

## **TO THE STUDENTS OF NORTH PROVIDENCE HIGH SCHOOL:**

This handbook has been prepared to assist and to guide you throughout the school year. School policies, procedures and practices for all students and parents are listed on the following pages. Also included is information relative to Guidance Services, Student Activities, and Athletic Eligibility. All students, along with their parent(s)/guardian(s), should familiarize themselves with the contents of this Handbook.

In keeping with our school Mission “to educate all students in a safe, nurturing, and challenging environment which empowers them to become well-rounded individuals who are life-long learners and productive members of society,” we have developed guidelines and a code of conduct to assist you along the path to success. Adherence to these guidelines will enable you to maximize your educational experience and successfully master our academic, civic, and social Graduation Expectations in the areas of knowledge, communication, problem solving and responsibility.

I hope that you will take full advantage of every opportunity offered to you at North Providence High School. We wish you a meaningful and positive school year filled with success.

Respectfully,

*Joseph B. Goho*  
Principal

**Find North Providence High School online at  
[www.northprovidencehighschool.com](http://www.northprovidencehighschool.com)**

## **HISTORY**

The North Providence High School is located in the center of the town on Mineral Spring Avenue, which is the main street dividing the town. On the East side of the High School is the town library and town swimming pool. Students have access to both throughout the school day on a pre-scheduled basis.

The North Providence High School complex consists of the original two level building constructed in 1938-39. A one-floor "annex" building which was constructed in 1966-67 was destroyed by arsonists in 1992. At that time the annex housed the chemistry labs, the home economics classes, the art rooms, and the library. All were lost in the fire. Reconstruction of the annex has been completed, providing a more comprehensive addition. It is a model technology-integrated high school, one that showcases the many unique educational options of the 21st century. In addition, the athletic facilities are diverse with three gymnasiums, a fitness and training room, with access to the Town's Natatorium Complex.

As the only public high school in the town of North Providence, North Providence High School provides a comprehensive program of education to meet the needs of all students. It offers a meaningful program for those whose formal education ends with high school as well as those who will go on to further education.

The process of education is a cooperative endeavor involving all those who are committed to educational growth: students, teachers, administration, staff and community. The goal is intellectual, social, esthetic, physical, emotional and ethical development. At North Providence High School we believe that learning is a process that promotes the development of basic skills and the understanding of fundamental concepts.

In all areas of learning we are guided by the principle that each student is a distinct individual with a distinct personality. If the learning process is to be effective, the motivating factors should be the interests, needs, and abilities of the learner. Accordingly, we have the responsibility of striving for flexibility in content, materials, and techniques in order to challenge students to realize their fullest potential and to afford the best opportunity for success.

**APPROVED BY THE NORTH PROVIDENCE SCHOOL COMMITTEE  
7/23/03.**

## MISSION STATEMENT

The Mission of North Providence High School is to educate all students in a safe, nurturing and challenging environment which empowers them to become well-rounded individuals who are life-long learners and productive members of society.

### Guiding Principles

We believe:

- \*all students can learn;
- \* in a student-centered educational program that reflects rigor, relevance, and relationships
- \*that collaboration and communication among students, teachers, administrators, parents, and community are essential;
- \*in recognizing and adapting to the needs of our students;
- \*in on-going evaluation of the educational program based on best practice in order to improve teaching and learning;
- \*in high expectations for students & all other members of the school community;
- \*in fostering and promoting literacy across all disciplines;
- \*in an educational program that prepares students for higher education and the global marketplace of the 21<sup>st</sup> Century; and
- \*community service learning is an essential component of student growth.

### North Providence High School Graduation Expectations

All graduates of North Providence High School must possess a common core of knowledge, skills, and dispositions needed to become responsible citizens, productive workers and life-long learners. The North Providence High School Community has identified and adopted four core graduation expectations which support the accomplishment of the school's mission and are aligned with the standards and performance indicators identified in district and school curriculum documents. These interdisciplinary expectations encompass academic, civic, and social documents and identify what a North Providence High School student should know and be able to do upon graduation.

The North Providence High School Graduate will be able to:

- 1.0 Achieve proficiency in all content areas of a standards based curriculum by:
  - 1.1 Acquiring and applying knowledge and skills within and across the curriculum

<b>4</b>	Consistently and effectively acquires and applies knowledge and skills in all content areas.
<b>3</b>	Frequently and effectively acquires and applies knowledge and skills in all content areas.

<b>2</b>	Occasionally acquires and applies knowledge and skills in all content areas.
<b>1</b>	Rarely acquires and applies knowledge and skills in all content areas.
<b>GSE's</b>	DSP 10-1, DSP 10-2, DSP 10-3, DSP 10-4, DSP 10-5, DSP 10-6, NO 10-1, NO10-2, NO 10-4, NO10-7, NO 10-8, GM 10-2, GM 10-4, GM 10-5, GM 10-6, GM 10-7, GM 10-8, FA 10-1, FA 10-2, FA 10-3, FA 10-4

### 1.2 Analyzing and evaluating information

<b>4</b>	Consistently and effectively examines, identifies, interprets, and clarifies information in all content areas.
<b>3</b>	Frequently and effectively examines, identifies, interprets, and clarifies information in all content areas.
<b>2</b>	Occasionally examines, identifies, interprets, and clarifies information in all content areas.
<b>1</b>	Rarely examines, identifies, interprets, and clarifies information in all content areas.
<b>GSE's</b>	R2, R3, R4, R5, R6, R7, R8, R11, R12, R13, R15, R16, W1, W2, W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, OC1, OC2, DSP 10-1, DSP 10-2, DSP 10-3, DSP 10-4, DSP 10-5, DSP 10-6, NO 10-1, NO 10-4, KNO 10-7, NO 10-8, GM 10-2, GM 10-4, GM 10-5, GM 10-6, GM 10-7, GM 10-8, FA 10-1, FA 10-2, FA10-3, FA 10-4

### 1.3 Applying technology as a learning tool across all disciplines

<b>4</b>	Consistently and effectively utilizes and integrates technology to acquire and apply knowledge in all content areas.
<b>3</b>	Frequently and effectively utilizes and integrates technology to acquire and apply knowledge in all content areas.
<b>2</b>	Occasionally utilizes and integrates technology to acquire and apply knowledge in all content areas.
<b>1</b>	Rarely utilizes and integrates technology to acquire and apply knowledge in all content areas.
<b>GSE's</b>	R2, R3, R4, R5, R6, R7, R8, R11, R12, R13, R15, R16, W1, W2, W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, OC1, OC2, DSP 10-1, DSP 10-2, DSP 10-3, DSP 10-4, DSP 10-5, DSP 10-6, GM 10-4, GM 10-5, GM 10-6, GM 10-7, GM 10-8, GM 10-9, FA 10-2

## 2.0 Solve problems and make decisions effectively by:

### 2.1 Working cooperatively and/ or independently

<b>4</b>	Always functions productively in a group setting by sharing with and listening to others; demonstrates complete self-reliance.
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<b>3</b> 2.2	Usually functions productively in a group setting by sharing with and listening to others; usually demonstrates complete self-reliance.
<b>2</b>	Seldom functions productively in a group setting with limited sharing with or limited listening to others; demonstrates little evidence of self-reliance.
<b>1</b>	Rarely functions productively in a group; no evidence of the ability to be self-reliant.
<b>GSE's</b>	R2, R3, R4, R5, R6, R7, R8, R11, R12, R13, R15, W1, W2, W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, W14, OC1, OC2, *Addresses ALL Math GSE's*

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## 2.2 Applying problem solving strategies

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<b>4</b> 2	Effectively identifies the problem and demonstrates a variety of techniques to evaluate the problem. Efficiently collects and organizes data and draws logical in-depth conclusions.
<b>3</b> 2.4	Effectively identifies the problem, collects and organizes data, and draws logical conclusions.
<b>2</b> 2.3	Identifies the problem and collects data. Ineffectively organizes data and draws vague conclusions.
<b>1</b>	Rarely identifies the problem. Collects inappropriate data and/or interprets it incorrectly. Conclusions are frequently inappropriate.
<b>GSE's</b>	R2, R3, R4, R5, R6, R7, R8, R11, R12, R13, R15, W1, W2, W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, W14, OC1, OC2, DSP 10-1, DSP 10-2, DSP 10-3, DSP 10-4, DSP 10-5, DSP 10-6, NO 10-1, NO 10-4, NO 10-7, NO 10-8, GM 10-2, GM 10-4, GM 10-5, GM 10-6, GM 10-7, GM 10-8, FA 10-1, FA 10-2, FA 10-3, FA 10-4

g resources and time effectively

<b>4</b>	Always prepared for class and fully participates in classroom activities. Consistently utilizes all resources including outside resources.
<b>3</b>	Usually prepared for class and fully participates in classroom activities. Frequently uses outside resources.
<b>2</b>	Sometimes prepared for class and/or rarely participates in classroom activities. Seldom uses available resources.
<b>1</b>	Rarely prepared for class and/or does not participate in classroom activities. Infrequently uses any resources.
<b>GSE's</b>	R2, R3, R4, R5, R6, R7, R8, R11, R12, R13, R15, W1, W2, W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, W14, OC1, OC2 *Addresses ALL Math GSE's

## 2.4 Accessing, compiling, and interpreting and presenting data and information

<b>4</b>	Consistently demonstrates the ability to acquire information, integrating all resources necessary to effectively draw viable conclusions and always demonstrates a clear, concise, accurate model.
<b>3</b>	Often demonstrates the ability to acquire information, integrating necessary resources to draw conclusions and to demonstrate an accurate model.
<b>2</b>	Sometimes has difficulty acquiring information to effectively draw a viable conclusion, and displays little evidence of demonstrating an accurate model.
<b>1</b>	Rarely demonstrates the ability to acquire information and draw conclusions with no evidence of an accurate model.
<b>GSE's</b>	R2, R3, R4, R5, R6, R7, R8, R11, R12, R13, R15, W1, W2, W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, W 14, OC1, OC2, DSP 10-1, DSP 10-2, DSP 10-3, DSP 10-4, DSP 10-5, DSP 10-6, GM 10-2, GM 10-4, GM 10-5, GM 10-6, GM 10-7, GM 10-8, FA 10-1, FA 10-2, FA 10-3, FA 10-4

3.0 Display a strong sense of self-discipline which enables him/her to act responsibly by:

3.1 Making informed life and career decisions

<b>4</b>	Chooses a definite post-secondary plan for work or education.
<b>3</b>	Actively searches and chooses post-secondary choices.
<b>2</b>	Begins to search for post-secondary choices.
<b>1</b>	Unable to make choices for post-secondary planning.

