



Respect yourself, others, and SKHS

SOUTH KINGSTOWN HIGH SCHOOL

215 Columbia Street
Wakefield, RI 02879
<http://hs.skschools.net>

401 360-1000
TTY: 1-800-745-5555
2017-2018

PRINCIPAL

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SCHOOL NURSE

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SCHOOL RESOURCE OFFICER

Jerome Gillen South Kingstown Police Department

This school planner belongs to _____

To Parents/Guardians:

The Administration of South Kingstown High School requests that both parents and students read the student handbook carefully and become familiar with its content. Within these pages you will find the rules of our school, an explanation of services and programs we offer, and our expectations for the education of your child.

We hope you will find this information useful and look forward to working with you so that your child may experience a rewarding school year.

Both you and your child should sign this form and return it to the student's Advisor by 9/18/2016

_____ Student Name (please print)	_____ Year of Graduation
_____ Student Signature	_____ Date
_____ Advisor and Room Number	
_____ Parent/Guardian Signature	_____ Date

INFORMED CONSENT

In order to create an optimally safe environment for your child, health information pertinent to the classroom setting may be included on a confidential medical list. The list is distributed annually to each staff member, on a "need to know" basis, allowing the staff member to recognize symptoms and initiate a plan of action if necessary. If there is health information that you would prefer not be on this list, please contact the school nurse/teacher. Your signature indicates consent for your child's inclusion on the list.

_____ Parent/Guardian Signature	_____ Date
_____ Student Name	_____ Date

Transportation information: Please indicate which mode of transportation is employed.

Bus Number: _____ Walker _____ Drive: _____

SOUTH KINGSTOWN SCHOOL DEPARTMENT

Internet Access Policy Review Acknowledgement
South Kingstown High School

Name _____ Grade _____ Date _____
Please print name

I have reviewed the South Kingstown School Department's Technology Policy 6152.5 on Internet access, on page 29 and will follow all of the rules governing the use of technologies in school. Failure to follow the rules may result in the loss of my using the technologies.

Student Signature

Parent or Legal Guardian Signature

Request to Withhold Selected Student Information
(Parents, Guardians, Students over 18)

Please DO NOT release the following information without my prior written consent.

Name of student(s): _____
Please print name(s) _____
Graduation *Year of*

Please check all that apply.

- ___ Name
- ___ Participation in recognized activities/sports
- ___ Address, telephone, and email
- ___ Weight and height for athletic team members
- ___ Photograph/Video on SKSD websites or other social media
- ___ Degrees, honors, and awards
- ___ Date and place of birth
- ___ Dates of attendance and grade level

Please DO NOT release the name, address, or telephone listing without my prior written consent:

- ___ Post-Secondary Institutions

Parent/Legal Guardian/Student over 18:

Signature

Date

PLEASE RETURN TO YOUR ADVISOR

SECTION A - GENERAL INFORMATION

MISSION

The Rebel Way

South Kingstown High School is proud to be a safe and respectful community of learners that recognizes and encourages the talents and potential of every student. We are committed to a rigorous curriculum that fosters and develops identified academic, civic and social skills. The 21st century Rebel is an independent, critical thinker who effectively participates in our diverse community.

We believe students learn best, first and foremost, when they assume responsibility for their own learning. It is incumbent upon the learning community to support them by providing the following:

- clearly communicated expectations
- varied support structures for all learners
- authentic learning opportunities both in and out of school
- instruction that meets all students' needs
- 21st century learning tools
- opportunities to employ critical thinking skills
- timely and constructive feedback
- teachers who are knowledgeable in content and method
- a positive, safe and supportive environment
- multiple opportunities to engage parents

SCHOOL IMPROVEMENT TEAM

The School Improvement Team's mission is to promote the academic experience of all students. Students, parents, and community members are encouraged to participate on this committee.

School Improvement Goals: All SKHS students will ...

1. Be exposed to a variety of reading materials and strategies that focus on inferring, determining main ideas, and making connections to other texts or real-life. These skills will result in their improved ability to comprehend and become critical readers.
2. Write clearly and effectively by establishing a topic and a context, using evidence and reasoning to communicate ideas.
3. Be able to read, interpret, analyze and extrapolate information from pictorial graphics.
4. All students and staff will clearly articulate and implement the behavioral expectations in all school settings. (See pages 11 and 12 for the behavior matrix related to Positive Behavioral Interventions and Supports (PBIS).)

PORTFOLIO SUBMISSION REQUIREMENTS

Please visit SKHS's Graduation Portfolio website for the most current information:

<http://hs.skschools.net/cms/One.aspx?portalId=59591&pageId=100294>

Each student will submit evidence into his/her portfolio that demonstrates proficiency in our eight Student Learning Expectations (SLEs). All portfolio entries must be approved by a teacher and include a rubric prior to submission to the portfolio. Five formative reflections must be completed along with a junior and senior summative reflective essay.

A1. All students will demonstrate critical thinking by

- **acquiring & analyzing information**
 - two lab reports from different science courses (substitute one with NECAP score of 3 or 4)
 - one inquiry based project from any course
- **employing effective research skills**
 - one research paper using MLA format
- **using logic in problem solving**
 - two different math projects from different math courses (substitute one with NECAP score of 3 or 4)

A2. All students will demonstrate effective communication skills by

- **reading & writing critically for a variety of purposes**

- o maintaining an annotated list of top 10 favorite books from various genres. The list will include the date of reading, author, title and brief reflective summary. Students discuss one of these books at their exit interview.
 - o choose 4 of the following (substitute one with NECAP score of 3 or 4)

response to literature	persuasive essay
expository essay	reflective essay
narrative account	narrative procedure
critique of public document	create a public document
 - **speaking & listening accurately in a variety of settings**
 - o individual oral presentation
 - o choose one of the following
 - communicating in foreign language
 - analysis of a public speaking performance portfolio exit interview
 - o portfolio exit interview
- A3. All students will utilize technology effectively in research, communication and/or design.**
- Use of Software (2)/Application of Technology (1)/Ethics and Technology Essay
- A4. All students will demonstrate skills and accomplishments in the fine arts.***
- C5. All students will demonstrate an understanding of human rights and diversity.**
- Choose one of the following
 - o a piece of work from a course that demonstrates understanding of C5
 - o a pre-approved, self-generated project that demonstrates understanding of C5*
- C6. All students will demonstrate understanding of political, environmental, social, and economic issues that affect the present and future health of our community and world.**
- Choose one of the following
 - o a piece of work from a course that demonstrates understanding of C6
 - o a community service project that addresses C6
 - o a pre-approved, self-generated project that demonstrates understanding of C6*
- S7. All students will demonstrate understanding of the connection between choices made and the physical, social, and emotional well-being of an individual and/or group.**
- Choose one of the following
 - o a piece of work from a course that demonstrates understanding of S7
 - o a pre-approved, self-generated project that demonstrates understanding of S7*
- S8. All students will identify goals, set priorities, and manage their own progress.**
- completion of the portfolio
 - completion of an Individual Learning Plan (ILP)*
 - 2 recommendations from adults that document responsible participation in the community

* Indicates a separate document with further information.

Please refer to <http://hs.skschools.net/GraduationPortfolio/> for information on Proficiency in Arts and Technology.

Requirements for a Graduation Portfolio according to the Rhode Island Department of Education:

1. At a minimum, the Graduation Portfolio must contain:
 - ★ At least one entry from each of the core areas: *Mathematics, English Language Arts, Science, Social Studies*, the *Arts* and *Technology* demonstrating application of the content knowledge and skills.
 - ★ At least one entry demonstrating each of the applied learning skills: *communication, problem solving, critical thinking, research, social/personal responsibility, and interpersonal* in an extended independent task.
2. The entries may provide evidence of both content knowledge and applied learning skills.
3. The entries should allow for some student choice to allow students to showcase an area of interest or expertise.
4. Formative student reflections for specific tasks or entries.
5. Evaluation of each entry using valid and reliable rubrics or a review process.
6. Summative reflection on collection of entries in the Graduation Portfolio that includes:
 - ★ Reflection on best work in the portfolio

- ★ How the body of work is connected to personal, academic, and career goals (beyond high school) and to the school's learning expectations
 - ★ The learning process and progress as represented by the collection of evidence selected for inclusion in the Graduation Portfolio
7. Final review process by a review panel that provides an opportunity for students to present their graduation portfolio to a panel with teachers, administrators, and community members. It is recommended that the final review be an oral presentation.

Requirements for the Comprehensive Course Assessments (CCAs)

Students must submit two proficient CCAs in each of the 4 content areas; English Language Arts, Math, Science, and Social Studies over the four years. Most students will complete this requirement by the end of the junior year. If not, certain senior year courses meet the requirements for the CCA. The CCA is the performance based part of the final exam; it counts toward 50% of the final exam grade. Students may revise the CCA to meet proficiency until the end of the school year; however, the grade will not change after the initial teacher deadline.

ATTENDANCE POLICY

The importance of regular attendance cannot be overemphasized. In order to obtain the best possible education, it is important for students to attend school on a daily basis. Studies have clearly demonstrated that there is a positive correlation between good school attendance and academic success. Classroom instruction is the most important activity at SKHS. Regardless of a student's ability and effort, classroom interaction cannot be recaptured. Absences disrupt the continuity of the learning process. In addition, students who fail to develop responsible attendance habits will approach their adult life at a distinct disadvantage. Parents are urged to assist the school by supporting the attendance policy.

It is the responsibility of the parent/guardian to encourage and monitor his/her child's school attendance, to report all student absences according to the school's attendance policy and procedures, and to work cooperatively with the school and student to solve any attendance and tardy problems that may arise.

Listed below is the Rhode Island Department of Education Chapter 16-19 – Compulsory Attendance Policy for all families to review in light of South Kingstown High School's emphasis on regular student attendance.

TITLE 16 Education CHAPTER 16-19 Compulsory Attendance SECTION 16-19-1

§ 16-19-1 Attendance required. – (a) Every child who has completed or will have completed six (6) years of life on or before September 1 of any school year and has not completed sixteen (16) years of life shall regularly attend some public day school during all the days and hours that the public schools are in session in the city or town in which the child resides. Every person having under his or her control a child as described in this section shall cause the child to attend school as required by this section, and for every neglect of this duty the person having control of the child shall be fined not exceeding fifty dollars (\$50.00) for each day or part of a day that the child fails to attend school, and if the total of these days is more than thirty (30) school days during any school year, then the person shall, upon conviction, be imprisoned not exceeding six (6) months or shall be fined not more than five hundred dollars (\$500), or both; provided, that if the person so charged shall prove that the child has attended for the required period of time a private day school approved by the commissioner of elementary and secondary education pursuant to § 16-60-6(10), or a course of at-home instruction approved by the school committee of the town where the child resides, or that the physical or mental condition of the child was such as to render his or her attendance at school inexpedient or impracticable, or that the child was excluded from school by virtue of some general law or regulation, then attendance shall not be obligatory nor shall the penalty be incurred.

(b) Every child enrolled in school who completes or has completed sixteen (16) years of life and who has not yet attained eighteen (18) years of age shall regularly attend school during all the days and hours that the public schools are in session in the city or town in which the child resides unless the person having control of the child withdraws the child from enrollment in accordance with § 16-67.1-3. Provided, however, that nothing in this subsection or in subsection (a) of this section shall prohibit or limit cities or towns from enacting programs of early intervention and/or mediation in an effort to address the problems of students who are habitually late or absent from school.

TEACHER RESPONSIBILITY

It is the teacher's responsibility to maintain an accurate record of daily attendance, report student's attendance to the attendance office for purposes of home communication, and hold students accountable for unexcused absences and tardies. It is also the teacher's responsibility to

communicate attendance concerns to students' parent(s)/guardian(s) and the school counselor and/or administrators.

ADMINISTRATOR RESPONSIBILITY

It is the administrator's responsibility to monitor the attendance policy and procedures and to assist teachers in their efforts to improve student attendance. Administrators will be responsible for insuring that the attendance office secretaries communicate with the home of absent/tardy students via phone calls. It is also the administrator's responsibility to work cooperatively with students, teachers, truant officer, school counselors, and parent/guardians to promote acceptable attendance habits.

DEFINITIONS

Excused Absences

Excused absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, a pre-approved college visit, family emergencies (to be approved by an administrator), doctor excused illness or injury (a doctor's written excuse must be submitted upon return to school if absent more than 5 school days), driving test, funerals, or a court appearance. Students who are absent from a particular class with the permission of an administrator or a faculty member must verify the absence as excused through the attendance office.

Unexcused Absences

Every absence is considered "unexcused" unless it has been verified by the attendance office as "excused". Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. The number of days missed will be counted as unexcused absences.

Please note: Parental/guardian permission in and of itself is not recognized as legitimate reason for absence.

SKHS Building Protocols for Attendance Incidents

Attendance Incidents:

- unexcused absences
- tardies to school
- unexcused early dismissals
- class cuts/reverse cuts

SKHS Attendance Committee

- The SKHS attendance committee will consist of administrators, deans of students, teachers, counselors, athletic director, school nurse, attendance paraprofessional and other individuals as needed.
- The purpose of the committee will be to review attendance data and uphold expectations consistent with the district attendance policy.
- Data will be collected and reviewed monthly and the committee will determine actions that are consistent with the goals of the district attendance policy.

Consequences:

- If, during the data collection cycle, a student has accumulated attendance incidents that exceed **ten percent** of the total number of school days to that point the student will be placed on social probation until the next data collection cycle.
- If, during the data collection cycle, a student has accumulated attendance incidents that exceed **twenty percent** of the total number of school days to that point the student will be placed on social probation until the next data collection cycle. The student will also be considered for Extended Social Probation as defined below.

