ❖ Non-Approved Colors: Khaki, beige, chino colors as shown above are the only approved colors. No other color pants, including navy, black, or gray.

Skirts (9-12)

Skirts must be purchased through our approved vendor. The two styles of skirts are shown below.



Shoes (9-12)

Shoes are not provided through our approved vendor and do not need to be black. Colors and patterns are acceptable

Approved

- ❖ Shoes and sneakers
- ❖ Note: Shoes and sneakers **do not** need to be black; colors and patterns are acceptable

Not Approved

- ❖ Crocs, sandals, slides, flip-flops
- ❖ Heels above ½ inch
- ❖ Rubber-soled shoes must be worn to participate in PE class. Failure to wear such shoes will result in needing to make up missed PE time.

Friday Uniform (9-12)

Friday tops are not provided through our approved vendor.

On Fridays, in addition to the tops approved above, the following are also approved and encouraged:

- ❖ Shirts that represent a **college, university or trade school**
- ❖ Shirts/Jerseys representing an athletic team on which the scholar participates (not professional sports teams)
- ❖ Additional shirts that have a RISE Prep logo or represent RISE Prep (i.e., RISE Prep “swag”)



Not Approved

- ❖ Anything (tops, bottoms, shoes) listed as “not approved” elsewhere in this document, other than the exceptions approved to the left

Accessories

Accessories may be worn as long as they are not a distraction to the learning environment. The school administration reserves the sole right and discretion to determine whether accessories may be distracting and therefore required to be removed.

The following is a non-exhaustive list of guidelines:

- ❖ “Smart” devices **may not interfere with learning**. Such devices are subject to removal or confiscation if used inappropriately or cause a distraction to the learning environment, as described in the “Devices” section of this Code of Conduct. Examples include digital watches, fitness accessories, or smart watches (Fitbit, etc).
- ❖ Any items, designs, or colors associated with any gang or gang activity, or that could be construed as such even if not intended, are strictly prohibited.
- ❖ Jewelry that is oversized, noisy, or blocking other scholars’ view in class may be asked to be removed.
- ❖ Headwear that is oversized should not be worn and may be asked to be removed (with exceptions for religious purposes or other approved exceptions)
- ❖ Any items with inappropriate images or messages, as determined by the administration, may be asked to be removed.
- ❖ PE teachers reserve the sole discretion in determining whether accessories are safe to wear during PE activities, and may require any accessories to be removed during PE activities, even if otherwise acceptable.

Hall Passes

Scholars must have a hall pass any time they are excused from class, including for using the bathroom, visiting the nurse, taking a scheduled break, or for an appointment with another staff member. Hall passes are virtual, using an electronic pass system. Scholars are responsible for signing themselves in and out.

Unless specific permission is given by the teacher or through an appointment pass, scholars are expected to be out for no more than 5 minutes per pass. Scholars who exceed the pass duration limit of 5 minutes may be considered “skipping” class, as outlined above. Scholars who are chronically out of class for extended periods with or without permission will be subject to an individualized hall pass plan to be created by the Scholar Support Team (SST) in consultation with the scholar and their family.

Phones and other electronic devices

Phones and other electronic devices are allowed at designated, non-academic times only: Arrival, dismissal, passing periods, and lunch. Phones and other electronic devices are to be silenced and stored during all other times, including class times, meetings, work time outside of class, after-school clubs, and athletic practices. Exceptions can be made based on adult discretion and clear communication of expectations.

Policy for responding to phone/device use during unapproved times

- Staff may give one blanket reminder about phone/device expectations and provide an opportunity for immediate compliance.
- Any device observed by a staff member at a disallowed time may be immediately confiscated by the staff member for the remainder of that period, to be returned to the scholar at the end of the period.
- Scholar refusal to turn over their phone to a requesting staff member will result in a Dean Referral. If the scholar turns over the phone to a dean, it will be returned at the end of the school day. Scholar refusal to turn over their phone to a dean will result in immediate contact with a parent/guardian and possible immediate out-of-school suspension and further restriction of cell phone or electronics use privileges.