3.2 Recognizing and respecting the diversity and individuality of others

<b>4</b>	Always recognizes and respects others for their individuality and diversity.
<b>3</b>	Frequently recognizes and respects others for their individuality and diversity.
<b>2</b>	Occasionally recognizes and respects others for their individuality and diversity.
<b>1</b>	Rarely recognizes and respects others for their individuality and diversity.
<b>GSE's</b>	W7, W8, W12, W13, W 14, OC1, OC2

3.3 Understanding and accepting the benefits and consequences of his/her behavior

<b>4</b>	Consistently engages in appropriate behavior with a complete understanding of all benefits and consequences for their behavior.
<b>3</b>	Often engages in appropriate behavior with understanding and acceptance of consequences.
<b>2</b>	Frequently engages in appropriate behavior with a limited understanding and acceptance of the consequences.
<b>1</b>	Rarely engages in appropriate behavior or with a lack of understanding and acceptance of the consequences.
<b>GSE's</b>	R2, R3, R4, R5, R6, R7, R8, R11, R12, R13, R15, R16, W1, W2, W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, W 14, OC1, OC2, <i>*Addresses ALL Math GSE's*</i>

3.4 Participating in community service, leadership roles and/or school activities

<b>4</b>	Consistently participates in community service, leadership roles and/or school activities.
<b>3</b>	Frequently participates in community service, leadership roles and/or school activities.
<b>2</b>	Occasionally participates in community service, leadership roles and/or school activities.
<b>1</b>	Never participates in community service, leadership roles and/or school activities.
<b>GSE's</b>	W7, W8, W12, W13, W 14, OC1, OC2

4.0 Communicate effectively by:

4.1 Reading widely and critically

<b>4</b>	Consistently and effectively demonstrates an insightful understanding of the central and supporting ideas being conveyed in the written work.
<b>3</b>	Frequently demonstrates an understanding of the central ideas being conveyed in the written work.
<b>2</b>	Occasionally demonstrates an understanding of the writer's literal meaning of the written work.
<b>1</b>	Rarely shows and understanding of the written work.
<b>GSE's</b>	R2, R3, R4, R5, R6, R7, R8, R11, R12, R13, R15, R16, W1, W2, W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, W 14, OC1, OC2

4.2 Writing clearly, concisely and persuasively

<b>4</b>	Consistently and effectively demonstrates an ability to use written language creatively and purposefully for a wide variety of audiences.
<b>3</b>	Frequently demonstrates an ability to use written language purposefully for a wide variety of audiences.
<b>2</b>	Occasionally demonstrates an ability to use written language logically for a limited audience.
<b>1</b>	Rarely demonstrates an ability to use written language appropriately.
<b>GSE's</b>	R2, R3, R4, R5, R6, R7, R8, R11, R12, R13, R15, R16, W1, W2, W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, W 14, OC1, OC2

4.3 Speaking, listening and interpreting effectively

<b>4</b>	Consistently and effectively demonstrates the ability to engage in meaningful communication with a wide variety of audiences.
<b>3</b>	Frequently demonstrates the ability to engage in meaningful communication with a wide variety of audiences.
<b>2</b>	Occasionally demonstrates the ability to engage in meaningful communication with a limited audience.
<b>1</b>	Rarely demonstrates the ability to engage in appropriate communication.
<b>GSE's</b>	R2, R3, R4, R5, R6, R7, R8, R11, R12, R13, R15, R16, W1, W2, W3, W4, W5, W6, W7,

W8, W9, W10, W11, W12, W13, W 14, 0C1, 0C2
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4.4 Mastering technology as a means of communication

<b>4</b>	Consistently and effectively accesses a wide variety of technology for various means of communication.
<b>3</b>	Frequently accesses a variety of technology for various means of communication.
<b>2</b>	Occasionally accesses technology to communicate.
<b>1</b>	Rarely accesses technology.
<b>GSE's</b>	R2, R3, R4, R5, R6, R7, R8, R11, R12, R13, R15, R16, W1, W2, W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, W 14, 0C, 0C2

*Scoring Guide:*

<b>4</b>	<i>Exemplary</i>
<b>3</b>	<i>Proficient</i>
<b>2</b>	<i>Needs Improvement</i>
<b>1</b>	<i>Unacceptable</i>

**ROTATING DAILY SCHEDULE**

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
7:35 – 8:30	1	2	3	4	5	6	7
8:34 – 9:29	2	3	4	5	6	7	1
9:33 – 10:28	3	4	5	6	7	1	2
10:32 – 11:57	4	5	6	7	1	2	3
12:01 – 12:56	5	6	7	1	2	3	4
1:00 – 1:55	6	7	1	2	3	4	5

**NORTH PROVIDENCE HIGH SCHOOL**

The faculty and staff at North Providence High School in cooperation with students, parents, and community, encourages academic, social, and personal growth through the establishment of these goals:

1. To encourage fairness, cooperation and ethical behavior and to establish

reasonable rules of conduct.

2. To provide resources for the individual interests, needs, and abilities of all students.
3. To develop competence in the fundamental skills of reading, writing, speaking, and listening.
4. To promote an understanding of technology for the future.
5. To develop the capacity to make decisions and solve problems, based upon reasoning and critical thinking.
6. To provide opportunities which promote understanding and appreciation for the arts.
7. To provide opportunity for enrichment and creative expression.
8. To encourage each individual to make appropriate educational choices in order to realize his or her full potential.
9. To encourage social responsibility and self initiated learning in both individual and group settings.
10. To promote an understanding of societies and cultures.
11. To encourage an awareness of responsibility for one's actions.

## ACADEMICS

### **Accreditation Statement**

North Providence High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

## HIGH SCHOOL CURRICULA

### **College Preparatory Education**

The College Preparatory Curriculum is intended to furnish the fundamental preparation for college. Since the entrance requirements of colleges vary considerably, it is imperative that a student consult the catalog of the colleges in which he/she is interested and plan a program which will meet all the requirements. Although the college course, as outlined, covers the requirements of almost any college or scientific school, some institutions require additional or special subjects which can only be ascertained by an examination of the catalog. Students must earn a final grade of **70** to remain in the program.

### **Comprehensive Education**

The Comprehensive Education Curriculum is designed to prepare students to continue their education in a formal manner after high school, if they so wish, at a two-year college, a technical school/college, a business school/college, to enter the military, or to enter the business field/work force upon graduation. This curriculum sequence will ably prepare students for any of the post-secondary options. Students in this curriculum may elect subjects offered in the Business Technology or College programs since all subjects are open to students who meet prerequisite standards. Every student is offered the opportunity to individually develop in the areas of his/her particular needs, interests, aptitudes, and abilities. Subject matter in the Comprehensive Education Curriculum is not pursued on the same level that would prepare a student for consideration at a four-year college. However, this curriculum sequence does prepare students for the

two-year college/technical programs. Content of the subject matter and rate of progress are adjusted to the ability of the individual student, which maximizes potential for academic success.

### **Honors Education**

Honors status may be received for upper classmen in the following courses:

Honors American History	Honors Chemistry
Honors Physics	Honors Economics/Labor Studies
Honors English	Honors Humanities
Honors Calculus	Honors Political Science
Honors Visual Arts	

Each respective department chair will determine students' selection to all honors level courses.

### **Honors Courses Entrance Criteria**

Students may apply for Honors Courses by indicating it on their course selection sheet. Students will be accepted into Honors Courses based on the following criteria:

#### **English**

- 1) A minimum "B" (84 – 86) average in English courses taken to date.
- 2) A minimum "B" (84 – 86) average in all humanities related courses.
- 3) Students do not have to register for RIC credits if they take Honors English. Students may earn up to six (6) credits for the year by paying the course fee and by passing the course requirements. Mandatory registration is not a requirement for the class. Students may take the course for their English requirement only.

#### **Science**

- 1) A minimum "B" (84 – 86) average in College Chemistry, and College Math to advance to Honors Chemistry.
- 2) A minimum "B" (84 – 86) average in College Physics, and College Math to advance to Honors Physics.

#### **Social Studies**

- 1) A minimum "B" (84 – 86) average in American Studies, Social Studies courses, and College English.

A student may appeal for entrance into Honors Courses by submitting a written request to the Department Chair within ten (10) days of the posting of the acceptance list.

#### **Literacy Skills**

All North Providence High School 9th graders are required to take a year-long ½ credit course called "Literacy Skills." The goals of this course are to aid students in making a smooth transition to high school, to teach study and reading strategies that will be useful in all content areas, and to address the reading and writing needs of our students. The focuses of the Literacy Skills program are: organization and time management, note-taking skills and test-taking strategies, efficient study techniques, the improvement of vocabulary and reading comprehension, presentation skills, and social acclimation to NPHS. In addition students will be engaged in project-based activities that strengthen reading and writing during the second semester of the individualized reading program. This standards-based course demonstrates the commitment of the North Providence High School community to develop instructional activities based on standards, to assess student work against the standards, and to review and revise programs and curriculum that will help our students to achieve high levels of proficiency in all areas.

## **Summer Reading**

The mission of the NPHS Summer Reading Program is to engage the interest of all students, build confidence in their ability to read, and develop an appreciation of reading that will continue throughout their lives. All students entering North Providence High School are required to complete summer reading. To that end, members of the English Department have compiled lists for each grade. Each list contains ten (10) books and students are required to read one (1) book from the list that corresponds to the English class they will be enrolled in for the upcoming school year. Although response journals are encouraged, they are not required and cannot be used during the assessment. Assessments will be given during the second week of school.

## **NPHS DIPLOMA SYSTEM**

A minimum of 22 credits is required for graduation as specified below. The term "credits" used herein is understood to include the amount of work normally covered in 200 minutes weekly in class for a period of one school year.

## **CREDIT REQUIREMENTS FOR GRADUATION**

In all curricula, successful completion in the following subjects is required for graduation:

<b><u>SUBJECT</u></b>	<b><u>NUMBER OF CREDITS REQUIRED TO GRADUATE</u></b>
English	4
Science	3 ( 1 Biology)
Social Studies	3 (American History/ Civics I & II)
Mathematics	4 (3 Math and 1 Math-related)
Physical Education	(4 Years)
Health (4 Quarters)	.5
Fine Arts	.5
Technology	.5

One year of biology is mandatory for all students. In addition to the biology requirement, students must take two additional science courses to meet the minimum science requirement for graduation. All students need one-half (1/2) credit in the arts and one-half (1/2) credit in technology. Furthermore, all students planning on applying to a four-year college must meet the following minimum requirements: three (3) years of math and a minimum two (2) years of a world language. The math courses that four-year colleges require are Algebra I, Geometry, and Algebra II. All students, in addition to fulfilling all other requirements for graduation, must attempt a minimum of seven (7) credits each year to qualify for a diploma. A total of 22 credits is required for graduation.

## **PERFORMANCE-BASED REQUIREMENTS**

**Senior Project.** All seniors are required to complete a senior project as part of the English IV curriculum which is a requirement for graduation. The nationally certified senior project is the primary vehicle for assessing student accomplishment of the school's Graduation Expectations. Seniors must choose a career or field of interest, complete at least sixteen (16) hours of independent work with a community mentor in the field, maintain a log and reflective journal, write a college research paper about the topic, assemble a portfolio of the experience, create two forms of mathematical visual presentation, and deliver a culminating oral presentation before community judges.

**Portfolio Requirement.** NPHS also assesses student accomplishment of the school's Graduation Expectations, GSEs (ELA, math, and science) and standards in applied learning, social studies, the arts, and technology through a portfolio requirement as part of the curriculum for all subjects. School-wide and department guidelines have been developed for the portfolio requirement. Throughout the school year, students and teachers work collaboratively and reflectively to assemble a portfolio of student work which demonstrates mastery of the appropriate Graduation Expectations and subject-area standards in every class.

### **STATE TESTING CREDIT**

Students may earn two additional credits toward graduation for passing each of the sections in the English Language Arts and mathematics state tests. Students may earn up to one full credit for achieving the standard on the state test in English Language Arts, and one full credit for achieving the standard on the state test in mathematics. Results of student performance on state tests appear on student transcripts.