Data Collection Cycles

- September 5- October 6 (23 days)
- October 10-November 3 (19 days)
- November 6-December 8 (22 days)
- December 11- January 19 (23 days)
- January 22-March 2 (24 days)
- March 5-April 6 (24 days)
- April 9-May 11 (20 days)
- May 14-end of year

Social Probation

- Letter mailed home at five incidents to parents or guardians

- Home phone call and/or meeting with parent or guardian
- removal of senior parking passes (if applicable)
- no participation in school dances, extracurricular events
- no participation in field trips
- Students who are assigned to social probation must have a minimum of seven attendance incidents.

Extended Social Probation

- All social probation measures
- Consideration for removal from co-curricular activities including athletics, extracurricular clubs and organizations.
- Placement on hallway restriction list
- Additional interventions and/or consequences can be determined by the attendance committee.

Truancy

A student is considered truant when he/she purposely stays away from school without parent/guardian permission. Students who do miss school with parent/guardian permission, however, can be considered truant at the discretion of the administration.

TARDINESS TO SCHOOL

South Kingstown High School does not distinguish between excused and unexcused tardies. Students who have an outstanding personal or medical circumstance that prevents them from coming to school on time should speak to the attendance office and the school counselor and provide the appropriate documentation. Students who arrive to school late must sign in at the attendance office where they will receive a pass to class.

Each Tardy

- o Parents will be notified by the automated telephone system each time their child is tardy to school.
- o After the second tardy of each quarter, students will receive an office detention for each subsequent tardy. Exceptions to this will be for tardies excused by a doctor's note or other recognized excused tardy, as determined by administration.
- o Students who arrive to school after 8:00 AM without an approved excuse will be treated as having cut a class, and will be disciplined accordingly.

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

In order to participate in a co-curricular activity sponsored by South Kingstown High School, students must be present in school during the day. Co-curricular activities include but are not limited to drama rehearsals and productions, proms, school dances, and athletic practices and competitions. **Exceptions for any absence or dismissal on these days must have prior approval of an administrator.** Advisors/coaches are responsible for monitoring student attendance to determine which students are eligible to participate on the day of the activity. **Students who arrive later than 9:00 am or leave prior to 12:30 pm will not be allowed to participate in a SKHS-sponsored afternoon or evening activity.**

TARDINESS TO CLASS

Each student and teacher has the right to expect class time free of interruptions such as a student coming into class late without a verifiable excuse.

- o Students who arrive tardy to class without a pass will receive a teacher-assigned detention. Students will not be allowed extra time to make up work if they arrive tardy without a pass.
- o Students will be allowed to enter class with a pass from a staff member at any time without any consequences. However, teachers will retain the right to send students back to the Attendance Office if their late arrival to class/interruption causes a disruption to learning.

CLASS CUTS/REVERSE CUTS

- o Student Responsibilities
 - o Students are expected to attend every class
 - o Unauthorized absences from class are prohibited.
 - o All class cuts will be considered an attendance incident, in accordance with the SKHS building protocols.
 - o Students will receive disciplinary consequences for each class cut/reverse cut (see Disciplinary Infraction Table).

- o Teacher Responsibilities
 - o Teachers will contact parents or guardian for the first three offenses.
 - o Teachers will notify administration for each offense according to established protocols.
- o Administrative Responsibilities
 - o Administrators will assign timely consequences in accordance with the Disciplinary Infraction Table.
 - o Administrators will enforce social probation/truancy protocols in accordance with the district attendance policy.
 - o Administrators will maintain communication with parents or guardians and teachers.

EARLY DISMISSAL

In keeping with our efforts to maximize instructional time, early dismissal from school is discouraged, and will be granted only for business that cannot be conducted after the close of school. Reasons for early dismissal shall be limited to: illness, doctor's appointment, court appearance, family emergency verified by the parent, or educational reasons given prior approval by the school administration.

The nurse is responsible for early dismissals due to illness, and parent verification prior to dismissal is required.

Permission for early dismissal is granted by the Administration. A request for early dismissal must be submitted in writing from a parent/guardian stating the specific reason for the dismissal and listing a telephone for verification. All such reasons for early dismissal must be in accordance with school committee policy. **Such requests must be presented to the attendance office by 8:30 am for approval.** All students who have submitted the paperwork to be dismissed early must report to the Attendance Office to sign out prior to leaving the building. Students returning to school must sign back into school at the Attendance Office.

Under no circumstances shall a student leave school without first reporting to the Attendance Office. Students not reporting to the Attendance Office prior to leaving school may receive a disciplinary consequence.

EIGHTEEN YEAR OLDS

Permission for 18-year old students to write their own notes or sign permission slips will **not** be granted. Students 18 years of age must provide notes from parents/guardians for absences, late arrivals and requests for early dismissals. The only exception to this will be 18 year olds who are living independently and the Principal must approve the note.

MAKE-UP WORK FOR EXCUSED ABSENCES

The responsibility for **make-up work** due to an absence lies with the student - not the teacher. A student who has excused absences must contact the teacher within two days of his/her return to school to obtain make-up work. Work cannot be made up until the absence has been verified as excused. The teacher and student can decide upon a mutually agreeable timeline for the work to be completed.

Students who are excused from a specific class due to an appointment with a school counselor, assistant principal, etc., will be allowed to make up the work provided that they inform the teacher prior to the appointment whenever possible and the student contacts the teacher by the end of the day to make up any missed work

CONSEQUENCE FOR UNEXCUSED ABSENCES

In accordance with the district grading policy, students are required to make up missed work and may not receive a grade above "50".

APPEAL PROCESS

Students and/or parents who feel aggrieved because of action taken as a result of any section in these regulations may appeal said action to the school administration level at which the action was taken. Further appeals may be taken to the Superintendent of Schools and finally to the School Committee. Further appeals after the School Committee decision may be taken through the process as defined in Title 16 of the General Laws of Rhode Island.

HALL PASSES

Before a student is dismissed from any classroom, that student **MUST** have their planner signed, identifying name, date, time, reason for dismissal, and destination or the school-designated hall pass assigned to each classroom teacher. Students out of class during class time must show their

pass to any member of the staff who asks to see it. Failing to secure a pass may result in disciplinary action.

ADVISORY

Advisory meets four days per week. The purpose of advisory is to provide students with a personalized space at school in each of their four years of high school. Students are expected to attend advisory each day, like any other class. If students wish to meet with another teacher or staff member during advisory they must obtain an advisory pass in advance and present that pass to their advisory teacher.

HOMEWORK REQUEST

A request for homework may be made for any legitimate absence of two or more days, and homework can be picked up 24 hours after request made. Call the office of school counseling to submit homework request.

SKHS PBIS Behavior Matrix

	SCHOOL-WIDE	CLASS ROOMS	HALLWAYS & LOBBIES	BATHROOMS	CAFETERIA	AUDITORIUM
SELF RESPECT YOURSELF	<ul style="list-style-type: none"> Take advantage of learning opportunities. Show self-respect in the way you dress. 	<ul style="list-style-type: none"> Be prompt Be prepared. Be a participant. 	<ul style="list-style-type: none"> Arrive to class on time. Behave with decorum. Carry a pass. 	<ul style="list-style-type: none"> Carry a pass. Practice good hygiene. Return to class promptly. 	<ul style="list-style-type: none"> Eat responsibly. 	<ul style="list-style-type: none"> Show up and be seated promptly. Attend assemblies with an open mind.
OTHERS RESPECT OTHERS	<ul style="list-style-type: none"> Treat others with courtesy at all times. Use respectful language. 	<ul style="list-style-type: none"> Be attentive to teachers and classmates. Cooperate Offer your help. 	<ul style="list-style-type: none"> Respond courteously to staff. Keep your volume down. Respect others' space and property. Use civil language. 	<ul style="list-style-type: none"> Report problems to staff. Flush. 	<ul style="list-style-type: none"> Be patient in line. Speak courteously to staff. 	<ul style="list-style-type: none"> Stay quiet and seated during presentations. Let others enjoy the presentations. Be courteous to those on stage.
SCHOOL RESPECTS	<ul style="list-style-type: none"> Follow the rules in the SKHS handbook. Help maintain and improve the school environment 	<ul style="list-style-type: none"> Clean up after yourself. Conserve resources. 	<ul style="list-style-type: none"> Help keep hallways clean and graffiti-free. 	<ul style="list-style-type: none"> Help keep bathrooms clean and graffiti-free 	<ul style="list-style-type: none"> Clean up after yourself. Push your chair in. Recycle. Keep food and drinks in the cafeteria. 	<ul style="list-style-type: none"> Help keep the auditorium in good shape. Keep food and beverages out.

K H S						·Keep your feet off the seats.
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	PARKING LOT & GROUNDS	FIELD TRIPS	OFFICES	LIBRARY / MEDIA CENTER / COMPUTER LABS	GYMNASIUM / ATHLETIC FIELDS	AFTER-SCHOOL ACTIVITIES (CLUBS, SPORTS, ETC.)
S E L F R e s p e c t Y o u r s e l f	·Arrive on time and enter the school promptly.	·Dress appropriately for the activity. ·Bring signed permission / medical slips.	·Visit offices only for official reasons.	·Do your work. ·Access appropriate websites only.	·Wear appropriate clothes and shoes. ·Participate to the best of your ability.	·Participate actively.
O T H E R S R e s p e c t O t h e r s	·Observe speed limits and traffic flow in the parking lot. ·Pay attention to people walking and driving.	·Use civil language at all times. ·Follow school bus safety rules. ·Be prompt.	·Speak politely to staff, students, and visitors.	·Keep voices down. ·Speak politely to staff and students. ·Be patient and wait your turn. ·Return materials on time.	·Listen and follow the rules of the game, for safety's sake. ·Be aware of the others around you. ·Show good sportsmanship.	·Make visitors feel welcomed. ·Show good sportsmanship.
S C H O O L R e s p e c t S K H S	·Keep school grounds clean. ·Place trash in receptacles. ·Park in designated parking spaces.	·Follow SKHS school rules while on any field trip. ·Represent SKHS proudly by being considerate of others.	·Allow the staff to do their job.	·Treat materials (books, computers, etc.) with care. ·Conserve resources.	·Clean up after yourself in the gym and locker-room. ·Maintain school property and equipment.	·Stay in authorized areas only. ·Help keep the school clean.

SKHS PBIS Behavior Matrix

MESSAGES FOR STUDENTS

The clerical staff has been instructed not to accept telephone messages for students from anyone other than parents/guardians. Further, parents are requested to restrict their calls to unusual or unforeseen reasons.

Students may not order food or any other delivered items during school hours.

AFTER SCHOOL REGULATIONS

Students are encouraged to remain after school to participate in extracurricular activities, to obtain extra help when needed, and to complete make-up work. **It should be noted, however, that loitering in or around school after the end of the normal school day is not allowed.**

LATE BUS

A late bus is provided at approximately 3:15 pm, Tuesdays through Thursdays, for students who remain after school for school-related business. Students should wait for the late bus in the attendance office entrance of the building and are required to adhere to all regular rules of bus conduct.

LIBRARY

The library is open for student use every period of the week unless otherwise noted. Students must be under the supervision of a teacher. Students using the library must remain for the entire period unless previous arrangements have been made with a staff member.

SECTION B – SCHOOL POLICIES

DISCIPLINARY ACTIONS

The following description of the school's disciplinary options applies to violations of the school discipline code:

Detention: Students assigned detention by an administrator must report to the assigned location by **2:10 pm** and remain until dismissed. Any student asked to leave detention may be suspended. Detention will be assigned for one hour. Failure to report and/or ejection from an assigned detention will result in additional consequences as determined by administration.

Detention Expectations

- Students are expected to remain quiet during detention
- Students may complete academic work
- Students are prohibited from using any electronic devices including ear buds, cell phone etc.
- Food and drinks are prohibited from detention.
- Laptops may be used to complete academic work with permission from the supervisor.

Parent Conference: Serious or repeat offenses may require a parent conference among the parties involved to discuss the issues and attempt to resolve the source of conflict.

Alternative Education Program (AEP): Students assigned AEP, which is a modified school day where they will have access to their educational services, will report to the designated room at the beginning of the school day, 7:30 am.

Expectations for students assigned to AEP

- Students must remain in AEP for the entire school day in order to fulfill their responsibilities
- Students who arrive late or are dismissed early from school will be assigned to AEP for the following day.
- Students are expected to bring any educational items to complete their academic work including books, writing utensils and laptop.
- Students are expected to remain quiet at all times.

- Students will be expected to complete all academic work during their time in AEP. Should they complete all work before the end of the day, they will engage in educational activities approved by the AEP Supervisor.
- Removal from AEP will result in the student being sent home for the remainder of the day. If a student is removed from AEP, he/she will have to make up that entire day, plus additional consequences, if necessary.
- Students are not allowed to have any food or beverages, except at lunch.
- Students are not allowed to use cell phones, ear buds or any other unauthorized electronic devices.
- Students assigned to AEP will not be allowed to participate in any extracurricular activities for that day or, if they were assigned on a Friday, for the entire weekend.
- Students who receive specialized services will be permitted to access these services. In these cases, students will be escorted to and from the AEP room by an adult.

Suspension from School: Students may be suspended from school for a period not to exceed ten school days, following the procedures outlined in **Policy #8305**. **Suspended students are not allowed on school grounds for the duration of their suspension.** Suspended students found on school property will be subject to an additional day of suspension and potential police involvement. (Note: Suspended students are prohibited from participating in all activities until reinstated). Students must attend a re-entry meeting with a parent/guardian upon their return from suspension. Students suspended from school will serve additional days of social probation (including all extracurricular events, field trips, and athletic games/practices) that are equal to the number of days suspended from school.

