

**NORTH PROVIDENCE  
HIGH SCHOOL**



**NORTH PROVIDENCE HIGH SCHOOL  
STUDENT HANDBOOK**

**2022/2023**

**Approved by School Committee June 2017**

Revised-2022

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

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

In keeping with our school Mission “to educate all students in a safe, nurturing, and challenging environment which empowers them to become well-rounded individuals who are life-long learners and productive members of society,” we have developed guidelines and a code of conduct to assist you along the path to success. Adherence to these guidelines will enable you to maximize your educational experience and successfully master our academic, civic, and social 21<sup>st</sup> century Graduation Expectations in the areas of knowledge, communication, problem solving, and responsibility.

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

Respectfully,

*Christen A. Magill*  
Principal

**Find North Providence High School online at [nphs.nprovschools.org](http://nphs.nprovschools.org)**

### **Annual Notice of Nondiscrimination**

The North Providence School Department (NPSD) offers career and technical education programs in Business Financial Management, Computer Science, Marine Trades, Pre-Engineering, and PTECH Health Science. Admission to these programs is inclusive of all students. It is the policy of NPSD not to discriminate on the basis of race, color, religion, ancestral origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law in its programs or activities. NPSD takes steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

The following individuals have been designated to coordinate Title IX and Section 504 compliance:

#### **Title IX Compliance:**

Matthew Hicks - Director of Human Resources  
2240 Mineral Spring Avenue  
North Providence, RI 02911  
401-233-1100 x3720  
[hrdirector@npsd.k12.ri.us](mailto:hrdirector@npsd.k12.ri.us)

Louise Seitsinger - Assistant Superintendent  
2240 Mineral Spring Avenue  
North Providence, RI 02911  
401-233-1100 x3702  
[louise.seitsinger@npsd.k12.ri.us](mailto:louise.seitsinger@npsd.k12.ri.us)

#### **Section 504 Compliance:**

Cynthia VanAvery - Director of Student Services  
2240 Mineral Spring Avenue North Providence, RI 02911  
401-233-1100 x3704  
[specialeddirector@npsd.k12.ri.us](mailto:specialeddirector@npsd.k12.ri.us)

## **HISTORY**

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

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

As the only public high school in the town of North Providence, North Providence High School provides a comprehensive program of education to meet the needs of all students.

The process of education is a cooperative endeavor involving all those who are committed to educational growth: students, teachers, administration, staff, and community. The goal is intellectual, social, esthetic, physical, emotional, and ethical development.

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

## **MISSION STATEMENT**

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

### **Core Values and Beliefs**

We believe:

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

NORTH PROVIDENCE HIGH SCHOOL  
21<sup>st</sup> CENTURY LEARNING EXPECTATIONS

Student's Name \_\_\_\_\_

All graduates of North Providence High School must possess a common core of knowledge, skills, and dispositions needed to become responsible citizens, productive workers, and life-long learners. The North Providence High School Community has identified and adopted four core 21<sup>st</sup> century learning expectations which support the accomplishment of the school's mission, core values and beliefs, and are aligned to the standards and performance indicators identified in district and school curriculum documents. These interdisciplinary 21<sup>st</sup> century Graduation Expectations encompass academic, civic, and social competencies and identify what a North Providence High School student should know and be able to do upon graduation.

The North Providence High School graduate will be able to :

1. Achieve proficiency in all content areas of a standards based curriculum by:

<i>Knowledge</i>	<b>DISTINGUISHED (4)</b>	<b>PROFICIENT (3)</b>	<b>EMERGING (2)</b>	<b>UNACCEPTABLE (1)</b>
<b>1.1 Acquiring and applying knowledge and skills within and across the curriculum</b>	Effectively demonstrates independent application of acquired content knowledge and skills	Demonstrates independent application of acquired content knowledge and skills	Limited demonstration of application of acquired content knowledge and skills	Ineffectively demonstrates application of acquired content knowledge and skills
<b>1.2 Analyzing and evaluating information</b>	Effectively assesses and comprehends information through abstract reasoning and critique of content within and across disciplines	Assesses and comprehends information through abstract reasoning and critique of content within and across disciplines	Limited assessment and comprehension of information by means of abstract reasoning and critique of content within and across disciplines	Ineffective assessment and comprehension of information by means of abstract reasoning and critique of content within and across disciplines
<b>1.3 Applying technology as a learning tool across all disciplines</b>	Effectively acquires and employs technology as a strategic learning tool within and across disciplines	Acquires and employs technology as a strategic learning tool within and across disciplines	Limited acquisition employing technology as a strategic learning tool within and across disciplines	Ineffectively acquires and employs technology as a strategic learning tool within and across disciplines

2. Solve problems and make decisions effectively by:

<i>Problem-solving</i>	<b>DISTINGUISHED (4)</b>	<b>PROFICIENT (3)</b>	<b>EMERGING (2)</b>	<b>UNACCEPTABLE (1)</b>
2.1 Working cooperatively and/or independently	Thoroughly recognizes and communicates information independently and/or collectively to clarify or improve an argument or idea	Effectively recognizes and communicates information independently and/or collectively to clarify or improve an argument or idea	Limited recognition and communication of information independently and/or collectively to clarify or improve an argument or idea	Ineffectively recognizes and communicates information independently and/or collectively to clarify or improve an argument or idea
2.2 Applying problem solving strategies	Effectively addresses problems and persevere in solving them	Addresses problems and persevere in solving them	Limited success in addressing problems and/or limited perseverance in solving them	Fails to address problems and does not persevere in solving them

<b>2.3 Utilizing resources and time effectively</b>	Effectively identifies and uses appropriate resources and manages time to strategically solve problems and make decisions	Identifies and uses appropriate resources and manages time to strategically solve problems and make decisions	Limited identification and use of resources and management of time to solve problems and make decisions	Ineffectively identifies/uses resources and does not manage time to solve problems or make decisions
<b>2.4 Accessing, compiling, and interpreting and presenting data and information</b>	Effectively concludes by accessing, compiling, interpreting, and presenting data and information	Concludes by accessing, compiling, interpreting, and presenting data and information	Limited conclusions drawn by accessing, compiling, interpreting, and presenting data and information	Ineffectively draws conclusions by accessing, compiling, interpreting, and presenting data and information

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

<b>Responsibility (Civic/Social)</b>	<b>DISTINGUISHED (4)</b>	<b>PROFICIENT (3)</b>	<b>EMERGING (2)</b>	<b>UNACCEPTABLE (1)</b>
<b>3.1 Making informed life and career decisions</b>	Effectively displays a strong sense of responsibility by making informed college and career decisions	Displays a strong sense of responsibility by making informed college and career decisions	Limited demonstration of responsibility in making informed college and career decisions	Ineffectively demonstrates responsibility in making informed college and career decisions
<b>3.2 Recognizing and respecting the diversity and individuality of others</b>	Effectively recognizes and respects the diversity and cultures of others in preparation for success in a college/career environment	Recognizes and respects the diversity and cultures of others in preparation for success in a college/career environment	Limited recognition and respect of the diversity and individuality of others in preparation for success in a college/career environment	Ineffectively recognizes and respects the diversity and individuality of others in preparation for success in a college/career environment
<b>3.3 Understanding and accepting the benefits and consequences of his/her behavior</b>	Effectively understands and accepts the benefits and consequences of his/her behavior in preparation for a college/career environment	Understands and accepts the benefits and consequences of his/her behavior in preparation for a college/career environment	Limited understanding and acceptance of the benefits and consequences of his/her behavior in preparation for a college and career ready environment	Ineffective understanding and acceptance of the benefits and consequences of his/her behavior in preparation for a college/career environment
<b>3.4 Participating in community service, leadership roles and/or school activities</b>	Effectively participates in a variety of community service, leadership roles, and/or school activities for college/career readiness	Participates in community service, leadership roles, and/or school activities for college/career readiness	Limited participation in community service, leadership roles, and/or school activities for college/career readiness	Ineffective participation in community service, leadership roles, and/or school activities for college/career readiness

4. Communicates effectively by:

<b>Communication</b>	<b>DISTINGUISHED (4)</b>	<b>PROFICIENT (3)</b>	<b>EMERGING (2)</b>	<b>UNACCEPTABLE (1)</b>
<b>4.1 Reading widely and critically</b>	Thoroughly and independently demonstrates a critical understanding and evaluation of a variety of complex texts, drawing a viable, precise conclusion and citing specific evidence	Effectively and independently demonstrates a critical understanding and evaluation of a variety of complex texts, drawing a viable and precise conclusion citing specific evidence	Limited demonstration of a critical understanding and evaluation of a variety of complex texts, drawing a viable and precise conclusion citing specific evidence	Ineffectively demonstrates a critical understanding and evaluation of a variety of complex texts, drawing a viable and precise conclusion citing specific evidence