*Approved by the North Providence School Committee: March 28, 2007*

### **STANDARD STUDENT SCHEDULE**

All students are expected to take a minimum of seven (7) academic subjects exclusive of Physical Education. To be promoted to senior status, a student must have passed 15 units of credit.

### **CHANGES OF PROGRAM**

After students complete selecting their courses for the following school year, a tally is completed to determine which classes will need to be dropped and to determine the proper number of sections of other classes that will be required. This information is then used to develop what is called our Master Schedule. It is a work constantly in progress.

It is therefore, most important that students carefully select those subjects that are necessary for the accomplishment of their desired educational, vocational, and career goal since program changes are often impossible after they have been programmed.

### **END OF THE YEAR COURSE CHANGES**

Final failures or summer school changes will be made by the counseling staff as need arises at the end of the school year. Students who wish to make changes during the summer must be sure to make appointments with the counseling staff during the summer via the guidance secretary.

### **CHANGES DURING THE SCHOOL YEAR**

Students are not permitted to drop or change a course for reasons of homework, teacher, location or time of class. Changes to student schedules will not be allowed after the first quarter deficiency period. Classes that are dropped after that date will be denoted with a grade of W (withdrawal).

### **EFFECTS OF A GRADE OF W (WITHDRAWN)**

Students are reminded that four-year colleges do not look favorably on a grade of W and often require a detailed explanation.

### **MARKING SYSTEM**

Report cards are issued every quarter. Each quarterly mark is indicative of the quantity and quality of the work done from the beginning to the end of the quarter only. For a full-year course, the final mark will be the weighted average of the four quarterly marks and the semester exams. For semester courses, the final mark will be the weighted average of two quarterly marks and the exam of the semester in question.

The present marking system includes a passing numerical grade of 65-69, (equivalent to a "D" letter grade). A student receiving such a grade will receive credit when applying at a post-secondary institution.

Students will be prohibited from taking the next sequential course when they have failed the prerequisite course. Students receiving a "D" in a sequential course must attend and pass summer school in order to take the next course in the sequence. Students will consult with the guidance staff regarding the appropriate course sequencing.

### **GUIDANCE**

Experienced certified counselors provide guidance services. Every student at North Providence High School is assigned to a full-time guidance counselor who provides information and counseling assistance relative to educational, career/vocational, and personal concerns. Students are assigned to a counselor without regard to educational or career aspirations. School counselors are assigned by year of graduation and remain with the student for all four years to provide continuity and ultimate familiarity. School counselors provide continuous assistance to students to deal with normal educational, personal, social, or vocational concerns. The guidance office is prepared to aid the student in making out his/her course of study, assist with modifications as needed, assist with post-secondary planning and assist with referrals to meet the needs of special population. Counselors are responsible for the preparation of all college and employment transcripts. The counselor sits as an ad hoc member representing his/her students at all meetings. Parents/guardians are encouraged to meet with the counselor whenever necessary on specific questions concerning programs or their child's future plans.

Every student, with the direction and assistance of the trained counselor, will develop a **Personalized Educational Plan (PEP)** to assist the student to set appropriate goals in planning for a productive future. Every student will be seen at least twice during the school year; however, students and parents/guardians are urged to call upon the guidance department for assistance whenever they feel their intervention is needed. Request forms for this purpose are available in the guidance office.

Guidance services have been expanded to include the services of professionally trained and experienced support staff, social worker, school psychologist, substance abuse counselor, reading specialist, speech and language therapist, school nurse, ESL director, and other outside support services as needed.

Parents wishing to meet with the counselor should call for an appointment as counselors usually plan their student conferences several days in advance and spontaneous parent meetings might interrupt time designated for a student. This advance notice also provides time for the counselor to obtain teacher progress reports and other pertinent information that can lend itself to a more productive meeting.

Parents may request Progress Reports from the guidance office. Students will receive Deficiency Reports at the mid-point of each quarter and the counselor will be happy to get Progress Reports at the end of the second and sixth week of any quarter for students having a difficult time.

Some of the specific services and functions of the guidance department:

- Serve as a student advocate
- Coordinate services
- Organize and participate in orientation programs
- Write college and scholarship recommendations
- Refer students to appropriate professional resource personnel
- Conduct individual conferences
- Keep track of students' credits toward graduation
- Participate in all meetings regarding their students
- Conduct parent/teacher conferences
- Plan informational conferences
- Publicize guidance-related information
- Participate in student scheduling process
- Articulate with middle schools
- Assist students with whatever counseling protocol that helps them both personally and academically

Student and parents/guardians are urged to call upon the guidance department for assistance whenever they feel their intervention is needed.

### **COACHING**

Every teacher has a coaching night. The coaching night is for students to meet with their classroom teacher for extra help outside the regularly scheduled class. Coaching is from 2 p.m. – 2:35 p.m. where teachers are available for extra help.

The schedule by department is: Monday: Business, Science, Unified Arts, Nurse  
Tuesday: Math, Guidance/Support Services, ESL, Library  
Wednesday: English, Special Education  
Thursday: Social Studies, World Language

Physical Education: to be determined throughout the week (Monday – Thursday) to maximize opportunities for students to make up gym classes.

In addition to a teacher's mandatory coaching night, students are encouraged to ask their teachers for extra help when needed. Many teachers stay after school on many days in the course of the week. If no students arrive for coaching, teachers may leave at 2 p.m.

### **TUTORING**

No credit for private tutoring is given except in cases where the Principal has granted prior permission.

### **REPORT CARDS**

Report cards are issued four times a year at nine-week intervals and are mailed home. If, due to an extended excusable absence, a student has not completed his/her work for the grading period an "Incomplete" is used. The "Incomplete" cannot be issued unless approved by an administrator. The student is expected to make up this work within a few days after returning to school. Upon completion of the incomplete work, the teacher will

inform the guidance secretary of the grade so that the report card can be corrected. In cases of extended illness, this time may be increased by arrangement with the teacher. Parents are encouraged to contact guidance counselors if any difficulty arises.

### **FAILURE WARNINGS (DEFICIENCIES)**

At the midpoint of each grading period, failure warnings are issued by teachers to the students and sent home with the students. These reports require a parent/guardian signature. Parents are encouraged to contact counselors if any difficulty arises.

### **PHYSICAL EDUCATION**

Students who fail physical education class for the year will NOT be allowed to take two (2) physical education classes the following year.

### **PROGRESS REPORTS**

During the third week and the seventh week, progress reports will be sent out through the guidance office. These will be sent out on an as-needed basis and only upon a parental request to the guidance counselor. As stated above in addition to these progress reports, failure warnings are sent home with students at midquarter and report cards are mailed home at the end of the quarter.

### **HONOR ROLL AND MERIT LIST**

Any student who earns an average of 90 or above in each class with no incompletes achieves Honor Roll status.

Any student who earns an average of 80 or above in each class with no incompletes achieves Merit List status.

### **EXAM SCHEDULE**

Teachers in every subject require mid-year and final exams. Dismissal of students on all exam days will be early. Seniors with the agreement of their teacher, may be exempt from taking a final exam providing that they have an "A" average. All students must take mid-year and final exams in all subjects during the scheduled exam period. In the event of an absence due to illness, permission for make-ups will be made by the administration, provided that proper medical documentation is submitted.

### **PLAGIARISM AND ACADEMIC DISHONESTY**

Plagiarism is from the Latin word for "kidnapper". It is a term that refers to the stealing of words or ideas from someone else without giving credit to that person. Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording), and indirect (paraphrasing). Material taken from another source without documentation may include, but *is not limited to*:

- Failing to cite with quotation marks the written words or symbols of another;
- Failing to footnote the author and source of materials used in a composition;

- Failing to cite research materials in a bibliography or works cited;
- Failing to cite a person who is quoted;
- Failing to cite an author whose works are paraphrased or summarized;
- Presenting another person's creative work or ideas as one's own in essay's, poems, music, art, computer programs, or other projects;
- Copying or paraphrasing ideas from literary criticisms or study aids without documentation.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students are expected to conduct themselves to the highest standards of personal integrity. Students must adhere to the rules prohibiting academic dishonesty and to resist peer pressure to violate these high standards of integrity. Students are not expected to use dishonest methods to fulfill academic expectations and responsibilities. Whenever students have any questions about this procedure or any procedure, they should ask their teachers, counselors, or administrators. Therefore, the penalties for plagiarism and academic dishonesty are as follows:

- First offense: automatic grade of zero for that assignment and a parent conference
- Subsequent offenses: automatic grade of zero for that assignment along with disciplinary action including suspension

The community of North Providence High School has established a mission and graduation expectations that clearly state our desire to produce productive members of society.

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is a prevention and early intervention program designed to help students make healthy decisions about alcohol and drug use and a broad range of other issues. The Student Assistance Counselor is a professional who is available three days a week at North Providence High School. The program provides supportive counseling services as well as alcohol and drug education and smoking cessation groups to students in our school.

### **ATHLETICS**

It is the duty of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best value of the games.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of the sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.

8. To encourage leadership, use of incentive, and good judgment by the players of the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game--not a matter of life or death for player, coach, school, official, fan, community, state or nation.

### **ATHLETIC ELIGIBILITY**

The following requirements listed in the official Rules of the Committee on Athletics of the Rhode Island Secondary School Principals Association, and as participatory rules at North Providence High School, must be met for eligibility to participate in varsity, junior varsity, and freshman athletics.

1. Student athletes must be in school on the day the game is to be played. On a Saturday or Sunday, the student must be in attendance on the Friday prior to that weekend. Any exception to the rule must have prior approval of the Principal and the Director of Athletics. Students must be in attendance at school prior to 11 a.m. to be considered present. An athlete must remain in school for the duration of the day. Dismissals are not acceptable on game days or on the Friday prior to a weekend contest. The Principal and the Director of Athletics will consider only medical appointments, court dates, and death in the family as reasons for early dismissal.
2. An athlete will be ineligible for athletic competition if his/her 19th birthday occurs prior to September 1st. If it occurs on or after September 1st, he/she will be eligible for competition in the entire sports program for that school year.
3. The student has not represented a secondary school in this branch of sport for more than three seasons previous to this one.
4. The student has not been in attendance more than eight (8) semesters in the 9th, 10th, 11th, 12th grade or grades, or the equivalent of such grade or grades, in any school or schools.
5. The student must be passing Physical Education. Medical excuses are cause for the student deemed academically ineligible.
6. Eligibility shall be determined by grades at the end of the 1st quarter, the mid-term average, the 3rd quarter cumulative average and the final cumulative average. At all times, the student must have passing grades in full-time course work (classes meeting minimum of 4 times per week). The student must be passing 60% of his/her program not including physical education.
7. He/she shall meet the other eligibility requirements of the Committee on Athletics.
8. A student who transfers enrollment with a corresponding move into a new district by his/her parents or guardians shall be declared eligible immediately providing all academic eligibility requirements are met.
9. A student who transfers enrollment without a corresponding change of residence may be declared immediately eligible provided that the Transfer/Waiver Affidavit states that said transfer did not participate in the sport he/she wishes to play at NPHS. If a

member of said roster played, then a waiting period is necessary before the student can become eligible; the waiting period is 50% of the season.

10. The principal and the Athletic Director reserve the right to deem students ineligible due to violation of school rules and the athletic contract signed by each student prior to the start of the season.

11. Any game ejection given to a student/athlete of North Providence High School will result in a one (1) game suspension by the Athletic director.