Expulsion from School: In extreme cases and for certain offenses, students may be expelled from school for a period of more than ten days. Such actions are governed by the guidelines established in **Policy #8305**.

DISCIPLINE POLICIES

It is impossible to anticipate all of the situations that may occur in a high school, but this handbook attempts to outline the most important disciplinary guidelines for our students. The school rules that follow and the district-wide policies outlined in **Policies #8315** and **#8305**, attempt to provide a safe and orderly school environment. A chart outlining consequences for most disciplinary infractions begins on page 15.

Insubordination: In order to ensure a learning environment that is safe and orderly, it is essential that all students follow the direction and requests of all school personnel. **Policy #8305 II.A (4)** speaks to the deliberate refusal to obey a member of the school staff, i.e., any administrator, teacher, or aide. Examples of such directives might include but not be limited to: being asked to leave a classroom to report to the office; being asked to report to the office from the hallway, cafeteria or other location of the school; being asked to remain silent; being asked to move seat locations in a class; being asked to relinquish any personal electronic device or other material or equipment.

Truancy: Students absent from school without parental permission and a valid excuse (such as illness or family emergency) will be considered truant. Parents will be notified of the truancy. A student who is truant or excessively absent or tardy will be referred to the truant officer or to truancy court as per RI State Law #16-19-1 and South Kingstown School District **Policy #8415**.

Leaving School Without Permission: Students are not allowed to leave school without permission. In case of personal emergency or extreme need, students should seek out a building administrator or the school nurse to secure permission to leave. Violations will result in disciplinary action including suspension.

Removal from Class for Disruption: Students who disrupt class will be escorted away from the classroom to a designated location. In such instances, students must report directly to the office of the Assistant Principal where they will remain until a conference about the problem can be held. Students will receive the appropriate detention(suspension and parents will be notified).

Alcohol and Drugs: The use of alcohol or drugs before school, during school, or prior to any school activity is a serious violation of the school discipline policies and will be dealt with according to the penalties outlined in **Policy #8305**. Any offense involving alcohol, drugs or paraphernalia will result in disciplinary action in accordance with **Policy #8305A**. Athletes should consult the district's Access to Excellence policy found in the Athletic Handbook.

Vaping: The possession or use of vaping products before school, during school, after school, or during any school-related event is strictly prohibited. Vaping offenses will be considered a drug offense, and student consequences for vaping offenses will result in an out-of-school suspension, in accordance with our consequences for drug offenses.

Tobacco use and/or possession of tobacco products: Possession of tobacco products and/or use of them on school property is prohibited at all times (before, during, after school). Students determined to be in possession of tobacco products shall receive the same disciplinary action as if they had been determined to be using these products. As a result, students should clearly understand that no tobacco products are to be brought upon school grounds.

Cell Phone/Laptop/Electronic Device Use: Students may use cell phones, school-issued laptops or other electronic devices during class time for academic purposes with teacher permission. These devices may be used by students during advisory and lunch. Students are not permitted to use cell phones, earbuds, and other electronic devices in hallways or during passing time.

- A minor violation is the improper use of a cell phone or other device during the school day (i.e. playing a computer game or texting). Minor violations should be addressed by the classroom teacher except in rare circumstances.
- A major violation is the use of a cell phone or other device to video record, audio record, or photograph any student or staff member without his or her consent. Under no circumstances is this permissible.

Consequences for violations are outlined in the Disciplinary Infraction Table. In addition to those consequences, administration will consider other actions for major violations on a case-by-case basis, including removal from class, bullying/harassment investigation, or police involvement.

Policy #8305: This policy of the South Kingstown School Committee outlines the Suspension/Expulsion policy and procedures for the school district. Section II of Policy #8305 outlines "breaches of conduct on school property, school transportation, or at any school sponsored activity." Students should read this policy, which appears at the end of this handbook, and familiarize themselves with the rules contained therein, for violation of any of these rules constitute grounds for potential suspension/expulsion from school.

Confederate Flag: The Superintendent of Schools has given the Administration the authority to control the display of the Confederate Flag in our school. Any student displaying this symbol of racism will be disciplined following school policy. (Policy #5146)

DISCIPLINARY INFRACTION TABLE

Infraction	First Offense	Second Offense	Third Offense	Four or more
Arson	5-10 OSS/SP Possible rec for expulsion	Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion
Weapons	5-10 OSS Possible rec for expulsion	Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion
Gambling	Warning, parent contact	2 detentions	ISR	OSS
Cut class or Reverse cut	2 office detentions	2 office detentions	2 office detentions, parent conference	2 office detentions, hallway restriction
Truancy	See Building Attendance Protocols	See Building Attendance Protocols	See Building Attendance Protocols	See Building Attendance Protocols
Cut detention	Detention following day	AEP	AEP	AEP
Fighting	5 days OSS Referral to SAC	5 days OSS Recommendation for expulsion	5 days OSS Recommendation for expulsion	Recommendation for expulsion
Theft	Restitution 2 - 5 days OSS Parent conference	Restitution 5 days OSS Parent conference	Restitution 5 days OSS Parent conference	Restitution 5 days OSS Parent conference

			Recommendation for expulsion	Recommendation for expulsion
Failure to attend teacher detention	Detention	2 detentions	AEP	AEP
Insubordination	Detention to AEP	Detention to AEP	AEP	AEP
Under influence OR in possession of alcohol/drugs/vaping	5 days OSS Referral to SAC Police Referral One month social suspension	5 -10 days OSS Recommend expulsion Referral to SAC Police Referral One year social suspension	Recommend expulsion Referral to SAC Police Referral	Recommend expulsion Referral to SAC Police Referral
Dealing drugs	10 days OSS Referral to SAC Police referral One year Social Suspension Recommend expulsion	Recommend expulsion Police referral	Recommend expulsion Police referral	Recommend expulsion Police referral
Leaving school grounds	AEP	2 AEP	2 + AEP	2 + AEP
Forgery	AEP	2 AEP	2 + AEP	2+ AEP
Tobacco use and possession of tobacco products (not vaping)	AEP Referral to SAC	2 AEP	2 +AEP	2 + AEP
Parking violations	Detention	AEP/Lose parking privileges for one month	Lose parking privileges for remainder of school year	Lose parking privileges for remainder of school year
Profanity	Detention to AEP	AEP to OSS	OSS	OSS
Vandalism	Restitution Detention to OSS	Restitution 3-5 days OSS	Restitution 5 days OSS Recommendation for expulsion	Restitution Recommendation for expulsion
Cell Phone/ Laptop/Electronics Violation (minor)	Warning	Teacher Consequence	office detention, parent contact	2 office detentions, device confiscation during school hours
Cell Phone/ Electronics Violation (major-used to photograph, audio record, video record others w/o permission)	AEP, parent conference	2 AEP, device confiscation during school hours	2+ AEP or OSS, device confiscation during school hours	2+ AEP or OSS, device confiscation during school hours
Using speech that is demeaning to a person's race, gender, sexual orientation, national origin, ethnic group, religious group, etc	AEP to OSS	OSS to expulsion	OSS to expulsion	OSS to expulsion

REGULATIONS FOR CO-CURRICULAR ACTIVITIES

South Kingstown High School recognizes its responsibility to provide a variety of intellectual, educational, and recreational activities for all students.

Students are encouraged to attend social, athletic, and other events offered by the school, and proper decorum is expected at all times. In some instances a deadline for arrival may be established, and students will not be permitted entrance after the stated deadline. Any students determined to be causing a problem or exhibiting inappropriate behavior will be asked to leave and may be placed on social probation.

Included in this policy, and subject to social probation, is inappropriate behavior at any athletic contest, home or away, or any SKHS-sponsored events. Examples of inappropriate behavior include, but are not limited to: use of obscene language; rowdiness; entering onto the court or playing field during the contest; threatening comments or gestures directed at any member of the opposing team.

Co-curricular activities shall include but not be limited to all school dances, proms, concerts, class trips, plays, SKPADES, athletic events on school property or other similar activities. Graduating seniors who are suspended out of school during the 2nd semester of their senior year will be placed on social suspension for all events except graduation. In addition, it should be noted that seniors who exhibit inappropriate behavior during the period of senior week activities at the close of the senior year may not be permitted to participate in any remaining activities, including graduation.

Students should understand that violation of any school rule or School Committee policy at one of these activities shall result in the imposition of penalties as established in this handbook and the Athletic Handbook.

These regulations pertain to students' behavior during all co-curricular activities of the high school in addition to behavior by the students immediately before and after the activities while the students are on school property.

BREATHALYZER POLICY (Policy #8310)

South Kingstown School Department seeks to maintain a safe school environment for all students during school-sponsored events. SKHS reserves the right to randomly select students to submit to a breathalyzer test at school events to further a safe and secure environment.

DANCE RULES

In addition to the rules listed above, the following rules apply to school dances, including proms:

1. All dances, with the exception of proms, begin at 6:30 pm and end at 9:30 pm. Students may not leave school dances prior to 9:00 unless prior parental arrangements have been made.
2. Admission to dances will close thirty (30) minutes after scheduled start time.
3. If guests are allowed at a dance, they are permitted entrance only if registered previously with the administration and accompanied by an SKHS student.
4. Students who leave a dance prior to its conclusion may not re-enter.
5. Students may not loiter on school grounds prior to, during, or after school dances.
6. Students who appear in any way under the influence of drugs or alcohol will be asked to submit a breathalyzer test. If the test reads positive, the students will be removed immediately from the dance and parents will be notified. Adjudication of this infraction will comply with **Policy #8305**.
7. Students are expected to demonstrate appropriate, respectful behavior including their dress and style of dance. Inappropriate, disrespectful behavior will result in the student being removed from the dance and a parent/guardian will be notified to pick up that student. Students who misbehave may lose the privilege of participating in future co-curricular activities.

FIELD TRIP GUIDELINES

A field trip is an extension of the school itself, whether on the bus to or from the site or while at the site itself. Expectations for student behavior and adherence to school rules apply on all field trips as they do at school. Students causing a problem on any field trip may be excluded from field trips for the remainder of the school year. Any student who has accumulated excessive absences may be excluded from participation in field trips. The administration may consult with all of the student's teachers prior to making a final determination on this matter. Students accepting the privilege of attendance on any field trip, do so with the knowledge that the school (through its teacher chaperones) has the right to search any student and/or his/her belongings.

Students who received two or more F's on their most recent report card may not attend field trips unless one of those Fs was received in the class going on the field trip.

FIRE DRILLS

Upon hearing a fire alarm, students are to exit the building quickly and quietly, following the directions of staff members. All students are to report to the area designated for their classroom where attendance will be taken. Students are instructed to regard all fire alarms seriously and to respond to all directives from staff members without question.

LOCKDOWN PROCEDURE

In the event of a lockdown, students are instructed to respond to the directives of staff members.

EXPECTATIONS FOR SENIORS

I. Graduation

Seniors may only participate in the graduation ceremony if they have completed their proficiency-based graduation requirements, i.e. having earned all required credits, completed and presented their portfolio, and completed all necessary comprehensive course assessments.

II. Exemption Policy for Senior Final Exams

Seniors will be exempt from taking a final exam in an individual class provided:

- A. The student's second semester average must average to an 80% or above. All seniors are required to complete their extended task for each course. If the student qualifies for exemption, their on-demand task would be the average grade of the third and fourth quarters.
- B. The student has not been suspended in his/her senior year.
- C. The student has been absent or tardy to the class no more than two days in the third quarter and three days in the fourth quarter unless excused by an administrator for a college orientation, funeral, or sickness with a doctor's note.
- D. All laptops, athletic uniforms, library books and/or textbooks must be handed in.

CARE OF SCHOOL PROPERTY

It is the responsibility of all students and staff members, to help maintain the cleanliness of the building. Therefore, all students are urged to do their part in picking up after themselves and properly disposing of refuse.

Students are responsible for books and materials issued in their name and will be required to pay for any school property that is lost, damaged, or defaced. Students may not receive final report cards until all obligations have been met. In addition, students may be placed on social probation at the beginning of the following school year until all obligations have been met.

Vandalism is addressed as a disciplinary violation and is outlined in Policy #8305. Deliberate destruction or defacing of school property of any kind shall result in a period of suspension, a period of school probation, restitution, and possible referral to the policy. Vandalism of personal property will also result in disciplinary actions against the offending individual(s).

STUDENT LOCKERS

1. Lockers should be kept locked at all times; it is the responsibility of the student to protect books, clothing and personal belongings. **South Kingstown High School is not responsible for lost or stolen property.**
2. Broken/inoperable lockers should be reported for repair to the administration immediately.
3. Lockers may not be defaced; this includes the requirement that no stickers are to be placed either inside or outside of any lockers under any circumstances.
4. Student lockers remain the property of the school department and are thus subject to inspection if circumstances warrant.
5. At the close of the school year, the student shall be responsible for emptying the locker and returning it to the condition in which it was received. In instances in which this does not occur, this will be considered an obligation addressed under "Care of School Property."
6. If a student is issued a locker that contains vandalism, the student must report this to administration immediately.

STUDENT DRESS CODE

The tone and atmosphere of a school are affected by the overall appearance and general conduct of its students. Therefore, students are asked to consider cleanliness, good taste, and appropriateness in the selection of clothing. **If it is determined by the school administration that particular clothing is disruptive to the learning process and/or offensive to community standards, the**

student may be asked by the school administration to change that clothing. The parent of the student may also be required to take the student home until the matter is resolved.

In recent years, some students have attempted to wear clothing that is inappropriate for a school setting. As such, the following are our guidelines for appropriate attire:

- Students are prohibited from hats, hoods, bandanas, or similar headwear during the school day.
- Clothing that displays profanities or promotes violence; the use of drugs, alcohol, and/or sexual activity is not permitted.
- All students must wear clothing that covers them from shoulders to mid-thigh.
- Exposed undergarments are prohibited.