The policy above applies equally to all electronic devices (other than school-issued computers) that can be used for communication, photography, or web-browsing (e.g., Smart Watches, Fitbits, tablets). Such devices may be worn and used for other primary purposes (such as telling time or checking health data), but may be requested to be stored if used inappropriately or in a way that detracts from the learning environment at staff's discretion. Such items may also be confiscated per the policy above.

Scholars who are chronically in violation of the policy outlined above will be placed on a more restrictive individualized plan regarding their use of cell phones or other electronics.

Restrooms

- Restrooms are available for scholar use throughout the day. During school hours, scholars are expected to use restrooms designated for scholar use, not staff-designated restrooms, and staff are expected to use staff-designated restrooms only.
- In accordance with RISE Prep policies, scholars may use the restroom best suited to their gender identity, and at least one single-use gender-neutral restroom is available for any scholar who wishes to use it.
- Restrooms are to be used for their intended purpose only; bathrooms are not to be used for socializing or extended conversations. Scholars are expected to use restrooms as efficiently as possible in order to avoid missing class time, as well as make the restrooms available to others needing it.

- RISE Prep High School may restrict the number of scholars permitted to use the restrooms concurrently in order to avoid congestion and maintain a focused learning environment.
- As with anywhere else on campus, use or possession of any contraband in school restrooms is strictly prohibited. **Use of tobacco or any vape products by anyone anywhere on school grounds at any time is a violation of Rhode Island state law.** Vape detector devices are installed in all restrooms and an alert from any such device will be considered grounds for investigating any scholars present in the restroom when such alert goes off. Evidence of a scholar tampering with any vape detector device will receive appropriate disciplinary action, including possible restriction of future restroom privileges.
- **Only one scholar is permitted in any stall or single occupancy restroom at any time.** Multiple scholars in a stall or single occupancy restroom will be **presumed** to be using the restroom for inappropriate reasons and will therefore be subject to disciplinary response accordingly, including, but not limited to, a search of person and belongings for contraband, or restriction on restroom usage per an individualized plan.
- Administrators or designated staff are permitted to enter scholar restrooms at any time in order to investigate any suspicion of inappropriate activity. While reserving this right, staff will make every effort to respect scholar privacy and dignity when making such investigations, including announcing presence before entry when appropriate and matching gender of staff to the restroom being investigated when available.

Lockers

- School lockers and school issued locks will be assigned to any scholar requesting one to store their personal belongings during the school day. Scholars may not add their own locks to the lockers. Any additional locks added to lockers will be removed immediately.
- Each locker should only be used by the scholar to which it is assigned.
- **Lockers remain the property of RISE Prep High School. While RISE Prep respects the right of privacy in the proper use of its lockers, it reserves the right to open and inspect the contents of any locker or school-based storage area for any reason.**
- Scholars are expected to keep lockers clean and are responsible for any messes or damage to their lockers.
- A separate and more detailed policy regarding use and inspection of lockers will be available and linked [\[here\]](#).

School-Issued Technology

RISE Prep High School is committed to providing a 1:1 technology environment for our scholars, meaning that all scholars will be assigned and issued a laptop computer device and charger for use in relation to school assignments and activities. In order to leverage our technology in ways that

increase scholar learning and engagement, scholars will be allowed to take these computers and chargers home with them overnight for the year. Scholars are therefore responsible for these devices according to the following policies. We believe this is an important step in equipping our scholars with the tools to take ownership over their learning.

Scholar and Family Responsibilities

- Scholars are responsible for the devices assigned to them. When a device is taken home or used outside of the school, all aspects of the separate **RISE Prep Responsible Use Policy** [link](#) apply .
- Scholars are expected to arrive at school each day with a fully charged laptop. In the event a scholar arrives at school without their device, they *may* be permitted to borrow a laptop or charger at the discretion of the main office staff or administration team *if* additional devices are available.
- Scholars and families are responsible for returning any devices issued at the end of the school year. Devices must be undamaged, in working condition, and returned along with any device accessories issued by the school (charger, headphones, etc).

