

# AGENDA 2011-2012



WILLIAM M. DAVIES, JR.  
CAREER AND TECHNICAL HIGH SCHOOL  
50 JENCKES HILL ROAD, LINCOLN, RI 02865  
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Web site: [www.daviestech.org](http://www.daviestech.org)

**2011-2012 Student/Parent Handbook**

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**Mission Statement**

The school's mission is to develop graduates who aspire to be:

- Life-long learners,
- Globally competitive skilled workers,
- Future business and community leaders,
  - Productive team members,
  - and
  - Responsibly engaged citizens.

## **Philosophy**

The following philosophy will support the Davies community initiative toward the development and creation of technical and academic excellence.

The underlying premise is that this mission will be accomplished with an aggressive implementation of fundamental academic and technical skills, integration of academic and technical learning, a close collaboration of family involvement, partnerships with the community at all levels, and a strong professional development program for faculty and staff.

To accomplish our mission, the following educational and organizational strategies will be implemented:

- innovative scheduling
- academic integration
- school-to-career activities
- business and industry partnerships
- infusion of technology throughout the curriculum
- support services including Guidance, ELL, Diverse Education, 504 Plans, school nurse, academic remediation, assessments, and social workers,
- safe supportive environment.

The following goals have been identified to assist the staff and administration in their journey to improve student performance and achievement.

## **Goals**

To continue to promote and enhance:

- the communication between administration, staff, students and parents,
- the development of a school-wide, integrated curricula among academic and technical areas,
- the learning opportunities within our diverse student population,
- the various instructional strategies and assessment methods enabling all students to meet the requirements of the RI Diploma System,
- the involvement of all internal and external stakeholders in the process of educating our community of learners,
- the commitment of providing professional development opportunities for all staff,
- the implementation of infusing technology into the teaching and learning practices,
- the opportunities offered through extra-curricula activities that broaden both the educational and social experiences provided within the learning environment.



## TABLE OF CONTENTS

ITEM, PAGE NUMBER	ITEM, PAGE NUMBER
Absences, 23	Lockers, 41
Academic Recovery, 17	Make-up Work, 26
Accidents/Emergencies, 63	Office Detention Policy, 50
Administration, 7	Parent Visitation, 20
Afternoon Classes, 17	Professionalism/Clothing, 30
Assault, 59	Progress Reports, 19
Assemblies, 41	Report Cards, 19
Athletics, 22	Resource Assignment Center, 17
Attendance, 22	Response to Intervention Team, 17
College Preparation, 13	RI General Laws, 69
Computer Use, 38	Safety Drills, 42
Dismissals, 25	School Calendar, 68
Educational Supports, 16	School Cancellation, 64
Electives, 15	School Nurse, 65
Electronic Devices, 40	School Property/Grounds, 43
Elevators, 41	School-to-Career, 18
Extra-curricular Activities, 21	Student Code, 29
FAQ's, 63	Student Conduct, 47
Fighting, 56	Student Expectations, 11
Food/Cafetorium, 42	Summer Credit Recovery, 26
Fund Raising, 22	Tardiness, 24
Grades and Exams, 13	Telephone Calls, 66
Graduation and Diploma Requirements, 14	Tobacco, Drugs, Alcohol, 31
Handbook/ID Policy, 20	Translation Services, 66
Hazing/Harassment, 32	Transportation, 43
Health Office, 65	Violations/Consequences, 52
Home-School Compact, 10	Visitors, 67
Home Tutoring, 26	Weapons, 31

## ROLE OF THE BOARD OF TRUSTEES

The Board of Trustees is the policy-making authority for the operation of the Davies School. The Board is Davies' version of a school committee. Some of its duties and responsibilities include: identifying educational needs and developing educational policy based on the needs of students and the district; providing policy guidance and participating in budget development; and developing staffing policies which ensure that all students are taught by educators of the highest quality. For additional information on the role of the Board, please refer to RI General Law 16-45-6.

## ROLE OF THE ADMINISTRATION

**The Director** The Director manages and operates the school on a day-to-day basis. She is responsible for the care, supervision and management of the Davies School, including: the coordination and deliverance of instructional programming and evaluation; personnel matters; budget development and facilities management; and establishing and providing guidance on any new directions that will improve the overall operation of the school.

**Victoria Gailliard-Garrick:** x301

### **Academic & Technical Instruction**

The Supervisors of Academic and Technical Instruction serve as the coordinators of all aspects of the educational programs at the Davies School including development, evaluation, improvement and assessment.

**Ann Palmer:** x243

**Gerry Manning:** x228

**Secretary:** X248

### **Office of Student Management**

The Supervisor of Student Management serves as the administrator of all student discipline, attendance, performance enhancement plans, Resource Center, Afternoon Classes and coordinating efforts between parents, Student Performance Liaison, and the Guidance Department.

**David Champagne** x334

**Student Performance Liaison:** x320

**Office for Diverse Learners**

The Supervisor of Diverse Learners coordinates all activities related to the education, related services, and support services for students who have Individual Education Programs; students in the Limited English Proficient program; students who need remedial reading; and students on home instruction for medical reasons. He is also responsible for insuring that all students who are entitled to accommodations for the admissions test to Davies receive them.

**Fred Slemon:** x261  
**Diverse Learners Office:** x304

**Business Partnerships**

The Coordinator of Business Partnerships is responsible for managing the School-to-Career program and public relations for the school, including recruiting new business partners, coordinating marketing activities and managing the federal Perkins Grant program for the Davies region.

**Bernard Blumenthal:** x237

**Business Services**

The Business Services Coordinator is responsible for all financial functions, including budgeting, purchasing, accounts payable, payroll, accounts receivable, all financial reporting as required both internally and externally, and all aspects of the student lunch program.

**Cheryl Carroll:** x311

**Human Resources**

The Human Resources Development Coordinator is responsible for all personnel activity, including helping employees understand and make the most of their benefits; advocating for the Davies staff to the administration and outside offices; serving as the hiring and staffing contact; and coordinating professional development activities.

**Joanne Andrews:** x317

**Information Technology**

The Information Technology Coordinator is responsible for the leadership, planning and management for the development, acquisition, implementation and support of all aspects of IT for the Davies School.

**Susan Tierney:** **x332**

**Physical Plant**

The Coordinator of the Physical Plant is responsible for building, grounds, and mechanical plant operations, ensuring that all state and federal health, safety and environmental issues and mandates are met.

**William Okerholm:** **x249**

**Guidance Office**

The Guidance Office is responsible for student schedules, scheduling and attending parent teacher meetings; overseeing/writing and monitoring the entire 504 Plan process; and monitoring and counseling students regarding their technical and academic progress throughout the year.

<b>Richard Bonenfant, Chairperson</b>	<b>x234</b>
<b>Patricia Tarp, 12<sup>th</sup> grade</b>	<b>x233</b>
<b>Jose Brites, 11<sup>th</sup> grade</b>	<b>x259</b>
<b>Anthony Zullo, 10<sup>th</sup> grade</b>	<b>x231</b>
<b>Jessica Plumer, 9<sup>th</sup> grade</b>	<b>x239</b>
<b>Secretary</b>	<b>x225/x235</b>

**Health Office**

The school nurse is responsible for the health and well-being of all members of the Davies community.

**Anne Marie Kachanis:** **x318**

**Teamwork**

A compact exists among three stakeholders: student, parent/guardian and Davies. Students are responsible for following the policies outlined in this book. Parents/guardians serve to support and guide students, helping them to achieve their goals. Davies' responsibility is to work with students and parents/guardians to ensure that the policies within this book are upheld.

# HOME - SCHOOL COMPACT

William M. Davies, Jr. Career and Technical High School  
50 Jenckes Hill Road, Lincoln, RI 02865

As we strive for academic excellence and a high level of literacy for all of our students we realize that an educational institution cannot accomplish this goal alone. When a partnership exists among school, family and students and the goals and responsibilities for each party are clear, student achievement will improve. The following is a compact, which is a voluntary agreement between Davies' administration and staff and our families and students with the sole purpose of helping all of our students to reach their full academic potential.

## Home School Compact

<u>Administrative Responsibilities</u>	<u>Teacher Responsibilities</u>	<u>Family Responsibilities</u>	<u>Student Responsibilities</u>
<ol style="list-style-type: none"> <li>1. Through collaboration with the involvement of the Board of Trustees, staff, families, students and community, create a school vision and educational program with high standards that are understood and endorsed by the whole school community.</li> <li>2. Provide instructional leadership to ensure appropriate instructional practices, a high standards-based core curriculum and student support.</li> <li>3. Provide a safe, orderly, positive teaching and learning environment.</li> <li>4. Provide meaningful professional development for staff, and when appropriate, for students and families that will improve teaching and learning.</li> <li>5. Maintain open two-way communication between home and school and provide an atmosphere for open dialogue.</li> <li>6. Respect the school, staff, students and families.</li> </ol>	<ol style="list-style-type: none"> <li>1. Through collaboration with colleagues, families and students create a school vision and standards-based educational program that is understood and embraced by the whole school community.</li> <li>2. To the best of my ability, motivate my students to learn. Provide appropriate and varied classroom instruction that actively involves students in their learning.</li> <li>3. Provide a safe, orderly and caring classroom environment that is conducive to learning.</li> <li>4. Participate in professional development activities to improve teaching and learning and to support the formulation of partnerships with families.</li> <li>5. Establish two-way communication with families about student progress in school.</li> <li>6. Respect the school, staff, students and families.</li> </ol>	<ol style="list-style-type: none"> <li>1. Through collaboration participate with school staff in creating a school vision and quality educational program that is understood and embraced by all.</li> <li>2. Communicate to my child the value of an education and provide home support for the educational process.</li> <li>3. Establish a study time with my child and provide a quiet, distraction-free environment.</li> <li>4. Participate in training opportunities with staff to improve teaching and learning.</li> <li>5. Communicate regularly with the school.</li> <li>6. Respect the school, staff, students and families.</li> </ol>	<ol style="list-style-type: none"> <li>1. Through collaboration participate with school staff and parents in creating and benefiting from a quality educational program.</li> <li>2. To the best of my ability produce quality work.</li> <li>3. Attend school regularly, on time, prepared with all materials and completed homework.</li> <li>4. Participate in school activities with my parents and teachers that will improve my ability to learn and reach my full potential.</li> <li>5. Be honest with my parents about what is happening in school.</li> <li>6. Respect the school, staff, students and families.</li> </ol>

The signatures below indicate our support of our commitment to the above responsibilities to the best of our ability.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Faculty Representative

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Student

## EXPECTATIONS

### **Academic & Technical Expectations**

- READ, WRITE, SPEAK AND PRESENT EFFECTIVELY
- DEMONSTRATE MATHEMATICAL COMPETENCY
- DEMONSTRATE TECHNICAL COMPETENCY
- USE A VARIETY OF TECHNOLOGIES AND RESOURCES
- USE PROBLEM-SOLVING SKILLS
- DEMONSTRATE EMPLOYABILITY SKILLS
- DEMONSTRATE BUSINESS AND ENTREPRENEURIAL SKILLS

### **Social, Behavioral & Civic Expectations**

- TAKE RESPONSIBILITY FOR YOUR OWN BEHAVIOR
- SHOW RESPECT FOR OTHERS, THE SCHOOL AND YOURSELF
- MAINTAIN SELF CONTROL
- RESOLVE CONFLICTS RESPONSIBLY
- COMMIT TO BEHAVING IN A MANNER THAT OPTIMIZES YOUR EDUCATIONAL EXPERIENCE
- DEMONSTRATE THE RIGHTS AND RESPONSIBILITIES OF A DEMOCRATIC SOCIETY
- MAKE POSITIVE CONTRIBUTIONS TO BUSINESS AND COMMUNITY ORGANIZATIONS

**Respect** yourself, take pride in who you are, and show self-esteem because you are a unique individual. *No other person is exactly like you.* Respect fellow students and school personnel, as you would want them to respect you. At Davies, all members of the school community -- students, faculty, staff and administration -- are regarded as school family and deserve mutual respect from one another. **Your behavior**, how we treat each other, is a sign of our mutual respect.