The Administration of the school shall make final judgments in regard to the appropriateness of such attire. This will be detailed during orientation at the beginning of the school year.

STUDENT DECORUM

Students using inappropriate language shall be subject to disciplinary action. Inappropriate language includes, but is not necessarily limited to, obscene, vulgar statements or comments with sexual connotations; defamatory comments that reflect upon a person's race, creed, religion or ethnic origin; and, other comments deemed inappropriate for a school setting.

In order to ensure the health and safety of our students and staff, it may become necessary at times for school personnel to conduct searches of students and/or their belongings. Refusal to cooperate with these searches will result in administration contacting parents and/or police as well as disciplinary action.

STUDENT VEHICLES AND PARKING

Only seniors with parking permits affixed to their vehicles are allowed to park in the student parking lot. Seniors must register their vehicles with the school administration. A limited number of parking spaces are available.

Student Vehicles and Parking Guidelines:

- a. Student vehicles are not to be parked in any areas designated for staff.
- b. Students who use their vehicles to leave school without prior parental approval will have their parking privileges revoked and be penalized for leaving school without permission.
- c. Student vehicles are to be operated in a safe and reasonable manner at all times and are limited to a speed not to exceed ten miles per hour.
- d. Students are not to permit others to ride in the back of pickup trucks. Student-driven vehicles are to proceed in the parking areas in conformity with the directional arrows painted on the pavement.
- e. Unnecessary/excessive noise may result in loss of parking privileges.
- f. South Kingstown High School is not responsible for damaged or stolen property associated with the parking of any vehicle on school property.
- g. Vehicles parked on school property are subject to search if warranted.

Any vehicles parked in an unauthorized area or parked without a student parking sticker properly affixed shall be subject to ticketing or towing at the owner's expense.

VISITORS AND GUESTS

All persons with official school business must report directly to the Attendance Office or Main Office to receive a Visitor's Pass. Persons on school grounds without such authorization may be subject to arrest for trespassing. Prior permission from a building administrator, at least one day in advance, is required for all student guests at the high school. Guests at the high school will remain with their host for the entire day and are required to comply with all the rules and regulations of the school.

SECTION C – ACADEMIC REQUIREMENTS, GRADING AND POLICIES

South Kingstown High School prides itself on its outstanding academic reputation and the many accomplishments of its students. Students are asked to review the following requirements carefully and direct any questions to school counselors, administrators, or teachers. Please see <http://hs.skschools.net/Guidance> for full details on diploma requirements.

GRADUATION BY PROFICIENCY REQUIREMENTS TO EARN A SOUTH KINGSTOWN HIGH SCHOOL DIPLOMA

I. A minimum of 24 content mastery course credits

- 4 credits in English
- 4 credits in Mathematics *
- 3 credits in Social Studies (to include U.S. History)
- 3 credits in Science (to include 2 lab courses)
- 2 credits in Physical Education
- 1 credit in Health Education
- .5 credit in Fine Arts (to include dance, music, theatre arts, and visual arts)**

6.5 course credits in electives – may include:

- o World Languages
- o Year-long and semester electives
- o Special Education courses
- o Workshop Courses

*The fourth credit in Mathematics may be earned in a non-Mathematics course that meets math-related criteria. Courses that meet these criteria are so noted in their course descriptions and are listed online at [http://hs.skschools.net/Guidance/Program of Studies](http://hs.skschools.net/Guidance/Program%20of%20Studies).

II. A student’s content mastery grade is based entirely on his/her achievement as measured against content and grade-level learning standards. A passing grade, therefore, serves as evidence of the achievement of proficient-level work.

III. A portfolio, or other approved assessment, which includes evidence of proficiency in English Language Arts, mathematics, science, social studies, fine arts page and technology. All portfolio-worthy tasks are aligned to South Kingstown High School’s eight Student Learning Expectations (SLEs). Students are also required to present their portfolio once it is completed.

COURSE SELECTION

South Kingstown High School expects to offer all courses in this Program of Studies. However, certain courses may be deleted or combined depending on enrollment, staff availability and school committee approval. Students should select their courses very carefully, choosing as challenging a program as one can in order to keep as many alternatives after high school graduation available as possible. Students are urged to respond to their special abilities and interests and to consider their possible future educational and vocational plans as each student completes his/her graduation by proficiency and diploma requirements.

South Kingstown High School offers Honors and Advanced Placement (AP) courses that are designed to challenge the student who wishes to explore a particular topic in depth. Advanced Placement and/or Honors courses are demanding and require that the student conference with the subject area teacher and receive a faculty recommendation. Teacher recommendation is based on an assessment of the student’s potential to meet the rigorous expectations of these advanced level courses. Any student who has failed to receive the aforementioned faculty recommendation must submit a completed waiver form at the time of course selection.

Note that several courses offered at South Kingstown High School permit students to earn concurrent enrollment credit through Rhode Island College and the University of Rhode Island. Such courses are identified in the course descriptions organized by department. Please keep in mind that courses offering concurrent enrollment credit include tuition and fees as determined by the institution of higher education.

As students choose their courses, the school counselors will assist students in making wise selections. Their advice should be sought, as well as that of parents/guardians and teachers. Parents and guardians who have questions are urged to call the School Counseling Office (360-1004). **Every effort will be made by school personnel to see that graduation by proficiency and credit requirements are met, but the final responsibility for meeting the requirements for graduation rests with the student, and their parents/guardians.**

SCHEDULE CHANGES

In order to provide for sound student schedules, procedures must be established that result in a minimum number of changes in student schedules. As a result, students should be aware that many factors will be evaluated, i.e. graduation by proficiency and credit requirements and post-secondary plans, prior to a decision being made on a requested schedule change. Students and families should be aware of the following restrictions related to the adding and dropping of courses.

Students, with support from their school counselor and parent/guardian, ***will review their selected courses prior to the close of the academic year.*** Faculty may consider the adjustment of earlier course recommendations based on student achievement and effort throughout the year, as well as the student expectations and responsibilities needed to ensure academic success in the next year's schedule.

Students and parents/guardians will review major course recommendations and selected electives prior to the close of the school year and may request changes at that time to the selected courses in consultation with the student's school counselor. School counselors, in reviewing a student's course selection, will review the student's academic records and efforts in completing graduation requirements (Carnegie units), achieving proficiency in technology and fine arts, and the completion of portfolio entries. ***Any adjustments to a student's schedule after the close of the school year will only occur due to a review of the end-of-the-year report card grades and student expectations for selected next year courses. Students and their parents/guardians must keep in mind that decisions regarding a choice of electives must be made prior to the close of the school year and it is highly recommended that decisions regarding waiving into non-recommended courses also be made prior to the close of the school year.***

Parents and guardians should speak to their child's teachers and school counselor if considering waiving their child into a non-recommended course. **Students and parents/guardians should note that a request to waive into a non-recommended major subject course requires an acceptance of the student responsibilities associated with given course enrollment.** The expectation is that the student, in making a decision to waive into such a class, recognizes that a request to withdraw from this course during the course of the school year will be reviewed in light of the school policies listed below. **As such, a student decision to waive into a higher level course should be made with a clear picture of the academic expectations of all of the student's selected courses for the upcoming school year.**

A student who requests to drop a course after the start of the school year or after the start of the given course (for the spring semester) for academic reasons must take note of the following school policies:

A request to change course placement or drop a course for academic reasons will require the completion of and the administrative review of a completed "Parent/Faculty Request for Course/Placement Change" form. Any requested change in placement for academic reasons requires a conversation between parent and teacher regarding the requested placement change. **The "Parent/Faculty Request for Course/Placement Change" form must be completed by the parent, teacher, department chairperson and school counselor prior to the review of the request by administration.** No change in a student's schedule will take place until the request has been completed in its entirety, reviewed and approved.

An approved drop of a given course after the first marking period of that course will reflect either a "WP", withdrawal with a passing grade or a "WF", withdrawal with a failing grade, as appropriate.

Extended Absence: Students who will be absent for an extended period of time are responsible for requesting schoolwork from their teachers. The individual teachers will establish the time limits for completion, and all make-up work must be finished/submitted within this time period.

Alternate Diploma Program

A special provision can be made for the student who gains admission to an institution of higher education at the end of three years without completing all of the graduation by proficiency and credit requirements for a South Kingstown High School diploma. **The diploma is awarded after successful completion of 1 year of full time (12 credits per semester) post- secondary study as approved by the Administration and completion of all graduation by proficiency requirements, to include portfolio, arts proficiency, technology proficiency and evidence of proficiency of the South Kingstown High School Student Learning Expectations.** Students who are interested in this diploma option should speak with their school counselor during the fall of their junior year.

Concurrent Enrollment Programs

Concurrent Enrollment Programs are open to 9th, 10th and 11th graders to meet graduation requirements for credits and/or required proficiencies (arts or technology). Students will be permitted to take one college course a semester which can count towards one-half credit course (or one-half of a year-long core subject course) at South Kingstown High School. If a student wishes to take courses totaling more than one-half of a high school credit per semester, he/she must receive approval from the principal prior to registration.

Completion of *Early Access to College Courses – Concurrent Enrollment* contract by all appropriate parties and the provision of all required program materials is required prior to registration/enrollment in a post-secondary course and to receive graduation credits for successful completion of the selected college course. Additional information and/or the appropriate forms may be obtained from the student’s school counselor.

Credit Recovery Programs

Retaking a Course

Students who receive a grade of D may retake a course, provided space is available and permission is granted by the teacher and department chairperson. In such cases the grade received by retaking a course will be recorded on the student’s transcript. **However, the grade received will not replace the previous grade when computing Grade Point Average (GPA) or class rank and duplicate credit will not be granted.**

Summer School Programs

A student’s eligibility for summer school based on South Kingstown High School policies must be determined prior to registration/participation in any credit recovery program. Students must meet with counselors to determine their eligibility and options for summer school.

Enrollment in summer school programs offered by local school departments is an acceptable means of earning credit for a failed course. In addition, students may use approved online programs, credit recovery programs offered by adult education programs, post-secondary institutions, as well as RIDE certified teachers for one-on-one tutoring. Students and parents/guardians must meet with the student’s school counselor to determine the best credit recovery option for the given student.

SKHS Grading/Assessment System

SKHS students are graded on a 50-point scale (50-100) for their content mastery grade. Report cards include information on each student’s achievement of content mastery as well as their demonstration of our school’s learner qualities. The content mastery grade is the grade that is reported on student transcripts and computed for grade-point average and class rank.

Content Mastery Grade	Numerical Equivalent	Traditional	Honors/AP
A+	97-100	4.67	5.33
A	93-96	4.33	5.00
A-	90-92	4.00	4.67
B+	87-89	3.67	4.33
B	83-86	3.33	4.00
B-	80-82	3.00	3.67
C+	77-79	2.67	3.33
C	73-76	2.33	3.00
C-	70-72	2.00	2.67

50-69: Failure, no credit

Content Mastery Grade

Definition

- The Content Mastery Grade will reflect the student’s level of academic performance in relation to the course content standards assessed for a particular marking period. This performance will be measured by course summative assessments.
- The Content Mastery Grade will not include behavioral factors, such as homework completion, class conduct and class participation.

How is the Content Mastery Grade determined?

- The content mastery grade is determined by student performance on summative assessments
- When assigning student grades, it is necessary to take into consideration the following:

- different courses and subject areas define proficiency in different ways, and utilize different metrics to assess individual students (i.e. an art grade may be determined differently than a math grade)
- it is necessary and appropriate that all students receive feedback that is consistent and universally understood, for the purpose of clarity and post-secondary reporting
- With that in mind, the following factors may be considered by teachers when assigning the Content Mastery Grade:
 - The student's summative assessment score will be determined on a 50-100 scale. Scores of 0-49.9 will not be permitted. The summative assessment score may be arrived at in one of the following ways:
 - calculating the numerical average of all summative assessment results in a given marking period
 - calculating the median score of all summative assessment results in a given marking period
 - calculating the mode of all summative assessment results in a given marking period
 - assigning a score on the basis of a cumulative portfolio of student work in a given marking period
 - the summative assessment score must be consistent across all teachers for common courses
- Other factors include:
 - teacher judgment, i.e. the student's "body of evidence" over the course of the marking period, with greater emphasis given to more recent performance, where applicable. In other words, teachers should take student growth into account when determining the final content mastery grade.
 - the student's completion of all summative assessments (i.e. a student may not receive credit for the course if one or more summative assessments was not completed, regardless of the calculated summative assessment score). In these instances, the student will be assigned a Content Mastery Grade of "Incomplete".
 - Incomplete summative assessments that are required for students to receive course credit will be given a score of 50 in the gradebook until they are completed. The teacher will include a comment next to the score saying the following: *"This assessment has not been submitted and student must submit in order to receive course credit"*. The teacher will also follow the Local Assessment System Protocols, as they pertain to students failing to submit summative assessments.

Possible Exceptions

- Certain specialized programs/courses that are geared toward skills gap-closing, targeted individual education plan goal progress, or other specific identified individual learning goals may be subject to an exception to this protocol.