Damage or Loss of Device

- If any damage is determined by a staff member upon return of the device to school or during the school year, or if a device is reported as lost or stolen, the scholar's family will be responsible for paying for the cost of the repairs or replacement.
- A device is considered damaged if there is any loss of functionality to the screen, keyboard, or operating system. This includes any damage to any accessories, including the charger. Also included is exterior damage beyond normal wear and tear.
- A device is considered lost if a scholar is unable to locate and return the device within two (2) school days of its reported loss, or if a scholar is unable to return a device within two (2) school days of being asked to return it by a member of the administration.
- A device is considered stolen if the scholar/family has filed a police report summarizing the incident and all parties involved. It is up to the school leadership team to determine, given the description of the incident, if a scholar is deemed at fault for the stolen device. Any report of a stolen device that is not confirmed with a police report is considered a "lost" device.
- Scholars and families will be charged by the end of the school year for any device/accessories not verified as returned by the main office or administrative team. The school and family may work together to arrange a payment plan. If the school determines that a scholar and his/her family is unable to pay for a repair or a replacement device, the school may arrange a community service plan by which a scholar may "work off" a replacement or repair debt.

Internet Filtering

Definitions

In accordance with the Children's Internet Protection Act (CIPA), RISE Prep HS is required to have a filtering device on all computers with Internet access. The filter should protect minors from access to visual depictions that are obscene or constitute child pornography or that are harmful to minors, as defined in CIPA below:

Harmful to minors means any picture, image, graphic image file, or other visual depiction that—

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Technology Committee

1. RISE Prep shall appoint a Technology Committee, which shall include the school's Leadership Team. The determination of what categories of content to filter shall be made by the Leadership Team and approved by the Principal.
2. Principles of academic freedom shall be considered in deciding what categories to filter.
3. The Leadership Team shall prepare a document with the list of filtered categories that have been chosen and a brief explanation of the educational or legal basis for the decision to filter each category.
4. The Leadership Team shall review the filtered categories annually and make recommendations to the Network Administrator for any adjustments.

Reporting

Hāpara is a browser-level content filtering solution focused on digital wellness and online student data privacy. Our filter screens each webpage in real time to analyze text, images and videos to make sure your students see everything they need for learning, and nothing they don't. RISE Prep will maintain a public record of any requests made to unblock a website and copies of responses provided. RISE Prep will submit annual reports to the school committee regarding the number of requests granted and denied to unblock a site. The results of the report shall be used to review the filtering categories in place and consider modifications to the categories or to the administrative procedures in place. The report shall also be used to determine whether improvements and modifications should be made to the filter itself or if a different filtering software vendor should be used.

Social Media/Cyberbullying

Scholars are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they transmit or post. Scholars are responsible for complying with RISE Prep's Code of Conduct requirements. Examples of inappropriate conduct include, but are not limited to:

- Posting or publishing any insensitive or inappropriate information or content on any social media and viewing any insensitive or inappropriate social media content.
- Making fun of/bullying or speaking badly about another individual within the RISE Prep community.
- Communicating with teachers or administrators via personal social media. The only permissible electronic method of email communication with a teacher is through emailing the teacher or administrator at their School email account or messaging through ParentSquare.
- Impersonating or assuming the identity of any other individual while using social media.
- Posting or publishing any information about one's self or another individual that is confidential or of a private nature. This includes posting contact information or any other information that is private.
- Using any device capable of capturing video, pictures, or audio to record or take pictures of any other individual without express consent and permission and posting any pictures taken in the school setting, even if taken with permission, unless they are educationally related.
- Scholars must immediately comply with any request that offending materials be removed from any social media platform.

RISE Prep has a zero tolerance policy for cyberbullying. Any instance of cyberbullying will be met with severe consequences from the school as bullying in any form is unacceptable and harmful and deviates from the RISE core values of the school community.