**Student Code: As a Davies student, I commit to behaving in accordance with the social, behavioral and civic expectations in this handbook.**

The purpose of a student code is to provide students with guidance on how to behave. Acting in a manner respectful of yourself, others and your environment creates a safe, orderly educational and social atmosphere. A positive atmosphere is extremely important for the learning process to take place. This code enables students to grow in their respect for themselves, other students, the faculty, staff, administration, and the school facilities. Thus, violations of the student code are taken very seriously and will result in disciplinary action. **The rules, regulations and policies of the William M. Davies, Jr. Career and Technical High School are in effect for your benefit and apply during the entire time a student is enrolled at the school, including school holidays and vacation periods.**

As a Davies student you are on an educational journey – one that will help you become a life-long learner. Success in learning is a team effort; the teachers and administrators are here to help you achieve your goals. It is important that you understand your responsibilities regarding **your education** and **your attendance** so that you can better meet those goals

## **YOUR EDUCATION**

### **Technical**

Shop is what makes Davies different from a traditional high school. Davies offers twelve career and technical training programs. All freshmen are given the opportunity to explore these programs during the Freshman Exploration. Students are assigned to groups and 'rotate' through all twelve areas. During each rotation, career and technical instructors evaluate each student, using a standardized evaluation form. These evaluations assist guidance personnel in advising the individual student in his or her selection of an appropriate training area. Once students begin working and learning in their chosen technical area, they must pass shop every year to progress to the next grade. This includes seniors, who *must pass shop to graduate*. In the event a student is failing shop or theory at the end of the fourth quarter, the student's grade will be calculated as follows to determine whether he or she passes or fails for the school year. The shop grade will be an average of the theory grade and the practical grade. The shop theory grade is taken at 1/3 value and the shop practical grade is taken at 2/3 value. Here is an example of how one can calculate an average grade.

Theory grade = 70  
 Practical grade = 85  
 $(70) + (2 \times 85) = 240$   
 $240 / 3 = 80$   
 Shop grade is an 80.

## Academic

### College Preparation

POLICY REGARDING TEACHER RECOMMENDATIONS FOR STUDENT COURSE SELECTION:

In order to continue in college preparatory classes students must:

- (a) Pass the prerequisite course;
- (b) Be recommended by their teacher.

In order to move into college preparatory classes students must:

- (a) Receive an 85 or better in the basic course;
- (b) Be recommended by their teacher.

Recommending teachers and guidance counselors must emphasize to students that once the student is scheduled into a college preparation class he/she will not be allowed to transfer into another class unless there are seriously extenuating circumstances.

### Grades and Exams

At Davies a passing grade is **70** and above **for all classes**. Students who earn a 3.5 GPA or higher will receive **High Honors**, students who earn a 3.0 – 3.49 GPA will receive **Honors**. Seniors who are RI Honor Society members may be exempted from final exams. They are exempted only with a 90% average **and** at the teacher's discretion. No other students may be exempted from exams.

*Students that fail a class may be eligible for summer credit recovery. Please see page 27 for more information.*

Davies **grading policy** is as follows:

Quarter 1	20%
Quarter 2	20%
Mid-year Exam	10%
Quarter 3	20%
Quarter 4	20%
Final Exam	10%
<b>Final Grade</b>	<b>100%</b>

Grades are not determined solely by tests and exams. **Employability skills** are also considered when grades are calculated (in Technical Areas only), and can be worth **up to 20%** (but not more) of the quarterly grades. Employability skills take into consideration characteristics that will help students become successful in their careers: *attendance, punctuality, preparation and cooperation/behavioral expectations.*

### **Graduation and Diploma Requirements**

In accordance with the Board of Regents' High School Regulations, the William M. Davies, Jr. Career and Technical High School has established the following graduation requirements: During grades 9-12, all students must accumulate sixteen and one quarter (16  $\frac{1}{4}$ ) academic credits above and beyond technical area credits by the end of their senior year. In reference to technical area credits, successful completion of current year technical credits is necessary to advance to next grade level, shop experience is necessary for continuation at Davies. Students must pass the technical area in their senior year in order to graduate. All students are required to accumulate ten (10) technical credits in addition to the sixteen and one quarter (16  $\frac{1}{4}$ ) academic credits. To graduate all students must acquire a total of twenty-six and one quarter (26  $\frac{1}{4}$ ) credits to receive a high school diploma. Through the diploma system, students will demonstrate proficiency by:

- 1 Capitalizing on the mastery of content knowledge in academic preparation and technical training;
- 2 Integrating applied learning skills with instructional practices across content disciplines;
- 3 Integrating academic preparation and technical training across school-wide instructional practices;
- 4 Integrating and infusing technology instruction and practices across all disciplines;
- 5 Fostering a level of comprehension and application of visual arts standards through technology instruction/practices and senior project exhibition.

### **Carnegie and Technical Units**

All students must successfully complete twenty-six and one quarter (26 ¼) units to meet core and technical area requirements.

English	4 units
Math	4 units
Science	3 units
Social Studies	2 units (1 unit must be U.S. History)
Physical and Health Education	<b>1 ¾ units *</b>
Electives	1 ½ units
Technical	10 units

***\*Due to extenuating circumstances requirements may be adjusted***

Electives are any courses that are not required in the six core areas (English, social studies, math, science, arts, and technology) or technical programming. Elective classes follow the same grading policy as non-elective classes and should be taken just as seriously.

Physical and Health Education courses are offered bi-weekly over two semesters for four years. Students are required to enroll and participate in both courses every year. Students can earn up to two (2) credits, but are required one and three-quarter (1 ¾) credits for graduation.

Senior students must successfully pass and complete all but one-half (1/2) credit of their academic courses in order to be eligible for graduation regardless of already accumulated credits.

### **Measures of Graduation by Proficiency**

All students are required to demonstrate proficiency in the six core areas of academic instruction and technical training. Students are required to demonstrate their acquired proficiencies through the following multiple measures: Exhibition and Graduation Portfolio.

Graduating seniors are required to produce a senior project related to their career-focus and technical training. The senior project is a culmination of the educational process. This mandatory experience will afford all students the opportunity to engage in and demonstrate proficiency in their academic and technical areas of study. This project is aligned to content standards and grade span expectations in the six core areas of instruction. The project experience provides an opportunity for

students and staff to measure the required proficiencies through a largely independent and performance based exit requirement for graduation. The project is a student led activity that will allow students to apply skills learned at higher levels of critical and creative thinking. The project is a proficiency-based assessment for high school seniors to demonstrate their mastery of technical and academic skills learned. It has a standardized format that incorporates research, writing, presentation skills, community service, and the creation of a tangible project and portfolio. The graduation portfolio is a teacher-student led activity. It has two components: academic and technical. The academic component will provide evidence/measures of the student's progress toward and mastery of the six core areas of proficiency. The technical component is a culmination of research and product of a student's community service experience as she/he gains content knowledge in a technical-related career path.

**Requirements:**

- STUDENTS MUST COMPLETE A MINIMUM OF FIFTEEN HOURS OF OUTSIDE CLASS WORK WITH A MENTOR ON A TOPIC AND PRODUCT RELATED TO THEIR TECHNICAL TRAINING.
- STUDENTS MUST SUBMIT A FIVE-PAGE RESEARCH PAPER THAT INCORPORATES THREE (3) PRIMARY AND SECONDARY SOURCES, INCLUDING VALIDATED INTERNET SOURCES, AND ALL WRITTEN DOCUMENTATION MUST BE PRESENTED IN MLA STYLE AND CITED SOURCES IN PARENTHESES.
- STUDENTS MUST SUBMIT A PORTFOLIO THAT DEMONSTRATES ALIGNMENT TO DAVIES LEARNING EXPECTATIONS AND GRADUATION PROFICIENCY REQUIREMENTS TO VALIDATE THEIR EDUCATIONAL EXPERIENCES.
- STUDENTS MUST DO AN ORAL PRESENTATION OF THEIR RESEARCH FINDINGS AND FINISH PRODUCT BEFORE A PANEL OF JUDGES.

**Educational Supports: Students**

Educational success is best achieved when students, parents/guardians, administrators, and teachers work together. Davies provides a number of programs to ensure students get the most out of their experience.

**Positive Behavioral Interventions and Supports (PBIS)**

PBIS is a school-wide, proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on the prevention of problem behavior, development of

pro-social skills, and use of data-based decision making for addressing behavioral concerns. The PBIS approach has been shown to increase the capacity of schools to educate all students using research-based, school-wide, classroom and individualized interventions.

### **Academic Recovery Classes**

The purpose of the Davies Academic Recovery Classes is to provide additional instructional time in core academic subjects (English, Math, Social Studies, Science and Reading) for students who have a class average of 69 or below; therefore providing targeted, intensive support and effective interventions for students who are failing. The hopeful outcome of the Davies Academic Recovery Classes is the enhancement and broadening of the reading, writing and math skills necessary to succeed in the core subject area(s) in which the student is demonstrating a need for extra support. These classes may also be assigned as part of an Intervention/Behavior Plan, Individual Educational Program, or 504 Plan. Please contact the Guidance Department if you have any questions.

### **Resource Assignment Center**

The Resource Assignment Center is designed to address the academic and behavioral needs of students that are having issues properly interacting within the Davies community. This short-term, highly structured academic class provides an opportunity for students to continue their academic classes with a low student-to-teacher ratio. Students are assigned to the Resource Assignment Center through an Intervention Plan, Individual Educational Plan, and/or the Office of Student Management.

### **Afternoon Classes**

Afternoon Classes are designed to provide academic instruction for students who need a highly structured class. Students that are assigned to the Afternoon Classes receive an intervention plan designed to gradually integrate them back to their previous schedule. Students are assigned to the Afternoon Classes through an Intervention Plan, Individualized Educational Plan, and/or the Office of Student Management.

### **Response to Intervention Team (RTI)**

Davies believes in identifying and establishing interventions and/or classes for students having educational and/or behavioral difficulties. The Response to Intervention initiative (RTI) is a

multi-tiered problem solving approach for selected students, using effective instruction/interventions, combined with progress monitoring and data-based decisions.

### **School to Career**

Davies School-to-Career (STC) program offers students a variety of activities; both in-school and out at business and community sites. The series of activities provide students with the opportunity to explore new career areas, develop employability skills, interact with employers, apply their technical skills in the real world, and, in general, prepare for career success.

STC staff members provide the following services:

- PROVIDE WORKSHOPS FOR STUDENTS: STC ORIENTATION, CAREER EXPLORATION, RESUMES, JOB APPLICATIONS, INTERVIEW SKILLS, JOB SEARCH RESOURCES, AND DRESS FOR SUCCESS;
- ARRANGE BUSINESS TOURS, JOB SHADOWS, INTERNSHIPS, COMMUNITY SERVICE, AND OTHER RELATED ACTIVITIES;
- SET UP AND PROCESS ALL PAPERWORK FOR COMMUNITY SERVICE, INTERNSHIPS AND “CO-OP”;
- MONITOR INTERNSHIPS AND CO-OPS TO ENSURE THAT BOTH THE STUDENT AND EMPLOYER ARE MEETING THE GOALS OF THE WORK-BASED LEARNING CONTRACT;
- RECRUIT NEW EMPLOYERS, AS NEEDED, FOR WORK-BASED EXPERIENCES;
- MAINTAIN CURRENT PARTNERSHIPS WITH AREA BUSINESSES AND COMMUNITY ORGANIZATIONS;
- ASSIST STUDENTS WITH WORKING PAPERS, RESUME UPDATES, JOB SEARCH, AND PLACEMENT;
- KEEP A STUDENT PORTFOLIO THAT CONTAINS CONTACT SHEETS, A CURRENT RESUME, CO-OP TIME SHEETS, TECHNICAL CERTIFICATES, EMPLOYER EVALUATIONS AND OTHER EMPLOYMENT-RELATED INFORMATION;
- MAINTAIN A DATABASE OF EACH STUDENT’S STC ACTIVITIES;
- ARRANGE SPEAKERS AND PROVIDE CAREER-RELATED MATERIALS FOR TEACHERS TO ENRICH CLASSROOM PRESENTATIONS;
- PROVIDE TRAINING FOR SKILLSUSA INTERVIEW SKILLS TEAM, AND COORDINATE COMPETITIONS;
- RECOGNIZE SENIORS AND BUSINESS PARTNERS WHO PARTICIPATE IN STC ACTIVITIES AT THE PARTNERS IN EDUCATION APPRECIATION BREAKFAST IN MAY;
- COLLABORATE WITH THE GUIDANCE OFFICE TO FOLLOW UP ON GRADUATE PLACEMENT ACTIVITIES.