Grading Matrix

Summative Assessment Score	Content Mastery Letter Grade	Student Performance Description
96.5-100%	A+	Distinguished Command of Content Standards
92.5-96.4%	A	Distinguished Command of Content Standards
89.5-92.4%	A-	Distinguished Command of Content Standards
86.5-89.4%	B+	Strong Command of Content Standards

82.5-86.4%	B	Strong Command of Content Standards
79.5-82.4%	B-	Strong Command of Content Standards
76.5-79.4%	C+	Moderate Command of Content Standards
72.5-76.4%	C	Moderate Command of Content Standards
69.5-72.4%	C-	Moderate Command of Content Standards
50-69.4%	F	Unsatisfactory Command of Content Standards
Incomplete	I	More Information Needed to Determine Student Performance Level
N/A	S	Satisfactory Attainment of Course Expectations (applies to only certain courses)
N/A	U	Unsatisfactory Attainment of Course Expectations (applies to only certain courses)

Learner Quality Score

The Learner Quality Score measures the tangible outcomes of each student's adherence to the school-wide learner qualities. They are the "Big Four", as follows:

- Work Completion
- Class Participation
- Meeting Deadlines
- Class Attendance

These qualities are measured on a 4-point scale:

4- the student rarely, if ever, fails to meet each of the "Big Four" qualities

3- the student consistently meets all "Big Four" qualities, but with some missteps

2- one of the "Big Four" qualities is met only sporadically by the student

1- two or more of the "Big Four" qualities are met only sporadically (or not at all) by the student

Learner Qualities

These are the identified qualities that we strive to achieve. These qualities are expected of all students and adults at SKHS.

Intellectual Curiosity

- Successful learners do not just take in new knowledge. They make sense of new knowledge by asking questions and making meaningful connections to knowledge previously attained.

Perseverance

- Successful learners are willing to put in the time needed to acquire new knowledge and skills. They are not deterred by setbacks and they persist through challenges.

Self-Regulation

- Successful learners are able to consciously and selectively disengage- i.e. "unplug"- from distractions in order to focus attention and apply effort to important work.

Collaboration

- Successful learners effectively communicate what they learn with others, and effectively process new knowledge passed on to them for the purpose of achieving a goal.

Self-Determination

- Successful learners have a stake in their own learning, and have a voice in how learning activities are conducted, and an impact on how they are concluded.

Protocols for Assessment Re-Takes and Revisions

Purpose: South Kingstown High School believes that all students are capable of achieving proficiency on college and career-ready standards. We also recognize that all students learn differently, and that a system of structures and supports is necessary to assist students in meeting proficiency on our high standards. Our assessment system protocols are designed to serve as a system to support all students.

South Kingstown High School Assessment System: Students at South Kingstown High School receive a content mastery grade. This grade is reported to parents on the report card and to colleges on the official transcript. This grade is determined by student performance on course summative assessments (also known as content mastery assessments), which are directly aligned to college and career-readiness standards. These assessments measure the essential knowledge and skills that students need to demonstrate in order to earn a diploma. Because of the importance of these assessments, it is expected that students persevere through challenges in order to show proficiency, even if it requires multiple attempts. Furthermore, it is the responsibility of South Kingstown High School to provide a structure of support for students to show proficiency on these assessments.

Content Mastery Assessments Defined

- 1) **Major Summative Assessments (i.e. tests, lab reports, major projects)**
 - a) Individual major assessments must be weighted heavier towards a student's content mastery grade
 - b) re-assessment process/opportunities apply to all major summative assessments (i.e. unit tests, extended projects, performance based assessments)
- 2) **Minor Summative Assessments (i.e. quizzes)**
 - a) Individual minor assessments must be weighted significantly less than a major assessment towards a student's content mastery grade
 - b) re-assessment process/opportunities MAY apply, at the teacher's discretion (i.e. quizzes, reading checks, etc.)
 - c) Minor assessments can also be used to guide future instruction
- 3) **All courses will assign Major Summative Assessments. Not all courses will assign minor summative assessments.**

Cyclical Assessment Process: When students are assigned a summative assessment, there are two possible outcomes:

- 1) **The student demonstrates proficiency on the assessment**
 - a) The student has met a minimum proficiency level and is ready to move on to receive instruction on new material.
 - b) For each particular assessment, proficiency is determined by the classroom teacher. It could be defined by a percentage grade (70% or higher), a scoring rubric, or some other measurement.
 - c) For students who achieve proficiency, the decision to allow students to improve their grade is determined by the classroom teacher. This would have to be consistent among teachers who share common courses.
- 2) **The student attempts the assessment, but fails to show proficiency OR the student fails to attempt the assessment**
 - a) In these cases, teachers are expected to contact the parent/guardian and communicate the process for student re-assessment. This would apply to major assessments only.
 - b) The student and the teacher will meet at a mutually agreeable date and time to discuss a reassessment plan. The teacher and student will have certain responsibilities (see "Reassessment Plan Criteria").
 - c) For students who do not attempt the assessment, it may be appropriate for the teacher to apply appropriate intervention strategies, such as:
 - i) specialist consult

- ii) RtI referral
- iii) re-teaching
- iv) completion of formative work
- d) When the Reassessment Plan Criteria are met, the student may attempt a reassessment. The teacher has the ability to choose the manner and method with which to administer the reassessment. The student is able to continue to attempt the assessment until he/she reaches proficiency. On re-assessments, students may earn up to the minimum level of proficiency (i.e. 70%), or as defined by the teachers in that course.

Re-Assessment Plan Criteria: Reassessment Plans are developed by the classroom teacher and the student, and are communicated to the parent/guardian. The intention of this process is for teachers to work with students at meeting proficiency on summative assessments. This process must be followed prior to any referral to the Academic Proficiency Center.

1) Teacher Responsibilities

- a) Teachers are expected to utilize multiple communication methods to ensure students are aware of re-assessment dates and deadlines.
- b) Teachers are expected to contact the parent/guardian for any student who has failed to meet proficiency on a major summative assessment, and inform the parent/guardian of the process for student re-assessment.
- c) Teachers are expected to record the Re-Assessment Plan and provide a copy to the student and parent/guardian.

2) Student Responsibilities

- a) Students are expected to demonstrate the SKHS learner qualities, specifically:
 - i) attend class regularly
 - ii) complete all assigned work designed to prepare students to meet content mastery standards
 - iii) meet all deadlines for assigned work
 - iv) participate in class activities
- b) Students are expected to make a genuine attempt to achieve proficiency on the first attempt at a summative assessment, and must indicate a sincere intention to improve their performance.
- c) Students have 3 school days to submit work after a missed deadline, extension of deadline is at teacher discretion (Re-Assessment Plan should identify specific deadlines for completion)
- d) If necessary, students are expected to meet with the teacher to develop a re-assessment plan, and to adhere to the conditions of the plan.
- e) Students may be required to complete formative work prior to student re-submitting content mastery assessment, according to teacher discretion (if required, this should be specified in the Re-Assessment Plan)
- f) Students are expected to meet all criteria before being permitted to re-submit/re-attempt a summative assessment

When the Reassessment Plan Criteria are not met, and/or the interventions have failed, the student will be referred to the Academic Proficiency Center. The teacher will follow the Academic Proficiency Center protocols (see below).

Reassessment opportunities continue as long as the student remains actively engaged.

Academic Proficiency Center (APC) Protocols: The purpose and mission of the Academic Proficiency Center is to serve as an additional intervention to support students in the achievement of our school's content mastery standards. Students are only referred to the APC after the classroom teacher has developed and attempted a Re-Assessment Plan without success. These protocols apply only to students who have failed to meet proficiency on course summative assessments.

- 1) **APC Schedule**
 - a) Monday, Tuesday, Wednesday, Thursday after school in designated room

- 2) **Coordinators/Staffing (2 teachers each day in each content area)**
 - a) Math- Monday, Tuesday, Wednesday
 - b) Science- Monday, Wednesday, Friday
 - c) ELA- Tuesday
 - d) Social Studies- Thursday

- 3) **Referral Process**
 - a) Students will be referred to the APC by their classroom teacher after:
 - i) failing to demonstrate proficiency on a summative assessment AND
 - ii) after failing to meet the criteria established in the Re-Assessment Plan
 - b) Classroom teachers will include the following with their APC referral:
 - i) copy of the original summative assessment, or a referral to the appropriate knowledge/skills that are in need of remediation
 - ii) copy of the established Re-Assessment Plan
 - iii) description of interventions attempted prior to referral
 - iv) any other pertinent information relative to the student and/or the expectations of the assessment
 - v) copies provided to the student's counselor, dean of students, administrator, and parent/guardian

- 4) **APC Process**- once the referral process has been completed, APC Coordinators will work with students, families, and other appropriate support professionals to ensure that the student demonstrates work up to a proficient level. Interventions may include the following:
 - a) development of an individual plan of assessment completion, complete with timelines, steps, and expectations
 - b) academic consult with the student to address skills gaps related to individual assessment
 - c) peer tutoring
 - d) parent conference
 - e) RtI referral
 - f) special education consult/referral
 - g) administrator consult
 - h) support professional consult

- 5) **Timelines**
 - a) Students referred to Academic Proficiency Center can only reach minimum proficiency levels (70%) on the identified assessment
 - b) Incomplete summative assessments can be submitted up to 2 weeks after the end of quarterly marking period, except at the end of the school year. After 2 weeks, student receives "No Credit" for assignment and it cannot be made up. Lowest grade a student may receive is a 50 on the assignment. Teacher reserves the right to assign a failing grade in the course if one or more major summative assessments is not completed, regardless of the student's numerical average.
 - c) For the fourth quarter, all work must be submitted by the close of school in order to receive credit.

How Grades Are Computed

Year-long Course: Semester 1 AVG = 40% Q1 + 40% Q2 + 20% Mid-year exam
 Semester 2 AVG = 40% Q3 + 40% Q4 + 20% Final Exam
 Final Average = Average of Semester 1 and Semester 2

Semester Course: Each quarter = 40%, mid-year or final exam = 20%

Honor Roll

The Honor Roll for each academic quarter is computed as follows:

Honor Roll	3.00-3.99
High Honors	4.00 +
National Honor Society	4.00 (GPA eligibility is only one qualifier for admittance to NHS)
RI Honor Society	3.33 at 7 th semester

A grade of "I" (Incomplete) excludes a student from Honor Roll status. Physical Education grades are not weighted in this Honor Roll computation, and all students must maintain a minimum of five major subjects. **A grade of "U" or "F" or automatically disqualifies a student from the Honor Roll.**

The following Honors and AP courses receive the Honors/AP class quality points in the calculation of cumulative GPA and associated class rank in grades 9 - 12.

English:	Honors English 9, Honors English 10, AP English Language 11, AP English Literature 12
Mathematics:	Honors Geometry, Honors Algebra II, Honors Pre-Calculus, AP Calculus (AB), AP Calculus (BC), AP Statistics
Science:	Honors Earth Systems, Honors Biology, AP Biology, Honors Biotechnology, Honors Chemistry, AP Chemistry, Honors Physics, AP Physics, AP Physics II, AP Physics C
Social Studies:	Honors Western Civ, Honors Global Studies, AP US History, Honors International Relations, AP Human Geography, AP Economics, AP European History
World Languages:	Honors French II, III & IV, AP French Language, Honors Italian II, III & IV, AP Italian Language, Honors Japanese IV, Honors Spanish II, III & IV, AP Spanish Language.
Fine Arts:	AP Studio Art: Drawing, Honors Chorus, Honors Jazz Band, Honors Symphony Orchestra and Honors Symphonic Band

Report Cards

Students and parents will receive notification of student grades through report cards issued at the end of each quarter of the school year, and students will hand carry report cards to their parents/guardians at the end of the first, second, and third quarters. Report cards are mailed from the school to the address of record of each student at the end of the fourth quarter. These reports include a grade in each course, exam grades when appropriate, and comments from teachers about student progress, attitude, and conduct. Quarter closings for this year are as follows:

Quarter	Start	End
1	September 5, 2017	November 8, 2017
2	November 9, 2017	January 24, 2018
3	January 25, 2018	April 6, 2018
4	April 7, 2018	June 18, 2018 (or 180 th day)

Progress Reports

During the school year all students will receive Progress Reports at the mid-point of each quarter to notify parents about academic concerns and/or progress. These reports will be made available through the school's student information system.

Promotion Policy

Promotion to the next grade level is based on earned credits, according to the following standard:

Sophomore:	6.0 credits
Junior:	12.0 credits
Senior:	18.0 credits

MID-TERM AND FINAL EXAMS

All students are required to take mid-term and final examinations in all courses, except those for which other arrangements have been made. These exams are scheduled over a four-day period (January and June), and students are required to report to school only for scheduled or make-up

exams. The exams are scheduled for one hour and forty-five minutes each and count as one fifth of the grade for the semester. Students, who for good reason, are not able to be at school for the assigned time slot for a mid-year or final exam must consult with the teacher to plan the make-up time.

Students must take their semester and final exams at the designated time. Any exception to the designated schedule must be approved by administration. A student who does not take a semester or final exam as regularly scheduled and fails to notify the attendance office prior to that exam may receive a zero for the exam grade.

SCHOOL POLICY ON MAKE-UPS FOR MISSED EXAMINATIONS (Mid-Term and Final Exams)

Students who miss an examination for unapproved reasons must take the exam at the earliest possible date in order to earn class credit. The student shall receive a grade of no higher than fifty for the examination missed.

Students who miss an examination for an excused absence (verified by administration) shall receive make-up privileges under the following conditions.

1. Students who have been absent for an extended period of time prior to an examination shall be given an equivalent period of time upon their return to prepare for the examination.
2. Students who have not been absent for an extended period of time prior to an examination may be expected to complete their make-up the day of their return to school.
3. In all cases in which make-ups are given, the time of the examination shall be arranged to a time convenient to the teacher. This may require the student to remain after school, miss a sport or other activity, work, etc. It shall be the responsibility of the student to arrange his/her schedule accordingly, prior to returning to school.

STUDENT OBLIGATIONS THAT MUST BE MET PRIOR TO END OF THE SCHOOL YEAR:

Students are responsible for laptops, books and materials issued in their name and will be required to pay for any school property that is lost, damaged, or defaced. Students will not receive final report cards until all obligations have been met.