The use of social media on school grounds and during school hours is a privilege, not a right, and the violation of any provision of this policy will result in the restriction of a scholar's social media access and/or the imposition of additional appropriate consequences.

This social media policy applies any time scholars are using school property, under the supervision of school authority, or, when social media is being used away from school premises, in a manner that impacts the school community. **Misuse of social media that impacts peers will be subject to school-based consequences whether used on or off school grounds.**

Books and Materials

RISE Prep occasionally distributes books and other materials for scholar use. When any such materials are distributed to scholars for use outside the classroom, it is the expectation that they will be returned to the school at the conclusion of the course (or at any other time as instructed by a staff member) in the same condition in which they were loaned (apart from normal wear and tear). It is the responsibility of the scholar to take care of all such materials. Scholars who fail to return such materials, or return them damaged, will be responsible for the cost of repair or replacement.

Food and Drink

RISE Prep High School provides breakfast and lunch for all scholars requesting it. Please consult our Scholar and Family Handbook, school website, or family portal for information about our food service provision, including prices, FRL qualifications and applications, setting up accounts, and menus.

Additional Food and Drink Policies

- Scholars eating breakfast or lunch must eat only in the cafeteria or any other designated areas. Scholars may only take breakfast or lunch food to eat elsewhere with specific permission and supervision from a staff member (e.g., for a lunchtime appointment).
- Scholars are allowed to eat snacks in class if permitted to do so by their teacher. Scholars must adhere to the classroom policy.
- Scholars are welcome to fill personal water bottles using the school water fountains.
- Scholars are **not** permitted to leave the building during the school day to get food. Scholars are **not** permitted to have food delivered to the building (including during lunch). If a parent or guardian (someone on the scholar's authorized emergency contacts) brings in food/drink for the scholar, it will be held at the main office until that scholar's lunch. If that scholar has already had lunch, the food will be held until the end of the day.

Illicit Substances

Possession, consumption or use of any illicit drugs or illegal/controlled substance is strictly prohibited while on school grounds, including vaping, smoking, consumption or other use of tobacco, alcohol, CBD products, or illegal drugs. Furthermore, scholars may not be in possession of legally prescribed or over-the-counter drugs, or other remedies without permission from the school nurse through the implementation of a formal individualized health plan.

Use during school hours and/or on school property

- Any scholar found using an illicit substance on school grounds (including vaping or any other forms of drugs, including prescribed or over the counter drugs) will have the substance and any related paraphernalia confiscated immediately, and be subject to a further search of their person and belongings.
- Any scholar found in possession of an illicit substance, including drugs, tobacco, alcohol, or CBD products, or in possession of any paraphernalia related to, or used in consuming such substances, will have the items confiscated immediately, and be subject to a further search of their person and belongings.
- In connection with the above, the scholar's parent/guardian(s) will be notified immediately and will need to arrange for the scholar to be picked up from school as soon as possible, and will be required to meet with a member of the administrative team before the scholar is allowed to return to school. In addition, the scholar will receive a minimum of one day of out of school suspension (subsequent to the day of the incident), will be referred to a school counselor, and will be restricted or prohibited from participating in school-related activities (i.e., "Social Suspension") for no less than 30 days, inclusive of athletics, clubs, dances, homecoming, prom, College Signing Day, and graduation ceremonies.
- The school may contact local law enforcement in connection with any situation described in this section if deemed appropriate in the administrator's discretion based on the specific circumstances.

Sale of Illicit Substances or Related Paraphernalia

- Any scholar determined to be engaged in the sale of any illicit substance on school grounds (including drugs, tobacco, alcohol) or any associated paraphernalia will be subject to the same actions outlined in the previous section regarding use or possession of such substances, with the following exceptions and additions:
- In such circumstances, local law enforcement **will** be contacted, and the school will cooperate with any additional actions deemed necessary by law enforcement.
- In such circumstances, the RISE Prep superintendent will be contacted for a determination on the appropriateness of a longer term suspension or other removal from the school community.