12. Student athletes that are suspended or serving in-house suspension are ineligible to practice or play until re-instated by a parent. (Applies to all co-curricular activities).

### **ATHLETIC PROGRAM**

Baseball	Golf	Ice Hockey
Boys Cross Country	Boys Soccer	Boys Tennis
Fast Pitch Softball	Football	Cheerleaders
Dance Team	Boys Basketball	Girls Lacrosse
Girls Basketball	Swimming	Girls Cross Country
Wrestling	Girls Tennis	Girls Soccer
	Boys and Girls Outdoor Track	

### **ATHLETICS ON LINE**

For information regarding team schedules, standings, directions, etc. log on to-----  
[www.ruil.org](http://www.ruil.org)

## **Student-Athlete Participation In Physical Education**

Regarding student-athlete participation in physical education, there is a need to establish a consistent policy. State law requires all students, including student-athletes, to complete 100 minutes of PE weekly. After consulting with the department of education on this matter, as well as talking to other schools, there is not much flexibility with this requirement, even though student- athletes participate in daily team practices and weekly competitions.

Therefore[ Regarding student-athlete participation in daily physical education class, in order to adhere to the state requirement that all students complete 100 minutes of weekly physical education, the following policy will be implemented:

1. All student-athletes are required to take physical education as scheduled during the season of their sport.
2. On game days only, all student-athletes must change for physical education and will be given the option to walk as their physical education activity for full credit. Student-athletes who refuse to change and participate will receive zero credit for the day.
3. Regarding members of the cheerleading team and dance team, rule #2 will apply only on the day of an actual cheerleading or dance competition.

## NORTH PROVIDENCE HIGH SCHOOL ACTIVITY DIRECTORY

North Providence High School offers a wide range of co-curricular activities to its students. These include athletic, literary, service, and social groups. All students are encouraged to participate in these activities.

### **POLICY REGARDING ATTENDANCE, CONDUCT AND CO-CURRICULAR PARTICIPATION**

Participation in our co-curricular activities is a privilege. Students participating in co-curricular activities may not be absent due to illness for more than four periods on the day that they plan to participate in that activity. Participation is defined as taking part in a practice, rehearsal, performance or contest.

Students who serve out-of-school suspensions are not permitted to attend or participate in any school functions or activities during the suspension period.

### ACTIVITY PROGRAM

Academic Decathlon	National Honor Society
Broadcasters Club	Drama Club
School Newspaper	Mock Trial
Intramural Program	Student Congress
Student Class Officers	Marching Band
Student Government Day	Model Legislature
Yearbook	Math Club
Concert Band	Science Olympiad
International Club	Jazz Band
Literacy Team	

### NORTH PROVIDENCE HIGH SCHOOL ATHLETIC/ACTIVITY/CO-CURRICULAR PARTICIPATION CONTRACT

Each student who requests to participate in any sport or co-curricular activity shall be expected, along with his/her parent/guardian, to agree to the terms of the following contract:

I, \_\_\_\_\_, am a student at North Providence High School. I represent the school, its faculty, staff administrators, and the citizens of the Town of North Providence. I take this **responsibility** seriously. I agree to abide by the following rules as a condition of participation in any co-curricular or school-sponsored activity, including athletics,

clubs, organizations, elected positions, committees and school functions.

1. Smoking and drinking of alcoholic beverages is strictly forbidden. Any student guilty of either smoking or drinking/possessing alcohol will be dismissed from school activity participation for a period of time to be determined by the Principal and activity moderator/coach.
2. The possession or use of any illegal substance will mean the **immediate** dismissal from school activities and a report filed with the appropriate authorities.
3. Any student dismissed from school activity participation for smoking, possession/use of alcohol or any illegal substances, will participate in and complete a mandatory counseling program as a condition of reinstatement appeal.
4. I will abide by all other school/district rules specifically stated in the Student Handbook and Discipline Code.
5. At the discretion of the administration, any student may be removed from participation in any co-curricular activity for chronic and/or severe violations of the school/district Discipline Code.
6. I understand that all co-curricular activities support the NPHS curriculum and I will strive to achieve academically to the best of my ability in all of my course work.
7. It is understood that my full participation and completion of any and all fundraising activities sanctioned by North Providence High School is encouraged.

My signature below indicates that I understand and agree to all of the above stated rules and conditions.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parental Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **STUDENT ATTENDANCE POLICY**

The North Providence High School is scheduled for a 180-day school year. Students are to report to every class during the school day. Students are expected to be in attendance for 90% of their class workday in order to receive course credit.  
Policy Adopted 5/26/84

### **ABSENTEEISM**

The provisions of this policy shall be consistent with the provisions of the General Laws of Rhode Island. Title 16, Chapter 19, dealing with compulsory attendance and Title 14, Chapter 1, dealing with delinquent children.

Each student enrolled in a North Providence School shall be required to be in attendance at the school during all hours of each established school day except when absent for causes allowed under Title 16, Chapter 19, where the physical or mental condition of the child is such as to render his attendance at school inexpedient or impractical or when participating in an alternative educational program.

Attendance at school is a fundamental prerequisite for learning the prescribed curricula. For the purpose of accounting for student attendance at school, a student shall be considered to be in attendance during the school hours and the days when he or she is recorded as physically present in the school building(s) and/or at a location other than when he or she is recorded as physically present in the school building(s) and/or at a location other than a school building at which he or she is performing activities which are part of an approved out of school educational program shall be governed by procedures proposed by individual schools and approved by the Superintendent of Schools. The person having such children under his/her control shall present excuses for non-attendance at school to the school authority. **Such excuses must be presented within ten (10) days of the return to school from the absence.** Students who fail to attend school without a proper excuse shall be subject to appropriate disciplinary action as prescribed by the principal.

Authorized absences shall be interpreted to mean the absence of a student from school, for any day or part of a day, for any reasons of sickness verified by a physician's note **within 10 days of return to school**, death in the immediate family, or an appointment which has been approved by the principal.

### **ATTENDANCE REGULATIONS**

1. A student absent in excess of 18 days for a full year course (or 9 days for a half year course) will not be awarded credit for that course. Any absence from class to short-term illness, suspension, tardiness to school (more than 15 minutes or 1/4 of the class), family vacations, etc.; will be counted toward loss of credit. Any illness verified by a physician should be reported as it occurs and will be excused. The principal can only excuse any rare or unusual circumstances.

2. All parents are reminded that as a matter of routine, letters are sent home on at least a quarterly basis informing parents when their son/daughter is in danger of failing any class for non-attendance. These letters are sent in plain white envelopes, without the school's return address, and are required to be first class mail.

3. Loss of credit due to eighteen (18) unexcused absences from class or school may be appealed to the High School Administration. A parent/guardian or student (18 years of age or older), dissatisfied with the decision of the High School Administration, has recourse to appeal to the Superintendent of Schools and then to the North Providence School Committee.

### **TARDINESS TO SCHOOL**

Any student entering school after 7:35 is considered tardy and must report immediately to the main office for a tardy slip. If a student is tardy after 7:35 a.m., **s/he must present a note or have a parent present in order to be admitted into school.** This, however, still counts as a tardy. Also, if the student exceeds the limit of 3 tardies s/he will receive the proper discipline from his/her assistant principal. A student will receive one hour of detention after three (3) excused latenesses and after one (1) unexcused tardy. Students are reminded that all tardiness to school that results in missing more than 15 minutes of a

class will be an absence counted toward a loss of credit unless an assistant principal has given prior authorization. **A student who is tardy to school ten (10) times will be suspended on the tenth tardy. A student who is tardy to school twenty-five (25) times must be escorted by a parent when late to school in order to gain admittance.**

### **EARLY DISMISSAL**

With the exception of cases pertaining to health or due to emergency, **students will not be dismissed from school during the day without prior written permission from a parent. Medical excuse for appointments must be submitted within 48 hours and must have authorization from a parent or doctor.** The appropriate assistant principal will approve other requests for dismissal. Students must report to the Office for a dismissal slip before leaving school. **THEY ARE REMINDED THAT CLASSES MISSED AS A RESULT OF EARLY DISMISSAL COUNT TOWARDS A LOSS OF CREDIT UNLESS IT IS DUE TO A MEDICAL APPOINTMENT.**

### **PHONES AND PAGERS/ELECTRONIC DEVICES**

**Pagers and personal phones are not to be used in school, in compliance with Rhode Island State Law.** The administration urges parent/guardian support in the issue of cell phones. It is understood that a child possess a cell phone to keep in touch with a parent/guardian at all times; but during the school day, it is imperative that parents contact the office to get in touch with their son/daughter and not call the child's cell phone directly. Receiving telephone calls during the school day is disruptive to the educational process. Cell phones must be kept in a student's locker and turned off; it must not be seen, heard, or used during the school day. Students are not allowed to use any personal electronic devices during the school day. *Due to the magnitude of this societal issue, students will be suspended for **defiance of authority** if adherence to this policy is not followed. In addition, students found utilizing electronics during the school day will be suspended.*

- By bringing a cell phone onto school grounds, a student is consenting to search and seizure and review of the cell phone's content
- Sexually explicit pictures/images on any device on school grounds is prohibited
- Possession of sexually explicit digital pictures is prohibited
- Sending, sharing, viewing, or possessing material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device is prohibited
- Any violation will be reported to the police and may constitute a crime

### **DUES**

All students are expected to pay dues to their respective classes in an amount to be determined by the class. Any student who wishes to participate in any or all senior activities must pay the full four years total of dues, regardless of when he/she entered the class.

### **HONOR SOCIETIES**

North Providence High School maintains chapters in both the Rhode Island and National Honor Societies. Eligibility for these societies is determined as follows:

### **Rhode Island Honor Society**

1. 85% academic average at the end of the 1st semester of the senior year;
- and
2. Good character and leadership.

### **National Honor Society**

#### 1. Selection

Selection as a member of the National Honor Society is the pinnacle of a student's achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Selection to the National Honor Society is a privilege, not a right. The student does not apply for membership in the National Honor Society; instead, s/he provides information to be used by the selection committee to support his/her candidacy for membership. Membership is granted only to the student(s) selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specific level of academic performance. The other components of the selection process include leadership, service and character.

#### 2. Prerequisite Conditions for Selection

Membership is open to qualified juniors and seniors who have attended the school for the equivalent of one semester.

#### 3. Criteria

The Faculty Council selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service and character.

### **SCHOLARSHIP**

The Scholarship requirement set by the National Council is based on a student's cumulative grade point average, the total academic performance as demonstrated by the grades received by the student while in attendance at the school where the chapter is found. The minimum grade point average allowable is eighty-five (85) percent, or 3.15 (on a 4.0 scale).

### **LEADERSHIP**

The Leadership criterion is considered highly important for membership selection. Leadership roles in both the school and community organizations may be considered, provided that they can be verified.

### **SERVICE**

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.

### **CHARACTER**

A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship.

#### 4. Student Activity Information Forms

In order to ascertain the degree to which a student candidate meets the selection criteria, the Faculty Council utilizes a Student Activity Information Form. These forms are not considered as "applications" for membership. The form exists to support the student's candidacy by providing relevant information for use by the Faculty Council.

### **SCHOLARSHIPS**

Each year the high school faculty awards more than twenty-five scholarships to deserving seniors. A complete list of those scholarships and the criteria for each is available through the Guidance Department.