Withdrawal from School

If a decision has been made to not continue to attend South Kingstown High School, an alternative learning plan must be developed (per R.I.G.L.16-67.1-3). The student between the ages of sixteen and eighteen must participate in an approved alternative-learning plan that has been approved by the superintendent and must be designed to provide an alternative, age appropriate, rigorous and relevant educational program that provides continued work toward earning a high school diploma or its equivalent. Students and parents/guardians with questions should contact their child's school counselor.

Academic Honesty

South Kingstown High School believes in upholding the highest standards of integrity and academic honesty. It is expected that all students meet these standards in their academic work. Examples of infractions include (but are not limited to) the following:

- Intentionally copying the original work of another
- Intentionally allowing others to copy your original work
- Plagiarizing material from a source

Infractions will be reported to administration, who will in turn conduct an investigation into the matter. Students found to have committed an infraction will receive the following consequences:

- The student must complete the assessment
- The student will receive a score of no higher than fifty (50) on the assessment
- The teacher will contact the student's parent/guardian
- The student will be ineligible for/removed from National and/or Rhode Island Honors Societies, with no possibility of reinstatement.

**SOUTH KINGSTOWN SCHOOL DEPARTMENT
INTERNET ACCESS POLICY**

GUIDELINES

1. The use of the Internet must be in support of education, research and consistent with the technology plan of the South Kingstown School Department.
2. Any use of the Internet to facilitate illegal activity is prohibited.
3. Any use of the Internet for commercial or for profit purposes is prohibited.
4. Any use of the Internet for product advertisement or political lobbying is prohibited.
5. The use of Internet accounts without permission of authorized owner is prohibited.

6. Any use of the Internet to obtain copies of, or modify files, other data, or passwords belonging to other users, to misrepresent other users on the network is not allowed.
7. No intentional use of the Internet shall serve to disrupt the use of the network or others; hardware or software shall not be destroyed, modified, or abused in any way.
8. Malicious use of the Internet to develop programs that harass other users or infiltrate a computing system is prohibited.
9. Hate mail, harassment, discriminatory remarks, and other antisocial behavior is prohibited.
10. The illegal installation of copyrighted software for use on district computers is prohibited.
11. Use of the Internet to access obscene or pornographic materials is prohibited.
12. Use of the Internet to transmit materials that are offensive or objectionable to recipients is prohibited.
13. All Internet users are expected to use resources efficiently to conserve disk space and empty their files as needed. It is a facilitator's responsibility to maintain the privacy of students' electronic mail. The school building principal retains the right to "clean all" files during the summer months.

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The faculty has the responsibility to include the student in all acts of viewing, modifying, or removing the student's electronic mailbox.

It is a student's responsibility to maintain the integrity of the private electronic mail system. The student has the responsibility to report all violations of privacy, and students are responsible for mail sent under their user accounts. Students have the responsibility to make only those contacts leading to some justifiable personal growth on the Internet and are responsible for making sure all email sent does not contain pornographic materials, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises.

Any individual who uses school equipment under this policy must sign off acknowledging the receipt of a copy of the technology policy and that they have reviewed the rules. Each person using the Internet, including e-mail accounts, will sign off on a form, a copy of which is provided on page 2. **Violations of the above-mentioned guidelines can result in disciplinary action.**

Bring Your Own Device (BYOD)

- a. Students bringing in devices with data plans that function outside our network will need parental consent to use the device. This is to ensure all parties understand that students will have complete autonomy from South Kingstown School District computer Network.
- b. Autonomy means that all network access plan providers are unfiltered and not monitored by South Kingstown. It is the responsibility of the student and parent to monitor and regulate individual data plans.
- c. All students and parents must complete and sign and BYOD agreement form for each portable device.
- d. Personally Owned Devices will not be supported. Wireless connection directions will be provided on the school website.
- e. Individual teachers will have the discretion of allowing personal data devices within their classrooms.

The approved Technology Policy 7205 will supersede any technology rules in any of the individual school handbooks.

School Insurance

Medical Insurance is available to all students in the high school. Forms are available in the main office at the beginning of the school year and must be returned promptly with full payment included.

Student Assistance Program

South Kingstown High School has a full-time Student Assistance Counselor, who is available to meet with students who have school and/or personal problems that impact their performance in school. Short-term individual and group counseling is available for students with specific needs, and referrals to community agencies and counselors are also made upon request. Referrals to the Student Assistance Counselor can be made by teachers, administrators, parents and students.

SECTION D – CO-CURRICULAR ACTIVITIES

All students at South Kingstown High School are encouraged to become involved in the activities offered at the high school, both during and after the school day. The following list includes the activities offered on an annual basis, and other activities are available periodically as special events, which students may learn about through the daily announcements.

ATHLETICS

FALL:	Football, Cross Country (Boys and Girls), Field Hockey, Soccer (Boys and Girls), Tennis (Girls), Volleyball (Girls)
WINTER:	Basketball (Boys and Girls), Wrestling, Gymnastics, Indoor Track (Boys and Girls), Swimming (Boys and Girls), Hockey (Boys)
SPRING:	Baseball, Softball, Track (Boys and Girls), Volleyball (Boys), Tennis (Boys), Golf, Lacrosse (Boys and Girls)

In addition, intramural athletic activities are offered each year, dependent on student interest and faculty supervision. Individual participation in interscholastic league sports not offered by the school may be available.

SCHOOL ACTIVITIES

Academic Decathlon
Amnesty International
Board Games Club
Cheerleaders
Class Council
Drama Club
French Club
Gay Straight Alliance
Italian Club
Literary Journal
Math Team
Model Legislature
National Honor Society
Newspaper - *Rebellion*
Rhode Island Writing Contest
Robotics
SADD (Students Against Destructive Decisions)
SMILE
Student Council
Students for Social and Environmental Justice
Surf Club
Yearbook - *Anchor*

Students should check each week's office bulletin for additional activities that may be offered.

AWARDS AND SCHOLARSHIPS

We are fortunate to have the support of many local organizations and clubs who provide academic incentives for our students. Notice of awards and scholarships will be printed in the Guidance Newsletter. Scholarship opportunities for seniors are available weekly in the Senior Bulletin and on the Internet at hs.skschools.net.

SECTION E - SCHOOL DEPARTMENT POLICIES

POLICY FOR ASSAULT AND ILLEGAL WEAPONS POSSESSION

Policy #8320

POLICY: The purpose of this policy is to provide a school environment that is conducive to learning. The underlying belief of this policy is that all children have the right to be educated in a safe and nurturing environment.

Any student found to be in possession of a weapon, or involved in an aggravated assault, as defined herein, will immediately be suspended in accordance with applicable due process provisions. During this suspension, the school district will take the necessary steps in determining any additional action reflecting the due process rights, which may include a range of options up to expulsion. Aggravated assaults are assaults with a weapon, or causing serious bodily injury.

GUIDELINES:

Possession or Use of Weapons or Instruments Used as Such:

The act of possessing, handling, using or threatening to use any weapon or any other tool, furniture or instrument capable of inflicting bodily injury as a weapon. Possession or use of weapons or instruments used as such upon another person.

Definition of Weapons: The term "weapons", "tools" or "instruments" shall include, by way of illustration, the following enumerated items: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, etc.); any knife (e.g., Bowie, Dirk, lockblade, hunting pen, pocket, switchblade, utility, etc.); any razor (e.g., straight, regular, retractable, etc.); any defensive weapon (e.g., gas repellent, mace, stungun, etc.); any martial arts device (e.g., Chinese stars, nunchaku, etc.); or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (e.g., blackjack, chain, club knuckles, nightstick, pipe, studded bracelet, etc.); or which by virtue of its shape or design give the appearance of any of the aforementioned (e.g., air pistol, air rifle, BB gun, etc.)

Assault: An act of physical violence or an aggravated threat of physical violence to another student or staff member on school grounds.

School Grounds: This term includes, but is not limited to, the actual property owned by the school, areas around the schools, parking lots, school sponsored events whether on or off school grounds, school buses, and school bus stops.

Gun: A weapon with a metal tube from which a projectile is discharged by the force of an explosive (includes, but not limited to, pistol, blank pistol, signal pistol, signal pistol, starter pistol, revolver, rifle, shotgun, BB gun, etc.)

Any Other Weapon: Including, but not limited to:

Any knife (e.g., Bowie, Dirk, lockblade, hunting pen, pocket, switchblade, utility, etc.)

Any razor (e.g., straight, regular, retractable, etc.)

Any martial arts device (e.g., Chinese stars, nunchaku, ninja claw, etc.)

Any explosive capable of producing serious bodily harm or property damage (e.g., pipe bomb, M80, etc.)

Any defense weapons (e.g., mace, stungun, etc.)

Any tool or instrument which could be capable of effecting bodily harm (e.g., blackjack, chain, club knuckles, nightstick, pipe, studded bracelet, etc.)

Police Involvement:

- a. In all cases of weapons or violence in schools or on school grounds, local police will be informed and all confiscated weapons will be turned over to the South Kingstown Police Department.
- b. A log of all confiscated weapons will be kept by school administrators and will be available to be reviewed by the local police on a monthly basis.

BUS DISCIPLINE

Policy #8325

Specific regulations regarding student conduct on school buses has been adopted by the school committee and is disseminated to students annually. Violation of said policy is punishable by the following standards:

1 st Offense:	A Verbal Reprimand
2 nd Offense:	A Warning Letter to the Parents
3 rd Offense:	Suspension of five days from bus privileges
4 th Offense:	Suspension for the remainder of the year

STUDENT CHOICE OF ALTERNATIVES TO DISSECTION

Policy #7115, Adopted: 6/15/93

This policy is to affirm the right of students who conscientiously object to participating in the dissection of animals.

Students may request alternatives to dissection if they are opposed to dissection because of religious and ethical reasons or if the process is repulsive to the student. Students requesting an

alternative lesson plan to dissection should be granted their request without any pressure to do otherwise.

In order to provide a truly fair student "choice" policy for classroom animal dissection, the following provisions should be implemented.

1. All science teachers should be informed of the policy by the Superintendent of Schools.
2. Science teachers should verbally advise students of their option to do an alternative exercise prior to the scheduled course exercise.
3. A student's grade should not in any way be affected by the choice of an alternative lesson plan and a student should not be discriminated against based upon his or her decision to exercise the right of choice.
4. Alternative education projects should be in place in all life science classes for students who refrain from participation or observation of a dissection. The project should require a comparable time and effort investment by the student. It should not, as a means of penalizing the student, be more arduous than the original dissection project.
5. The onus should not be on the student to come up with an alternative project.
6. Teacher guidance and assistance should be available for students who choose alternatives.

HAZING

Policy #1225

The South Kingstown School Department is committed to maintaining a safe, positive, environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited.

Hazing is not acceptable in any form as defined by Rhode Island law. Any student who willfully or recklessly endangers the physical or mental health of any student or other person, including a teammate or like member of any other school activity, will be suspended from that team or activity for the remainder of the year and reported to the police department.

Rhode Island Hazing Law

11-21-1 Penalty for Hazing

(a) Any organizer of, or participant in, an activity constituting hazing as defined in subsection (b), shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than five hundred dollars (\$500) or punished by imprisonment for not less than thirty (30) days nor more than one year, or both.

(b) The term "hazing" as used in this chapter shall mean any conduct or method of initiation into any student organization, whether on public or private property, which will fully or recklessly endanger the physical or mental health of any student or other person. Such conduct shall include, but not be limited to whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of the student or any other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Every person, being a teacher, superintendent, commandant or other person in charge of any public, private, parochial, or military school, college or other educational institution, who shall knowingly permit any activity constituting hazing, as defined in 11-21-1 shall be guilty of a misdemeanor and shall be fined not less than ten (\$10.00) nor more than one hundred dollars (\$100.00)

(c) Delegation of Responsibility

Building administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited by means of:

- Distribution of written policy
- Publication of handbooks
- Presentation at any assembly
- Verbal instruction by the coach or sponsor at the start of the season or program

- Posting of notice/signs

POLICY ON HIV INFECTED

Policy #1220, Adopted: 11/3/94

1. **Purpose:** The purpose for establishing a school policy concerning HIV infected employees and/or students in school is to:
 - A. Protect against the transmission of HIV from infected employees and/or students to other employees or students.
 - B. Protect the health and well-being of the infected person as well as to enable that person to take part in normal school activities with a minimum of disruption.
 - C. Inform students, parents, teachers, school employees, and members of the community regarding HIV and the school's HIV policy.
 - D. Provide a basis for the school committee, superintendent, principals, teachers, nurses and physicians, school employees and students with the flexibility to establish necessary preventive health measures and to inform the public about these measures while still maintaining the infected individual's rights of confidentiality.

This policy should be implemented along with the district's Bloodborne Pathogens Policy, better known as the universal precautions policy.
2. **Definition of HIV Infection:** HIV is an acronym for the Human Immunodeficiency Virus. HIV is the virus which causes AIDS, Acquired Immune Deficiency Syndrome.
3. **Reporting HIV Status:** When any employee or student has tested HIV positive, it is optional for that person to notify the Superintendent of Schools. Notification of an individual's positive HIV status alone does not justify limiting one's involvement in the school. Informed individuals will be subject to the requirements of the RI General Laws 23-6-17 and 5-37.3-7 in the confidentiality of Health Care Information Act, as well as any and all other relevant federal and state laws and regulations relating to the confidentiality of health care information. HIV related information can not be transferred or released except as allowed by Rhode Island General Laws (23-6-17).
4. **Routes of Transmissions:** HIV cannot be spread by casual contact, e.g., sitting together, sneezing or coughing on each other or eating together. Both Rhode Island Law (G.L. 23-6-22) and the Americans with Disabilities Act of 1990 (P.L. 101-336) expressly prohibits discrimination against individuals who are infected with, or who are perceived to be infected with HIV. Being HIV positive is not grounds for dismissal from employment or enrollment in school.
5. **School Decision Authority:** The Superintendent of Schools, as chief personnel officer, is responsible for ensuring that the purposes of this policy are implemented fully within the guidelines provided by both Rhode Island and federal laws.