## **WORK BASED LEARNING**

Students have the opportunity to go on work-based learning experiences during their technical program class time. To be eligible for this program, they must be recommended by their technical teacher, receive approval from their academic teachers that they are passing all of their classes, receive approval from their guidance counselor, hold all required health and automobile Liability Insurance coverage, and be in good standing with the Supervisor of Student Management regarding disciplinary behavior.

The program is administered by the School to Career Office and the student must first make an appointment with the Assistant Business and Education Partnership Coordinator to start this process and learn if he/she is eligible.

### **Informational Support: Parents/Guardians**

To help students and parents/guardians to understand and keep track of academic progress, Davies also provides a number of reports.

### **Academic Reports**

Reports including attendance and other school information will be provided to parents/guardians upon request.

### **Progress Reports**

Mid-term progress reports will be mailed home each quarter. Some students may be required to return the report(s) with a parent's/guardian's signature. Parents/guardians may request progress reports from the Guidance Office on an as needed basis.

### **Report Cards**

Report cards *are distributed to the student* in homeroom during 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters. *\*\*Please see the school calendar on page 59 for those dates.* Final report cards will be mailed home at the end of the school year. Report cards will be held for students owing books or money to the school. These report cards are sent home so that parents may be actively involved in the academic progress of their children by furnishing them with needed encouragement and motivation.

### **School Records**

Educational records are open to any parent/guardian of a student under the age of eighteen and to any student eighteen

years of age and older. All requests to view the records must be done in writing to the Guidance Office. Access will be granted within 10 days of the receipt of the request.

**Parent/Guardian Visitation**

There will be an open house held at the beginning of the school year for parents/guardians of current students for the purpose of creating program awareness and providing an opportunity to meet teachers. Individual conferences may be requested by parents/guardians through the Guidance Office.

**Lost Books, Equipment and Fees**

Students are responsible to replace any lost books, replace lost or damaged equipment, and pay any fees owed, or report cards and/or diplomas will be held.

**Davies Student Handbook Policy and Student Identification Badge Policy**

**All Davies Students are required to have their Davies issued student handbook and school Identification Badge (ID).** Davies ID's **must be worn** at all times during the course of the day and will be required at school-sponsored events. The student handbook is also a student's hall pass, which is mandatory for passing in the hallways during class time. ID's are required to sign in late to school and to be dismissed from school through the Lobby Guard system. They are also required to identify students during lunch. ID's are also student bus passes. Students without ID's will not be permitted to ride their bus at the dismissal of the regular school day. Handbooks must be signed to be permitted to ride late buses for after school activities. If a student loses either his ID or handbook, he will have to purchase a new one through the Office of Student Management for a fee of \$5 each. Students are not allowed to use a handbook that is not theirs.

Mandatory use of ID and Handbook:

ID	HANDBOOK
Bus Pass	Hall pass
After school activity	Late bus after school activities
Admittance when late to school	Office detention
Dismissal from school	
Purchase tickets for school activities	
Must show with hall pass	

### **EXTRA-CURRICULAR / AFTER SCHOOL ACTIVITIES**

School experiences should be educational *and fun*. Accordingly, extra-curricular activities are a great opportunity to enhance one's educational experience. Attendance at school-sponsored activities such as dances and field trips, regardless of their location, is a special privilege. Students attending such events shall be governed by the school's administration and are subject to the authority of school officials. Failure to obey the instruction of school officials will result in loss of eligibility to attend school-sponsored activities, and appropriate disciplinary actions will occur. Transportation is provided on Tuesday, Wednesday and Thursday for those students participating in after school activities. All students must have their planners signed by their after school teacher to ride Davies transportation.

#### **Dances**

No one will be admitted one hour after the dance begins or be permitted to leave until one hour before the dance ends without administrative approval unless there is an emergency (illness, etc.). Anyone leaving the dance WILL NOT be permitted to re-enter. Only students in good standing are entitled to attend school dances. Any student found to be under the influence of alcohol or illicit drugs while attending school related activities will forfeit the privilege of future school related events. Police and parents will be notified.

#### **Field Trips**

- Any student wishing to attend a school field trip must be academically and behaviorally qualified and have the authorization of a parent/guardian and of the teacher/supervisor. Proper attire is required for all field trips. Students can be denied the privilege to attend based on their attire.
- All students must have returned a signed "Permission to Participate in School Sponsored Activities" form before they can attend any field trip.
- Students are required to obtain a "Field Trip Academic Release Form" and have all the teachers whose class they will be missing due to the field trip sign it and grant them permission to attend. Teachers reserve the right to deny field trip participation for a student with serious classroom attendance or discipline issues.
- The use of private transportation in lieu of assigned public carriers is prohibited.
- Students who attend or join a school field trip without proper authorization of a school official will be

considered truant from school.

- Any student who leaves a field trip will be subject to discipline from school and will forfeit their field trip privileges for the remainder of the year.
- Any student found to be under the influence of alcohol or illicit drugs while attending school related activities would forfeit the privilege of future school related events. Police and parents/guardians will be notified and the student will be disciplined in school.

### **Athletic Eligibility**

Any member of a team representing this school is subject to all regulations of the Rhode Island Interscholastic League, (RIIL) and the William M. Davies, Jr. Career and Technical High School. In general, candidates are reminded that to be eligible they must:

- Be academically eligible according to RIIL and Davies;
- Be under the age of 19 before September 1;
- Have a Waiver Request signed by a parent;
- Obtain a physical examination, a record of which will be on file in the health office, before participating or competing in any sport;
- Be responsible for all athletic equipment issued; lost or stolen equipment must be paid for by the student;
- Report all injuries to coaches and the school nurse, and fill out the necessary forms;
- Adhere to the rules prescribed by the coaches;
- Provide proof of health insurance, either private or through the school.

### **Fund Raising**

Any group or school organization (led by a Davies staff member only) wishing to engage in fund- raising activities must make a formal request to the Student Council and to the Office of Curriculum and Instructional Programs for approval and scheduling. The school maintains a calendar of such events in order to avoid overlapping. The approval of fundraising for outside activities is at the discretion of the administration.

## **Attendance**

**Attendance** is a critical part of the education experience. It is important that every student is present for the entire school day, and for as many of the 180 days as possible. At Davies, attendance is the responsibility of the student **and**

parents/guardians. Davies seeks to develop a partnership with parents/guardians to help and encourage students to attend school regularly.

**Parents/Guardians must call the Student Performance Liaison at X320 (available 24hrs) to report an absence. Please leave your name, the student's name and a number you can be reached at.**

*\*\*For additional information on the legal obligations for parents, guardians and students please read RI General Law 16-19-1 on page 69 of this book.*

## **Absences**

**Excused absences** include:

1. Medical appointment with doctor's note (note must be given to the nurse);
  - For clarification purposes, the nurse publishes, via internal email, a list of students with excused absences or dismissals on a daily basis.
2. Death of a member of the immediate family/funeral leaves;
3. Court appearance/ Legal appointment: must be verified by court paper, summons, subpoena, or written verification from the attorney;
4. Religious observance/practice - with written reason and verification from church official;
5. License/permit appointment (one-half day excused for road test with proof; student must report to school.  
*Please note: license renewals/registrations are not excused;*
6. Administrative action;
  - Scheduled in the Resource Assignment Center
  - Scheduled in the Afternoon School Classes
  - Time missed from class due to administrative action
7. School approved activities - approval of administration is required.
  - Field trips
  - Work-based learning experiences
  - Class meetings
  - Administrative meetings
  - Assemblies
  - Blood drive, flu shots, etc.

**Unexcused absences** are extremely detrimental to the learning environment. As such, Davies takes every unexcused absence from school very seriously. Davies' procedures for notification of unexcused absences are as follows:

1. Students and parents/guardians will be notified through the AlertNow system on a daily basis, of unexcused absences and tardiness to school.
2. When a student has **eight (8) days** per semester of unexcused absences the student and parent/guardian will be notified by a certified letter, and a conference involving the Supervisor of Student Management, the Student Performance Liaison, and the Guidance Counselor will occur.
3. In addition, as of the **eighth (8<sup>th</sup>) day** of unexcused absence during the same semester, the student may not participate in **any student activities** such as interscholastic sports events, class dances such as the prom, or at any activity in which the student represents the school. Any exceptions to this policy are at the discretion of the Director and the Supervisor of Student Management.
4. Students who are absent from school may not participate or take part in practice sessions or activities or attend any school function on the same day they are absent unless they have received prior approval from the Office of Student Management.

**Tardiness**

**All students must be in Advisory before the bell rings at 7:45 am. After 7:45 students are late to school. All students who are not in Advisory by the bell must report to the Office of Student Management to sign in school in order to be admitted to classes. Not reporting to Advisory or not signing in to school will result in disciplinary action.**

<b>Mon, Wed, and Friday</b>	<b>Tuesday and Thursday</b>
Advisory begins at 7:45	Advisory begins at 7:45
Advisory ends at 8:05	Advisory ends at 7:51
1 <sup>st</sup> period begins at 8:09	1 <sup>st</sup> period begins at 7:57

**Tardiness**

Daily notification will be provided to parent/guardian via the AlertNow voice messaging system. In addition, after:

5 times tardy.....Letter home

10 times tardy.....Office Detention

15 times tardy..... Parent conference with the  
Supervisor of Student Management, the Student  
Performance Liaison and the Guidance  
Counselor

20 times tardy .....Assigned to the Resource  
Assignment Center

**Special Note: Students must be present for at least half a day to participate in any after-school activities, including athletic events, proms, and dances. The half-day time is 11:00; that means the student must report to school by 11:00 and stay for the rest of the day. If students arrive in the morning, they must stay in school until at least 11:00 for their attendance to be counted as a half day.**

### **Dismissals**

On occasion, students may need to be dismissed from school.

***Student Responsibility:*** If a parent/guardian wishes to dismiss a student from school for a professional appointment (such as doctor, dentist, job interview etc.), it is considered an excused absence only if the appointment is verified with documentation upon the student's return. Forms of verification must be presented to the Office of Student Management before 8:00 a.m. on the day of the dismissal.

***School Responsibility:*** The school nurse may authorize dismissals from school due to an illness or injury during the school day. Such dismissals will constitute an excused absence. The nurse shall notify the Office of Student Management of the reported excused dismissal. Students are not to use cell phones or school phones to call parents/guardians in order to be dismissed. The nurse or the Office of Student Management will call if a student is sick or another emergency occurs. Any student found using a cell phone to call a parent/guardian will receive an office detention.

### **Family Vacation Policy**

Family vacations during scheduled school days will be considered unexcused absences. Students will be required to obtain work from their teachers before they leave for vacation. They must have their work completed and submitted to their teachers the day they return from vacation. Tests may be made up when it is convenient for the teacher.