Suspected Use, Appearing Under the Influence, or Smell

- Any scholar suspected of using an illicit substance on school grounds (including vaping or any other forms of drugs, including prescribed or over the counter drugs), appearing to be under the influence of any such illicit substance while on school grounds, or smelling like any illicit substance on school grounds, will have their parent/guardian(s) notified immediately to have the scholar picked up from school as soon as possible.
- Such determination will be made by a school administrator in consultation with the school nurse and/or a school counselor if necessary.

- In such circumstances, the scholar's parent/guardian will be required to meet with a member of the administrative team before the scholar is allowed to return to school. The scholar will be referred to a school counselor, and may be subject to additional disciplinary action, including suspension and/or social suspension (see below).

Bullying and Cyberbullying

RISE Prep High School is committed to a safe, caring, and friendly environment free from harassment, intimidation, or bullying/cyber bullying. RPMA has adopted the Rhode Island Statewide Bullying Policy, also known as the Safe School Act. Scholars need a safe environment to learn and grow and bullying, in any form, will not be tolerated at our school. The Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. This statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential.

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

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

Cyberbullying also includes

- the creation of a web page or blog in which the creator assumes the identity of another person;
- the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions laid out in clauses above, inclusive of the definition of bullying; or
- the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the clauses above, inclusive of the definition of bullying.

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

Bullying and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited at RISE Prep in accordance with the Rhode Island Statewide Bullying Policy.

School staff will take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, family workshops, and scholar social groups.

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the School, **if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or the orderly operation of the School.**

All RISE Prep staff members will model respectful behavior to one another, to scholars, and to school visitors and families at all times. Abusive or humiliating language or demeanor is not productive and will not be tolerated. Scholars and their families are expected to demonstrate respectful behavior to other families, RPMA staff members, and other scholars at all times.

Any scholar experiencing bullying or cyberbullying, or any witnessing such bullying or cyberbullying of another, should report this directly to a RISE Prep High School administrator and/or the RPMA superintendent. The administrator or their designee will follow up on any such report within 24 hours, to investigate and take appropriate action in response. Such action will be determined on a case-by-case basis, but may include a meeting with families of any scholars involved, a restorative conversation among scholars involved, out-of-school suspension, and/or implementation of a formal safety plan to promote a safe and comfortable environment for all scholars.

Please note that the school will be vigilant in identifying incidents of bullying among scholars, but that bullying can occur in such a way as to go unnoticed by staff (especially cyberbullying). It is imperative that bullying be reported to the school administration in order for the school to respond effectively. Any retaliation against those reporting bullying will also be treated as bullying, with the same level of response from the school administration.

Title IX

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

RISE Prep is committed to ensuring that no scholar feels that they have been discriminated against based on their gender. Any report of sex-based discrimination or harassment will be taken seriously, addressed promptly and with sensitivity. **This includes any sex-based discrimination or harassment perpetrated by scholars toward other scholars.**

Under the Title XI law scholars will be provided with the following assurances:

- The right to be treated according to gender identity
- The right to be called by the name and pronouns that match their gender identity
- The right not to be bullied or harassed because you are transgender or gender non-conforming
- The right to use restrooms that match gender identity
- The right to get the same opportunities to learn and participate in school activities, sports, and events as all scholars

Weapon Free Campus

RISE Prep High School is committed to the safety of all of our scholars and families. Pursuant to Rhode Island state law, RISE Prep High School is a weapon-free campus and any weapons or weapon-like items brought into the building or onto school grounds will be immediately confiscated, investigated, and result in severe disciplinary action. Included among such items are toy weapons, such as BB guns or realistic-looking toy firearms, or any knives even if intended for a non-offensive purpose (e.g., kitchen knife brought for cutting fruit as a snack).

Gambling

Scholars are not permitted to engage in gambling or any other games of chance in school that result in the transfer of currency of any kind.

