



# R5 High School Home of the Phoenix

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## R5 Learner Handbook 2023-24

**MISSION:** Utilize restorative practices and project based learning to support learners in becoming thriving citizens.

**R5 High School** is a safe place for all learners to grow and succeed. R5 learners are always expected to conduct themselves in a positive and mature fashion in the school, on the grounds outside, and at any school sponsored functions. Learners who fail to meet the expectations outlined in this handbook may be put on an individualized agreement and failure to meet the expectations of the agreement may result in suspension and/or loss of status as an R-5 learner.

**R5 High School** strives to ignite the passions of high school learners through the discovery and development of their unique interests; to empower learners to develop self-confidence and create their own success through a personalized learning environment and purposeful internships of their choice; and, with the support of advisors and community partners, graduate as confident and capable young adults, prepared to make their mark on the world!

### LEARNER HANDBOOK OVERVIEW

**PURPOSE:** **R5 High School** believes in the importance of setting forth high expectations for all community members. This learner handbook is designed to support the mission and vision of R5 High School to provide a college/career/vocational preparatory learning environment with a focus on our learning goals aligned with Reflective Curiosity, Collaborative Relationships, Respectful Communicators, Civic Responsibility, and Career Readiness. Please note that this learner handbook is a living document and will be amended and adapted as we learn and grow as a school community.

**SCOPE:** This handbook shall apply to all learners in the R5 community and any conduct:

- On school property
- At all school sponsored events and in transit to school activities (Including GVT).
- During travel to and from internships, along with behavior at internship sites.
- The handbook also applies to out-of-school conduct by learners if the school believes the nature of such conduct indicates a threat to the health, safety or welfare of others.

## **GUIDELINES FOR BEHAVIOR:**

The following guidelines are expected to govern and characterize learner behavior:

- **Safety:** Learners are expected to behave in ways that are safe for themselves and others and follow the rules that R5 High School has adopted. All persons involved with the school are expected to respect other people's property.
- **Cooperation:** Learners are expected to cooperate fully with Advisors, administrators, and other adults in the school. Learners are expected to always be polite and helpful when dealing with others.
- **Orderly movement:** Learners are expected to move between classes and other activities in common areas, inside or outside of the school, in an orderly and timely manner.
- **Entering the building:** When entering the building, learners should demonstrate adult-type behavior. Learners should enter the building calm, with considerate language and voice volume and they should not run, wrestle, push, or shove.
- **Drugs and alcohol:** Illegal drugs and alcohol are strictly forbidden at all times. If a learner is taking medication for health reasons, he or she should notify the school nurse and Advisor of the need for medication use. Learners must turn in all medications per district protocol (including Ibuprofen) with the exception of inhalers to the health assistant.
- **Bullying, Social Harassment, Rumor-Spreading** Such behaviors destroy the small, safe, family community that we work hard to provide and therefore are not tolerated at R5 High School. Therefore, if warranted, may result in loss of status as an R5 learner.

## **ATTENDANCE POLICY & GUIDELINES:**

**Learners are expected to engage daily.** All R5 learners are on a Candidacy period for the first quarter of their enrollment. Learners must maintain a minimum 70% attendance/engagement rate. Attendance and engagement are crucial to success at R-5 High School. Regular school engagement enhances academic, social, and vocational development. Following Candidacy. The learner is expected to maintain the minimum attendance rate of 70% to remain a learner at R5 High School. Attendance means steady progress toward a high school diploma. Of course, 70% attendance is not acceptable in the workforce, but we acknowledge that learners will have legitimate, excused reasons for absences or illness at times.

## **R5 Candidacy**

See next page for R5 Candidacy information



## R5 Learner Candidacy

<b>Attribute</b>	<b>Agreement</b>
<b>Attendance</b>	Learners maintain a minimum 70% attendance rate to maintain their placement at R5 High School.
<b>Advisory</b>	Learners fully participate in the R5 Advisory program and attend ALL 1-on-1 meetings with their advisor.
<b>Academic Progress</b>	Learners earn sufficient credits each quarter and demonstrate level 6 proficiencies or higher on the HOS rubric at the conclusion of R5 Orientation and progress towards level 10 or higher for graduation.
<b>Secondary Placement</b>	Learners are required to have a Secondary Placement at all times to be considered a full-time student and maintain good standing for candidacy and enrollment at R5.
<b>Behavior</b>	Learners demonstrate and exemplify the R5 Respect Agreements with all peers and staff at all times. Learners follow the R5 behavior expectations as indicated in the R5 Learner Handbook.
<b>Technology</b>	Learners abide by the R5 Cell Phone and technology policies at all times as indicated in the R5 Learner Handbook.
<b>Attire</b>	Learners demonstrate appropriate dress for learning environments when on-campus and at Secondary Placements as indicated in the R5 Learner Handbook.