The Superintendent of Schools, as the leader of the school district, is expected to demonstrate respect for the infected person and to support that person's regular employment and/or attendance.
6. **Confidentiality of Employee and/or Student HIV Status:** Information concerning the identity of HIV positive employees/students, must be kept confidential in accordance with R.I. General Laws 23-6-17 and 23-6-18. Any written or electronic records containing this information should be kept in a locked file in the superintendent's office and accessible only to those who have received written permission from the infected person. All school department employees and/or students who receive this information are bound by state and federal confidentiality laws.
7. **Persons Who May Need to Know:** Selected persons in the school system may need to know the identity of symptomatic HIV positive employees and/or students. The decision to inform personnel should be made by the Superintendent of Schools only with the written permission of the infected employee/student and parent or guardian and, with a signed release of information, in consultation with the infected person's physician. Persons with a need to know may, in rare situations, include:
 - A. The school nurse and school physician, especially as liaison with the infected person's personal physician (in order to monitor the employee's/student's health status and to help coordinate medical care),

- B. Certain other employees of the school department, and
 - C. The supervisor(s) principal of the employee/student, especially when decisions involving the needs and welfare of the infected person and other employees and students as well as that of the school system are involved.
 - D. No employees in the school system other than those listed above should be informed of the person's identity unless there is written consent by that person. No person, organization, or other entity outside of the school system should be informed.
8. Dissemination: This policy should be distributed annually through a minimum of the following methods:
- A. Disseminate to students and parents at the beginning of each year
 - B. Post in a conspicuous place in each school and school administration building
 - C. Inclusion in school committee, parent and student handbook
 - D. Posting in all faculty rooms
 - E. Dissemination to officials of collective bargaining units, and
 - F. Dissemination to meet the needs of those parents whose language is other than English.
9. Right to Appeal: This policy shall provide a student, parent/guardian, or an employee with the opportunity to seek amendment to any records, written or electronic, regarding his/her own HIV status. This does not foreclose the use of any other remedy such as grievances under a collective bargaining unit.

MEDICATION

Policy # 5141.5

Parents/guardians are requested, whenever possible, to schedule the administration of medication outside of the normal school day. Students needing medication during the school day are required to bring the medication to the school office with a signed authorization/waiver form. Non-prescription medications need only have the parent authorization section of the waiver form completed.

The medication must be in a pharmacy-labeled and/or prescription container and/or original manufacturer's container. At the time the prescription is filled, the parent or guardian shall have the pharmacist dispense an extra labeled container for use in the school. No student shall have in his/her possession any medication while on school property unless it is authorized by his/her physician.

All medication shall be dispensed by a School Nurse-Teacher except when the School Nurse-Teacher is unavailable and the dispensing of the medication cannot be delayed; then non-prescription medication may be dispensed under the supervision of the principal. No medication shall be dispensed without following the aforementioned procedure.

POLICY OF NON-DISCRIMINATION

Policy # 1210

It is the policy of the South Kingstown School Department not to discriminate on the basis of age, sex, race, religion, national origin, color, or handicap in its educational programs, activities, and employment practices in accordance with applicable laws and regulations. Additionally, the lack of English language skills of national origin minority persons will not be a barrier to admission and participation in vocational education programs.

Inquiries regarding compliance with laws related to sex discrimination may be directed to the Superintendent's Office, 401-360-1300. Inquiries related to handicapped accessibility may be directed to the Pupil Personnel Director, 307 Curtis Corner Road, Wakefield, Rhode Island 02879-3216, 401-360-1209.

HANDICAPPED INDIVIDUALS AND SEX DISCRIMINATION

It is the policy of the South Kingstown School Committee to provide equality of opportunity in the educational program and activities which it operates. The South Kingstown School Committee shall not discriminate in admissions, treatment, or opportunities on the basis of handicap or sex.

TITLE IX POLICY (non-discrimination on the basis of sex) 4116.12

It is the policy of the South Kingstown School Department not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the

Superintendent's Office (307 Curtis Corner Road, Wakefield, Rhode Island 02879), Title IX Coordinator, or to the RI Department of Education, Office for Civil Rights in Education, Providence, RI 02908, telephone 401-277-4600.

DEFINITION OF CHILD SEXUAL ABUSE

Child sexual abuse is "any negative, exploitative, coercive sexual experience involving a person under the age of 18 for the sexual gratification of an older person (adult or older adolescent). Child sexual abuse involves a continuum of behavior that ranges from verbal, non-physical abuse to forcible touching offenses." Students with concerns relative to this issue should contact any staff member.

RESPECTFUL AND PEACEFUL SCHOOL COMMUNITY

Policy #1230 Policies approved by the School Committee will supersede current policy.

All members of the South Kingstown School Department community - faculty, staff, and students - are expected to treat each other with dignity and respect, and are entitled to work and attend school in a respectful and peaceful environment. Behavior that undermines the ability of members of our school community to live in a respectful and peaceful environment may take place face-to-face, in writing, electronically (sending or posting text or images using the Internet or other digital communication devices), individually, or in a group, and includes, but is not limited to:

- Harassment - harmful behavior towards another person, which is found to be annoying, bothersome, or physically and/or mentally injurious. Harassment is a form of discrimination and may reveal itself in many forms.
- Sexual Harassment: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.
- Racial Harassment: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
 - has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - otherwise adversely affects an individual's employment or academic opportunities.
- Religious Harassment: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
 - has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - otherwise adversely affects an individual's employment or academic opportunities.
- Bullying - assault, threatening, battery, stalking, menacing, intimidation, extortion, humiliation, taunting, malicious rumor-mongering, or attack on property. It may be individual or group-based behavior (such as in shunning), but involves the intimidation of others through the real or threatened infliction of physical, verbal, written, electronic, or emotional abuse. It is a deliberate, hurtful behavior that is often repeated over a period of time and it is difficult for those being bullied to defend themselves. The person who bullies has and exercises power inappropriately over the victim
- Hazing
- Dating Violence - A pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner.

No form of behavior that undermines the ability of members of our school community to live in a respectful and peaceful environment as described in this policy will be tolerated in school as defined within this policy. For the purpose of this policy, school includes: classrooms, throughout school buildings, on school property, immediately adjacent to school property, school busses and vehicles, school bus stops, while traveling to and from school, at any school sponsored activity or event, regardless of location.

The consequences of behavior that violates this policy are both educational and disciplinary. Educational consequences are designed to develop awareness of actions taken and their consequences on other(s) and to develop the ability to act alternatively. Disciplinary actions are designed to communicate the prohibition against proscribed behavior, to safeguard the victim, and to reinforce the importance of educational interventions.

SOUTH KINGSTOWN SCHOOL DEPARTMENT
SEXUAL HARASSMENT POLICY

I. POLICY:

Sexual harassment is against the law and against school policy. The South Kingstown School Department is committed to maintaining a learning environment that is free from sexual harassment. Sexual harassment will not be tolerated.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, or other conduct which creates a hostile environment.

Examples of sexual harassment that could occur in a school setting include, but are not limited to:

- A. Uninvited letters, telephone calls or materials of a sexual nature. Uninvited and deliberate touching, leaning over, cornering or pinching.
- B. Uninvited sexually suggestive looks or gestures.
- C. Uninvited pressure for sexual favors.
- D. Uninvited pressure for dates.
- E. Uninvited sexual teasing, jokes, remarks or questions.
- F. Attempted sexual assaults.

This policy applies to sexual harassment between all staff members, including student teachers; staff to student(s); student(s) to student(s); student(s) to staff; and also volunteers and employees under contract (i.e., transportation and food service).

Students and staff members are encouraged to report all incidents of sexual harassment. Any student who is the victim of sexual harassment or knows about an incident of sexual harassment should immediately tell the teacher, guidance counselor or administrator. School staff members who are notified of sexual harassment incidents shall inform the principal immediately. If the principal is involved in the sexual harassment incident, the superintendent should be contacted immediately.

The superintendent shall develop both informal and formal procedures for complaining about sexual harassment. All complaints will be promptly and thoroughly investigated and handled as discretely as possible. It is the responsibility of the building principal and school district administration to eliminate sexual harassment.

Retaliation against student or staff members who make complaints of sexual harassment or participate in an investigation of sexual harassment is prohibited. All incidents of retaliation should be immediately reported to the building principal or superintendent.

School staff members who violate this policy may be subject to disciplinary measures including, but not limited to, warning, transfer or discharge from employment. Any school district action taken pursuant to this policy will be consistent with requirements of any applicable federal law and/or Rhode Island statute and other school district policies. Students who violate this policy may be subject to discipline including, but not limited to, warning, suspension or expulsion.

It is the responsibility of principals to regularly communicate this policy and procedure to students, parents and staff. This policy and a summary of the sexual harassment complaint procedure shall be published in school handbooks on a yearly basis.

II. SEXUAL HARASSMENT DEFINED

- A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - 1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - 2. Submission to or rejection of such conduct or communication by an individual, is used as a factor in decisions affecting that individual's employment or education; or
 - 3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any action or conduct as defined above when directed at any student or employee, or by a student or employee will be treated as sexual harassment under this policy.

- B. Sexual harassment may include but is not limited to:
1. verbal harassment or abuse
 2. subtle pressure for sexual activity
 3. inappropriate patting or pinching
 4. intentional brushing against a student's or an employee's body
 5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
 6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 7. any sexually motivated unwelcome touching
 8. dating between teachers and students

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment by a student or an employee, volunteers or individuals under contract in the South Kingstown School Department, or a third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate school district official as designated by this policy. The South Kingstown School Department encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office.

- A. In each school building, the building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level.
- B. Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grades or work assignments.
- C. Use of formal reporting forms is not mandatory.
- D. The school district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

IV. SCHOOL DISTRICT ACTION

- A. Upon receipt of a recommendation that the complaint is valid, the school district will take such action as appropriate based on the results of the investigation.
- B. The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district. The report will document any disciplinary action taken as a result of the complaint.

V. NON-REPRISAL

The South Kingstown School Department will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VI. NON HARASSMENT

The South Kingstown School Department recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusation of sexual harassment can have a serious detrimental effect on innocent parties.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse such as filing a complaint by a student under Title IX with the grievance officer, filing charges with State Civil Rights Office, or EEOC.

VIII. SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse under state statutes. In such situations, the South Kingstown School Department shall comply with the reporting requirements of state law and the procedures under the district policy on child abuse.

IX. DISCIPLINE

Any school district action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, state statutes and school district policies. The South Kingstown School Department will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and prevent its recurrence.

X. SEXUAL HARASSMENT COMPLAINT PROCEDURE

The purpose of this procedure should be to make the harassment CEASE!

STEP ONE: The incident is reported to the teacher, school counselor or administrator and then an investigation will be conducted. The date of filing is logged and a time table for the investigation is set into motion.

1. Meet with the alleged instigator and compose a list of issues/details and document this information in writing.
2. At this point, the investigation is at the informal stage, and all parties shall be notified and given opportunity to respond. Each person may compose a list of issues/details for review. There needs to be an immediate investigation, interviews with witnesses or other corroborating evidence.
3. The investigator compiles a list of issues/details on which both parties agree.
4. The investigator compiles a list of issues/details on which there is yet contention.
5. Should agreement be reached, the investigator shall have a written summary of the settlement attached to the complaint form. If agreement is not reached, the incident is forwarded.

STEP TWO: If an agreement is yet to be reached between the two parties, the investigator meets with the principal (or principal's designee) where the case is reviewed.

1. The principal (or designee) will attempt to facilitate agreement based on the issues/details submitted by the aggrieved.
2. If settlement is yet to be reached, the principal (or designee) shall meet with all parties individually mentioned in the incident. It is not necessary for either party to be represented by an adult or attorney at this conference. Prior to this conference all advocates shall have equal access to the case records.
3. Both parties will be provided opportunity to present defense for issues/details for issues/details filed.
4. If an agreement is reached, it shall be in written form, signed by all involved parties, dated and attached to this form.

STEP THREE: If the principal (or designee) is unable to facilitate agreement, the principal arranges a conference with the superintendent's office where the parties are to review the incident with the purpose of reaching settlement.

1. Each student present must be represented by an adult acting as the child's advocate.
2. Each person who has entered issues/details into this procedure shall be given equal opportunity to explain and defend their position.
3. At this level, the concluding disposition of the grievance shall be guided by the district's superintendent who is acting under provisions of law, district policy and common sense. This is done in the best interest for all students served by this district.

STEP FOUR: If the Superintendent (or designee) is unable to facilitate agreement, the Superintendent (or designee) arranges a conference with the School Committee where the parties are to review the incident with the purpose of reaching settlement.

1. Each student present must be represented by an adult acting as the child's advocate.
2. Each person who has entered issues/details into this procedure shall be given equal opportunity to explain and defend their position.
3. At this level, the concluding disposition of the grievance shall be guided by the district's superintendent who is acting under provision of law, district policy and common sense. This is done in the best interest for all students served by this district.

This may be appealed to the Commissioner of Education/E.E.O.C. and/or O.C.R.

STUDENT CONDUCT

Policy # 8315

Student conduct shall reflect consideration for the rights of others. The School Committee's intent is to establish a rational position between freedom for each individual and the necessity for sufficient order to permit the operation of the instructional program.