## **ANNOUNCEMENTS, CANCELLATIONS, AND DELAYED OPENINGS**

When inclement weather causes the cancellation, delay or early dismissal of school, announcements can be heard on the following local stations:

AM Radio WPRO 630; WHJJ 920  
FM Radio WPRO 92; WPJB 101  
Television WJAR Channel 10; WPRI Channel 12

## **HEALTH SERVICES**

The Health Office is open the entire day for the convenience of student or staff member who becomes ill or wants a conference with the school nurse. Students who become ill during school must request a pass to the Health Office from the classroom teacher whose class will be missed. The nurse processes dismissals when a student has been injured or becomes ill. Parents or guardians are notified and arrangements for transportation and medical care if needed. It is imperative that the school has a record of an emergency telephone number. The school nurse assumes responsibility only until the parent, guardian or family physician take over.

All medical excuses for gym should be presented to the school nurse and necessary temporary re-assignments will be made and a copy of the excuse will be given to the respective teacher. Students with exclusions for less than two (2) weeks will report to Physical Education classes as scheduled. Students with exclusions for more than two weeks will be scheduled to study. A medical excuse is not retroactive; it is the responsibility of the student to take the exclusion to the nurse and appropriate teacher.

Medical excuses for absences should also be brought to the nurse on the day the student returns to school after illness.

## **MEDICATIONS**

From time to time it may be necessary for your child to take medications for a medical condition. We ask that you follow the guidelines when it is necessary that medication be administered during the school day.

1. The North Providence Medication Request and Authorization form must be completed for all prescription and over-the-counter medication.
2. All medications, including inhalers, should be kept with the school nurse. If a student is self-administering any medications, please inform the school nurse of this in detail. If a student is carrying medication on his/her person, please inform the school nurse. We do not advise self-administration of medication or those students carry medications on their person.
3. All medications should be delivered to the school nurse by the student's parent/guardian—not by the student him/her self unless they are a legal adult. The school nurse may have questions regarding the medication that the child may not be able to answer.
4. Please keep the school nurse informed of changes in any medication—dosages, time the medication is to be taken, etc.
5. To best insure that the school nurse administers the student's medication, please

make every effort to request that your physician prescribe the medication so that it is taken during the time the school nurse is available. We make every effort to accommodate all medication requests. Please contact the school nurse to discuss this prior to sending medications to school.

The above guidelines are offered as a safeguard for you and the student. We take our responsibility in this regard most seriously and we request everyone's assistance and cooperation in this matter. Please do not hesitate to contact the school nurse if you have any questions regarding this or other health issues.

## **POLICY AGAINST BULLYING**

**Adopted by the North Providence School Committee on December 17, 2008**

Bullying, Teen Dating Violence and Sexual Violence disrupts a school's ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence. All students have a right to work and study in a safe, supportive environment that is free from harassment, intimidation, and bullying.

Bullying, Teen Dating Violence and Sexual Violence is prohibited in the public schools of North Providence, RI. [R.L.G.L. 16-21-26]. The prevention of bullying is part of the North Providence School Department's District Strategic Plan [[R.L.G.L. 16-7.1-2](#) (e)] and School Safety Plan [R.L.G.L. 16-21-24].

It is the policy of the North Providence Public Schools that all students be treated with respect. Neither sexual harassment nor harassment on the basis of race, religion, national origin, gender, ancestry, age, handicap, sexual orientation, or color will be tolerated and may also be punishable under our harassment policy, and that the victim also has the option of proceeding under that harassment policy.

The Equal Employment Opportunity Commission (EEOC) has issued regulations under Title VII of the Civil Rights Act of 1964 entitled Sexual Harassment and Title IX of the Education Act of 1972, Anti-Discrimination Laws.

**General Definitions:** Harassment, intimidation, or bullying means intentional written, verbal, or physical act or threat of an act or threat of a physical act that a reasonable person should know will have the effect of physically harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property or is sufficiently severe, persistent, or pervasive that create an intimidating, threatening, or abusive educational environment for a student.

**Definition of Bullying:** Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or group of students maliciously spread rumors about another student. In most circumstances, bullying does not include a mutual fight between students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

**At School:** In the context of these regulations the phrase at school includes the following places and situations:

- In any location of the school (classroom, lavatory, locker room, gymnasium, etc.)

- Anywhere on school property
- Immediately adjacent to school property
- On a school bus or other school vehicle
- At school bus stops
- While students are walking to or from school
- At any school-sponsored activity or event, whether or not held on school premises

Disciplinary Sanctions: As a school community, we believe in progressive discipline to educate our students. Repented offenses will result in more severe consequences. Disciplinary consequences will be determined on a case-by-case basis and reflect the number and severity of disciplinary issues. Parents are important partners in the disciplinary process. Communication will be open and frequent as we work together to solve disciplinary issues for the safety and well being of our students.

Disciplinary Sanctions for bullying may include:

- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises
- Loss of school bus transportation
- Transfer to another school
- Assignment of additional community/school service
- Classroom exclusion
- Short term school suspension (10 or fewer days of suspension) or long term suspension (suspension of more than 10 days)
- Admonitions, warnings, and counseling

Reporting Bullying: North Providence Public Schools shall establish a procedure for reporting, filing, and acting upon reports of incidents of bullying. It will be publicized to staff, parents, students, and volunteers. The person(s) responsible for reporting bullying are:

- The victim of the bullying
- Anyone who witnessed the bullying
- Anyone with credible information that an act of bullying is taking place

Responsibility of Staff: School staff shall take all reasonable measures to prevent bullying and shall report all aspects of bullying that may come to their attention. All reports should be made to the principal. Such reporting should be documented. In this context, the staff includes volunteers working in the school. A school employee who promptly reports the incident of harassment, intimidation, or bullying to the appropriate school official designated by the school district's policy, and who makes this report in compliance with the procedures in the policy prohibiting harassment, intimidation, or bullying is not liable for damages arising from any failure to remedy the reported incident [R.L.6.L. 1621-26 (8)].

Administrator and Staff Training: The school shall provide training on the North Providence School District's bullying, teen dating violence, and sexual violence policy to all staff who have significant contact with students, including educators, school nurses and mental health staff, administrators, custodial and food service staff, and parents.

Responsibility of Students: Students who observe any act covered by this policy or who have reasonable grounds to believe an act is taking or has taken place in violation of this policy are obligated to report the incident to school authorities. Failure to do so may result in disciplinary action. The victim of the bullying shall however, not be subject to discipline for failure to report the bullying.

Investigation of Bullying: The principal or his or her designee shall investigate all allegations of acts in violation of this policy. If the allegation is found to be credible, appropriate disciplinary sanctions, subject to appropriate due process procedures, will be imposed. The investigation will include an assessment of the effect the bullying has had on the victim.

Help for the Victim of the Bullying: If the investigation determines the victim's mental health has been placed at risk, appropriate referrals will be made. If the incident included a violent criminal offense, the victim will be informed of any school transfer rights he or she may have under the Federal *No Child Left Behind Act*.

Prohibiting Against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim, those who are witnesses to an incident, or those investigating the incident, shall not be tolerated. In most cases retaliation or threat of retaliation will result in imposition of a short or long-term school suspension. In appropriate cases, school officials will refer to [[R.L.G.L. 11-42-2. Extortion](#) and Blackmail] [R.L.G.L. -59-2 Stalking Prohibited].

Prohibiting Against False Reporting: False of acts covered by this policy will be subject to appropriate school discipline, including short and long term suspension from school.

Individualized School Safety Plan: If a student is the victim of an act in violation of this policy and as a result, does not feel safe in his or her school environment, the principal of the school will prepare a written school safety plan outlining what steps will be taken to provide the student with a safe educational environment. This plan will be developed, if possible, with input from the parents of the student. Staff members who are to implement the plan will help formulate it.

Police Notification: When the act involves conduct that involves criminal law, the police will be notified.

Mediation Board: The principal of each school in the district of North Providence may establish a Mediation Board to resolve complaints of bullying in circumstances where mediation may provide an appropriate remedy. The Mediation Board may, when appropriate, include students.

Voluntary Participation in Mediation: No student who is the victim of bullying shall be required to participate in mediation or to accept any apology tendered by the bullying student. The decision of a victim of bullying not to participate in a mediation program shall not diminish the obligation of the school to impose discipline against the student who has committed the act of bullying.

Bullying Prevention Task Force: The principal in each school in this district shall establish a Bullying Prevention Task Force. This Task Force may include parents, school staff, and law enforcement officers, as well as community members and, if age allows, students. The purpose of this Task Force will be to develop policies and programs to educate students and staff about the harm caused by bullying. The Task Force may also create programs to prevent or diminish bullying. The program recommendations of the Task Force shall be subject to review by the School Committee before programs are implemented. The duties of the Bullying Prevention Task Force may be assigned to the school's student intervention team [R.L.G.L. 16-7, 1-2] or the school's School Improvement Team [R.L.G.L. 16-53,1-2].

Social Skills Training: The school health program and school counseling services will include appropriate social skills training to help students avoid isolation and to help them interact in a healthy manner.

Reports Procedures: North Providence Public Schools shall establish a procedure for

reporting, filing, and acting upon reports of incidents of bullying, teen dating violence, and sexual violence. The procedure will be publicized to staff, parents, students, and volunteers. The person(s) responsible for reporting are:

- The victim
- Anyone who witnessed any act covered by this policy
- Anyone with credible information that an act covered by this policy is or has taken place

A complaint form is located on the North Providence High School website. Reports should be made to an adult within the school system.

## **CONDUCT OF STUDENTS**

Student conduct shall be based on respect and consideration for the rights of others. Control of student conduct should be such that procedures used will assist in advancing the purpose of education as approved by the School Committee. Rules and regulations for this purpose shall be consistent with policies of the Board and applicable state laws. The intent of all disciplinary proceedings should be the development of student growth and responsibility and should be carried out in the spirit that students and staff shall treat one another with dignity.

It shall be the responsibility of principals and teachers to enforce such rules for school and class control as the school administration may establish and to make every effort collaboratively with parents and students to change unsatisfactory behavior patterns. The student has a right to know that removal from school, suspension, expulsion, driver's license revocation, or legal prosecution may result from the following acts of misconduct and/or violation of these rules in the school, on school grounds, at school functions, or on the way to or from school.

### **1. DISRUPTION OF SCHOOL**

A student shall not engage in the use of violence, force, noise, coercion, threat, or other expressions of behavior or dress to cause or potentially cause material disruption or obstruction to normal operation of the classroom or the school day. Although the following are not exclusive, some examples of causes or potential causes of disruption would include:

- a. Unusual dress and/or appearance;
- b. Impeding of free traffic to or within the school;
- c. Setting off fire alarms;
- d. Strikes or walk-outs;
- e. Setting off firecrackers, smoke bombs, or other incendiary devices;
- f. Making noise or acting in any manner so as to interfere with teacher's ability to conduct his/her class;
- g. Extortion;
- h. Falsifying information; or
- i. Tampering with safety devices.

### **2. DAMAGE, DESTRUCTION, ARSON, SETTING FIRES, OR THEFT OF SCHOOL AND/OR PRIVATE PROPERTY**

A student shall not cause, or threaten damage to, or steal school property or property belonging to others. Students and their parents or guardians will be held responsible for any vandalism, damage, or destruction that the student commits on school property. Remuneration for the complete restoration of the damage will be required.