<b>4.2 Writing clearly, concisely and persuasively</b>	Thoroughly and independently uses evidence to construct viable, precise writing which makes effective and strategic use of structure and tools (audience, purpose, task and discipline)	Effectively and independently uses evidence to construct viable, precise writing which makes effective and strategic use of structure and tools (audience, purpose, task and discipline)	Limited use of evidence to construct viable, precise writing which makes effective and strategic use of structure and tools (audience, purpose, task and discipline)	Ineffective use of evidence to construct viable, precise writing which makes effective and strategic use of structure and tools (audience, purpose, task and discipline)
<b>4.3 Speaking, listening and interpreting effectively</b>	Thoroughly participates in collaborative discussions and/or completes oral presentations using clear definitions, reasoning, command of language and speech that can be adapted to a variety of contexts	Effectively participates in collaborative discussions and/or completes oral presentations using clear definitions, reasoning, command of language and speech that can be adapted to a variety of contexts	Limited participation in collaborative discussions and/or completion of oral presentations using clear definitions, reasoning, command of language and speech that can be adapted to a variety of contexts	Ineffective participation in collaborative discussions and/or completion of oral presentations using clear definitions, reasoning, command of language and speech that can be adapted to a variety of contexts
<b>4.4 Mastering technology as a means of communication</b>	Thoroughly communicates ideas by employing appropriate technology to explore, deepen and enhance understanding	Effectively communicates ideas by employing appropriate technology to explore, deepen and enhance understanding	Limited integration of appropriate technology as a means of communication	Ineffective integration of appropriate technology as a means of communication

(Rubrics aligned to CCSS in ELA and Math where appropriate)

## ROTATING DAILY SCHEDULE

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
7:35 – 8:29	1	2	3	4	5	6	7
8:33 – 9:23	2	3	4	5	6	7	1
9:27 – 10:17	3	4	5	6	7	1	2
10:21 – 12:07 1 <sup>st</sup> LUNCH- 10:30 – 10:45 2 <sup>nd</sup> LUNCH – 10:45 – 11:00 3 <sup>rd</sup> LUNCH – 11:05 – 11:20 4 <sup>th</sup> LUNCH 11:40 – 12:07	4	5	6	7	1	2	3
12:11 – 1:01	5	6	7	1	2	3	4
1:05 – 1:55	6	7	1	2	3	4	5

### NORTH PROVIDENCE HIGH SCHOOL

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

1. To encourage fairness, cooperation and ethical behavior and to establish reasonable rules of conduct.

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

## ACADEMICS

### **Accreditation Statement**

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

## HIGH SCHOOL CURRICULA

### **College Preparatory Education**

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

### **Comprehensive Education**

The Comprehensive Education Curriculum is designed to prepare students to continue their education in a formal manner after high school, if they so wish, at a two-year college, a technical school/college, a business school/college, to enter the military, or to enter the business field/work force upon graduation. This curriculum sequence will ably prepare students for any of the post-secondary options. Students in this curriculum may elect subjects offered in the College Prep or Honors programs open to all students based on Individual strengths and needs. Every student is offered the opportunity to individually develop in the areas of his/her particular needs, interests, aptitudes, and abilities. This curriculum sequence prepares students for the two-year college/technical programs. Content of the subject matter and rate of progress are adjusted to the ability of the individual student, which maximizes potential for academic success.

### **Honors Education**

Honors status may be received for upperclassmen in the following courses:

Honors American History	Honors Chemistry	Honors Physics
Honors English	Honors Calculus	Honors Visual Art
Honors Spanish IV		

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



## **Advance Placement (AP)**

NPBS offers Advanced Placement courses in English, math, science, social studies, world language and unified arts. See our course of study book for specific courses available.

## **Honors/AP Courses Entrance Criteria**

Students may apply for Honors Courses by indicating it on their course selection sheet.

Students will be accepted into Honors Courses based on the following criteria:

### **English**

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

### **Science**

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

### **Social Studies**

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

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

### **Literacy Skills**

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

### **Summer Reading**

The purpose of the North Providence School District’s summer reading initiative is to extend each student’s learning and attainment of the Common Core State Standards by remaining an active participant in our community of readers, writers, and problem solvers. Summer reading initiatives may vary from year to year but will always require students to select one or more texts to read in order to complete an accompanying assignment/response that will determine their depth of knowledge and communication of ideas as it pertains to characters, theme, author’s craft, academic language, etc. The assignment will be counted as each student’s first letter grade in English for quarter 1. In the event that summer reading guidelines are misplaced, they can be accessed on both the district and school’s website.

## **NPBS DIPLOMA SYSTEM**

NPBS requires a composite measure of each student’s overall proficiency in six core academic areas: English, math, science, social studies, the arts, and technology. These six core content areas are aligned to state adopted standards and locally adopted national standards in those content areas for which there are no state standards. This composite measure shall be derived from a conjunctive review of two sources of evidence: (1) successful course completion; and (2) successful completion of two performance-based diploma assessments. In order to be eligible for a diploma, students must meet state and local requirements in both areas.

## COURSE CREDIT REQUIREMENTS FOR GRADUATION

A minimum amount of 20 credits is required for graduation

<b><u>SUBJECT</u></b>	<b><u>NUMBER OF COURSES REQUIRED TO GRADUATE</u></b>
English	4
Science	3
Social Studies	3
Mathematics	4
Physical Education (4 years)	4
Health (4 Quarters)	4
Electives	5 minimum

All students must attempt a minimum of seven (7) credits each year. Not all courses receive a full credit. Electives may include courses in unified arts, business/technology, and world languages. Students participating in specialized pathways may progress in their courses through an accelerated schedule to demonstrate proficiency. See the NPHS Course of Study Catalog for further information.

### **PERFORMANCE-BASED GRADUATION REQUIREMENTS**

**Senior Project.** All seniors are required to complete a senior project. The nationally certified senior project is aligned to the school's 21<sup>st</sup> Century Graduation Expectations, as well as appropriate state/national standards, and also serves as an important vehicle to assess students' college and career readiness. Seniors must choose a field of interest, complete at least sixteen (16) hours of independent work with a community mentor in the field, maintain a log and reflective journal, write a college research paper about the topic, assemble a portfolio of the experience, develop two forms of mathematical visual presentation, and deliver a culminating oral presentation to community judges.

### **DIPLOMA COMMENDATIONS & CERTIFICATES**

NPHS will recognize students who achieve above the minimum achievement level through state assessments, course work, and performance-based assessments. The R.I. Council on Elementary and Secondary education shall establish the minimum criteria necessary to earn a Commissioner's seal of commendation. NPHS may award certificates of academic and career/technical skill achievement and work readiness and life skills to any student who has satisfactorily completed specific course work or other standards-based activities that indicate a recognized level of knowledge and/or skills. Certificates may be included as part of a student's transition plan to post-secondary academic or work training programs.

### **TRANSFERS & APPEALS**

In order to receive a North Providence High School Diploma, students who transfer from another school will have their transcripts reviewed to determine if any modifications in course, credit, or PBGR requirements are warranted. Graduation decisions shall be the responsibility of the principal in consultation with the professional staff. Parents will be notified of potential graduate/non-graduate status during the fourth quarter deficiency period. Non-graduate status may be the result of any of the graduation requirements not being met. Parents may appeal the graduate/non-graduate status by submitting a written request for a hearing with the principal and appropriate staff. Results of the hearing may then be appealed through a written request for another hearing with the superintendent of schools. The appeals process shall consider all valid sources of evidence that demonstrate and document student proficiency at a level commensurate with the Council on Elementary and Secondary requirements.

*Approved by the North Providence School Committee June 2017*

*Students who are not up to date and/or proficient with academic requirements, including grade 11 and grade 12 PBGR deadlines/components, may be precluded from participating in athletics and other co-curricular activities, including but not limited to proms, winter ball, homecoming, senior activities, clubs, organizations and other school events, until all appropriate requirements are met.*

*Participation in the Graduation Ceremony is reserved only for those students who have met all of the school's diploma*

*system requirements (credits, PBGRs, state testing, and any other requirement) at the time of graduation.*

### **STANDARD STUDENT SCHEDULE**

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

### **CHANGES OF PROGRAM**

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

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

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

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

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

Once the school year begins, there will be NO changes to student schedules. Individual circumstances may be reviewed by the administration and/or guidance department on a case-by-case basis. Students are not permitted to drop or change a course for reasons of grade/average, homework, teacher, location or time of class. Classes that are dropped may be denoted with a grade of W (withdrawal).