Davies strongly discourages the use of school days for family vacations.

### **Make-up Work Options**

Davies has a number of options available to students in order to address the work students miss when they are absent.

#### **Make-up work**

Students absent from school are still responsible for the work missed. Please review the following guide for completing make-up work:

1. Students will have 5 class days to complete work or tests missed because of excused absences. Students will **NOT** get credit for work not made up on time.
2. It is the responsibility of the student (**NOT the teacher**) to take the initiative to arrange for make-up work.
3. Students will not be allowed to make up work when they are truant.
4. When students have excused absences, employability skill points for that day will not be deducted from their grade.
5. Students who have a number of excused absences at the end of a quarter must be given an incomplete quarter grade until they have had the opportunity to make up their work within the time frame described above.

#### **Home Tutoring / Academic Recovery Classes**

Some students may be eligible for home tutoring or Academic Recovery Classes if they are absent for more than 10 consecutive days due to a severe medical condition. Please review the following information and speak to guidance counselors to find out more.

**Academic class work** will be made up with an assigned home tutor or during assigned Academic Recovery Classes. For **practical work** missed in shop or science labs, a panel comprised of an administrator, guidance counselor, guidance director, shop instructor or classroom teacher, parent/guardian, and student will develop an acceptable plan in order to afford the student the opportunity to make up the practical portion of the missing work.

*For example: Practical work could be made up on Saturday or after school hours under the supervision of the teacher.*

#### **Summer Credit Recovery**

The Rhode Island Board of Regents has promulgated a policy under the High School Regulations (9/3/08). This new policy has increased the number of courses and credits students must attain before graduation. They have developed Performance-

Based Graduation Requirements, which include six separate areas of proficiency demonstrated by portfolio evidence and Senior Project presentations.

In order to best assist students in the attainment of these competency levels for graduation, Davies will require that students who fail courses to complete the course work that has been traditionally called "summer school."

**Davies students who fail academic course work must complete correspondence courses through the Keystone Credit Recovery program. With prior approval, students may also participate in a school district program if available. Students must have a minimum grade of 50% in the failed course(s) to be eligible for credit recovery as long as students comply with the Academic Recovery Class Policy during the current school year. Courses cannot be completed until the current semester or year has ended. Courses are available for all academic subjects, physical & health education, Spanish and Social Studies electives. Following successful completion of the Keystone course, students must pass a follow-up test (provided by Keystone) on site at Davies to receive credit. Students must provide documentation of successful completion of any school district programs in order to recover lost credit(s). The summer credit recovery program will be administered through the Guidance Department. The following stipulations will be applied for successful completion:**

1. Students who have complied with the requirements of the Academic Recovery Class Policy with a failing academic average between 50 and 69 inclusive **MUST** attend an approved 40-hour summer credit recovery. Students with academic grades below 50 will **NOT** be eligible for summer credit recovery for that/those subject(s). Students will receive a letter from Guidance which indicates permission to attend a summer credit recovery program for no more than two (2) major subjects (English, Math, Social Studies, Science).
2. Underclassmen (grades 9-11) who have failed to meet the requirements of the Academic Recovery Class Policy will forfeit their chance to attend any summer credit recovery program unless they have earned between 60 and 69 inclusive in the applicable subject.
3. Seniors who have failed to meet the requirements of the

Academic Recovery Class Policy will forfeit their chance to attend any summer credit recovery program unless they have earned between 60 and 69 inclusive in the applicable subject. Seniors must achieve a grade of 85 or higher in the credit recovery program in order to recover the failing grade from that subject.

4. All summer credit recovery work in academics must be completed prior to the start of school in August/September of the following school year. Students not taking advantage of credit recovery programs during the summer will not be able to double up on their course work the next year.
5. The following scenarios would mandate a student to repeat the grade:
  - a. Students who fail three or more major subjects.
  - b. Students who fail shop (1/3 theory 2/3 practical).
  - c. Students who fail two major subjects along with two minor subjects (any subject other than English, Math, Social Studies, or Science).
  - d. Seniors who do not achieve an 85 or higher on an approved credit recovery program.
6. There is no credit recovery available for students who fail their technical area.
7. Upon the successful completion of a summer credit recovery program, students will receive the lowest passing grade (70) on their permanent record card regardless of the grade earned during the summer program.

## **Social, Behavioral & Civic Expectations**

- TAKE RESPONSIBILITY FOR YOUR OWN BEHAVIOR
- SHOW RESPECT FOR OTHERS, THE SCHOOL AND YOURSELF
- MAINTAIN SELF CONTROL
- RESOLVE CONFLICTS RESPONSIBLY
- COMMIT TO BEHAVING IN A MANNER THAT
- OPTIMIZES YOUR EDUCATIONAL EXPERIENCE
- DEMONSTRATE THE RIGHTS AND RESPONSIBILITIES OF A DEMOCRATIC SOCIETY
- MAKE POSITIVE CONTRIBUTIONS TO BUSINESS AND COMMUNITY ORGANIZATIONS

**Respect** yourself, take pride in who you are, and show self-esteem because you are a unique individual. *No other person is exactly like you.* Respect fellow students and school personnel, as you would want them to respect you. At Davies, all members of the school community -- students, faculty, staff and administration -- are regarded as school family and deserve mutual respect from one another. **Your behavior**, how we treat each other, is a sign of our mutual respect.

**Student Code: As a Davies student, I commit to behaving in accordance with the social, behavioral and civic expectations in this handbook.**

The purpose of a student code is to provide students with guidance on how to behave. Acting in a manner respectful of yourself, others and your environment creates a safe, orderly educational and social atmosphere. A positive atmosphere is extremely important for the learning process to take place. This code enables students to grow in their respect for themselves, other students, the faculty, staff, administration, and the school facilities. Thus, violations of the student code are taken very seriously and will result in disciplinary action. **The rules, regulations and policies of the William M. Davies, Jr. Career and Technical High School are in effect for your benefit and apply during the entire time a student is enrolled at the school, including school holidays and vacation periods.**

#### **Respect for Others**

Mutual respect for each other is the cornerstone of cultural society, and the cultural climate of any institution is reflected by its patterns of accepted behavior. Davies is a multi-cultural school composed of students from diverse communities. Consequently, the school environment is built upon an acceptance of, and mutual respect for, the various community and cultural heritages that compose the student population and workforce. Mutual respect also means that each student must **respect the personal property** of others. **Damaging, stealing, or using in an illegal or illicit way, another's personal property** is a violation of the student code of behavior and subject to disciplinary action. The use of **vulgar and abusive language** and **excessive displays of affection** are considered disrespectful behaviors within the school environment and will also be subject to disciplinary action.

### **Professionalism in Dress and Grooming**

The purpose of education and training at Davies is to prepare students to be young professionals ready to enter the environment of business and industry. An important component of this preparation is functioning in a professional atmosphere. Students are expected to act in a professional manner and are encouraged to meet professional dress and grooming requirements while attending school and participating in any school-sponsored or related activities. Appropriate dress conveys respect for oneself and for others and contributes to the professional atmosphere of the school. If students are not properly dressed and equipped to participate in school activities, they will not be allowed to participate in the activities for that day and they will receive a zero for the daily grade.

### **All Areas**

The following **rules pertaining to student dress** will serve as an appropriate guide for clothing selection:

- Clothing should fit the student. Pants, sweaters, shirts, shorts, etc., may not be oversized or undersized to the point where, in the opinion of the school administration, the clothes present a health/safety concern or distraction.
- No pajamas, lounge wear, or slippers.
- Absolutely no part of any undergarment is to be exposed at anytime
- Tank and halter tops, very low v-necks, spaghetti strap shirts and shirts exposing bare midriffs, along with open back shirts and dresses are not to be worn in school.
- Skirts and shorts higher than four inches above the knee, including skirts with slits on the sides, are not to be worn in school.
- Clothing depicting messages pertaining to alcohol, drugs, illicit activities, profanity, pornography or any other material offensive to others or disruptive to the educational environment is not acceptable in school.
- Hats, bandanas, headbands or other headgear are not allowed in the building, **unless approved by the school administration**. Headgear is to be removed from the head upon entering the building and secured in student lockers.
- No outerwear while inside the building including coats, gloves, scarves, sunglasses, and other clothing deemed as “outside only” wear.
- If a student is deemed inappropriately dressed for school, Parent/Guardian will be notified and the inappropriate

clothing must be changed. If a Parent/Guardian cannot be reached, students will remain in the Office of Student Management or the Directors' Conference Room. Teachers will be required to provide work for the remainder of the school day.

#### **Technical Areas**

Students enrolled in occupational programs requiring uniforms, safety shoes and glasses, or other special items of dress, are responsible for the maintenance and wearing of these items during shop training time. Please note that body piercing jewelry such as; lip, tongue, nose, eye, and belly button rings are not acceptable in the shop environment.

#### **Physical Education Classes**

Students must be appropriate for a school environment. There are no official colors or gym uniforms. Every student is expected to report to class with a jersey, shorts, socks and sneakers or other appropriate attire as determined by the physical education instructor because of health and safety regulations. Students are not allowed to participate in physical education classes while wearing any type of jewelry or any visual piercing.

### **Banned Substances**

#### **Tobacco, Drugs and Alcohol**

The use and abuse of tobacco, drugs and/or alcohol are serious problems confronting youth. Every effort will be made to provide assistance to any student who has a substance abuse problem. However, the use, consumption, handling, sale, distribution, storage or possession of tobacco products, illegal drugs or alcoholic beverages while on or off campus during school or school-sponsored activities will result in disciplinary action.

Over the counter medications cannot be carried on a student's person. They must be brought to the school nurse with a note from a doctor or parent/guardian. **Any student found carrying over the counter medications will be assigned disciplinary consequences.**

#### **Weapons / Incendiary Devices**

Anyone possessing or using a weapon on school grounds presents a threat and a danger to the safety and well being of all members of the school community, including him/herself. Weapons of any kind are prohibited on school-related grounds. The term *weapons* shall include, but is not limited to, the following:

- Loaded or unloaded firearms, signal/starter/blank pistols,

- or replicas;
- Knives and razors of any length (including pocket and utility knives);
  - Facsimiles of any weapon;
  - Any defensive weapons such as mace, repellents, and stun guns;
  - Any incendiary devices;
  - Any martial arts devices, tools, chains, spiked jewelry or INSTRUMENTS, WHICH can inflict bodily harm and reasonably be considered a weapon (this excludes the use of shop tools or instruments when they are being properly used in the shop area).
  - Chemical based accelerants
  - Aerosol accelerants
  - Sulfur/odor emitting capsules
  - Pea Shooters/Zip Pens

Disciplinary action will be taken if any student brings or possesses any weapon, gives a weapon to someone or brings any instrument capable of being used to inflict bodily harm onto school grounds and adjacent property or to any school-sponsored or school-related activity or event. This includes any mode of transportation used for any school-sponsored or related activity or event.

### **Hazing and Harassment**

Hazing and Harassment are two major disruptions of an orderly and safe environment, and as such, they are not tolerated in the Davies school. Students engaging in any form of these two activities will be appropriately disciplined and law enforcement officials will be notified when such actions violate state and local statutes. **Hazing and harassment of any member of the school community, whether on or off the school property, will not be tolerated.**

Hazing means any conduct or method of initiation into any organization that willfully or recklessly endangers the physical or mental health of a person. It includes, but is not limited to, forcing a person to do humiliating or ridiculous tasks and bullying. Hazing is a misdemeanor in the state of Rhode Island and organizers and participants are subject to the penalties specified in Rhode Island General Law 11-21-1.