### **3. ASSAULT/HARASSMENT**

A student shall not cause physical injury, sexual harm, or behave in such a way that could cause physical injury to other persons. A student shall not intimidate, harass,

coerce, or threaten other persons so as to cause them emotional, social, or physical distress.

**4. DANGEROUS WEAPONS OR INSTRUMENTS**

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person. This list includes, but is not limited to, guns, knives, ice picks, clubs, brass knuckles, explosives, gas, fireworks of any kind. Any student with direct knowledge of or who witnesses a violation of this rule and who fails to bring it to the attention of a school employee may be held accountable to the same degree as the other student(s) involved.

**5. NARCOTICS, DRUG PARAPHERNALIA, ALCOHOLIC BEVERAGES, AND OTHER DRUGS**

A student shall not possess, use, transmit, or conceal narcotics, drug paraphernalia, alcoholic beverages, counterfeit or look-alike drugs, or any other drugs/chemicals. Any student with direct knowledge of or who witnesses a violation of this rule and who fails to bring it to the attention of a school employee may be held accountable to the same degree as the other student(s) involved.

**6. DEFIANCE OF AUTHORITY AND/OR REPEATED VIOLATIONS**

A student shall not defy appropriate authority or repeatedly fail to comply with direction of any authorized school personnel. Repeated acts of truancy, tardiness, or other acts of misbehavior will be considered violations of this section.

**7. PROFANITY AND/OR OBSCENE GESTURES**

*A student shall not use profanity or obscene gestures, in any form, either written or verbal, in communicating with another person.* The use of inappropriate language is an everyday occurrence for most students. Parents and school members must work together to help students understand that certain words should be eliminated from their vocabulary. The use of inappropriate language will result in disciplinary action.

**8. TOBACCO**

The use or possession of tobacco in any form by students in any area under the control of the school district or at any activity supervised by any school within the district is expressly prohibited. Any student with direct knowledge of or who witnesses a violation of this rule and who fails to bring it to the attention of a school employee may be held accountable to the same degree as the other student(s) involved. Students who bring tobacco products or other contraband to school or to school-sponsored events will have them confiscated and will be disciplined.

**9. GANGS**

No person shall participate or otherwise be involved in gang activities on school property or at school-sponsored activities. Gang activities that are prohibited include, but are not limited to, recruiting or initiating members, wearing clothes or symbols that identify a person as a gang member, fighting, assaulting, hazing, defacing property with gang graffiti, and establishing "turf."

**10. ATTENDANCE**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork. Therefore, all students should plan their non-school activities on Saturdays, school holidays, or after school. The entire school community desires that each student should reach his/her potential. This can only occur if the student is in regular attendance at school.

Students must comply with state laws and school regulations regarding attendance.

**11. ADVERTISEMENTS**

Students are not permitted to post or distribute on school grounds any flyers, posters, advertisements, or any other materials without the written approval of an administrator.

## **DRESS CODE**

Student dress is a combined student-parent/guardian responsibility. Students should be guided by the fact that dress or styles that are hazardous to health and safety, which may be distracting or immodest, or interfere with schoolwork, will not be tolerated. Students are expected to be in clean and appropriate attire for school-related activities. The determination of improper dress will be made by the administration of the school and parent(s)/guardian(s) will then be notified and asked to correct the situation.

### **The following are not permitted:**

Clothing/accessories that constitutes a safety hazard;  
Clothing that makes a statement inappropriate for a school setting;  
Extremely short skirts or shorts; Boys' tank tops/muscle shirts; Girls' tube tops/dresses, halter tops/dresses, one-shoulder tops/dresses, mid-drifts, belly shirts; "Sagging" pants; Clothing in disrepair; No shoes; Hats or other headgear including but not limited to bandannas, sweatbands, sport bands, do-rags;  
Outdoor coats and jackets worn in building during school hours; Bicycle shorts, Lycra, spandex, and athletic shorts; Undergarment type clothing worn as outer garments—  
(Boxer shorts, bustiers, leotards, bra t-shirts, camisoles, etc.);  
Apparel, jewelry, or other accessories that graphically or symbolically promote sex, drugs, alcohol, or violence; Sunglasses and Wallet Chains and Headphones.

Teachers will inform students of any additional guidelines concerning acceptable classroom apparel. Violators of any part of this policy will be referred to the Administration for appropriate action. The Administration reserves the right to review, assess, and revise these guidelines at any time.

## **LIBRARY MEDIA CENTER**

North Providence High School houses a state-of-the-art library media center that is considered our largest classroom and provides valuable learning opportunities for our students. Students are strongly encouraged to utilize the resources available to them in our library for independent research as well as for the many group research projects that are assigned to them. The library is open and available for student use during school hours. Additionally, the library media specialist is available after school every Tuesday during the assigned coaching period. Freshmen are introduced to the library through an orientation program conducted through the Literacy Skills classes at the beginning of the school year. The library media center currently has a collection of 15,549 volumes including 1751 reference books and 1500 videocassettes. Nine computers are available for students to do research via the Internet, check information in our on-line library catalog, or type their research papers. The main reading area of the library has seating capacity of 100 people. In the back of the stack area, six individual study carrels are located and one is wheelchair accessible. The library promotes reading with a monthly display of books according to nationwide themes; also the library is utilized throughout the school year for exhibits of student work, as well as for various school activities such as Math Puzzle Day and International Festival Day.

### **Library Media Center Rules and Procedures**

1. Students are required to conduct themselves in a quiet and orderly manner.
2. Students must cooperate with all library media staff.
3. Students must check out all materials before leaving the library media center.

4. All the circulating materials can be checked out for a two-week period. During the same interim any students can check out a maximum of three books in the same subject area.
5. Student ID card is required to check out the library materials.
6. Students are responsible for all borrowed materials and their return; there is a fine imposed on overdue materials.
7. Food and beverage are not allowed in the library media center.
8. Any student damaging or abusing the library media center furniture, books, or equipment will be disciplined and charged the damage.

### **DRIVER TRAINING**

Students under the age of 18 are required to successfully complete driver's education before obtaining a RI license. Students who are 15 years, 10 months, are eligible to complete the 33-hour course. Driver Education courses are offered through CCRI's Division for Center for Workforce & Community Education at various locations throughout the state, including most high schools and CCRI's four campus locations. The registration fee is made payable to the "Rhode Island General Treasurer." For information, please call the Rhode Island Department of Education at 277-2681.

### **RINET/INTERNET ACCEPTABLE USE POLICY**

The North Providence School Department fully endorses the use of the Internet as an educational tool. Access to information, research sources, people and computers throughout the world is available to students. The school system is committed to restricting access to questionable material and to limiting inappropriate use; however, control of all online activities is impossible. Therefore, all users who access the Internet through the North Providence School Department are required to adhere to strict ethical and legal guidelines. If North Providence School Department users violate any of these provisions, their access via the school may be terminated, and future access may be denied. In addition, a student guilty of such violations will be subject to disciplinary action up to and including suspension from school.

#### **Student Compliance**

I understand that access to the Internet from North Providence School Department must be in support of education and research, and I agree to the following:

I will refrain from accessing any news groups, links, listservs (including blocked or restricted websites), or other areas of cyberspace that would be offensive to any students, teachers, or parents because of pornographic content; racial, ethnic, or minority disparagement; avocation of violence; or illicit/illegal content.

Accordingly, I am responsible for monitoring and appropriately rejecting materials, links, dialogue, and information accessed/received by me.

I accept responsibility for keeping copyrighted (including downloaded items from the internet) software from entering the school via the Internet. Therefore, I must not download games, music, graphics, videos, or text material that are copyrighted.

Plagiarism is unacceptable. Therefore, I accept responsibility for using downloaded text in an appropriate manner. Violation of copyright laws will not be tolerated. I will not post, distribute, or use without permission material that was created

by someone else. Students are reminded that plagiarism is a reason for disciplinary action in the North Providence School Department.

I will be courteous and use appropriate language, refraining from swearing, or using any forms of obscene, harassing, or abusive language. If I am a victim of such harassment, I will report the abuse immediately to the systems operator, a teacher, or an administrator. *If another user asks that I no longer send him/her e-mail or in any way contact him he, I will stop all contact immediately:*

I will not reveal personal information including addresses and telephone numbers of others or myself.

I will not lend my account or password to others.

I will report all electronic mail messages relating to or in support of illegal activities to the appropriate authorities.

I will never agree to meet face-to-face with someone that I have met online.

### **Security**

I understand that system operations will have access to all user accounts, including e-mail.

If I am not sure how to do something on the computer, I will ask a teacher or the systems operator.

If I suspect a security problem related to my school's accounts or on the Internet, I will notify the systems operator, a teacher, or an administrator. I will not demonstrate the problem to others.

I understand that any user attempting to maliciously harm or damage data of another user or an area of the Internet, including the introduction of computer viruses and the unauthorized use of debit or credit cards, will be denied access to the Internet through North Providence School Department.

### **Conclusion**

I understand that the use of the Internet is a privilege and that inappropriate use will result in cancellation of those privileges. I further understand that the system operator will deem what is inappropriate use and that his/her decisions are final. The system operator may close the access of any user at any time as required.

The North Providence School Department makes no warranties of any kind, whether expressed or implied, for the service it is providing. The North Providence School Department will not be responsible for any damages a user may suffer, including loss of data. The Department will not be responsible for the accuracy or quality of information obtained through this Internet connection.

**ACKNOWLEDGMENT:** The North Providence School Department gratefully acknowledges the assistance provided by the review of Internet access user policies from the District of Columbia, Los Angeles Fairfax County, Virginia and Pawtucket.

Adopted by the North Providence School Committee on March 26, 1997

### **PUBLIC ADDRESS SYSTEM**

The public address system is used for announcements that have all-school interest. An announcement must be approved by a member of the administration and be in the main office by 2 p.m. the day before broadcast. The announcers are members of the Broadcasters Club.

### **SCHOOL RINGS**

A specially-designed ring may be purchased and worn by any member of the sophomore, junior, or senior class. The rings are usually ordered at North Providence High School during the sophomore year. The rings are available from an authorized North Providence High School dealer.

### **TEXTBOOKS--ISSUED AND RETURNED**

Textbooks are furnished by the Town of North Providence to each student attending school. Each classroom teacher issues the books. These books should be covered, handled with care, and returned to the classroom teacher at the end of the school year; when the subject has been completed; or when the student withdraws. Payment will be required for lost or damaged books, and it is expected that these will be completed by the end of each grading period. If a student loses a textbook, he/she should report this to the classroom teacher. The student should check the Lost and Found Department. If the book has not been found or returned, the student must pay for the lost book before another book can be issued. If the lost/paid book is then returned to the teacher, the faculty treasurer will refund the amount paid. The fee for a lost textbook is the current full price of a new textbook. The fee for a damaged textbook is one-half the current price of a new textbook, or a mutually agreed upon amount. Determinations will be made by the assistant principal. Appeals can be made first to the assistant principal and then in writing to the principal. The school reserves the right to prohibit a student from participating in extra-curricular activities (including, but not limited to, athletics, dances, proms, etc.) if a student has not reimbursed the school within ten (10) days of being notified of an outstanding balance.