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

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

### **MARKING SYSTEM**

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

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

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

## INCOMPLETE GRADE

A teacher may issue a grade of incomplete (I), with prior administrative and department chair approval. A student may be issued additional time due to excused absences to complete required coursework. It is the student's responsibility to complete the coursework in the approved time frame determined by the administration and department chair. A grade of incomplete will automatically convert to the grade as it was at the end of the quarter if a student fails to complete the required coursework by the approved deadline.

## G.P.A. and CLASS RANK POLICY

A grade table that calculates student G.P.A. is incorporated into the school computer system. In calculating student G.P.A., the table includes a number of factors, such as the grades received for each course (0-100), the course point value (Honors courses, AP courses and enriched courses have an elevated value), and a specific value calculated for courses assigned a grade of pass/fail. A copy of the actual table is on file with the student's guidance counselor. G.P.A. and Class Rank apply to students who have been enrolled at NPHS for at least two full school years. Final G.P.A. and Class Rank are determined at the end of the 3<sup>rd</sup> quarter of the senior year.

## GUIDANCE

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

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

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

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

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

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

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

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

### COACHING

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

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

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

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

### TUTORING

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

### REPORT CARDS

Report cards are issued four times a year at nine-week intervals and are mailed home. If, due to an extended excusable absence, a student has not completed his/her work for the grading period an "Incomplete" is used. The "Incomplete" cannot be issued unless approved by an administrator. The student is expected to make up this work within a few days after returning to school. Upon completion of the incomplete work, the teacher will inform the guidance secretary of the grade so that the report card can be corrected. In cases of extended illness, this time may be increased by arrangement with the teacher. Parents are encouraged to contact guidance counselors if any

difficulty arises.

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

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

### **PHYSICAL EDUCATION**

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

### **PROGRESS REPORTS**

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

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

Any student who earns an average of 90 or above in each class with no incompletes achieves Honor Roll status. Any student who earns an average of 80 or above in each class with no incompletes achieves Merit List status.

### **EXAM SCHEDULE**

Teachers in every subject require mid-year and final exams. Dismissal of students on all exam days will be early. Seniors may be exempt from taking a final exam providing that they have an “A” average in full year classes. All students must take mid-year and final exams in all subjects during the scheduled exam period. In the event of an absence, permission for make-ups will be made by the administration (refer to excused absence policy). Proper documentation must be provided.

### **PLAGIARISM AND ACADEMIC DISHONESTY**

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

- Failing to cite with quotation marks the written words or symbols of another;
- Failing to footnote the author and source of materials used in a composition;
- Failing to cite research materials in a bibliography or works cited;
- Failing to cite a person who is quoted;
- Failing to cite an author whose works are paraphrased or summarized;
- Presenting another person’s creative work or ideas as one’s own in essay’s, poems, music, art, computer programs, or other projects;

- Copying or paraphrasing ideas from literary criticisms or study aids without documentation.

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

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

The community of North Providence High School has established a mission and 21st Century Graduation Expectations that clearly state our desire to produce productive members of society.

### **STUDENT ASSISTANCE PROGRAM**

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

### **NPSD GRADING POLICY K-12**

Grades are an important measurement of a student's success in school and should represent a student's academic achievement of state standards. Student work habits will not be calculated in student grades and will be reported separately.

At the secondary level, a variety of assessment methods including formative assessments, interim assessments, and summative assessments will be used to monitor and evaluate a student's depth of understanding of course content and standards. Grade marks on the report card will be a numerical average based on assessments/assignments taken throughout each quarter.

At the elementary level, all student work evidence available for each standard assessed with formative assessments, interim assessments, and summative assessments will be reviewed each trimester. Grade marks on the report card will reflect the student's individual growth towards or mastery of state standards (or other content standards for non-core areas).

#### **Grading Scale:**

Secondary Level (grades 6-12) grading scale:

- A 100-90
- B 89-80
- C 79-70
- D 69-65
- F 64 and below.

A final average of 65 or greater is considered passing the course. Successful completion of courses aligned to state and local content standards is the core indicator of student proficiency. Students are considered meeting

proficiency on individual assignments/assessments when scoring a 70 or greater.

### **ATHLETICS**

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

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best value of the games.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of the sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of incentive, and good judgment by the players of the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. Remember that an athletic contest is only a game--not a matter of life or death for player, coach, school, official, fan, community, state or nation.

### **ATHLETIC ELIGIBILITY**

#### *Athletic Eligibility*

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

*#1. Student-athletes must be in school on the day of practice and the day of a game or if the practice/game is to be played on a Saturday or Sunday, the student must be in attendance on the Friday prior to that weekend. Any exception to the rule must have prior approval of the Principal and the Director of Athletics. Students must be in attendance at school prior to 11:00AM to be considered present. An athlete must remain in school for the duration of the day. Dismissals are not acceptable on practice/game days or on the Friday prior to a weekend practice/contest. Only medical appointments, court dates and death in the family will be considered by the Principal and the Director of Athletics as reasons for early dismissal. If a student-athlete cuts a class or leaves the building unannounced, he/she will be ineligible to participate in the next league contest.*

*#2. An athlete will be ineligible for athletic competition if his/her 19th birthday occurs prior to September 1st. If it occurs on or after September 1st he/she will be eligible for competition in the entire sports program for that school year.*

*#3. The student has not represented a secondary school in this branch of sport for more than three seasons*



previous to this one.

#4. The student has not been in attendance more than eight (8) semesters in the 9th, 10th, 11th, 12th grade or grades, or the equivalent of such grade or grades, in any school or schools.

#5. The student must be passing Physical Education. Medical excuses are cause for the student deemed academically ineligible.

#6. Eligibility shall be determined by grades at the end of the 1st quarter, the midterm grades, the 3rd quarter cumulative grades and final grades. At all times, the student must have passing grades in full time course work (classes meeting minimum of 4 times per week). The student must have a passing grade of 65% in all four core areas ELA, Math, Science, Social Studies to be eligible for athletics.

#7. He/she shall meet the other eligibility requirements of the Committee on Athletics.

#8. A student who transfers enrollment with a corresponding move into a new district by his/her parents or guardians shall be declared eligible immediately providing all eligibility requirements are met.

#9. A student who transfers enrollment without a corresponding change of residence may be declared immediately eligible provided that the Transfer /Waiver Affidavit has been completed by the losing and receiving school and it is determined that the student had not been a varsity roster member of said sport of interest. If a member of said roster played then a waiting period is necessary before the student can become eligible.

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

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

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

### **ATHLETIC PROGRAM**

Baseball	Golf	Ice Hockey	Volleyball
Boys Soccer	Boys Tennis	Boys Cross Country	
Fastpitch Softball	Football	Cheerleaders	
Dance Team	Boys Basketball	Girls Lacrosse	
Girls Basketball	Swimming	Girls Cross Country	
Girls Tennis	Girls Soccer	Wrestling	
Boys and Girls Outdoor Track	E-Sports	Boys Lacrosse	

### **ATHLETICS ON LINE**

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

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

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

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

1. All student-athletes are required to take physical education as scheduled during the season of their sport.
2. On game days only, all student-athletes must change for physical education and will be given the option to walk as their physical education activity for full credit. Student-athletes who refuse to change and participate will receive zero credit for the day.
3. Regarding members of the cheerleading team and dance team, rule #2 will apply only on the day of an actual cheerleading or dance competition.
4. Appropriate and safe attire for participation in physical education class is defined as follows: T-shirt, shorts (excluding denim shorts), sweatshirt and sweatpants, jogging suit, sneakers (socks preferred), no sandals, no open toe or open back footwear, no skirts, no jewelry. Students also must abide by all other rules defined in the school department dress code policy.
5. Students who fail PE cannot “double up” and take two PE classes the following year. Students must either attend summer school, complete 30 hours of activity, or repeat the failed PE class.

### **NORTH PROVIDENCE HIGH SCHOOL ACTIVITY DIRECTORY**

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

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

***NPHS events are open to enrolled students only. Attendance at school events is a privilege, not a right. Students must meet academic, behavioral, and attendance criteria in order to be eligible to attend. The school administration reserves the right to deny attendance to school events for enrolled and unenrolled students.***

Participation in our co-curricular activities is a privilege. Students must be in good academic standing (have not failed 3 or more courses during a marking period). Students participating in co-curricular activities may not be absent due to illness for more than four periods on the day that they plan to participate in that activity. Participation is defined as taking part in a practice, rehearsal, performance or contest.