**Harassment, intimidation, or bullying** means intentional written, cyber space (i.e.: text messaging, IM, and imagery),

verbal, or physical act or threat of an act or threat of a physical act that a reasonable person should know will have the effect of physically harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property or is sufficiently severe, persistent, or pervasive that create an intimidating, threatening, or abusive educational experience for a student. Harassment can occur in several different ways. It can be **racial, religious, ethnic** or **sexually** oriented. No person should be discriminated against because of actual or perceived racial, religious, ethnic, sexual orientation, or gender identity/expression. **Any form of harassment is a violation of an individual's civil rights and is subject to legal action.** Racial, religious, ethnic or sexual slurs, derogatory statements, epithets, posters, cartoons, drawings, innuendo, gestures, obscenities, suggestive jokes or kidding of a lewd or offensive nature, spreading of rumors, visual luring or ogling are some, but not all, of the behaviors that constitute harassment.

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

**Responsibility of Students:** Students who observe the 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. The victim of the bullying shall however, not be subject to discipline for failure to report the bullying.

**Investigation of Bullying:** The Director or Supervisors shall investigate all allegations of bullying. If the allegation is found to be credible, appropriate disciplinary sanctions, subject to appropriate due process procedures, will be imposed. The investigation will include an assessment of the effect the bullying has had on the victim.

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

**Prohibiting Against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating the incident of bullying shall not be tolerated. In all cases retaliation or threat of retaliation will result in imposition of school discipline, and in appropriate cases, referrals to the policy [R.I.G.L. 11-42-2. Extortion and Blackmail] [R.I.G.L. 59-2 Stalking Prohibited]. Incidence of retaliation will automatically be referred to the proper law enforcement agency.

**Prohibiting Against False Report of Bullying:** False reports concerning bullying will be subject to appropriate school discipline.

**Individualized School Safety Plan:** If a student is the victim of serious or persistent bullying, the Director or Supervisors of the school will prepare a written school safety plan outlining what steps will be taken to provide the student with a safe educational environment. This plan will be developed, if possible, with input from the parents of the student. Staff members who are to implement the plan will help formulate it.

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

**Mediation Board:** The Director or Supervisors Davies may establish a Mediation Board to resolve complaints of bullying in circumstances where mediation may provide an appropriate remedy. The Mediation Board may, when appropriate, include students.

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

## **Sexual Harassment** **General Policy**

Sexual harassment is a form of sexual discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Rhode Island statutes.

It is the policy of Davies to maintain a learning and working environment that is free from sexual harassment. Davies prohibits any form of sexual harassment.

It is a violation of this policy for any student or employee of Davies to harass any student or employee through conduct or communication of a sexual nature as defined by this policy. Davies will act to investigate all complaints, whether formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of Davies.

**Sexual Harassment Definition**

**a.** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

**b.** Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse;
2. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional brushing against a student's or an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; or
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an

- individual's employment or educational status; or
7. Any sexually motivated unwelcome touching.

### **Dating Violence**

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

### **Teen Dating Violence (R.I.G.L. 16-85-2 Lindsay Ann Burke Act)**

Legislative findings: The general assembly hereby finds, determines and declares that when a student is a victim of dating violence, his or her academic life suffers and his or her safety at school is jeopardized. The general assembly therefore finds that a policy to create an environment free of dating violence shall be part of each school district. It is the intent of the general assembly to enact legislation that would require each school district to establish a policy for responding to incidents of dating violence and to provide dating violence education to students, parents, staff, faculty and administrators, in order to prevent dating violence and to address incidents involving dating violence. All students have a right to work and study in a safe, supportive environment that is free from harassment, intimidation and violence.

Dating Violence is a pattern of behaviors, verbal abuse, isolation of the partner, sexual coercion, emotional manipulation, and physical abuse used by someone to maintain control over his or her partner. Females are more likely than males to be killed or sustain major injuries as a result of dating violence. However, both females and males perpetrate and are victims of dating violence.

#### **Goals**

- Raise school-Wide awareness about Dating Violence
- Provide direction in responding to incidents
- Prevent new incidents of Dating Violence

#### **Procedure**

People responsible for identifying and reporting Dating Violence:

- Victims
- Students
- Teachers
- Administration
- School nurse

- Guidance counselor
- Social worker
- Other school authorities

### **Reporting Responsibilities**

The school, with input from school-based staff, shall establish, distribute and appropriately communicate to relevant school staff, students, volunteers, and parents all pertinent information. The victim of dating violence and/or witnesses/bystanders may report such actions. Any employee who has information that these actions have occurred must file a report. Procedures will be established to enable other interested individuals to file a report.

### **Investigation**

The School, with input from school based staff, shall develop procedures and guidelines for the investigation of a dating violence report for distribution to the schools. If the allegation is found to be credible, appropriate disciplinary sanctions, subject to due processes procedures, shall be imposed.

### **Disciplinary Sanctions**

Disciplinary sanctions for dating or sexual violence may include loss of privilege to participate in extra curricular activities (i.e. athletics and school social events), loss of school bus transportation, assignment of additional work or community service, and depending on the extent of involvement in the prohibited activity, further disciplinary actions through the Office of Student Management.

### **Prevention**

- Build positive connections between staff and students and a positive tone in staff student interactions
- Provide professional development to staff and administration on dating violence and appropriate responses and interventions
- Provide education to students including healthy vs. unhealthy relationships, warning signs of an abusive relationship
- Implement a safety plan
- Monitor to make sure that consequences and education are effective
- Provide effective counseling for offenders after enforcement of consequences as appropriate and needed
- Provide parent workshops as needed

### **Complaint Procedure**

Complaints relating to dating violence / relationship abuse will be

responded to in a prompt manner. All employees of William M. Davies, Jr. Career and Technical High School either witnessing or privy to incidents of abuse shall report any in all pertinent information to the Office of Student Management. Third party reporting of dating violence to any adult in the building will be referred to the Office of Student management to be investigated.

### **Respect for Your Environment**

Davies provides a safe, clean learning environment for all students. Respect for the school environment is a matter of personal and school pride. As a student, you should understand that this is your school and you must treat it with the respect you treat anything that is yours. You should also expect the same cooperation from others. As part of the Davies family we are all responsible for school property, equipment, lockers and grounds. The Davies School - *your school* - is a great place to learn, in part because it is clean and safe. You have an important role in maintaining orderliness and safety so do your best to respect the environment within the school and grounds.

### **Computer Use**

The Davies School considers a computer network to be a valuable tool for education and encourages the use of computers and computer related technology in school classrooms. Davies now has the ability to enhance students' education through the use of computers on the Local Area Network and the Internet. Students and school-wide users of this technology have the responsibility to use this educational opportunity properly in accordance with the rules of the district. Please review and follow the established expectations for student/staff as it relates to the use of computers on the Local Area Network and the Internet.

**A student and his/her parent/guardian must sign an agreement pledging to abide by the rules before the student is granted computer access.**

- Your password is for your use only. You may not share or lend this information to other students and/or adults. You are responsible for keeping this information secure and not allowing it to become compromised in any way.
- If you witness any violations of the use of the network and the Internet, report it to the teacher in charge.
- Please do not use your own media without permission. Personal media includes, but is not limited to: flash drives, CD's, DVD's, floppy disks, MP3 players, etc. The

teacher in charge must approve the use of personal media on school and/or network computers to prevent virus contamination and unauthorized programs from interfering with network operations.

- For your safety and security, personal information about oneself should not be shared over the Internet.
- Use of the network to access or process inappropriate materials or to download files dangerous to the integrity of the network is prohibited. Transmission of material, information, or software in violation of any district policy or federal, state or local law or regulations is prohibited. This includes, but is not limited to, the following:
  - Any misuse, such as messages sent/received that indicate or suggest pornography, is strictly prohibited. Unethical or illegal solicitation, racism, sexism, bullying, inappropriate language, and other issues described above are all prohibited.
  - Collection and/or dissemination of information that is inciting or dangerous by its distribution are prohibited.
  - Any actions that result in the illegal use or distribution of software are prohibited. Any student found in violation of the Copyright Act will be subject to prosecution applicable by law. These activities include, but are not limited to: uploading, downloading, unauthorized copying, storage or donating any copyrighted material.
  - Using or accessing a teacher's computer/programs is also prohibited.
  - Students who use school resources to publish or view a blog that is not school sponsored.

**Computer Use – Inappropriate behavior / misuse of the computer network:**

Attempting to access any unauthorized areas, attempting to bypass school filters, firewalls or any other system protection, unauthorized use of personal laptops or wireless devices, unauthorized use of another account, deletion or alteration of another student's work, commercial use of the network or Internet, deletion or alterations of software including desktop configurations, destruction or tampering with hardware and/or cabling, and **inappropriate use/language on network/Internet** are all Level 2 offenses and **will result in Resource Assignment Center of computer use with further discipline at the discretion of the administration.** In addition, all usage of the computer, including network, Internet, and e-mail use, may be monitored by the Davies School.

### **Electronic Devices**

Title 16 of the Rhode Island Statutory Law provides that all students attending secondary or elementary schools in the State of Rhode Island shall be prohibited from carrying, possessing, or using electronic devices of any kind or laser pointer on school property, except with the written consent of the Director/Principal of the school. The penalty for violation of this section of the law shall be the confiscation of the device. Electronic devices confiscated during the course of the school day are to be sent to the Office of Student Management with a Disciplinary Notice identifying the student and circumstances. The student will receive an office detention and a phone call home on the first infraction of this policy. The electronic device will be returned to a parent/guardian **only** after the student has served the office detention for this infraction. Until the return of the device, it will remain in the safe in the Office of Student Management. Subsequent infractions of this policy will result in further disciplinary actions, and the device will be returned to a parent/guardian on the completion of the school year in June. Parents, please do not call or text your child during the school day. If you have an emergency, please call 728-1500, extension 320.

“Sexting” is prohibited in school, on school grounds or in school vehicles, and at school-sponsored activities at home or away. For purposes of this policy, “Sexting” shall be defined as generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that displays sexual or provocative content.

Students who receive a “sexting” message are to report the matter to a school. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to appropriate disciplinary action. Violations will be subject to reporting to law enforcement as described below.

### **Skateboards and Skateboarding**

Skateboarding is not allowed at any time on Davies property. Students skateboarding on Davies property will be assigned an office detention for the first offense. Students found in possession of skateboards will be required to forfeit them to

instructional staff. All skateboards will be kept in the Office of Student Management. The procedure for retrieval will follow the electronic device policy.

### **Assemblies**

Assemblies provide the opportunity for learning in a large group environment. Attending assemblies is a privilege. Because of this, it is important that students move in a quick and orderly fashion to the designated assembly area. Students are expected to take their seats immediately and act in a courteous fashion throughout the assembly.

### **Elevators**

To help students who may have a disability, elevators are available throughout the building. If you have an injury and would like to use the elevators, please seek permission from the school nurse.

### **Lockers and Care of Personal Property**

Each student is responsible for his/her personal property. **Large sums of money, expensive items, and any type of electronic equipment should be left at home. Davies High School is not responsible for lost or stolen articles.**

- LOCKERS ARE SCHOOL PROPERTY AND ARE ASSIGNED TO STUDENTS FOR THEIR USE.
- BOOKS AND OTHER MATERIAL RECOGNIZED BY THE SCHOOL, AS HAVING EDUCATIONAL VALUE MAY BE STORED IN THE LOCKER.
- OUTER GARMENTS MAY BE KEPT IN THE LOCKER.
- LOCKERS ARE NOT TRANSFERABLE BY STUDENTS.
- THE SCHOOL PRINCIPAL OR A DESIGNEE SHALL RESERVE THE RIGHT TO INSPECT ANY LOCKER AT ANY TIME, WITH OR WITHOUT THE STUDENT'S PRESENCE OR CONSENT.
- EVERY STUDENT MUST USE HIS OR HER ASSIGNED LOCKER.
- THE LOCKER IS NOT TO BE CONSIDERED PERSONAL PROPERTY
- BROKEN LOCKERS SHOULD BE REPORTED TO THE GUIDANCE OFFICE.
- SHARING OF LOCKERS IS PROHIBITED.