Academic Integrity, Plagiarism, and Cheating

We want our scholars to take ownership of their education and turn in work knowing that they put in their best personal effort. Because we value discipline, we want students to push themselves to continuously improve their practice as a scholar and to meet the academic expectations that are set for them. We also want to acknowledge that learning is a process that is often accompanied by productive struggle - scholars will not always know the response to a question right away and need to have the necessary and appropriate tools to develop their understanding with the support of their teachers, and the opportunity to learn, grow, and improve.

If we want to continue to push our students and help them move forward in their educational endeavors, we need to know what they are thinking - not what their peers or the internet tells them about a topic. For this reason, the policy below aims to ensure academic integrity, clarify expectations around appropriate use of outside sources when completing school work, and outline the response and consequences if scholars do not show integrity with their academic work, i.e., through plagiarism or cheating.

Plagiarism and Cheating

Plagiarism is defined for purposes of this policy as a scholar submitting work as their own that was not fully created by them. This includes copying work from the internet without citing the source, using any artificial intelligence technology (such as ChatGPT) to create or revise work, or using another person's work as their own (i.e., another scholar, friend, family member, staff member supplying answers or suggested responses).

Cheating is defined as any means of obtaining answers or information used in submitting work as one's own, or failing to follow certain rules or parameters of the administration of an assignment when completing it. Plagiarism is a form of cheating, but cheating also includes obtaining answers to an assessment in advance without permission, obtaining answers to an assessment from another person or assistance with answers without permission, using notes when not permitted by the teacher, failing to follow the administration rules during a standardized test, and other scenarios as determined by the teacher and school administration.

The consequences for a scholar handing in plagiarized work, or cheating on an exam or assignment, are outlined in more detail in our **Academic Integrity Policies document** [link](#), but will include the following:

- The Scholar receives a grade of Incomplete for the assignment.
- A parent/guardian meeting will be held with the scholar, the teacher assigning the assignment, and an administrator.
- The Scholar must redo the assignment, or complete a new assignment of similar content, in order to demonstrate mastery of content and receive credit.
- The final grade for the newly submitted assignment may be adjusted, i.e., to receive only a portion of the grade earned.
- A separate restorative assignment, reflecting on the situation, must be completed in addition to the redone assignment.

Note that consequences for plagiarism and cheating will apply to **all scholars participating** in the situation. For example, if a scholar plagiarizes work from another scholar, with the other scholar's cooperation or permission, both scholars will be subjected to disciplinary consequences.

If a scholar is implicated in repeated violations of the academic integrity policy, there may be increased consequences, including structured plans for increased supervision or management of assignment completion or assessment, or forced withdrawal from a class without credit.

Academic Eligibility and Social Suspension

Scholar participation on athletics teams and any after-school activities is a privilege. Scholars must maintain standards of academic performance in order to be eligible to participate in such activities.

In order for scholars to participate on any school athletics teams or clubs, they must maintain academic eligibility. Academic eligibility is defined as follows: **At the end of each grading period (i.e., progress report or report card period), scholars must have no more than one grade of incomplete for a class.** I.e., scholars who are not passing two or more classes as of the end of the grading period may not participate on an athletic team until the next grading period (provided they meet the eligibility requirements for that period). Scholars not meeting eligibility requirements, or in danger of not meeting such requirements, will be scheduled into intervention blocks, given opportunities to make up and resubmit work pursuant to the school's resubmission policies, and provided with other individualized supports and opportunities to improve their grades and achieve eligibility.

In addition to what is outlined above, scholars who have excessive tardies to school and/or class, uniform infractions, or other disciplinary incidents may be suspended from participation in athletics teams, clubs, or after-school activities at the discretion of the administrative team. This includes suspension from participating in or attending other school events, such as athletic events, pep rallies, social events, homecoming, prom, College Signing Day, Senior Events, and Graduation.