*Approved by the North Providence School Committee: August 22, 2007*

### **STUDENT PARKING AND DRIVING**

Parking space is limited; therefore, parking registration will be given to seniors first, then juniors, then sophomores, etc. Students not registered to park must find their own transportation to school if they are not on the bus route. Students driving cars to school have the responsibility of maintaining safety standards and observing the following regulations. *Students must pay a \$1 user fee for the parking permit; a \$5 fee will be charged if the permit is lost or is not returned at the end of the school year.*

1. Cars illegally parked—including visitor parking spots—will be towed.
2. No student car will be admitted to the lot without a registration ticket displayed. Students may obtain registration tickets during the initial weeks of school. If a student takes an unregistered car to school, it is the responsibility of the student to inform the office upon arrival to school. Failure to do this may result in parking privileges being revoked.
3. Reckless operation or excessive speed will result in students losing their privilege to use the lot and referral to appropriate authorities.
4. Students are not to loiter in cars or drive on campus between 7:35 a.m. and 1:55

p.m.

5. Books and personal belongings should be kept in school lockers—not in cars.
6. *The school will not assume responsibility for any damage to the car or its contents.*

### **VISITOR'S PASS PROCEDURE**

Unauthorized persons are not permitted to enter the school. The following procedure should be followed for all public persons entering North Providence High School:

1. Report to the security window.
2. Sign the visitor register and state the purpose of the visit.
3. Obtain a visitor's badge.
4. Wait for an adult escort.

### **LOCKERS**

All lockers are property of the North Providence School Department and are subject to inspection by authorized school personnel and law enforcement officers. Anything posted in or on lockers that graphically or symbolically promotes sex, drugs, alcohol, or violence is prohibited. Lockers are not to be written on, scratched, or otherwise defaced. Anyone found responsible for locker damage will be held financially accountable. Students are responsible for all books, clothing, and other items stored in the locker. NORTH PROVIDENCE HIGH SCHOOL assumes NO responsibility for lost or stolen items. However, the administration does urge students to notify their assistant principal and file a theft report if necessary. Students who wish to have a lock on their locker will be issued a school lock for the cost of \$1. If the student loses the lock, the replacement cost is \$5. Students who do not use a lock are fully responsible for their property and school textbooks.

No more than one student will be assigned to a locker; each student will use only the assigned locker. Students are cautioned NOT to give their lock combinations to other students. The locker number and combination will be registered with the main office. Lockers in need of repair must be reported immediately to the student's assistant principal.

In January 1985, the United States Supreme Court ruled that school officials have the right to search students under their jurisdiction when there are “reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school,” and the search is conducted in a reasonable manner.

[New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 744; 1985]

### **ELECTRONIC DEVICES**

Students are not to use radios, TV's, walkmans, CD players, tape recorder/players, gameboys, personal or any other electronic devices in the school building during the school day without express permission from the administration. At the start of the school day, these items are to be placed in the student's locker. These items invite and are subject to theft, loss, and damage and are best left at home. Students are not to have beepers (pagers) in the school building. According to RI General Law 16-21.2-11 “Paging Devices Prohibited”—“Any student enrolled in any secondary or elementary school shall be prohibited from carrying, possessing or using a paging device, (including

text message devices), of any kind on school property, except with the written consent of the principal of the school in which the student is enrolled.” ... “The penalty for violation of this section shall be the confiscation of said device.” Staff has the right to confiscate these items if rules are not followed. The item may be returned to the student at the end of the school year. In addition, students found using electronic devices during the school day will be suspended.

- By bringing a cell phone onto school grounds, a student is consenting to search and seizure and review of the cell phone’s content
- Sexually explicit pictures/images on any device on school grounds is prohibited
- Possession of sexually explicit digital pictures is prohibited
- Sending, sharing, viewing, or possessing material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device is prohibited
- Any violation will be reported to the police and may constitute a crime

### **SAFETY**

In order to insure the safety of everyone, running, carrying sharp objects, throwing items, pushing, and any other activities that may endanger themselves or other students are not permitted. Students are not to sit on railings or stairs. Students must also follow any additional safety guidelines set by classroom teachers. Playing with matches, lighters, and all flammables is prohibited. Students are not permitted to have skateboards or bicycles in the building.

### **SEXUAL HARASSMENT**

Students who engage in sexual harassment during school or at school- sponsored activities will be subject to appropriate disciplinary action which may include suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, patting, pinching, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

### **ASSEMBLY BEHAVIOR GUIDELINES**

North Providence High School enjoys an excellent reputation. This is because students and staff work hard and respect others. Different kinds of performances warrant different kinds of behavior. What is acceptable at an athletic contest or rock concert is not appropriate at a choral concert or school assembly. Please observe the following guidelines during our school assemblies. Help us to continue the North Providence High School tradition and outstanding reputation.

1. Upon administrative direction, students should report to the auditorium in order to be seated before the program begins.
2. Students should remain seated with their class until they are dismissed.
3. Feet belong on the floor and not on or draped over the front or adjoining seats.
4. The audience should be quiet and avoid unnecessary comments or noises so as not to detract from the program or prevent others from enjoying it.
5. Food or beverage is not permitted at any assembly.
6. Students will not be admitted after the program has begun.
7. Students who are removed from an assembly will face an automatic suspension.

### **LUNCH**

North Providence High School has a policy of a closed lunch period for all students. All

food eaten at North Providence High School must be eaten in the cafeteria.

Students are expected to:

- Display polite and orderly behavior.
- Take a place in line without cutting in.
- Deposit trash in the appropriate barrels.
- Clean lunch table before leaving cafeteria.
- Refrain from littering and throwing food or any object.
- Respect the rights of those who will be using the same facility.

Lavatories are open in the cafeteria area. No other lavatories are to be used by students during their lunch periods. Because of disturbance to classroom instruction, students are not permitted to wander through the corridors or go to lockers during lunch periods.

### HALL TRAFFIC

Students are to stay out of the halls during all class periods unless they have a pass from a staff member. **Students who are tardy to school must enter the building and report to the main office.** Students who are found in the corridor without a pass will earn detention. Students found loitering and/or impeding the flow of traffic will be suspended.

### ID CARDS

Each student will be issued a photo ID card. The ID card identifies the person as a North Providence High School student. **STUDENTS MUST CARRY THEIR ID CARDS AT ALL TIMES.** This is important for the protection of students because it allows for the identification of trespassers. Students who cannot or will not display a valid ID upon request may be referred for disciplinary action to an assistant principal. *Students must present ID cards to check out books from the Library Media Center and to gain entrance to dances and other school sponsored activities.*

### NORTH PROVIDENCE HIGH SCHOOL DEFICIENCY POLICY (FAILURE WARNINGS)

At the approximate midpoint of each quarter there will be a one (1) week deficiency period. The procedure for that period is:

1. A student may be issued failure warnings during the deficiency period. One copy of the failure warning will be signed and dated by the student upon receipt and kept by the teacher. One copy will be signed by the student's parent/guardian and returned to the teacher within a reasonable period of time (3 days). One copy will be submitted to the Guidance Office no later than the last day of the deficiency period.
2. A teacher who does not have any failure warnings to issue will notify the Guidance Office in writing to that effect no later than the last day of the deficiency period.
3. A student who fails to return his/her failure warning signed by a parent/guardian within the three-day period will be required to report to the next coaching night with the signed failure warning. A student who is eighteen (18) years old is required to have his/her failure warning signed by his/her parent/guardian.
4. A student who refuses to sign his/her deficiency, who fails to report to coaching, and/or who reports to coaching without the signed failure warning will be referred to the appropriate assistant principal and will have his/her parent/guardian notified about the failure warning by telephone by the student's guidance counselor.
5. A teacher may issue a failure warning at any other time during the school year and will adhere to the above stated procedure in each case.

### SUMMER SCHOOL POLICY

Any student who fails with a grade of 55 or above may attend summer school at the student's expense. Students may take a maximum of two (2) summer school classes. The summer school grade will count as a **65** for the purposes of GPA and class rank. Students passing with a grade of 65-69 must seek special permission from the principal to be allowed to attend summer school. The principal will seek the advice of the guidance counselor and/or the classroom teacher(s) and will review the student's overall record in making a decision. Students may elect to seek a private tutor certified in the subject area. Students who choose this option must participate in thirty (30) hours of private tutoring at the student's expense. Students may not be tutored by any faculty member of North Providence High School or any parent or relative of the student.

### **LOCKDOWN PROCEDURES**

1. An announcement will be made over the intercom system to go into an Exterior Lockdown or an Interior Lockdown.\*
2. Faculty, staff, and students who are not in a classroom when the "lockdown" announcement is made should immediately go to the nearest secure location.
3. Classroom teachers should immediately direct students to remain in their seats.
4. Classroom teachers should go to the classroom door; visually check the hallways for students and staff. Bring everyone into the classroom and lock the classroom door(s).
5. All doors are to be locked. Keep students away from windows and doors. Keep the area secure. Once the door is locked, do not let anyone leave or enter the classroom.
6. If it is an Exterior Lockdown, follow these procedures:
  - In an interior room (no windows), have students move away from the classroom door into a section of the room where they cannot be seen by anyone at the door. Turn off lights and remain calm.
  - In an exterior room (one with windows), have students sit on the floor underneath the windows so that they cannot be seen from outside the building. Turn off lights and remain calm.
7. If it is an Interior Lockdown, follow these procedures:
  - In an interior room (no windows), have students move away from the classroom door into a section of the room where they cannot be seen by anyone at the door. Turn off lights and remain calm.
  - In an exterior room (one with windows), have students move away from the classroom door into a section of the room where they cannot be seen by anyone at the door. Turn off lights and remain calm.
8. If all is well in the room – no injuries, no intruder, affix the green room to the door window or slide the card under the door out into the hallway.
9. Remain silent and calm. Wait for further instructions. Do not move, open the door(s), or leave the room until the "all clear" announcement is made. However, if the fire alarm is activated, evacuate the building immediately. Do not use cell phones.

10. Immediately following the “all clear” announcement, take attendance. Send to the main office the names of students who were not present in your room and the names of students who were added to your room during the lockdown drill.

\* An Exterior Lockdown will be announced when the “threat” is from outside the building. An Interior Lockdown will be announced when the “threat” is from within the building.

### **SCHOOL BUS TRANSPORTATION**

1. Any student who lives more than 1 mile from his or her school is eligible for bus privileges.
2. Students are issued bus privileges that may be revoked if the code of conduct is not obeyed.
3. students found in violation of the code of conduct may be subject to a suspensions of bus riding privileges. However, suspension from the bus does not necessarily mean suspension from school.

### **BUS PROCEDURES AND CODE OF CONDUCT FOR STUDENTS**

The major concern with bus transportation is for the safety and welfare of all students. It is of paramount importance that we take precautions. Bus stop behavior is also a concern. Parents are requested to report any dangerous or hazardous situations that they may observe at the bus stop. Riding the bus is a privilege that may be withdrawn in cases of persistent misbehavior.