Articles that are not of an educational value, or may be deemed harmful to a student or group of students, or may cause damage to the school or school property, may be confiscated by the school principal and held for proper disposition or disposal. The school shall reserve the right to withdraw the use of lockers after due cause.

### **Cafetorium / Food Policy**

The cafetorium is the **only appropriate place** for students to eat. Students report to the cafetorium during lunch and are to remain there for the entire period until a faculty member dismisses them. Out of respect for yourself and other students, everyone is required to clean up after themselves. This includes throwing away your trash, wiping up any spills you have made, and picking up any items that have fallen on the floor. Food and drink are **NOT** allowed **ANYWHERE** outside of the cafetorium. All vending machines are also **off limits outside of lunchtime**. Please refrain from bringing gum to school. Gum chewing is not allowed anywhere on campus.

The lunch period is a brief but important part of the day. Inappropriate behavior in the cafetorium, including throwing food, making loud disruptive noises, engaging in horseplay, failing to return debris to receptacles, or any similarly disruptive behavior is not acceptable because it affects the entire lunchroom. To ensure that everyone enjoys his/her lunch in a safe and timely manner, such actions will not be tolerated. Similarly, for safety reasons and to preserve the learning environment, food in the classroom or any area aside from the cafetorium is not allowed.

### **Safety Drills**

**Fire Drills** are an important way to ensure that we all know how to exit the building safely in case of an emergency. Because of this concern, everyone must leave the building as quickly and safely as possible. Please review the fire drill exit paths posted in your classroom. When the drill sounds, follow the appropriate path to the exit, in a quiet and orderly fashion. Once outside, please remain in a quiet group with your teacher while **attendance is taken**. Your teacher will lead your group to the correct location and let you know when it is time to return to the building. There is no use of electronic devices during any type of safety drill or real emergency. This is designed for the safety of all members of the Davies family.

**Lockdown Drill** is another precaution we need to take to ensure safety in the building. It could be anything from a life threatening medical emergency to an unidentified, violent or armed person in the building. Because of the potential danger involved in such situations, everyone in the building must immediately leave the corridors and go into the nearest classroom as soon as a lockdown is announced.

**During a lockdown Parents/Guardians will be notified of any disruptive behavior**, including leaving your assigned area, talking, and use of electronic devices during a fire drill and/or a lockdown drill. Additional disciplinary consequences may apply. In the event of a real emergency, every attempt will be made to communicate through appropriate channels at the appropriate time.

### **School Property/ Grounds**

At Davies, respect for the learning environment is taken very seriously. Any student engaging in or supporting the destruction, vandalism, or otherwise negative or damaging action to school property will be subject to assignment to the Resource Center and, if deemed appropriate, law enforcement authorities will be notified, as outlined in RI General Laws 11-44-12 and 11-44-15. Davies school and grounds and the equipment within it are the property of the State of Rhode Island. Thus damage or intent to damage school property will be taken very seriously. Video recordings may be used in any disciplinary action, civil action or criminal or administrative proceeding.

*Video Monitoring is in use both inside and outside the Davies Campus.*

### **Transportation**

#### **Transportation/Personal Vehicles**

Driving a car to school is a privilege. If you have a car and want permission to drive it to school and park it in the parking lot, you must go to the Office of Student Management and request a vehicle permit. If you are given permission to drive your car to school, enter the school grounds through the front gate and park your car in the student lot on the right when you enter the grounds. Then enter the school through the Main Entrance. All students are expected to conduct themselves and their vehicles in a safe manner in the parking lot.

Administrators have the authority to search a student's automobile on school property in the presence of the owner. In the event a student is not agreeable, the administrator shall have the right to detain the student until the proper authorities arrive to conduct the search.

#### **Parking Rules and Disciplinary Consequences**

Cars are for transportation to and from school. Any students operating their vehicle in a hazardous manner on school

property, including but not limited to loitering, are subject to having their vehicle privileges revoked. To ensure a safe parking lot area, all cars that do not have a permit will be towed at the owner's expense.

Further, the administration reserves the right to search any car that is suspicious in nature or in any way presents a threat to the safety of students and/or staff.

### **Student Conduct In The Course Of Transportation On School Buses Or Other Vehicles**

The safety of students and other passengers during transportation is of paramount importance. To provide safety to all students and other passengers, effective use of vehicles, and to maintain a desirable expectancy level of student behavior patterns, the following rules must be adhered to by all students and other passengers on school buses or vehicles.

**Students should be at the bus stop at least five (5) minutes before their scheduled pickup.**

1. All students must be on time for their scheduled bus.
2. Students must stand back in an orderly line at pick-up points until the bus comes to a complete stop.
3. Students shall enter the bus or other vehicle in an orderly fashion and go directly to a seat.
4. All students must be seated while the bus is in motion. A driver may, at his or her discretion, ask students to move up to a seat at the front of the bus, when it is stopped, in anticipation of getting off at the next stop. Students are obliged to comply with any such request made by a driver.
5. The driver is in complete charge with respect to the operation and safety of the bus or other vehicle and must be obeyed.
6. Permission must be given by the driver to open windows. Students shall not extend arms, hands, legs, heads, or any object out of the windows or doors of the bus. Students shall not shout at pedestrians or other vehicles while the bus is in motion.
7. Students shall not mar, deface, or vandalize the bus or other vehicle. Any damage done to any such vehicle will result in the student and/or his parents and guardians making restitution for such damage.
8. Students shall not place lunch boxes, backpacks, books, or other objects in the aisle of the bus or other vehicle.
9. Students are prohibited from using tobacco, alcohol,

- drugs or any controlled substance on a bus or other vehicle.
10. Normal conversation is allowed on the bus or other vehicle, but loud talking, shouting, and any unnecessary or disruptive behavior is prohibited.
  11. Students shall not eat and shall not consume beverages while on a bus or other vehicle, unless otherwise permitted by administrative authority.
  12. Students are prohibited from sitting in the driver's seat nor shall any student sit in such a manner that he or she interferes with the driver of the bus or vehicle.
  13. Nothing shall be thrown in the bus, from the bus, or at the bus.
  14. Students shall remain seated until the bus stops.
  15. Students shall not rush, run, or push to enter or leave the bus.
  16. Students shall not carry weapons, hazardous material of any kind, nuisance items or animals onto the bus.
  17. Students shall refrain from the use of profane language, obscene gestures, excessive noise, fighting, wrestling, or any other acts of disruption or physical aggression while on the bus.
  18. Students are expected to be compliant with all of the above-referenced rules and accept the responsibility that accompanies the privilege of transportation. Any violation of the foregoing rules may result in discipline, including Resource Assignment Center or expulsion.
  19. Student, parents and guardians are encouraged and expected to report any violation of the foregoing rules immediately to the Office of Student Management.

#### **Bus Transportation**

1. **SPECIAL TRIPS:** A teacher or coach must accompany each group of students making a special trip. Students will dress appropriately when making special trips.
2. **LATE TRANSPORTATION:** Transportation will be provided for students who must stay after school for extra help, make-up work, or extra-curricular activities. Late busses will leave at 3:30 p.m. on Tuesdays and Thursdays. Transportation will be provided for students who must stay after school for Office detention. Late busses will leave at 4:30 p.m. on Tuesdays, Wednesdays, and Thursdays. Students assigned to Teacher Detention must ride the 4:30 bus home, unless prior arrangements are made to be picked up at the conclusion of teacher detention. All students must have a

signed handbook in order to be permitted to ride the late bus. These bus routes are not identical to the regular routes. Students must make their own arrangements to get home after the bus returns them to their home community.

3. **BUS:** Regulations for bus students: The school day begins when students leave their home for the bus stop and ends when they return home in the afternoon. Students come under the jurisdiction of the school administration during this entire period. **REMEMBER, IT IS A PRIVILEGE TO RIDE THE SCHOOL BUS.** If students are not well behaved or courteous, and if their behavior endangers the health or safety of other students, this privilege will be taken away. **The bus driver has the same authority on the bus as a teacher has in the classroom or shop.**
4. **All students must have their Davies student ID with them and visible in order to ride the bus.** If a student does not have his ID, that student will not be permitted to ride the bus.

#### **Video Cameras in School Busses**

The Board of Trustees of the William M. Davies, Jr. Career and Technical High School ("Board") recognizes its continuing responsibility to maintain and improve discipline, as well as to insure the health, welfare and safety of its students and staff on buses and other forms of school transportation vehicles (hereinafter interchangeably referred to as "bus", "buses", "vehicle", and/or "vehicles").

The Board has considered, weighed and balanced the respective privacy rights of students, drivers, and monitors on buses and vehicles with the Board's obligation to maintain decorum, impose discipline under appropriate circumstances, and enhance the health, welfare and safety of students and other passengers of vehicles. Accordingly, the Board supports and approves the use of video cameras on school buses or other vehicles to monitor and record student behavior. Video recording equipment and other technology may be used to monitor the performance of employees performing transportation related duties for students and staff.

Video tape shall be available for viewing consistent with applicable law and the Board and the Director and their employees, agents and representative shall comply with controlling state and federal laws related to video recordings, when, as determined by the Board, and in accordance with law,

such recordings are considered for retention as part of a student's record. Such recordings shall also be subject to governing law and procedures pertaining to the access, review and release of such recording.

Students are reminded that in the course of transportation on a school bus or other vehicle, they are required to conduct themselves in a manner consistent with all established behavior standards set forth in the student handbook. Misbehavior of any kind will not be tolerated.

Video recordings may be used in any disciplinary action, civil action or criminal or administrative proceeding.

## **Standards for Student Conduct**

### **Rights and Responsibilities of Students**

All students are entitled to enjoy the basic right of citizenship recognized and protected by law for persons of their age and maturity. The Davies school shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers and district staff. Students shall exercise their rights responsibly, and comply with rules established for the orderly conduct of Davies educational mission. Davies rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate the school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community. Students have a responsibility for achieving a positive learning environment at school or school related activities. Each student is expected to:

- demonstrate courtesy, even when others do not
- behave in a responsible manner, always exercising self-discipline
- attend all classes regularly and on time
- prepare for each class; take appropriate materials and assignments to class
- meet Davies standards of grooming and dress
- obey all school and classroom rules

- respect the rights and privileges of other students, of teachers and other staff members
- respect the property of others, including Davies property and facilities
- cooperate with and assist the school staff in maintaining safety, order and discipline
- avoid violations of the student code of conduct

### **Student Management**

A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action. School rules and the authority of the school to administer discipline apply whenever the interest of Davies is involved, on or off school grounds, in conjunction with or independent of classes and school sponsored activities.

Davies has disciplinary authority over a student:

- whenever and wherever the student is on the Davies campus and while the student is going to and from school
- while the student is in attendance at any school related activity regardless of time or location
- for any school related misconduct regardless of time or location
- for any mandatory expulsion offense committed while on school property or while attending a school sponsored or school related activity
- when retaliation against any member of the school community occurs or is threatened regardless of time or location
- when a student commits a felony
- when criminal mischief is committed on or off school property or at a school related event.
- when evidence of inappropriate use or defamation of character occurs on the Internet or through the use of other technological modalities

The administration has the right to search a student's locker whenever there is reasonable cause to believe that it contains articles or materials prohibited by the school. A school administrator will report crimes as required by law. A school administrator who suspects that a crime has been committed on school grounds will call local law enforcement.

In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Administration reserves the right to interpret and act upon discipline that may or may not be covered in this handbook. Students exhibiting a continued pattern of behavior may be subject to intervention procedures through the Office of Student Management and coordinating departments.