**Learners must uphold their agreements in order to maintain their placement at R5.**

I \_\_\_\_\_, commit to the above agreements as an R5 learner

and will be responsible for striving to becoming college and career ready during my time at R5.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Class Attendance:** Learners will not be allowed to enter classes if they are more than 15 minutes late to a class or they leave the class before the teacher releases the class. If learners are going to be late, they need to call ahead or provide a valid excuse for the tardiness. Learners leaving early need to sign out with the attendance office. These absences count towards the 70% attendance expectation stated above. If a learner misses more than 2 blocks unexcused, teachers will be notifying advisors. Advisors will then be notifying parents/guardians.

**R5 High School is a closed campus facility during the hours of 8am-12:30pm.** Learners leaving R5 High School during these times without required documentation and communication with the attendance secretary **will not be permitted to return until the next school day.** We recommend learners communicate with the attendance secretary in advance of the need to leave the R5 campus.

R5 High School is legally responsible to know learners' whereabouts during school hours and cannot allow learners to leave campus without signing out in the office. Learners should submit appropriate documentation prior to leaving. Parent phone approval is also acceptable and mandatory for learners under 18. If a learner fails to follow these procedures, he/she will be considered truant.

Parents or guardians need to contact the school to **report an absence (970-254-6880)**. A parent, responsible adult, or the learner (18+) must call in each day he or she is absent or arrange in advance for an extended leave.

## Secondary Placement

**Secondary Placement is a required part of the R5 program.** Learners are required to have one of the following Secondary Placements during their enrollment at R5 High School:

1. Job with a verified employer issuing regular pay stubs
2. Approved internship and/or volunteer position
3. Concurrent enrollment at WCCC/D51 Career Center
4. Enrollment and participation in the R5 YPP Program
5. Enrollment and participation in the R5 Eureka Program

If an employer requires a learner to work during school hours, arrangements will be made with the advisor who will contact the employer. The advisor will let the attendance secretary know that the learner's absence is work related, and the absence will be recorded as an Alternative Educational Intervention (AEI) which does not count against the learner's attendance record. It is important to communicate with the advisor in order to keep the attendance accurate.

## Field Experiences

Field experiences and outdoor excursions are a regular part of the R5 High School learning experience. Safety and security of all learners is our number one priority. R5 learners are expected to respect the wishes of any competent chaperon appointed by the school per D51 policy JICC-R. Failure to do so may result in disciplinary action, possible suspension from future field experiences, and potential removal from the school. Using personal vehicles or other transportation methods without permission and approval of R5 administration is not permitted on any field excursion.

## **ACADEMIC HONESTY:**

Although teachers have some discretion in implementing their own policy on cheating and plagiarism within their classrooms, they must report substantiated cases of cheating or plagiarism to an administrator. A conference with the parents or guardians, the learner, teacher and administrator will be established to discuss the matter, and hopefully to prevent any such action by the learner in the future. Examples include the following:

- Copying answers from another learner's homework, test, quiz or other assignment.
- Plagiarism on a term paper or another written project.
- Using notes, "cheat sheets," or other devices on a written response without the instructor's expressed permission.
- Taking a copy of a test or quiz from the room without the knowledge or permission of the instructor.
- Computer-generated programs or work that is not the sole effort of the learner claiming the work.

**Cell Phone Use and Etiquette:** Cell phones may be an educational tool OR a disruption to learning.

- Cell phones are to be placed in classroom cell phone holders during class time.
- Learners need teacher permission to use cell phones to text or talk during class time.
- Cell phones should be on vibrate or off during class time.
- Parents who need to contact their learner may leave a message on the learner cell phone and the learner will return the call when possible. OR a parent may call the main office at **970-254-6880 to leave an emergency message which will be delivered to the learner immediately.**

**Music:** Whether from a cell phone or other device, music is only allowed with teacher permission. Earbuds/headphones are required for listening to music. Music cannot be played out loud by learners.

## **DRESS CODE:**

R-5 provides learners with vocational preparation. Our goal is to balance the need for individual expression with an atmosphere conducive to learning in a school where workplace competencies are emphasized. We expect our learners to **dress in a school appropriate, workplace fashion during school hours.**

### **Clothing not permitted:**

- Clothing that is disruptive to the learning environment
- Profane or obscene messages or sexually suggestive pictures on clothing
- References to tobacco, alcohol, sex, or drugs
- Gang related clothing (no bandanas or ICP hatchet-man logos, or any other gang-related paraphernalia, marks, clothing, etc.)
- Discriminatory slurs or messages including confederate flags

Learners who wear unacceptable clothing will be asked to remedy the problem before returning to class. A

second offense may result in disciplinary or restorative actions. A third offense is a clear message of disrespect for R5 rules and expectations and may result in loss of privilege to be a learner at R5 High School.

## **OUT OF SCHOOL CONDUCT:**

The courts have upheld a school district's right to take disciplinary action against learners for certain crimes even when those crimes were committed off school grounds during non- school hours or were not committed against any of the school's learners or staff. The Code of Conduct shall also apply to out-of-school conduct by a learner if the school believes that the nature of such conduct indicates that the learner presents a threat to the health, safety, or welfare of other learners. Such out-of-school conduct shall include, but is not limited to:

- Acts of violence which are punishable by law
- Sexual offenses which are punishable by law
- Felonies
- The sale, transfer, or possession of drugs as an offense punishable by law.