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

## ACTIVITY PROGRAM

Academic Decathlon	National Honor Society
Broadcasters Club	Drama Club
Mock Trial	School Newspaper
Intramural Program	Student Congress
Marching Band	Student Class Officers
Student Government Day	Model Legislature
Yearbook	Math Club
Concert Band	Science Olympiad
International Club	Jazz Band
Mock Trial	Project Close Up
Nerd Herd	NPHS Improvisation
Pride Alliance	DECA
Friends & Buddies	Peer Mentoring
TSA	VAASA
Lifesmarts	Angel Network

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

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

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

1. Smoking and drinking of alcoholic beverages is strictly forbidden. Any student guilty of either smoking or drinking/possessing alcohol will be dismissed from school activity participation for a period of time to be determined by the Principal and activity moderator/coach.

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

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

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

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

### **ATTENDANCE POLICY**

School attendance is mandated by Rhode Island General Law 16-19-1 which requires, “*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 eighteen (18) 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.*”

Research supports ([www.attendanceworks.org](http://www.attendanceworks.org)), positive academic outcomes when a student attends school regularly. It is the responsibility of a student’s parent/guardians to ensure school attendance, report absences according to this attendance policy and work together with school personnel to address any issues preventing daily school attendance.

#### **Procedure**

All student absences, late school arrivals and early dismissals are recorded in the district’s student information system database. It is the responsibility of a student’s parent/ guardian to notify the school regarding their child’s absence or late arrival prior to the start of school on the day of the absence/tardiness. Absences and lateness to school are recorded as excused and unexcused and are defined as:

#### **Excused Absence:**

Excused absences include an illness or injury documented in writing by a medical professional, religious holidays, approved school sponsored activities, suspensions, court appearances, death in the family, military deployment event or verified college visits.

**Unexcused Absences:**

Unexcused absences include all other absences not covered in the definition of an excused absence.

**Excused Lateness:**

Excused lateness to school shall include a doctor's appointment as documented in writing by a medical professional and provided upon a student's arrival at school the day of the appointment, religious holidays, approved school sponsored activities, suspensions, and court appointments.

**Unexcused Lateness:**

Unexcused lateness includes all other late school arrivals not covered in the definition of an excused lateness.

**Intervention Procedures for Unexcused Absences:**

**All schools will implement a school wide positive incentive program to reduce absences**

A student shall not miss ten percent (10%) or more unexcused absences. Once a student has missed 10% of unexcused absences the following procedure will be followed:

- A letter will be automatically generated from the district's student information system and be mailed home to the student's parent informing them of the excessive absences
- School Principal will follow up with the parent/guardian and arrange a meeting with the appropriate school personnel and truancy officer
- A plan to improve school attendance and chronic absenteeism will be developed and monitored by the school principal or designee
- If unexcused absences still continue, the school principal will complete a nonattendance form and send it to the district's truancy officer
- The truancy officer and school social worker will conduct a home visit as a last attempt to resolve the issue before sending the case to truancy court

**Intervention Procedures for Unexcused Lateness:**

**All elementary schools will implement a positive school wide incentive program to reduce lateness to school**

Students are allowed three unexcused lateness to school per year. Once a student has exceed this number of late school arrivals the following procedure will be followed:

Secondary Level: Grades 6-12

- Students will receive one hour of detention for each late arrival
- If unexcused lateness still continues, the school principal will arrange a meeting with the parent/guardian, appropriate school personnel and truancy officer
- A plan to improve school promptness and chronic tardiness will be developed and monitored by the school principal or designee
- If unexcused lateness persists, the truancy officer and/or school social worker will conduct a home visit as a last attempt to resolve the issue before sending the case to truancy court

Elementary Level: Grades PK-5

- School principal or social worker will contact the parent/guardian to discuss the excessive number of late arrivals to school
- If unexcused lateness still continues, the school principal will arrange a meeting with the parent/guardian, appropriate school personnel and truancy officer
- A plan to improve school promptness and chronic tardiness will be developed and monitored by the school principal or designee
- If unexcused lateness persists, the truancy officer and/or school social worker will conduct a home visit as a last attempt to resolve the issue before sending the case to truancy court

### **Early Dismissal:**

An early dismissal is the release of a student from school prior to the end of the official school day. A student may only be dismissed early with the permission of a parent/guardian with a written note submitted to the office at the start of the school day. A student must attend school for a minimum of three hours or the day will be recorded as an absence. NPHS students must report to the Office for a dismissal slip before leaving school. **THEY ARE REMINDED THAT CLASSES MISSED AS A RESULT OF EARLY DISMISSAL COUNT TOWARDS A LOSS OF CREDIT UNLESS IT IS DUE TO A MEDICAL APPOINTMENT.**

**\*For the purpose of perfect attendance, a student must be physically present in the building for a portion of the school day. Excused/unexcused absences disqualify a student from perfect attendance.\***  
**PHONES/ELECTRONIC DEVICES**

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

Sexually explicit pictures/images on any device on school grounds is prohibited

Possession of sexually explicit digital pictures is prohibited

Sending, sharing, viewing, or possessing material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device is prohibited

Any violation will be reported to the police and may constitute a crime

### **DUES**

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

### **CLASS OFFICERS**

All classes will elect student officers to represent them, including president, vice president, secretary, treasurer, social committee boy and girl. Elections for grades 10, 11, and 12 will take place in the spring in the preceding school year. Elections for grade 9 will take place after the first quarter of the freshmen year. Only students in good academic and behavioral standing as approved by the administration may run for class office. In order for a student to run for class office, the student must have his/her class dues paid in full up to the student's specific year. Terms for class officers in grades 9 and 10 will be for one year. Terms for class officers in grade 11 will be for two years for all officers. However, in the spring of the junior year, the class advisor and administration will review the performance of each class officer to ensure fulfillment of the duties and responsibilities. If it is determined that a student(s) did not fulfill the required duties and responsibilities, then the student will be removed from office, and that office will have a new election for the senior year.

### **HONOR SOCIETIES**

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

#### **Rhode Island Honor Society**

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

#### **National Honor Society**

##### 1. Selection

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

##### 2. Prerequisite Conditions for Selection

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

##### 3. Criteria

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

### **SCHOLARSHIP**

The Scholarship requirement set by the National Council is based on a student's cumulative grade point average (as of *class of 2021 the minimum GPA is 3.65 as voted upon by the Faculty Council.*), the total academic performance as demonstrated by the grades received by the student while in attendance at the school where the chapter is found. (Please consult the NPHS Chapter's By-laws for minimum requirements necessary for application)

### **LEADERSHIP**

The Leadership criterion is considered highly important for membership selection. Leadership roles

in both the school and community organizations may be considered, provided that they can be verified.

### **SERVICE**

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

### **CHARACTER**

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

- Student Activity Information Forms

In order to ascertain the degree to which a student candidate meets the selection criteria, the Faculty Council utilizes a Student Activity Information Form. These forms are not considered as “applications” for membership. The form exists to support the student’s candidacy by providing relevant information for use by the Faculty Council. Criteria to be considered for membership in NHS consists of:

- 25 hours of community service completed by the end of the first semester of the student’s junior year, submitted along with the Student Activity Information Form.
- A letter(s) of confirmation for a minimum of twenty-five (25) hours is required from the activity or community sponsor supporting your involvement in that activity. The letter needs to be typed on the letterhead of the organization for which the hours were performed. The letter must contain the signature of the person writing the letter, and the letter must include the number of hours served and the date(s) on which the hours were performed.
- North Providence High School’s National Honor Society accepts transfer students who are already NHS members with a letter from the principal or NHS advisor of the sending school.
- Students who do not fully meet the membership criteria may request a hearing to the NHS advisor and/or principal; extenuating circumstances may be considered by the NHS Faculty Council.

### **SCHOLARSHIPS**

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

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

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

AM Radio WPRO 630; WHJJ 920  
FM Radio WPRO 92;  
Television WJAR Channel 10; WPRI Channel 12  
School Department “Call Alert” system

### **HEALTH SERVICES**

The Nurse/Health Office is open the entire day for the convenience of a student or staff member who becomes ill or wants a conference with the school nurse. Students who become ill during school must request a pass to the



Nurse/Health Office from the classroom teacher whose class will be missed. The nurse processes dismissals when a student has been injured or becomes ill. Parents or guardians are notified and arrangements for transportation and medical care are needed. It is imperative that the school has a record of an emergency telephone number. The school nurse assumes responsibility only until the parent, guardian or family physician takes over.

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

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

### **MEDICATIONS**

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

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

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

### **RHODE ISLAND SAFE SCHOOLS ACT- STATEWIDE BULLYING POLICY** **Effective June 30, 2012**

The Statewide Bullying Policy, known as the Safe Schools Act, was promulgated pursuant to the authority set forth in §16-21-4 of the General Laws of Rhode Island. **The purpose of the Policy is to ensure a consistent and unified**

**statewide approach to the prohibition of bullying at school. (All forms found on the district and school websites)**

### **1. DEFINITIONS**

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

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

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

**Race, color, religion, ancestry, natural origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.**

**CYBER-BULLYING** means bullying through the use of technology or any electronic communication. Which shall include, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communication system.