Disciplinary infractions are divided into three levels of severity. The teacher will handle all Level 1 infractions occurring in instructional settings. Repeated Level 1 infractions will be referred to the Office of Student Management. Level 2 and 3 infractions will be referred to the Office of Student Management for action. Students assigned to teacher detention will not be permitted to take the 3:30 student activity bus home. They will have to either arrange for a ride or remain in the office detention room until the detention bus arrives. Level 2 and 3 infractions will be handled by the Supervisor of Student Management.

Those students that have multiple detentions, skipped detentions, assigned to the Resource Assignment Center, or any discipline infraction that administration deems: such students will be placed on the Davies ineligible list. The Office of Student Management maintains this list and only the Office of Student Management can **place or remove** students. Students on this list will not be allowed to participate in or attend the following but not limited to: dances, field trips, Hoops for Hearts, pep rally, and outside events sponsored by the school.

All students are expected to serve assigned Office Detention,

which is from 2:15-3:45. Students assigned detention after Academic Recovery Classes are expected to serve from 3:45-4:30. Students MUST be on time. Students are expected to stay for detention on the date assigned to them. A scheduled detention date will not be changed unless the student is able to provide The Office of Student Management with documentation that proves to be reasonable and legitimate (i.e.: doctor note, family/funeral leave, legal appointments, etc.) and approved by the Supervisor of Student Management.

#### **Office Detention Policy**

The Supervisor of Student Management is responsible for administering and supervising Detention period on Tuesdays, Wednesdays, and Thursdays from 2:15 to 3:45. Buses will be provided at dismissal of Detention. Students not taking the bus must have transportation arranged in advance. Students will not be allowed to go to lockers during or after Detention and must exit the building immediately upon the conclusion of the period at 3:45.

Students who are unable to attend Office Detention due to an assignment of Academic Recovery Classes will be assigned Office Detention immediately following the dismissal of Academic Recovery Classes at 3:45. The Supervisor of Student Management is responsible for administering and supervising that Detention period on Tuesdays, Wednesdays, and Thursdays from 3:45 to 4:30. Buses will be provided at dismissal of Detention. Students not taking the bus must have transportation arranged in advance. Students will not be allowed to go to lockers during or after Detention and must exit the building immediately upon the conclusion of the period at 4:30.

#### **Rules of Office Detention**

- Office Detention begins at 2:15 and ends at 3:45 on Tuesdays, Wednesdays, and Thursdays.
- Office Detention for students assigned Academic Recovery Classes begins at 3:45 and ends at 4:30 on Tuesdays, Wednesdays, and Thursdays
- Location will be determined in advance.
- Students will sign in upon arrival and will not be permitted to leave until 3:45.
- Students arriving at 3:45 from Academic Recovery Classes will sign in upon arrival and will not be permitted to leave until 4:30.

- Students who are assigned multiple detentions are permitted to attend both detention sessions in one day to count towards the completion of two detentions.
- Students must report with writing materials, books, bags, coats, etc., as they will not be permitted to go to lockers or any other part of the building during or after Detention.
- Students must either bring work to detention or complete work that is assigned by the Office of Student Management. (Reading a book or magazine is not acceptable during Detention.)
- Students must work entire time while in Office Detention. Failure to do the prescribed work will result in further disciplinary actions.
- Students tardy to Office Detention will incur further disciplinary actions.
- Students will not be permitted to be dismissed early from Office Detention.
- There will be no sleeping or resting of one's head on the desk.
- Students will raise hands to ask questions. No talking, note writing, or communication of any kind is permitted.
- Electronics are not permitted in Office Detention. Cell phones, cameras, music devices, etc., will be confiscated as per the Student Handbook.
- Food, beverages, games, or any other recreational articles are not permitted in Office Detention.
- All school rules and policies are in effect during the time of Office Detention.
- Students who do not attend Office Detention due to an excused absence will be automatically responsible to attend the next Office Detention session.
- Students who do not attend Office Detention due to any other reason will be contacted by the Office of Student Management immediately the following day to determine subsequent disciplinary actions.
- Failure to comply with the prescribed rules of Office Detention will result in further disciplinary measures through the Office of Student Management.

## Disciplinary Consequences

### Level 1

#### Cafetorium: Disruption in Cafetorium

*Discipline:* **Level 1**

- WARNING
- PARENTS/GUARDIANS NOTIFIED
- LUNCH DETENTION(S)
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)

#### Cafetorium: Food/Drink Outside Cafetorium

*Discipline:* **Level 1**

- WARNING
- OFFICE DETENTION

#### Cafetorium: Throwing Objects/Food/Liquids

*Discipline:* **Level 1**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)

#### Cheating: Cheating/ Plagiarism/Falsifying Information

*Discipline:* **Level 1**

- REFLECTED IN GRADE / TEACHER MANAGED DISCIPLINE
- REFER TO THE OFFICE OF STUDENT MANAGEMENT
- OFFICE DETENTION

#### Cheating: Stealing an Exam/Test

*Discipline:* **Level 1**

- REFER TO THE OFFICE OF STUDENT MANAGEMENT
- PARENT/GUARDIAN NOTIFIED
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)

#### Class: Cutting Classes

*Discipline:* **Level 1**

- REFER TO THE OFFICE OF STUDENT MANAGEMENT
- OFFICE DETENTION

#### Class: Failure to Return School Forms

*Discipline:* **Level 1**

- REFER TO THE OFFICE OF STUDENT MANAGEMENT
- Loss of Privileges

#### Class: Late to Class

*Discipline:* **Level 1**

- TEACHER MUST ACCEPT THE LATE STUDENT INTO HIS/HER CLASSROOM, WITH/WITHOUT A PASS.
- TEACHER MANAGED DISCIPLINE / TEACHER MAY ASSIGN STUDENT AN APPROPRIATE CONSEQUENCE FOR THE LATENESS (SUCH AS TEACHER DETENTION, REFLECTION IN GRADE, ETC.)

**Class: Left Class without Permission**

*Discipline:* **Level 1**

- REFER TO THE OFFICE OF STUDENT MANAGEMENT
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Class: Not Prepared for Class:** This includes incomplete assignments, no shop uniform or appropriate tools, not identifying oneself to a staff member, disruption of the learning process: excessive talking, eating or drinking in the class, late to class, sleeping, disruption at a school assembly, etc.

*Discipline:* **Level 1**

- REFLECTED IN GRADE/ REDUCTION IN EMPLOYABILITY GRADE (TECHNICAL AREAS ONLY)
- TEACHER MANAGED DISCIPLINE / TEACHER DETENTION
- NOTIFICATION TO PARENTS/GUARDIANS

**Disrespectful Behavior**

*Discipline:* **Level 1**

- FIRST OFFENSE: TEACHER MANAGED DISCIPLINE / TEACHER DETENTION
- SECOND OFFENSE: OFFICE DETENTION / PARENT/GUARDIAN CONFERENCE
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Failure to Return Materials** (ie. Books, Uniforms, Tools, etc.)

- NOTIFICATION TO PARENTS
- LOSS OF PRIVILEGES
- RETRIBUTION

**Inappropriate Behavior/Horse Play/Play Fighting**

*Discipline:* **Level 1**

- WARNING
- TEACHER MANAGED DISCIPLINE / TEACHER DETENTION
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)

**Inappropriate Language**

*Discipline:* **Level 1**

- WARNING
- REFLECTED IN GRADE
- TEACHER MANAGED DISCIPLINE / TEACHER DETENTION
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)

**Insubordination/Refusal to Identify Yourself**

*Discipline:* **Level 1**

- WARNING

- TEACHER MANAGED DISCIPLINE / TEACHER DETENTION
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)

**Littering/Spitting on School Grounds**

*Discipline:* **Level 1**

- VERBAL WARNING
- TEACHER MANAGED DISCIPLINE / TEACHER DETENTION
- OFFICE DETENTION

**No ID/Handbook**

*Discipline:* **Level 1**

- WARNING
- TEACHER MANAGED DISCIPLINE / TEACHER DETENTION
- PARENT NOTIFIED
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Teacher Detention: Skipped**

*Discipline:* **Level 1**

- OFFICE DETENTION

**Teacher Detention: Disruption**

*Discipline:* **Level 1**

- OFFICE DETENTION

**Snowballs or Ice Balls**

*Discipline:* **Level 1**

- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Level 2**

**Attendance: Academic Recovery Class Cuts**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- 3 CUTS IN A QUARTER: 2 WEEKS LUNCH DETENTION
- 5 CUTS IN A QUARTER: PARENT CONFERENCE
- 7 CUTS IN A QUARTER: STUDENT NOT PERMITTED IN SCHOOL UNTIL PARENT/TEAM MEETING
- 9 CUTS IN A QUARTER (GRADES 9-11): FORFEIT ALL CREDIT RECOVERY OPTIONS UNLESS STUDENT EARNS A 60 OR HIGHER IN THAT SUBJECT
- 9 CUTS IN A QUARTER (GRADE 12): MUST ACHIEVE A GRADE OF 85 OR HIGHER ON ANY APPROVED CREDIT RECOVERY PROGRAM IN ORDER TO RECOVER FAILING GRADE IN THAT SUBJECT

**Attendance: Excessive Class Cuts**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION

- RESOURCE ASSIGNMENT CENTER

**Attendance: Leaving Campus**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER

**ATTENDANCE: MULTIPLE CUTS/TIME UNACCOUNTED FOR**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER

**Attendance: Not Reporting to Advisory**

*Discipline:* **Level 2**

- PARENT/GUARDIAN NOTIFIED
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Attendance: Not Signing in to School**

*Discipline:* **Level 2**

- PARENT/GUARDIAN NOTIFIED
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Attendance: Truancy**

*Discipline:* **Level 2**

- PARENT/GUARDIAN NOTIFIED AND RESOURCE CENTER
- LOSS OF PRIVILEGES
- CONFERENCE WITH THE SUPERVISOR OF STUDENT MANAGEMENT AND GUIDANCE COUNSELOR
- RESOURCE ASSIGNMENT CENTER

**Bus: Bus Misconduct**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- TEMPORARY LOSS OF BUS PRIVILEGES
- OFFICE DETENTION
- PERMANENT LOSS OF BUS PRIVILEGES
- RESOURCE ASSIGNMENT CENTER

**Disruptive Behavior: Repeated Occurrences**

*Discipline:* **Level 2**

- LOSS OF PRIVILEGES
- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER
- DAVIES AFTERNOON CLASSES

**Driving: Reckless Driving**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- DRIVING PRIVILEGES REVOKED (2 WEEKS)
- SUBSEQUENT OFFENSES: PERMANENT LOSS OF PRIVILEGES
- OFFICE DETENTION
- POLICE NOTIFICATION
- RESOURCE ASSIGNMENT CENTER

**Fighting**

Fighting is not considered a civil way to settle differences and is not allowed at the Davies school. If situations arise where there are differences in opinion or a quarrel is in the making, students are advised to seek adult intervention. **All** involved are subject to disciplinary consequences.