A learner found to be in violation of the discipline code at this level is to be suspended and the school leader shall follow school district policy in making decisions regarding placement. In considering appropriate disciplinary action, administration shall consider the age and maturity of the learner involved to determine the appropriate disciplinary action. Out-of-school conduct can result in a recommendation for expulsion.

*\*The Code of Conduct is not all-inclusive and a learner committing an act of misconduct not listed will still be subject to the authority of the principal or designee.*

## **GENERAL POLICIES:**

- **Hall Pass:** A Sign Out List is provided in each classroom and must be filled in by all learners when they are out of class. Only two learners will be permitted to leave the class at a time. **If the learner must check out of school for any reason, he/she must sign out with the attendance secretary.** Learners must provide documentation for appointments or work passes. Employers and parents will be contacted to verify.
- **Leaving School:** R5 High School is a closed campus. Learners must check out with the main office to provide an excused reason for leaving campus. If learners choose to leave R5 during class time without a legitimate reason and checking out, re-entrance will not be permitted until the next school day.
- **Loitering:** Learners are not permitted to loiter in areas on or adjacent to school property. This includes school grounds, the sidewalk along the school ground perimeter, and next to any of our neighbors. There is to be no trespassing during school hours on private property. Safety and community relations are primary concerns. Learners are not to be on or adjacent to R5 during non-scheduled school hours unless prearranged.
- **Visitors:** All visitors must be approved by administration on a day-to-day basis. All visitors must sign in at the office and wear a badge to show permission to be in the building. Visitors are encouraged to come

after 12:30pm unless otherwise approved through the office. Parents are always welcome and will need to sign in at the office upon arrival and wear a badge.

## **DISCIPLINE POLICIES:**

R5 High School uses the [Restorative Practices](#) approach to discipline when learners do not abide by the principles outlined in this Learner Handbook.

## **SUSPENSIONS:**

- **Individual reflection time:** Learners will be given individual reflection time as an opportunity to reflect upon their inappropriate choices, to practice appropriate behaviors, and to set a plan for success.
- **Out of School Suspension/Reflection:** Out of School Suspension is one of the most severe actions a school can impose on a learner in the hopes of helping the learner to learn and change behavior so he/she may remain at R5. Learners will be suspended from R5 when conduct warrants such action. The school administration may suspend a learner for up to five (5) days. When suspension is considered, a learner will be provided due process and an opportunity to present his/her version of the incident. If the learner is suspended, a parent/guardian will be notified by phone or written communication as to the cause for the suspension and the length of time of the suspension. Learners with continued behavioral concerns may be put on a MTSS support plan.

In all cases of suspension, parents and/or learners must attend a re-entry meeting with an administrator or restorative practice coordinator before reinstatement at R5. If a learner is placed on suspension, he/she will not be permitted to participate in or attend any school-sponsored activities during that period. While on suspension, learners should continue to attend their job or volunteer position, but they will not attend Career Center or WCCC courses.

## **GRIEVANCE PROCEDURES:**

A grievance is another name for a complaint. A learner grievance exists when it is alleged that the learner has been treated unfairly or has not been afforded due process.

*The following persons or groups of persons may use the grievance procedures:*

- Learners or groups of learners
- Parent(s)/guardian(s) of a learner
- Groups of parents/guardians of learners

When the grievance procedure is used, these steps shall be followed:

1. The grievant shall request, in writing, a conference with the person(s) who allegedly treated the learner unfairly within three (3) school days of the alleged incident.

2. A conference shall be held within four (4) school days after the request.
3. If the conference does not resolve the complaint, the grievant may file a written appeal with the school leader within three (3) days of the conference.
4. The school leader shall resolve the appeal by investigating the situation, reviewing the appeal/records, and/or scheduling a conference to hear the grievance within five (5) school days following the receipt of the notice of appeal and shall issue a decision in writing no later than five (5) days following the investigation/conference. If the discipline will result in a consequence that is less than an out-of-school suspension, the school leader's decision is final.
5. If the decision at the school leader's level is not acceptable and the consequence will result in out-of-school suspension or recommendation of expulsion, the school leader's decision may be appealed to Mesa County Valley School District #51 administration (Ari Goldberg) or designee. A grievant wishing to appeal the school leader's written decision must file a written appeal with MCVSD #51 administration no later than five (5) school days from the date of the school leader's written decision.
6. MCVSD #51 administration shall resolve the appeal by investigating the situation, reviewing the written appeal/records, and/or will schedule a conference to hear the grievance within five (5) school days following the receipt of the notice of appeal and shall issue a decision in writing within five (5) school days following the investigation/conference.
7. The decision of the MCVSD #51 administration or designee shall be the final decision of the school. A copy of the decision shall be sent to the parties involved within ten (10) school days following the Board hearing.