**Forms of cyber-bullying may include but are not limited to:**

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author or posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (c) of the definition of bullying

**At School** means:

- a. On school premises;
- b. At any school-sponsored activity or event whether or not it is held on school premises,
- c. On a school transportation vehicle,
- d. At an official school bus stop,
- e. Using property or equipment provided by the school, or
- f. Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

### **2. SCHOOL CLIMATE**

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purposes of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

### **3. POLICY OVERSIGHT and RESPONSIBILITY**

The school principal, director, or designee shall be responsible for the implementation and oversight of this bullying policy.

The school principal, director, or designee shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying related issue at least twice annually.

**For public schools, the prevention of bullying shall be part of the school district strategic plan (§16-7.1-2€) and school safety plan (§16-21-24).**

#### **4. INFORMATION DISSEMINATION**

The principal, director, or designee shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- A., distributed annually to students, staff, volunteers, and parents/legal guardians
- Included in student codes of conduct, disciplinary policies, and student handbooks
- A prominently posted link on the school/district website

#### **5. REPORTING**

The principal, director, or designee shall establish and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon.

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher, or administrator.

**PARENTS/LEGAL GUARDIANS** of the victim of bullying and parents or guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/legal guardians of the child will be notified immediately by the principal, director, or designee.

**RESPONSIBILITY OF STAFF:** School staff, including volunteers, shall report all acts of bullying that come to their attention. School staff who fail to report incidents of bullying shall be subject to disciplinary action.

**RESPONSIBILITY OF STUDENTS:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action.

**ANONYMOUS REPORTING:** Reports of bullying or retaliation may be made anonymously, provided however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

**PROHIBITION AGAINST RETALIATION:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witness to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code

#### **6. RESPONSE/INVESTIGATION**

The school principal, director, or designee shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to any applicable due process procedures, will be imposed.

The investigation will include an assessment by the school psychologist and/or social worker, of what effect the bullying, harassment, or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

**Police Notification:** When bullying involves conduct that violates the law, the police shall be notified. The School resource Officer may be utilized to mediate bullying situations.

**Protection: If a student is the victim of serious or persistent bullying:**

- a. The school principal, director, or designee will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible with input from the student, their parent/legal guardian, and staff.
- c. The parents/legal guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

**DISCIPLINARY ACTION**

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall include, but are not limited to:

- a. Admonitions and warnings
- b. Parent/Legal Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

**8. SOCIAL SERVICES/COUNSELING**

Referral to the appropriate counseling and or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

**9. SOCIAL NETWORKING**

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

**10. OTHER REDRESS**

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

**11. ADOPTION OF POLICY**

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

## **NORTH PROVIDENCE HIGH SCHOOL CONDUCT OF STUDENTS**

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

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

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

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

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

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

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

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

A student shall not cause physical injury, sexual harm, or behave in such a way that could cause physical injury to other persons. A student shall not intimidate, harass, coerce, or threaten other persons so as to cause them emotional, social, or physical distress.

### **4. DANGEROUS WEAPONS OR INSTRUMENTS**

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

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

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

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

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

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

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

**8. TOBACCO**

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

**9. GANGS**

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

**10. ATTENDANCE**

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

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

**11. ADVERTISEMENTS**

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

**DISCIPLINE POLICY**

## **DISCIPLINE PHILOSOPHY**

The North Providence School Department is committed to a process of discipline and behavior management that maintains a balance between the needs of the educational system and the needs of individuals who are being served. The rules and regulations that exist are intended to prevent acts of disruption and violence, to ensure safety, to maintain an appropriate educational environment and to encourage active student involvement in personal growth and development.

A review of the research indicates that the primary concerns of education are developmental. The developmental needs of students must be addressed if significant student growth is to occur. In view of these needs the North Providence School Department recognizes the importance of an appropriate learning environment and supports the maintenance of a positive school climate that emphasizes:

*Self-Control*

*Regular Attendance*

*Order and Organization*

*Proper Safety and Security*

All North Providence students are expected to accept the responsibility for their actions. They must realize that their actions should promote the positive educational process of the school. Actions or conduct of any student affect the atmosphere in which all must work. Therefore, every student should treat all members of the educational community with respect and courtesy.

## **School Rules and Regulations**

It is expected that all students will obey the rules of behavior necessary to ensure that a proper learning environment exists in all North Providence schools. The following list, while not inclusive, specifies offenses for which students will receive disciplinary action.

For policy purposes K-5 will be designated as elementary. Grades 6-12 will be designated as secondary.

### **Scope**

This code applies to the school day which covers pre and post school time in school buildings and on school grounds. The discipline code also pertains to any school function or any school related or sponsored activity, whether off or on school grounds.

### **Disciplinary Action**

There are three types of disciplinary action:

- A. **Detention** – which is the loss of free time before or after school.
- B. **Short Term Suspension** – which is the removal of the student from school or in school from classes, including activities for ten (10) days or less.
- C. **Long Term Suspension** – which is the removal of the student from school and its activities for more than ten (10) days. School Committee approval is required, including an alternate education plan of continued services according to RI General Law 16-21-27.

### **DETENTION OFFENSES:**

1. Inappropriate behavior in school buildings, buses, or other areas of the school and its grounds, or at school sponsored events on/off campus. Such conduct is defined as conduct which is disruptive to the education process, activity, event and/or rights of other individuals as described in each school's handbook.

2. Frequent lateness (more than 3 times) to class (grades 6-12).
3. Frequent unexcused lateness (more than 3 times) to school
4. Failure to report after school for a Teacher or Administrator (all levels).
5. Unauthorized absences from class, assemblies, detention, or other assigned activity (all levels).
6. Unauthorized absence from school.

Parents are expected to cooperate with referrals that are made by the Principal or his/her designee. Students must receive 24 hour notice prior to the detention assignment date.

#### **SUSPENSION OFFENSES:**

A parent conference is required prior to the student being reinstated from any suspension.

1. Conduct which endangers persons or property, or is seriously disruptive to the educational process. Included within, but not limited to, such prohibited conduct are the following acts:
  - a) Conduct causing a threat of danger to the physical well-being of himself/herself, or other people, including threats made through social media or other electronic methods (1-3 days - elementary, 5-10 days - secondary). Students may be referred for a risk assessment prior to reinstatement at the discretion of the building administrators.
  - b) Physical assault on another person on school premises, bus stops, buses, or at school sponsored events/activities. (1-3 days - elementary, 5-10 days -secondary with SRO/police involvement).
  - c) Being under the influence of, the use of, or possession of alcoholic beverages, narcotics, marijuana, etc. on school property, on buses, during school or at any school function on/off campus. (No less than 5 days, including SRO/police involvement). Therapeutic assistance is required.
  - d) Tampering with, accessing, or providing entrance/exit through any unauthorized door of the school building (1-5 days all levels).

#### **IN SCHOOL SUSPENSION:**

- a) Taking or attempting to take personal property/money from another pupil, staff member. (1-3 days elementary, 1-5 days - secondary).



- b) Causing/attempting to cause damage to school property or disruption to the school environment. (No less than 3 days on all levels). Offense may result in SRO/police involvement and may require restitution.
  - c) Use of personal electronic devices and cell phones without the consent of the teacher and/or administration.
1. Defiance of authority, insubordination, or verbal abuse to an Administrator, Teacher, or staff member. (1-5 days all levels).
  2. Leaving school grounds without permission. (First offense - 1 day, increasing after the first offense).
  3. Smoking (including electronic, vapor, or other tobacco products) in any area on school property during school, on buses, or at any school function on/off campus. (First offense- 1 day, increasing after the first offense). Therapeutic assistance is required.
  4. Accessing inappropriate websites or content during the school day or during school sponsored activities utilizing a personal or school device (1-5 days all levels).
  5. Repeated violations of offenses, which have resulted in detention, may result in In School Suspension for insubordination. (1-5 days all levels).

**WEAPONS AND VIOLENCE IN SCHOOLS:**

With this policy, the North Providence School Department will not tolerate weapons in our schools. All cases will result in SRO/police involvement.

Items in the following categories are defined as **weapons**:

- Any firearm of any description, whether or not it can be fired, (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, etc.).
- Any ammunition which could be used in a firearm.
- Any explosive device of any nature, including firecrackers.
- Any knife or similar bladed item dangerous to others, (e.g., Bowie, Dirck, lock blade, hunting, pen, pick, switchblade, utility, razor, etc.).
- Any martial arts device, (e.g., Chinese stars, nunchaku, etc.).
- Any defensive weapon, (e.g., gas repellent, mace, stun gun, pepper gas, etc.).