Response to Code of Conduct Infractions: Restorative Practices, Circleback Conversations, Restorative Time, Suspensions

We believe that all scholars can consistently meet the reasonable expectations of the school community, and we will work to support them in doing so. When instances arise in which these expectations are not being met, the school culture team and leadership will intervene to ensure that there is an appropriate response, including dialogue, accountability, and a plan for future success. This section intends to make transparent the systems we will use in such cases.

In all respects, our responses to behavior infractions are guided by our respect for the dignity of all members of the community, and our firm commitment to a restorative practices framework grounded in accountability through reflection, dialogue, and restoration. We *do not* believe in punishment; we *do* believe in mutual accountability, natural consequences, and growth. Our goal is to partner with scholars and families to achieve that.

While not an exhaustive list, the following outlines tiers of misbehavior and code of conduct infractions, with associated response and consequences in most cases:

3-Tier Structure of Consequences and Support		
TIER	DESCRIPTION	SUPPORT
TIER 1	Low level infraction requiring policy enforcement; transactional	Brief check in with the student; optional loop in parent via phone call/text when appropriate
TIER 2	Mid-tier infractions requiring flexibility in enforcement	Extended check in and circleback conversation and possible restorative actions; collaborate with Admin Team; likely parent phone call/text and possibility of additional behavioral consequences and supports
TIER 3	Highest level infraction requiring policy enforcement	Extended check in with student, circleback conversation with impacted parties and comprehensive restorative action plan; parent meeting; require tertiary care/external partnerships when appropriate, extended behavioral supports as needed

Notification of a Behavior Referral

Staff members logging a behavior referral will inform the scholar of such referral at the time, whether the referral requires an immediate response or not. When a referral is submitted, scholars, families, relevant staff and administrators will be notified either by email or through a behavior management platform (e.g., SchoolRunner) by the end of the same school day.

Restorative Time and Circleback Conversations

Scholars receiving a behavior referral will be assigned a Restorative Time. Restorative Time is an assigned time outside of class time and possibly outside of regular school hours, which the scholar will use to engage in the restorative process. Such time can be used for

- Dialogue with staff or administration regarding the circumstances leading to the referral
- Reflection – written, verbal, or silent – on the circumstances and the scholar’s actions
- Circleback Conversations with any others impacted by the scholar’s actions, including staff, other scholars, or other community members
- Repairing any harm done through natural consequences that the scholar helps determine themselves.

While similar to what many schools refer to as “detention,” Restorative Time is not meant to be a punitive tool. The main purpose of Restorative Time is to provide an opportunity for scholars to reflect on their behavior, engage with others impacted by the behavior, and repair any harm caused and/or any impacted relationships with members of the school community.

Circleback Conversations

A circleback conversation is to be held when a scholar receives a behavior referral. The purpose of a circleback conversation is to prompt the scholar to reflect on the impact of their behavior, to create a dialogue among the scholar and any others impacted by the behavior, and to repair the scholar’s relationship with any others affected. The following protocol will be followed for circleback conversations arising from referrals.

Reflection Sheet

The scholar will be offered a circleback reflection sheet, to reflect and plan for a circleback conversation. The reflection sheet includes the following:

- Name, Date, Referring teacher
- The behavior from the teacher’s perspective (what was written in the dean referral form)
- Prompts for student reflection:
 - What happened from your perspective? What might the rest of us not know about this situation?
 - How did your behavior/choice impact yourself and others? Put yourself in others’ shoes if necessary. What might you not know about others’ experience of this situation?
 - What might need to be done to “make this right” and repair any harm?
 - What can be done to avoid this situation in the future?

Timing

Restorative Time serves as the designated time for the circleback conversation, but scholars may request, and staff may agree, to have the circleback earlier if both are available before the assigned Restorative Time.

Structure/Facilitation

Circleback conversations are meant to be restorative conversations and should include the following elements, inspired by resources from the International Institute for Restorative Practices (IIRP) and core texts such as *The Restorative Practices Handbook* (Costello, et al., 2009), and *Hacking School Discipline* (Maynard & Weinstein, 2019).