To this end, the committee looks to its administrative staff to develop and communicate clearly a set of reasonable rules of student conduct. In the development process, it is expected that parent groups will be involved at all levels of the system. In addition, input from the student governing bodies at the high and junior high schools will be included.

Students shall respect duly constituted authority and use established processes to bring about desired change. These processes shall be, in the following order: 1) appeal to the student governing body, 2) appeal to the principal, 3) appeal to the superintendent, and 4) appeal to the School Committee.

Maintenance of discipline within the classroom is the responsibility of the teacher. Cooperation may be obtained, if necessary, from the principal, superintendent, or the School Committee. For purposes of discipline and maintaining order in the classroom, teachers are in "loco parentis." However, a teacher shall not resort to force except a) to protect another person from personal attack or imminent threat thereof, b) protect herself, c) to remove a recalcitrant pupil from a class or from one part of the building to another - and in such event at least one other professional employee shall be present to assist, d) to protect a student from doing harm to herself or others, and e) to protect property from vandalism.

SUSPENSION/EXPULSION

Policy #8305, Adopted: 5/14/73

I. Definitions

- A.** Suspension means an exclusion from attendance at school, school property and all school sponsored activities for disciplinary reasons by an authorized member of the administrative staff (principal or his/her designee) for not more than ten consecutive days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed. A pupil may be suspended for conduct as described below in Section II (A-1 through 10).
- B.** The term "Expulsion" means the exclusion of a pupil from school sponsored activities for more than ten consecutive days by the School Committee for a period of time not extending beyond the current school year.
 - 1.** The School Committee may expel a pupil from school, if after a full hearing, the committee finds that his or her conduct endangers persons or property, is seriously disruptive of the educational process, or is in violation of a publicized committee policy.
- C.** No handicapped child, as specified by the regulations, shall be excluded, suspended or withdrawn from any school based education program for reasons deriving only from his/her handicapping condition. The sole exception to this shall be when the Superintendent of Schools, upon substantial evidence, determines that the child will be an immediate danger to himself/herself or to others. A child so excluded shall be afforded home tutoring and counseling therapy as determined by the evaluation team in an effort to determine a re-assignment to a program which can better meet the specific needs of such child. A complete record of each exclusion, including the recommendation of the Superintendent of Schools, shall be filed with the Commissioner of Education within thirty (30) days of each such exclusion. Handicapped students excluded for disciplinary reasons will be afforded all the safeguards provided for in the Regents' Regulations for Governing Disciplinary Exclusions of students from school. Any handicapped student excluded from any school based education program for ten (10) days or more, cumulatively in any school year, shall be referred to the multi-disciplinary team for program placement review and to determine if reasons for exclusion derive only from his/her handicapping condition. (Regents' Policy, June 1984)

II. Actions Leading to Suspension or Expulsion

- A. The following breaches of conduct on school property, school transportation or at any school sponsored activity may lead to consideration of suspension or expulsion:
1. Willfully striking or assaulting a student or any member of the school staff.
 2. Theft
 3. The use of obscene or profane language or gestures to a member of the school staff.
 4. Deliberate refusal to obey a member of the school staff. For purposes of this section, school staff is defined as administrators, teachers, and teacher aides.
 5. Truancy and unauthorized leave from school property during the school day.
 6. Blackmailing, threatening, or intimidating school staff or other students.
 7. Possessing in the school or on school grounds any kind of weapons, such as a pistol, knife, blackjack, razor, etc.
 8. Unauthorized possession, selling or consumption in the school or on school grounds of dangerous drugs, narcotics or alcoholic beverages. Coming to school under the influence of alcohol or drugs is also cause for suspension or expulsion. Students suspended or expelled for alcohol or drug abuse shall be encouraged to seek qualified counseling.
 - a. Dangerous drugs or narcotics shall mean any controlled drug as defined in R.I. General Statutes, classified generally as amphetamines, barbiturates, cannabis, cocaine, hallucinogenic, morphine, and other stimulant and depressant drugs; and in addition, those substances known as Methaqualone. Unauthorized use or possession of such substances shall mean use or possession without a valid prescription.
 - b. The selling of drugs in this article shall be the cause for an automatic request for expulsion by the principal in accordance with Part IV of this policy.
 9. The willful destruction of school property.
 10. Disruption of the school day by bomb threats or false alarms shall be the cause for an automatic request for expulsion by the principal in accordance with Part IV of this policy.
- B. This list is not meant to be all-inclusive and other situations may develop which will lead to suspension or expulsion.
- C. The building administrators shall forward to the police any information involving a violation of the law, involving a felony, taking place on school property.

III. Procedure Governing Suspension

- A. The principal shall observe the following procedures except in cases where the student has already been, or such suspension will result in the student's being, suspended more than ten times or fifty days in a school year, whichever results in fewer days of exclusion, or except in circumstances under which the student will be prevented from completing a normal course of study. Where such exception exists, the procedure followed shall be that described in Section IV.E 1-8 of this policy.
- B.
1. Unless an emergency situation requiring the pupil's immediate removal exists, no student shall be suspended prior to having an informal hearing before the principal or his or her designee at which the student is informed as to the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
 2. By telephone, the principal, or his/her designee, shall make all possible attempts to immediately notify the parent or guardian of the student about the suspension and state the cause(s) leading to the suspension.
 3. Whether or not telephone contact is made with the parent or guardian, the principal, or his/her designee, shall forward a letter to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal, or his/her designee) within one school day of the suspension action and requesting parent or guardian an opportunity for a conference to discuss same.
 4. Notice of the original suspension shall be transmitted by the principal, or his/her designee, to the Superintendent of Schools by the close of the school day following the commencement of the suspension.
 5. Following a conference with the principal, or his/her designee, the student or his/her parent(s) or guardian(s) may request the Superintendent of Schools, or his/her designee, to review the principal's decision. Such review shall be completed and a written report issued to the student and his/her parent(s) or guardian(s) and to the School Committee

- within three days of such request. In re-examining the principal's decision to suspend, the Superintendent shall require the principal, the person who witnessed and reported the incident which resulted in the student's suspension, and the student to give individual accounts as to the events leading to the suspension. The Superintendent shall determine whether such accounts shall be oral or written. Immediately following the receipt of such individual accounts and before issuance of his/her written report, the Superintendent may, if he deems it appropriate, call all involved parties together for a conference.
6. If a student is eighteen (18) years of age or older, any notice required by this policy, shall be given to the student.
 7. Students and parents have the right to request textbooks and homework for the duration of the suspension period and the student shall be allowed to complete any examinations, without penalty, which he/she missed while under suspension.
 8. The Superintendent of Schools shall report any unusually serious case of pupil suspension to the School Committee at their first meeting following such action.
- C. In cases where the student has already been, or such suspension will result in the student's being, suspended more than ten times or fifty days in a school year, whichever results in fewer days of exclusion, or in circumstances under which the student will be prevented from completing a normal course of study, the student shall, prior to suspension, be granted a formal hearing before the School Committee as provided in subdivisions (1) to (9) of subsection E of IV of this policy.
- IV.
- A. A Principal may request expulsion of a pupil in a case where the principal has cause to believe the student's conduct endangers persons or property, is seriously disruptive of the educational process or is in violation of a publicized committee policy.
 - B. Requests for expulsion request are to be directed to the School Committee through the Superintendent of Schools.
 - C. Upon receipt of an expulsion request, the Superintendent shall conduct an inquiry within two (2) school days of the request.
 - D. If, after the inquiry, the Superintendent, or his/her designee determines that a student ought to be expelled, he or she shall forward such request to the School Committee within five (5) days of the request from the principal. If expulsion is not recommended, a report shall be made to the Principal and School Committee.
 - E. Except in an emergency situation requiring the student's immediate removal, the School Committee shall, prior to expelling the student, conduct a hearing to be governed by the following procedures:
 1. The student and his/her parent(s) or guardian(s) must be given notice, at least five days prior to the date of the hearing.
 2. The notice shall contain:
 - a. The date, time and place of the scheduled hearing.
 - b. The details of the grounds for the proposed expulsion, including a narrative of the events leading to the expulsion, the names of any witnesses against the student, copies of any statements or affidavits of those witnesses, a detailed summary of any other information to be used in support of expulsion, including any record of past offenses or misbehavior, and whether any prior warnings or suspensions have been given, and the proposed penalty.
 - c. A statement of the student's rights as enumerated in this policy under E3 through 7.
 3. At the hearing, the student shall have the right to testify and produce witnesses and other evidence in his/her defense. The student shall have the right to demand that any witnesses against him/her appear in person to answer his/her questions.
 4. A student may be represented by a third party of his choice, including an attorney.
 5. A student is entitled to the services of a translator, to be provided by the School Committee, whenever the student or his/her parent(s) or guardian(s) do(es) not speak the English language.
 6. The School Committee shall keep a verbatim record of the hearing, and the student or such student's parents or guardian shall be entitled to a copy of that record at his/her own expense.
 7. The School Committee shall report its final decision in writing to the student, stating the reasons on which the decision is based and the penalty to be imposed. Said decision shall be based solely on evidence derived at the hearing.

8. Within twenty-four (24) hours after its decision, the Committee shall notify the parent(s) or guardian(s) of any minor pupil, of such action
 9. A copy of the decision, together with the record, shall be promptly forwarded to the Commissioner of Education if there is an appeal.
- F. Whenever the School Committee expels a student under sixteen (16) years of age, it shall offer such student an alternative education program. The parent(s) or guardian(s) of such student has the legal right to reject such a program without being subject to the truancy law.
- V. The School Committee shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parents, and/or guardians of this policy governing suspension and expulsion.

DISTRICT INFORMATION

Educational Records and Confidentiality - Annual Notification of Rights

The South Kingstown School Department makes educational records available to parents or eligible students (students over the age of eighteen) according to the Family Educational Rights and Privacy Act (FERPA). As a parent or eligible student, you have the following rights:

- The right to inspect and review the student's education records
- The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
- The right to consent to disclosure of personally identifiable information contained in the student's education records.
- Directory type information may be disclosed without consent in a manner consistent with FERPA and the South Kingstown School Department policy regarding education records. If you do not want directory information released, you may use the form below to file such a request.
- Information must be disclosed to military recruiters unless you request otherwise. You may use the form below to file such a request.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school department to comply with the requirements of FERPA.
- A copy of the school department policy regarding education records is available in the school and the Office of the Superintendent of Schools or online at skschools.net.

SOUTH KINGSTOWN SCHOOL COMMITTEE

Myrna Bizer- Chair	128 Hampton Way, Wakefield	
Maureen Cotter- Vice Chair	32 Grande Ville Ct., Wakefield	789-0835
Michelle Brousseau	23 Elderberry Lane, Wakefield	783-9556
Alycia Collins	3227 Post Road, Wakefield	
Raissa Mosher	22 Brown Street, Wakefield	792-3688
Stephen (Scott) Mueller	61 River Heights Drive, Wakefield	789-0835
Roland Benjamin	37 Rockland Drive, Wakefield	

MISSION

The mission of the South Kingstown School Department, formed by a partnership of family, staff, and community is to develop enthusiastic life-long learners who possess the knowledge, values and skills necessary to be responsible citizens in a global society by providing an appropriate curriculum which challenges and excites the learner and a dynamic learning environment which expands an appreciation of cultural diversity and individual needs.

STRATEGIC GOALS

The South Kingstown School Community has established four strategic goals for the district. The key goal in achieving success for our students is community involvement. We are designing a process with action plans that will provide for community involvement in all strategic goal topics.

*Continue Accountability Work
 Improve Communication across the School System
 Improve High School Success for All Students
 Support Innovative Strategies for Student Achievement*

The activities to support the achievement of these goals will involve our community. The opportunities to get involved are located in another section of this pamphlet.

PROGRAM AND CURRICULUM INFORMATION

As you become familiar with your child's school program, questions may arise about curriculum and instruction. Any questions you have about the school or curriculum should be directed first to your child's classroom teacher and the principal. However, some issues are outside the control of the local school and many decisions that affect our children are made by the School Committee and the South Kingstown School Administration.

The South Kingstown School Department Administration (401-360-1300) or TTY (1-800-745-5555) is located at 307 Curtis Corner Road, Wakefield, RI 02879, behind Curtis Corner Middle School. The Superintendent is Dr. Kristen Stringfellow. Curriculum and instruction are the responsibilities of Pauline Lisi, the Assistant Superintendent. School bus routes and policy, and food services are the responsibility of the Director of Administrative Services, Maryanne Crawford. Terrence Lynch is Director of Athletics and Robert Desrochers is Maintenance Director.

OPPORTUNITIES FOR PARENTAL INVOLVEMENT

The first place to become involved is your child's school. The elementary schools all have a parent teacher group, either PTO or PTA. There is a group at the middle school level called, Concern for Youth. South Kingstown High School has a Parent-Teacher Group. All schools in the district either currently are or soon will be site-based managed. They need and want parental participation on School Improvement Teams and other committees. The principal at each school should be contacted about these opportunities to serve.

At the district level there are committees organized by the School Administration and School Committee that have parent and community members. In addition, the PTO's have district level teams which meet each month on the second Thursday at 3:30 p.m. at the Administration Building. This meeting serves as a forum for coordinating the various activities and events during the school year and as a place where topics of district wide interest can be discussed.

SOUTH KINGSTOWN SPECIAL EDUCATION LOCAL ADVISORY COMMITTEE

The South Kingstown Special Education Local Advisory Committee (SELAC) is a group of parents, professionals, and concerned citizens who have come together to advocate for all children in the Town of South Kingstown who have special education needs. One of the committee's most important functions is that of providing advice and support to parents whose children are either in a special education program or are being evaluated to see if they need special services.

If you would like more information, please visit the web site
<http://www.skschools.net/Special%20Education/SELAC/>