- Any other object which school administrative staff could reasonably conclude is capable of inflicting bodily harm, (e.g., blackjack, chair club, knuckles, nightstick, pipe, studded bracelet, etc.).
- Any other item by virtue of its shape or design gives the appearance of any of the aforementioned, (e.g., air pistol, air rifle, BB gun, look alike, etc.).

**Assault** is defined as an act of physical violence or an aggravated threat of physical violence by a student on another student or staff member.

When considering what constitutes aggravated assault, the factors to be weighed include: age of student(s) involved, seriousness of bodily injury, the state of mind of the individual(s) involved and other factors deemed relevant to the principals or their designee.

No student will possess a weapon or demonstrate an act of violence as defined herein on any school grounds, vehicles or property on which a school activity occurs before, during or after school hours.

**POLICE INVOLVEMENT:**

1. In all cases where weapons or aggravated assault in schools or on school grounds or at authorized school activities on/off campus, local police must be called, and all confiscated weapons are to be turned over to the police department.
2. A log of all confiscated weapons will be kept by the school administration and will be available to be reviewed by the local police on a regular basis.
3. If a student is a special education student, verbally inform police of the student's disability if deemed necessary and appropriate. Send an incident report to the Director of Special Education.

**STATEMENT OF ENFORCEMENT:**

1. This policy will be implemented according to the due process provisions applicable to regular and special education students. For students with disabilities and 504 Plans, the implementation of this policy will be in accordance with approved local procedures, as well as state and federal regulations governing the suspension or removal of special education students from school programs. Serious offenses must immediately be reported to the Director of Special Education.
2. Decisions regarding the specific length of a student's suspension will be made by the appropriate authority or the School Committee. Any student suspended from school may not participate in school functions or be on school premises without express permission from the Superintendent.
3. Each school will undertake activities designed to develop a school wide acceptance of desirable behavior standards, particularly as they relate to school violence and bullying.
  - It is expected that all students report violations of weapons, bullying, assaults and/or violence.

- Schools are encouraged to keep open communications with parents and the community to support positive behavior.
4. In the enforcement of this policy; building Administrators may authorize, with good and just cause, search lockers and vehicles as follows:
    - Students have full responsibility for the security of their lockers, and for vehicles parked on school property. It is the student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by District policy in lockers or in vehicles parked on school property.
    - School officials may search lockers or vehicles parked on school property if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.
    - If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.
  5. A parent conference is required prior to the student being reinstated from any suspension.

**DUE PROCESS PROCEDURES:**

Short-Term Suspension (Up to ten (10) days)

1. Short-term suspension shall be preceded by an informal conference between a School Administrator, student and any staff member involved. At this time the student can present his/her case.
2. The Administrator will contact parent(s) or guardian(s) immediately to inform them of the length of the suspension and to arrange a parent conference.
3. The Administrator shall, when feasible, within 24 hours of the beginning of the short-term suspension, send a notice to the parent(s) or guardian(s) of the suspended student stating the specific act(s) for which the suspension was imposed.
4. A student will be granted reinstatement after a suspension contingent upon a conference with the Administrator and the student(s)' parent(s) or guardian(s).
5. A reinstated student is expected to make up all assignments that were missed during the suspension.

6. For suspensions of special education students exceeding 5 days, the Director of Special Education must be notified.

#### Long Term Suspension (Ten (10) days or more)

Prior to suspensions or expulsion, except for such times as not feasible, as where the student's presence endangers persons or property or their disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing will follow as soon as practicable, the student will be afforded:

1. A clear, written statement of the reason for suspension or expulsion;
2. Notice of the right to prompt public or private hearing at the student's election and the right to be represented by counsel at such hearing; and
3. If a hearing is requested, the student will be given a prompt notice setting the time and place to be reasonably set, so as to allow sufficient time for preparation, without undue delay.
4. If no hearing is requested within seven (7) days of written notice, the School Committee may act upon the request to suspend or expel at earliest convenience without further notice to parent or guardian.
5. For 504 or special education students, the Director of Special Education must be notified before this action is taken.

In the event a student has not attained the age of majority (18 years), the parent or guardian will be afforded the procedures stated in sections 1, 2, 3 & 4 above. Such notice shall be written in the parent's spoken language, unless it is clearly not feasible to do so.

The student will be afforded a hearing at which the student will have the right to:

1. Representation and participation by counsel; and
  2. Cross-examine witnesses and present witnesses on his or her behalf.
- There will be a complete and accurate (stenographic or electronic) record of the hearing including all exhibits. The record will be preserved for transmission to the Commissioner of Education, as soon as possible, in the event of an appeal.
  - The student will furnish a copy of the record without cost.
  - A written decision will be rendered, within a reasonable time, based exclusively on the record detailing the reasons and factual basis therefore.
  - The student will be promptly provided with a copy of said decision.

- A copy of the decision, together with the record, will be promptly forwarded to the Commissioner of Education if there is an appeal.

### **BUS RULES AND REGULATIONS**

School Bus Transportation should be treated as a privilege, not a right, and is an extension of the school system. A student's misconduct at a bus stop or on a bus could lead to his/her transportation being withdrawn, in cases of persistent behavior. Parents and students are encouraged to report any dangerous or hazardous situations which they may observe at the bus stop or on the bus.

Please refer to the Transportation Policy for Bus Procedures and Code of Conduct for Pupils.

### **DRESS CODE K-12 POLICY**

In order to enhance the educational environment and promote proper personal growth habits, a dress code has been established for the North Providence Public Schools. The purpose of this code is to remove distracting, disruptive, inappropriate, offensive, and unsafe clothing, footwear, accessories, and apparel from the educational environment. The code has been written not to infringe upon the individuality of the students, but rather to create a safe climate conducive to teaching and learning.

Students are required to comply with the following:

1. Articles of clothing must cover the torso, to be appropriate to the school environment and/or non-disruptive in the classroom. No tank tops, muscle shirts, halter-tops, shorts or short skirts having lengths that are above fingertips when arms are by student's side, etc.
2. Sunglasses may not be worn in school, unless medical reasons exist.
3. No hats, hoods, or any other type of headwear, may be worn within the building by any student, unless medical reasons exist.
4. No clothing that promotes alcohol or drugs, violence, profanity, illegal activity, or is obscene, as the word is construed by the United States Supreme Court decisions, shall be worn in a school building.
5. Coats and/or gloves worn as outerwear may not be worn within the building during school hours.
6. Any electronic device including, but not limited to, lasers, cell phones, gaming devices, music players with headphones/earbuds, and games/toys are not allowed to be used in schools without permission of the Principal.
7. No flip-flops or backless shoes should be worn at the elementary level for safety reasons. All students must wear appropriate footwear for physical education class.

The School Committee recognizes that a student may be exempt from the provisions of the dress code if

granted by the building Principal upon presentation of substantive evidence. All exceptions will be reviewed periodically by the Principal.

### **LIBRARY MEDIA CENTER**

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

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

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

### **ACCEPTABLE USE POLICY**

This Acceptable Use Agreement has six conditions or facets of being a Digital Citizen.

**Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will not post personal information about my life, experiences, experimentation or relationships. I will not be obscene.

**Protect Yourself.** I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

**Respect Others.** I will show respect to others. I will not use electronic mediums to flame, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's spaces or areas.

**Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.

**Respect School Property.** I will take care of any school equipment or tools that I use. I will let a teacher know if any equipment is not working properly or needs to be repaired.

**Don't Steal.** I will not steal content, media or information. I will only use properly purchased and licensed content, media and software. I will properly purchase my music and other media, and refrain from distributing these.

**Honor Intellectual Property.** I will request permission to use resources and suitably cite any and all use of websites, books, media etc.

**Respect District Safeguards.** I will respect and honor the safeguards put in place by the district to protect the safety of the school community. Bypassing internet filters, utilizing keyloggers, etc.

I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these tenets will have consequences.

## **STUDENT POLICY**

### **Use of the Internet and Electronic Communications**

All users of the North Providence School District computer systems by either students or employees are subject to this Acceptable Use Policy (AUP). This bulletin will undergo periodic review to ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and such use must be in support of the District's business and education objectives.

Teachers, administrators, and other school personnel should ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and such use must be in support of the District's business and education objectives.

### **Philosophy of use**

Access to computers, computing equipment, e-mail and the Internet enables students to explore thousands of libraries, databases, and Web sites while exchanging messages with Internet users throughout the world. The district provides students with computing and Internet access to further educational goals and objectives. However, students may find ways to access materials that are illegal, defamatory, inaccurate, or potentially offensive to some people. The district believes the benefits of access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages.