Participants

- Mandatory: Student whose behavior is at issue
- Mandatory: Staff member referring student
- Optional: Any other people directly impacted
- Optional: Facilitator (should be present when requested and if the referring staff member is unfamiliar with circlebacks and restorative practices)
- Optional: Other stakeholders involved in supporting the student(s) (e.g., family members, coaches, advisors)

Structure

- Facilitator or staff member explicitly names that this will be a circleback conversation and describes the structure to be used and norms to be followed
- One participant begins by describing the incident from their perspective and any other context they feel is relevant. Nobody else can interrupt, comment, or dispute. The party speaking “has the floor.”
- The other participant shares their perspective. Same rules apply.
- Facilitator check - Facilitator checks in on participants’ emotions and readiness, recasts and summarizes what has been shared, and asks clarifying questions as warranted. Optional quick breaks for either participant can be given if requested.
- Each participant has the opportunity to add more, or ask questions of the other.
- Facilitator check and move to restoration and plan forward: What does each participant need from the other, what does each participant agree to do going forward, what specific harm needs to be repaired in this instance and how?
- Plan and Agreements - restate the plan for the above restoration
- Closing and recommitments

Outcome

Once the Circleback Conversation is completed and the referring staff member and administration is satisfied with the plan and any natural consequences for repairing harm, the plan will be recorded and the incident closed.

If the Circleback Conversation can be completed prior to the scholar’s Restorative Time assignment, the referring staff member has the authority to “cancel” the Restorative Time and should communicate such to the designated Restorative Time coordinator. Only the referring staff member, or in certain circumstances an administrator, can cancel Restorative Time obligations.

If the circleback conversation cannot happen by the Restorative Time, the Restorative Time coordinator will be responsible for rescheduling the circleback conversation and coordinating with the teacher, scholar, and any others involved.

Skipping Restorative Time

If a scholar fails to report to an assigned Restorative Time, that will be considered a Tier 3 behavior infraction, and a follow-up meeting with a parent or guardian and a member of the administrative team may be required (in addition to future completion of any circleback conversations required from the initial incident). The scholar may be required to serve in-school suspension (ISS) until the family meeting can occur, at the discretion of the administrative team.

Chronic Code of Conduct infractions or behavior referrals

The above system of Restorative Time and Circleback Conversations is designed to address individual and isolated incidents. Scholars who continue to exhibit a pattern of misbehavior should be referred to the school's Scholar Support Team (SST) for the behavior to be addressed more comprehensively. The SST will also regularly review behavior referral data to identify patterns across the school and with individual scholars, and respond accordingly.

SST responses will vary based on individual circumstances, but can involve a team of school support members (e.g., leadership, school social worker, advisor), as well as family members and others supporting outside of school. The SST will conduct a more thorough analysis of the causes and impacts of the behavior, and will design tailored interventions, consequences, support plans, and if necessary, restricted privileges, with the goal of replacing negative or unproductive behavior with positive and successful outcomes.

Suspensions

Despite our commitment to the restorative practices outlined above in place of punitive measures, certain serious offenses will require significant responses that can include social suspensions (restriction from participation in social events or community activities), in-school suspensions (ISS) (separation from peers while still attending school), or out-of-school suspensions (OSS) (suspension from attending school for a defined period of time).

Such serious offenses recommending suspension include, but are not limited to, physical altercations, threats, use or possession of illicit substances on school property, possession of a weapon on school property, possession of any toy weapon on school property, bullying and cyberbullying, and other behavior that threatens the health, welfare, or safety of members of the school community.

In the case of any suspension, a parent or guardian will be informed and may be required to attend a conference with a member of the leadership team. In the case of an OSS, a parent or guardian will be required to attend a conference with a member of the leadership team *prior* to the scholar returning to school (i.e., a Reinstatement Meeting) to discuss the incident and agree to a plan and expectations for reinstatement.

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