1. The driver/monitor is in full charge of the bus and students. Students must obey the driver/monitor promptly and willingly. The school bus is a "classroom on wheels." Students should conduct themselves as they would in school.
2. Students shall ride their regularly assigned bus at all times unless the school authorities have granted permission. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
3. Unless by written permission of school authorities, no student shall be permitted to leave the bus except at his or her regular stop.
4. Students must enter and leave the bus in an orderly manner and must obey the orders of the school bus driver/monitor. They must not cross the highway until given consent by the school bus driver/monitor. When boarding or leaving the bus, students should be in view of the driver/monitor at all times.
5. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough or arrive at the bus stop before the bus is due. When the bus approaches the stop, students shall remain over to the right until the bus makes a complete stop. There shall be no pushing or shoving while boarding the bus.
6. Students who have to walk some distance along the highway to the bus-loading zone where practicable should walk on the left hand side facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the evening.
7. Students must cross the highway at least 10 feet in front of the school bus and never behind it.
8. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students. Fighting will not be tolerated.
9. Each student may be assigned a seat in which he will be seated at all times, unless permission to change is given by the Administration and/or drivers.
10. Students are to remain seated while the bus is in motion, and they are not to get

- on or off the bus until it has come to a full stop.
11. Outside of ordinary conversation, classroom conduct must be observed. Foul and abusive language will not be tolerated. Avoid loud, boisterous talk and other noises that might distract the driver. The lives of all students are in his/her hands, including your own.
  12. No student shall sit in the driver's seat nor shall any student be located to the immediate left or right of the driver.
  13. Do not enter into conversation with the driver while the bus is in motion, but report any emergency to him at once.
  14. Be respectful to your bus driver/monitor. S/he has a very important task to perform and needs your help.
  15. Be prompt and orderly and courteous at emergency drills. They are the same as fire drills in the school buildings. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
  16. No student shall open a window on the school bus without first getting permission from the school bus driver.
  17. No student shall at any time extend his or her head, hands, or arms out of the window, whether the school bus is in motion or standing still.
  18. Students must see that they have nothing in their possession that may cause injury to another such as sticks, breakable containers, any type of firearms, straps or pins extending from their clothing. Also no animal is permitted on the bus, except for muzzled "seeing eye" dogs.
  19. Each student must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
  20. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must also refrain from throwing refuse out of the window. To help keep the bus clean, eating is not allowed.
  21. There will be no eating or drinking on the school bus.
  22. There will be **NO SMOKING OR LIGHTING MATCHES AT ANY TIME** on the bus (R. I. Public Law). The 60-gallon tank under the bus contains a dangerous cargo that could be ignited inadvertently with lethal force.
  23. The use of alcohol or drugs on a school bus will not be tolerated.
  24. Students are not to run errands between the bus stop and their home.
  25. Parent(s)/guardian(s) of students found damaging buses will be responsible for proper reimbursement to the school district.
  26. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.

## **DISCIPLINE CODE FOR SCHOOL BUS TRANSPORTATION**

**First Offense:** Student will be turned over to the Administration and parent(s) will be notified. Suspension from riding the bus may occur.

**Second Offense:** Student will be suspended from riding the bus for two (2) days. Administration will notify parent and follow school procedure as is done in any discipline problem.

**Third Offense:** Student will be suspended from riding the bus for two (2) weeks. Note: After the third offense, the parents or guardian of the student must contact the Administration and arrange for an appointment before the student is allowed back on the bus.

Discipline on school buses is probably one of the biggest problems confronting school bus drivers today. The public has rightly placed much emphasis on it. Where once the burden of responsibility was placed only with the bus driver, it has become a community effort of cooperation with parents, school boards, administrators, and bus drivers.

## DISCIPLINARY CODE

### **Rules and Regulations**

The North Providence School Department is committed to a process of discipline and behavior management that maintains a balance between the needs of the educational system and the needs of the individuals who are being served. The rules and regulations that exist are intended to curb acts of disruption and violence and to encourage active student involvement in personal growth and development. It is expected that all students will obey the rules of behavior necessary to ensure that a proper learning environment exists at North Providence High School.

### **Rules Governing After-School Detention**

1. Students must be seated in the detention room by 2 p.m.
2. Students must bring work to do during the detention period.
3. Silence will prevail during the entire detention period.
4. At 3 p.m. students must leave the school quietly through the nearest exit.
5. Failure to comply with above rules will result in suspension.

## **IN SCHOOL SUSPENSION**

### **Temporary Learning Center (TLC)**

Students may be assigned to the **TLC** based on the Code of Conduct at the discretion of the administration.

1. Hours 7:35 – 2:00 Students arriving after 7:35 must have permission from administration. Students arriving after 8:00 will be sent home; be marked as an unexcused absence from school; and asked to return promptly the following day to make up the **TLC** assignment.
2. Absence on the day a student is to be the **TLC** will result in making up the assignment in **TLC** when he/she returns to school the following day.
3. All students must comply with the rules of the **TLC**.
4. Presence in the **TLC** will be considered an excused absence from school. **Students will not be permitted to participate in co-curricular/athletics from the day before the TLC is served to the day after the TLC is served.**

### PHILOSOPHY

**TLC (TEMPORARY LEARNING CENTER) IS AN ALTERNATIVE DISCIPLINE DESIGNED TO ENCOURAGE “AT RISK” STUDENTS TO CHANGE THEIR BEHAVIOR WITHOUT ACCUMULATING ABSENCES. STUDENTS ARE PLACED IN THE TLC ROOM FOR THE ENTIRE DAY. CLASSROOM**

ASSIGNMENTS ARE SENT TO THEM, AND THEY WORK ON SCHOOL RELATED TASKS THROUGHOUT THE DAY.

STUDENTS ARE ALLOWED TWO RESTROOM BREAKS AND A LUNCH BREAK DURING THE COURSE OF THE DAY. STUDENTS ARE NOT ALLOWED TO ATTEND SCHOOL RELATED FUNCTIONS AND ARE PROHIBITED FROM CO-CURRICULAR ACTIVITIES FROM THE DAY BEFORE TLC IS SERVED UNTIL AFTER THE TLC IS SERVED.

### **SOCIAL SUSPENSION POLICY**

Attending and/or participating in co-curricular activities is a privilege not a right. The student is representing NPHS; therefore, any student who consistently violates the rules and regulations at NPHS is subject to disciplinary actions, which include a social suspension from all NPHS co-curricular activities for an amount of time to be determined by the school's administration.

Social Suspension means that a student is not allowed to attend and/or participate in any co-curricular activity at NPHS for a certain length of time. This includes but is not limited to, any sport at NPHS, any club or group at NPHS, any after school event at NPHS (for example a drama production or concert). If a student attempts to attend an event while on social suspension, that student will be subject to disciplinary action including suspension from school and/or an extension of the social suspension.

**A student will be placed on indefinite and irrevocable social suspension if he or she has missed 3 or more PBGR deadlines.**

Social suspension will begin on *October 1* and will include any student who has accumulated *any of the following*:

- 5 or more unexcused tardies to school
- 2 or more suspensions (in-school or out-of-school)
- 2 or more unexcused absences from school
  - Medical excuses must be submitted in accordance with the attendance regulations on page 19.

By *December 1*:

- 10 or more unexcused tardies to school
- 5 or more suspensions (in-school or out-of-school)
- 6 or more unexcused absences from school
  - Medical excuses must be submitted in accordance with the attendance regulations on page 19.

By *February 1*:

- 15 or more unexcused tardies to school
- 8 or more suspensions (in-school or out-of-school)
- 10 or more unexcused absences from school
  - Medical excuses must be submitted in accordance with the attendance regulations on page 19.

By *April 1*:

- 20 or more unexcused tardies to school
- 10 or more suspensions (in-school or out-of-school)
- 14 or more unexcused absences from school
  - Medical excuses must be submitted in accordance with the attendance regulations on page 19.

### **NPHS Valedictorian & Salutatorian Criteria**

In selecting students to represent our school as valedictorian and salutatorian, NPHS believes the following criteria to be essential to the fulfillment of our school's Mission, as well as a reflection

of the Core Values & Beliefs articulated by our school community.

Students must meet all of the following criteria:

Valedictorian

- 1) Rank #1 Grade Point Average (G.P.A.)
- 2) Active member of the NPHS National Honor Society

Salutatorian

- 1) Rank #2 Grade Point Average (G.P.A.)
- 2) Active member of the NPHS National Honor Society

**VERIFICATION OF NOTIFICATION**

**STUDENT:** My signature **BELOW** indicates that I understand the penalty for each of the following violations:

**STUDENT NAME:** \_\_\_\_\_ **YOG**\_\_\_\_\_

**Parent/Guardian:** I have read, reviewed and agree to the contents of the Student Handbook.

**PARENT/GUARDIAN'S SIGNATURE** \_\_\_\_\_

**Assignment to After-School Detention**

- 1 hour—** Possession and/or use of radios of any kind in the school building or on school grounds any time during the school day
  - Eating outside of the cafeteria
  - On the 4th, and subsequent arrival to school tardy
  - Failure to report after school for a teacher
- 1-3 hours—** Chronic tardiness to class
  - Use of illegal pass slips and/or library slips
- 5 hours—** Failure to report to an assigned class
  - Absent from school but found in the school building and/or on school grounds
- 1-3 hours—** Use of vulgar or abusive language, written or spoken

**Indefinite detention and/or suspension AND restitution**

- Being caught in the act of stealing school or personal property
- Destroying and/or defacing any school property

**Suspension from School** (suspension defined as either in-school or out-of-school)

**1-5 days-**

- 10<sup>th</sup> tardy to school and every tardy after that
- Failure to report to after-school detention, for any offense when assigned to after-school detention
- Leaving school property during the school day without permission
- Smoking in on school grounds
- 25<sup>th</sup> tardy to school
- Impeding the flow of traffic
- Loitering
- Use of electronic Devices
- Vandalism

**1 - 10 days—**

Whenever there is reasonable justifications to believe that the physical safety of a student or staff member is endangered. Whenever a student repeatedly defies the authority of administrators, teachers, or supervisors. Use of electronic devices and vandalism.

**5 days—**Speeding and/or reckless driving on school property

**5 - 10 days—**

- Fighting in the school building or on the school grounds, before, during, or after school, or at any school sponsored activity
- Verbal or physical abuse or threat to any administrator, teacher, or any other school department personnel
- Bullying, harassing, threatening another student(s)

**1 - 9 days and notification of Police—**

Possession, use and/or distribution of obscene or pornographic material on school property before during, or after school, or at any school-sponsored event

Possession or distribution of alcohol or drugs on school property before, during

or after school, or at any school sponsored function or event; length of suspension will be determined by the principal or designee based on the severity and/or frequency of the offense.

Use, possession, or distribution of fireworks, or other explosive devices on school property, before, during or after school, or at any school sponsored function or event; length of suspension will be determined by the Principal or designee based on the severity and/or frequency of the offense.

Possession and/or dissemination of sexually explicit digital pictures (sending, viewing, sharing, or possessing material of a sexual nature in electronic or any form on a computer, cell phone or other electronic device).

**1 - 10 days and notification of Police**— Possession of dangerous weapons: knife, club, etc.

Use of alcohol or drugs on school property before, during or after school hours, or at any school-sponsored function or event:

- |                    |  |
|--------------------|--|
| <b>1st Offense</b> | Therapeutic Assistance or 7 Days Suspension and Notification of Police<br>(Student and his/her parent will make choice)  |
| <b>2nd Offense</b> | 10 Days Suspension and Notification of Police<br>Student and his/her parent(s) will be expected to cooperate with referrals that will be made to appropriate intervention persons and/or agencies, and the Police Department will be notified. |
| <b>3rd Offense</b> | Exclusion proceedings will be initiated, and the Police Department will be notified.   |

Students who have been suspended from school must remain off school grounds in the Town of North Providence. If a suspended student is apprehended on any school property, the Police Department will be summoned and the student will be charged with trespassing.

Revised June 2003