## **Student rights and responsibilities for using the district network**

The district provides a computer network for students who agree to act in a considerate and responsible manner. The network is available to conduct research, save student work and files, and communicate with others via email.

Access is a privilege, not a right, and therefore, entails responsibility. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. All users will comply with all district regulations and will honor signed agreements. Students and parents shall be required to sign the North Providence School District Acceptable Use Policy annually before Internet or electronic communication accounts shall be accessed and be allowed.

Personal Internet use, Students' home use, and personal Internet use can have an impact on the school and on other students. If a student's personal Internet expression - such as a threatening message to another student or a violent Web site – creates a likelihood of material disruption of the school's operations, the student may face school discipline and criminal penalties.

## **TEACHER SUPERVISION**

During the instructional day, teachers make reasonable efforts to supervise student use of the district's Internet system in a manner that is appropriate to the student's age and circumstances of use.

## **Student IDs and passwords**

The district may provide any student with a unique Internet ID and password for that student's use only. All secondary students will receive an email account and elementary students by request for Teacher led projects. Students shall not share their passwords with anyone else, nor shall students use anyone else's password, regardless of how the password is obtained. Students who suspect that someone has discovered their password should contact a teacher at their school immediately. Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

## **Protection of identifying information**

When sending electronic messages on the district's network or to users outside the network, students shall not include information that identifies themselves or other students. Identifying information includes, but is not limited to, last names, addresses, telephone numbers, family information, or any other personal information that could be used inappropriately. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Students shall identify themselves by first names only.

Students shall not meet in person anyone they have met only on the Internet; and Students must abide by all laws, this Acceptable Use Policy and all District security policies.

## **Using proxy sites to bypass district filters**

Any use of school systems to bypass the established proxy server will result in disciplinary action.

## **Access to restricted use and physical computer damage**

Student use of school district computer equipment and network is limited to educational purposes. Improper uses include, but are not limited to, gaining illegal access to school district records, files, computer programs, student records, and other information maintained by the school district.

Students shall not damage district or outside computing devices, systems or networks or interfere with another's ability to use a computing system or network. Students shall not bypass or disable district network security systems.

## **Use of non-district software and applications**

Students shall not install any non-district approved application software on the district network or school workstations.



Students may NOT download inappropriate files onto district network resources, district accounts, onto devices. Inappropriate files include, but are not limited to, games, music, video or audio files, or material protected by the district's filtering or blocking software

### **Filtering software**

In compliance with the Children's Internet Protection Act (CIPA), the district has installed filtering and/or blocking software to restrict access to Internet sites containing material harmful to minors, such as sexually explicit or other inappropriate materials. The software works by scanning for objectionable words or concepts as determined by the school district.

However, no Internet filter is foolproof. A user who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

Students shall not use the school district's network system to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate. Students shall not tamper with the filtering service.

### **Cyber bullying**

North Providence School District does not tolerate bullying and harassment.

Students shall not use any Internet or other communication device, such as cell or telephone to intimidate, bully, harass, or embarrass other students or staff members. Students who engage in such activity on school grounds or who engage in such activity off campus and create material disruption of school operations shall be subject to the penalties outlined in the NPSD Safe School Act Statewide Bullying Policy as well as possible criminal prosecution.

### **Intellectual Property**

I will request permission to use resources and suitably cite any and all use of websites, books, media etc. I will not steal content, media or information. I will only use properly purchased and licensed content, media and software. I will properly purchase my music and other media, and refrain from distributing these. For more information about copyright, please see <http://www.copyright.gov>

### **District Access to Student Files and Emails**

Students should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files that they send or receive on the school computer network or store in student directories.

The Director Technology or other designated district employee may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files and may remove them, if warranted.

### **PERSONAL MOBILE TECHNOLOGY**

HS/MS students may bring cell phones, tablets, e-readers, and other communication devices to school as long as they do not disrupt the educational process. Individual schools and teachers may impose additional restrictions. The district is not responsible for the loss, theft, damage, or vandalism to student cell phones or other student electronic devices.

### **Inappropriate Photos/Videos/Media**

It is an explicit part of this policy that a student may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school sponsored events or on school buses or other vehicles provided by North Providence Schools. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to the sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material

transmitted by text message, e-mail, or any electronic communication device. A student who violates this policy is subject to suspension or expulsion.

School personnel are required to report to law enforcement or child protective services whenever there is reason to believe that any student or other person is involved with child exploitation or child pornography. Students and parents need to be aware of the consequences - some of them life-altering-of having sexual material at school, including on your cell phone or other electronic communication device.

## **Discipline**

North Providence School District may apply discipline up to and including suspension and/or expulsion for specific student violations of the Internet and Electronic Mail Permission and Use Regulations. Students who violate the Internet-use rules set forth in this regulation will be subject to the penalties established in the Code of Student Conduct.

Students are expected to review the student handbook before using school computers or the district network. In addition, violations also may result in:

- Immediate removal from the computer network at any time without warning.
- Removal from the computer network for a specified period of time as determined by the principal, if the violation is limited to one computer and/or is contained in the school building.
- Removal from the computer network for a specified period of time as determined jointly by the principal in consultation with the Director of Technology and the other district staff, if the violation significantly threatens or damages district wide network resources, i.e., Web site, e- mail network, online grading system, etc.
- Permanent removal from the computer network for the duration of a student's enrollment in the district as determined by district administration.
- District retains right to terminate access
- North Providence School District technology staff may terminate a user's network access and this agreement at any time without warning.
- Unauthorized computer or network use subject to prosecution

Students who engage in unauthorized computer or network use may be subject to imprisonment, fines, and civil liability under applicable state and federal laws. Unauthorized computer or network use may also result in disciplinary measures consistent with the school district's policies and regulations, including suspension and expulsion. }

Nothing herein shall be deemed to prevent a teacher or instructor from establishing additional rules and conditions, subject to the ultimate control of the district administration and the District's School Committee.

### **PUBLIC ADDRESS SYSTEM**

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

### **SCHOOL RINGS**

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

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

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

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

## **STUDENT PARKING AND DRIVING**

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

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

## **VISITOR'S PASS PROCEDURE**

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

1. Report to the security window.
2. Provide a Valid Driver's License
3. Obtain a visitor's badge.
4. Wait for an adult escort.

## **LOCKERS**

All lockers are property of the North Providence School Department and are subject to inspection by authorized school personnel and law enforcement officers. Anything posted in or on lockers that graphically or symbolically promotes sex, drugs, alcohol, or violence is prohibited. Lockers are not to be written on, scratched, or otherwise

defaced. Anyone found responsible for locker damage will be held financially accountable. Students are responsible for all books, clothing, and other items stored in the locker. NORTH PROVIDENCE HIGH SCHOOL assumes NO responsibility for lost or stolen items. However, the administration does urge students to notify their assistant principal and file a theft report if necessary. Students who wish to have a lock on their locker will be issued a school lock for the cost of \$1. If the student loses the lock, the replacement cost is \$5. Students who do not use a lock are fully responsible for their property and school textbooks.

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

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

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

### **SAFETY**

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

### **SEXUAL HARASSMENT**

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

### **ASSEMBLY BEHAVIOR GUIDELINES**

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

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

### **LUNCH**

North Providence High School has a policy of a closed lunch period for all students. All food and drink consumed at North Providence High School must be consumed in the cafeteria.

Students are expected to:

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

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

### **HALL TRAFFIC**

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

### **ID CARDS**

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

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

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

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

### **SUMMER SCHOOL POLICY**

Any student who fails with a grade of 55 or above may attend summer school at the student's expense. Students may attend Gradpoint courses at NPHS or another accredited program.

### **SCHOOL BUS TRANSPORTATION**

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

privileges. However, suspension from the bus does not necessarily mean suspension from school.

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

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

1. The driver/monitor is in full charge of the bus and students. Students must obey the driver/monitor promptly and willingly. The school bus is a "classroom on wheels." Students should conduct themselves as they would in school.
2. Students shall ride their regularly assigned bus at all times unless the school authorities have granted permission. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
3. Unless by written permission of school authorities, no student shall be permitted to leave the bus except at his or her regular stop.
4. Students must enter and leave the bus in an orderly manner and must obey the orders of the school bus driver/monitor. They must not cross the highway until given consent by the school bus driver/monitor. When boarding or leaving the bus, students should be in view of the driver/monitor at all times.
5. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough or arrive at the bus stop before the bus is due. When the bus approaches the stop, students shall remain over to the right until the bus makes a complete stop. There shall be no pushing or shoving while boarding the bus.
6. Students who have to walk some distance along the highway to the bus-loading zone where practicable should walk on the left hand side facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the evening.
7. Students must cross the highway at least 10 feet in front of the school bus and never behind it.
8. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students. Fighting will not be tolerated.
9. Each student may be assigned a seat in which he will be seated at all times, unless permission to change is given by the Administration and/or drivers.
10. Students are to remain seated while the bus is in motion, and they are not to get on or off the bus until it has come to a full stop.
11. Outside of ordinary conversation, classroom conduct must be observed. Foul and abusive language will not be tolerated. Avoid loud, boisterous talk and other noises that might distract the driver. The lives of all students are in his/her hands, including your own.
12. No student shall sit in the driver's seat nor shall any student be located to the immediate left or right of the driver.
13. Do not enter into conversation with the driver while the bus is in motion, but report any emergency to him at once.
14. Be respectful to your bus driver/monitor. S/he has a very important task to perform and needs your help.
15. Be prompt and orderly and courteous at emergency drills. They are the same as fire drills in the school buildings. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
16. No student shall open a window on the school bus without first getting permission from the school bus driver.
17. No student shall at any time extend his or her head, hands, or arms out of the window, whether the school bus is in motion or standing still.
18. Students must see that they have nothing in their possession that may cause injury to another such as sticks, breakable containers, any type of firearms, straps or pins extending from their clothing. Also no animal is permitted on the bus, except for muzzled "seeing eye" dogs.
19. Each student must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
20. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must

- also refrain from throwing refuse out of the window. To help keep the bus clean, eating is not allowed.
21. There will be no eating or drinking on the school bus.
  22. There will be NO SMOKING OR LIGHTING MATCHES AT ANY TIME on the bus (R. I. Public Law). The 60-gallon tank under the bus contains a dangerous cargo that could be ignited inadvertently with lethal force.
  23. The use of alcohol or drugs on a school bus will not be tolerated.
  24. Students are not to run errands between the bus stop and their home.
  25. Parent(s)/guardian(s) of students found damaging buses will be responsible for proper reimbursement to the school district.
  26. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.

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

- First Offense:** Students will be turned over to the Administration and parent(s) will be notified. Suspension from riding the bus may occur.
- Second Offense:** Students will be suspended from riding the bus for two (2) days. Administration will notify parents and follow school procedure as is done in any discipline problem.
- Third Offense:** Students will be suspended from riding the bus for two (2) weeks. Note: After the third offense, the parents or guardian of the student must contact the Administration and arrange for an appointment before the student is allowed back on the bus.

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

## **DISCIPLINARY CODE**

### **Rules and Regulations**

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

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

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

## **IN SCHOOL SUSPENSION**

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

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

1. Hours 7:35 – 1:55 Students arriving after 7:35 must have permission from administration. Students arriving after 7:45 will be sent home; be marked as an unexcused absence from school; and asked to return promptly the following day

- to make up the **TLC** assignment.
2. Absence on the day a student is to be the **TLC** will result in making up the assignment in **TLC** when he/she returns to school the following day.
  3. All students must comply with the rules of the **TLC**.
  4. Presence in the **TLC** will be considered an excused absence from school. **Students will not be permitted to participate in co-curricular/athletics on the day the TLC is served.**

### **PHILOSOPHY**

**TLC** (TEMPORARY LEARNING CENTER) IS AN ALTERNATIVE DISCIPLINE DESIGNED TO ENCOURAGE “AT RISK” STUDENTS TO CHANGE THEIR BEHAVIOR WITHOUT ACCUMULATING ABSENCES. STUDENTS ARE PLACED IN THE **TLC** ROOM FOR THE ENTIRE DAY. CLASSROOM ASSIGNMENTS ARE SENT TO THEM, AND THEY WORK ON SCHOOL RELATED TASKS THROUGHOUT THE DAY.

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

### **SOCIAL SUSPENSION**

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

Social Suspension means that a student is not eligible to participate in any school sponsored co-curricular activities both on and off campus, including proms, post proms, class trips, athletic events, and other events for a certain length of time. If a student attempts to attend an event while on social suspension, that student will be subject to disciplinary action including suspension from school and/or an extension of the social suspension.

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

**Students must be in good academic standing to attend any school sanctioned functions (has not failed 3 or more courses during a marking period).**

Social suspension will begin on *October 1 and/or homecoming weekend*) and will include any student who has accumulated *any of the following*:

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

By *December 1* and/or winter ball ticket sales

- 10 or more unexcused tardies to school
- 5 or more suspensions (in-school or out-of-school)



6 or more unexcused absences from school

- Medical excuses must be submitted in accordance with the attendance regulations on page 19.

By *February 1*:

15 or more unexcused tardies to school

8 or more suspensions (in-school or out-of-school)

10 or more unexcused absences from school

- Medical excuses must be submitted in accordance with the attendance regulations on page 19.

By *April 1 and/or Prom ticket sales*:

20 or more unexcused tardies to school

10 or more suspensions (in-school or out-of-school)

14 or more unexcused absences from school

Medical excuses must be submitted in accordance with the attendance

*Students who are not up to date and/or proficient with academic requirements, including ~~grade 11 and~~ grade 12 PBGR deadlines/components, may be precluded from participating in athletics and other co-curricular activities, including but not limited to proms, winter ball, homecoming, senior activities, clubs, organizations and other school events, until all appropriate requirements are met.*

### **North Providence Youth Commission**

Students who participate in and successfully complete the requirements of the North Providence Youth Commission can earn one-half elective credit towards graduation. The NP Youth Commission serves to institute positive change and honor our community through representing the youth voice. Students will be afforded the opportunity to better the lives of themselves and their peers while assisting with and implementing meaningful community service learning projects, as well as provide a public voice to impact positive change within our community. In addition to earning credit towards graduation, students will gain valuable leadership and life experience. All students are eligible to apply to the NP Youth Commission. Requirements include successful participation in a yearly Summer Leadership Academy, regular attendance at Youth Commission meetings, and completion of an individual/team community service learning project. Acceptance and successful completion are determined solely by the Director of the Youth Commission.

*(Approved by the North Providence School Committee 11-17-2010)*

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

In selecting students to represent our school as valedictorian and salutatorian, NPHS believes the following criteria to be essential to the fulfillment of our school's Mission, as well as a reflection of the Core Values & Beliefs articulated by our school community.

Students must meet all of the following criteria.

#### **Valedictorian**

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

#### **Salutatorian**

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

### **Assignment to After-School Detention**

**1 hour—** Possession and/or use of electronic devices of any kind in the school building or on school grounds any time during the school day without permission from teacher/administrator  
Eating outside of the cafeteria, except for school sponsored meal programs  
On the 4th, and subsequent arrival to school late  
Failure to report after school for a teacher

**1-3 hours—** Chronic tardiness to class  
Use of illegal pass slips and/or library slips

**5 hours—** Failure to report to an assigned class  
Absent from school but found in the school building and/or on schools grounds

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

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

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

#### **1-5 days-**

10<sup>th</sup> unexcused tardy to school and every tardy after that (in-school suspension)  
Failure to report to after-school detention, for any offense when assigned to after-school detention  
Leaving school property during the school day without permission  
Verbal or physical abuse or threat to any administrator, teacher, or any other school department personnel  
Smoking in on school grounds  
Impeding the flow of traffic  
Loitering  
Use of electronic Devices/cell phones without permission  
Use of vulgar or abusive language, written or spoken  
Vandalism

#### **1 - 10 days—**

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

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

#### **5 - 10 days—**

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

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

Possession, use and/or distribution of obscene or pornographic material on school property before during, or after school, or at any school-sponsored event  
Possession or distribution of alcohol or drugs on school property before, during or after school, or at any school sponsored function or event; length of suspension will be determined by the principal or designee based on the severity and/or frequency of the offense.

Use, possession, or distribution of fireworks, or other explosive devices on school property,

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

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

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

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

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

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

Revised June 2020

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**RETURN THIS PAGE TO SCHOOL**

**Parent/Guardian Receipt of NPHS Handbook 2018/2019**

**Student's Name** \_\_\_\_\_

**School** \_\_\_\_\_

**I have read the North Providence School District's High School Handbook. I agree to comply with all the policies listed within and I have discussed the information contained in this handbook with my child. I shall do everything possible to support my child's education and work with my child's teachers to make this a successful school year.**

**Parent/Guardian Signature** \_\_\_\_\_

**By signing this agreement, I agree to comply with all the policies listed within and I undertake to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner. My signature also indicates that I understand the penalty for each of the listed discipline violations.**

**Student's Signature** \_\_\_\_\_

**Teacher** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Date** \_\_\_\_\_