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- DAVIES AFTERNOON CLASSES

**Gang Activity**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS AND POLICE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- DAVIES AFTERNOON CLASSES

**Harassment (Name-calling, teasing, obscene gestures etc.)**

*Discipline:* **Level 2**

- WARNING
- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- LOSS OF PRIVILEGES
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)
- DAVIES AFTERNOON CLASSES

**Harassment/Hazing/Bullying/Cyber Bullying**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- REFERRAL TO HUMAN RESOURCES
- POLICE NOTIFIED (DEGREE OF OFFENSE)

- DAVIES AFTERNOON CLASSES

**Harassment: Dating Violence**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- REFERRAL TO HUMAN RESOURCES
- POLICE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- DAVIES AFTERNOON CLASSES
- EXIT HEARING SCHEDULED (DEGREE OF OFFENSE)

**Harassment: Sexual Harassment**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- REFERRAL TO HUMAN RESOURCES
- POLICE NOTIFIED
- DAVIES AFTERNOON CLASSES
- EXIT HEARING SCHEDULED (DEGREE OF OFFENSE)

**Inciting a Fight/Knowledge of/Spreading Rumors**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Indecent Exposure**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)
- POLICE NOTIFIED (DEGREE OF OFFENSE)

**Lying to Administrator/Teacher**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION

**Misuse: Elevator**

*Discipline:* **Level 2.**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Misuse: School Equipment**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESTITUTION

- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Multiple Behavior Referrals for the same/similar offense**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- DAVIES AFTERNOON CLASSES

**Obscene Gestures/Behaviors**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)

**Office Detention: Skipped/Disruptive**

*Discipline:* **Level 2**

- LUNCH DETENTIONS (5 DAYS)
- RESOURCE ASSIGNMENT CENTER

**Pornography/Inappropriate Computer Use**

*Discipline:* **Level 2**

- LOSS OF PRIVILEGES
- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- POLICE NOTIFIED (DEGREE OF OFFENSE)

**Safety: Endangering Person (i.e. pushing someone in the stairs, safety rules in shop/lab violated)**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- LOSS OF PRIVILEGES
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)
- DAVIES AFTERNOON CLASSES

**Secure/Unauthorized Area without Permission**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Stealing: Cafeteria Line/Vending Machines/Student I.D.**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESTITUTION
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Threat: Student or Staff**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- POLICE NOTIFIED (DEGREE OF OFFENSE)
- DAVIES AFTERNOON CLASSES

**Vulgarity**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Weapon: Possession/Discharge of Sulfur Capsule**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS AND POLICE/FIRE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- DAVIES AFTERNOON CLASSES

**Weapon: Possession of Incendiary Device(s)**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS AND POLICE/FIRE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- DAVIES AFTERNOON CLASSES

**Level 3**

**Alcohol: Possession/Distribution/Consumption/Intoxication**

*Discipline:* **Level 3**

- PARENTS/GUARDIANS AND POLICE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- DAVIES AFTERNOON CLASSES

**Assault: Of a Staff Member**

*Assault* – a threat or attempt to strike or otherwise harm a person – and *Battery* – striking another person or using threatening touch on that person’s clothing or body – are major violations of the behavioral code and detrimental to maintaining a safe and orderly environment. Rhode Island General Law 11-5-7 stipulates the striking of a school staff member to be a felony. Addressing a teacher or other staff member in a demeaning, derogatory, or sexually explicit manner will be regarded as *Verbal Assault*.

*Discipline:* **Level 3**

- PARENTS/GUARDIANS AND POLICE NOTIFIED

- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- DAVIES AFTERNOON CLASSES
- EXIT HEARING SCHEDULED (DEGREE OF OFFENSE)

**Assault: Of a Student**

*Discipline:* **Level 3**

- PARENTS/GUARDIANS AND POLICE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- DAVIES AFTERNOON CLASSES
- EXIT HEARING SCHEDULED (DEGREE OF OFFENSE)

**Assault: With Bodily Fluids (spitting, etc.)**

*Discipline:* **Level 3**

- PARENTS/GUARDIANS AND POLICE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- DAVIES AFTERNOON CLASSES
- EXIT HEARING SCHEDULED (DEGREE OF OFFENSE)

**False Alarm/Bomb Threat**

*Discipline:* **Level 3**

- PARENTS/GUARDIANS AND POLICE/FIRE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- DAVIES AFTERNOON CLASSES

**Forgery**

*Discipline:* **Level 3**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES

**Illegal Substances: Over-the-Counter Medication**

*Discipline:* **Level 3**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES

**Illegal Substances: Possession/Distribution/Purchase/Use**

*Discipline:* **Level 3**

- PARENTS/GUARDIANS AND POLICE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES

- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- DAVIES AFTERNOON CLASSES
- EXIT HEARING SCHEDULED (DEGREE OF OFFENSE)

**Liquid/Chemical Substances Causing Harm/Damage**

*Discipline:* **Level 3**

- PARENTS/GUARDIANS AND POLICE/FIRE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- RESTITUTION
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- DAVIES AFTERNOON CLASSES
- EXIT HEARING SCHEDULED (DEGREE OF OFFENSE)

**Theft and/or Possession/Distribution of Stolen Goods**

*Discipline:* **Level 3**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- RESTITUTION
- OVER \$500.00 POLICE NOTIFIED
- DAVIES AFTERNOON CLASSES

**Tobacco: Possession/Distribution/Smoking**

*Discipline:* **Level 3**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

**Vandalism**

*Discipline:* **Level 3**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- RESTITUTION
- OVER \$500.00 POLICE NOTIFIED
- DAVIES AFTERNOON CLASSES

**Weapons: Possession/Distribution/Purchase/Use**

*Discipline:* **Level 3**

- PARENTS/GUARDIANS AND POLICE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- DAVIES AFTERNOON CLASSES
- EXIT HEARING SCHEDULED (DEGREE OF OFFENSE)

<b><u>VIOLATIONS</u></b>	<b><u>CONSEQUENCES</u></b>
Assault	up to 10 days in the Resource ASSIGNMENT Center
Directed Vulgarly	up to 5 days in the Resource ASSIGNMENT Center
Disruptive Behavior	up to 3 days in the Resource ASSIGNMENT Center
Endangering Another Person	up to 5 days in the Resource ASSIGNMENT Center
Entering a Restricted Area	up to 2 days in the Resource ASSIGNMENT Center
Excessive Detentions	up to 3 days in the Resource ASSIGNMENT Center
Excessive Tardiness	up to 3 days in the Resource ASSIGNMENT Center
Extortion	up to 9 days in the Resource ASSIGNMENT Center
Failure to Report to Detention	up to 2 days in the Resource ASSIGNMENT Center
Fighting	up to 9 days in the Resource ASSIGNMENT Center
Forgery	up to 5 days in the Resource ASSIGNMENT Center
Harassment of Other Students	up to 9 days in the Resource ASSIGNMENT Center
Horseplay	up to 3 days in the Resource ASSIGNMENT Center
Inappropriate Computer Use	up to 5 days in the Resource ASSIGNMENT Center
Insubordination/Defiance of Staff	up to 9 days in the Resource ASSIGNMENT Center
Leaving School w/o Permission	up to 5 days in the Resource ASSIGNMENT Center
Lying	up to 5 days in the Resource ASSIGNMENT Center
Non-Directed Vulgarly	up to 3 days in the Resource ASSIGNMENT Center
Physical Abuse of Staff	up to expulsion
Possession of Drug Paraphernalia	up to expulsion
Possession of Obscene Materials	up to 9 days in the Resource ASSIGNMENT Center
Possession/Smoking Marijuana	up to expulsion
Possession/Use/Sale of Drugs/Alcohol	up to expulsion
Sexual Harassment	up to 9 days in the Resource ASSIGNMENT Center
Smoking	up to 3 days in the Resource ASSIGNMENT Center
Stealing	up to 9 days in the Resource ASSIGNMENT Center
Threatening a Staff Member	up to expulsion
Threatening Another Student	up to 9 days in the Resource ASSIGNMENT Center
Vandalism	up to 9 days in the Resource ASSIGNMENT Center
Verbal Abuse/Offensive Gesture	up to 3 days in the Resource ASSIGNMENT Center

# Frequently Asked Questions

## FAQ's & Quick Reference

Sometimes we do not know what to do or even where to look when we have a question. Please review the following frequently asked questions for useful information on a number of subjects, including:

- 1 Accidents/ Emergencies
- 2 Attendance
- 3 Cancellation of School
- 4 Discrimination and Harassment
- 5 Learning
- 6 School Nurse/ Health Office
- 7 Telephone Calls
- 8 Translation Services
- 9 Visitors

### Accidents/Emergencies

**Q** What do I do if I hurt myself?

**A** Contact the nurse immediately. No matter how minor the injury is, all accidents must be reported to the teacher. Contact the teacher that is closest to you and let him/her know what happened.

**Q** How do I know whom to call if I get sick or hurt at school?

**A** It is very important that you properly fill out all of your school forms. This includes information on your parent/guardian. Keeping this information accurate ensures that the school can contact the right person, quickly. To update information, contact the Guidance Office at extension 225 or 235.

**Q** Does the school have accident insurance to cover me in case I get hurt?

**A** Yes. School accident insurance is available to all students. It will be available at the beginning of each school year at a minimal cost. This medical insurance will cover students to and from school and during school hours. Additional medical insurance coverage on a 24-hour basis may be obtained at an additional cost. Students who participate in school sports or the School-to-Career program **MUST** have school insurance, or be covered by a comparable insurance plan of their parent / guardian. For additional information contact the Health Office at extension 318.

### Attendance

- Q** What do I do if I know I am going to miss school?  
**A** parent/guardian must contact the Office of Student Management at X320 (24hrs a day).

### Cancellation of School

- Q** How do I find out if school is going to be cancelled?  
**A** Unfortunately, inclement weather and other emergencies necessitate the closing of school. If you think that school may be cancelled, please tune in to any of the radio or TV stations listed below to check. The announcements will begin by 6:30 a.m. Please look specifically for **William M. Davies, Jr. Career and Technical High School.** School is only cancelled if the station announces that **Davies** is closed. **Please do not call the school.** Homes may also be contacted by the AlertNow messaging system. Any days the school is closed due to inclement weather will be made up at the end of the year.

**Radio Stations:** WHJJ; WHJY- (94HJY); **WSNE-** (STAR 93.3); WPRO--(630 AM /92 PRO FM); WWBB- (B101); WWLI- (LITE105)

**TV Stations:** NBC (10) CBS (12) ABC (6) FOX (64)  
**School cancellation announcements will begin at 6:30 a.m. and continue until after 8:00 a.m.**

### Discrimination and Harassment

- Q** What do I do if someone makes fun of my religion, skin color or other personal characteristics?  
**A** Immediately report it to administration or any teacher you feel comfortable speaking to.
- Q** What do I do if another student is constantly bothering me?  
**A** Immediately report it to administration or any teacher you feel comfortable speaking to.
- Q** What do I do if a teacher has behaved inappropriately with me or with another student?  
**A** Immediately report the incident to administration or any teacher you feel comfortable speaking to.

### Learning

- Q** What should I do if I need extra help in a class?  
**A** Talk to your teacher or guidance counselor. They are here to help you succeed.

- Q** What activities can students participate in after school?
- A** Davies has a number of sports teams, athletic clubs, and artistic, creative and academic activities after school. You can find out more information on any of these by asking your guidance counselor and reading the ADSUM screen in the Cafetorium.
- Q** Is there transportation provided?
- A** Yes, there are **late buses** on Tuesdays and Thursdays to afford students the opportunity to stay after school for all co-curricular and athletic-activity participants.
- Q** When do we get grades? When are report cards sent out?
- A** The school calendar on page 68 has all of these important dates on it.

#### **School Nurse/Health Office**

- Q** If I am diagnosed with HIV or another serious health condition, do I have to tell anyone?
- A** If you have tested positive for HIV, it is your choice whether you want to inform anyone at school. If you do want to let the school know, please go directly to the Director. All information concerning HIV-positive students/employees is kept confidential, in accordance with RIGL 23-6-17; 5-37.3-7; 23-6-22; and the Americans with Disabilities Act.
- Q** What do I do if I have to take medicine on a regular basis?
- A** If you are diagnosed with any health condition that requires any special attention, including taking medicine, please inform the nurse. Any student requiring *any* medication in school must have a note from the doctor and the parent/guardian to take such medicine in school. This includes prescription as well as over-the-counter medications. All pills must be kept in the nurse's office in the original container, ***not in baggies***.  
-Any student who has asthma and requires an inhaler must have a note from the doctor which states: "May carry and self-medicate."  
***-Students who have allergic reactions and require the use of an EPI-PEN must provide a doctor's note and CARRY the EPI-PEN on their person.***  
-All students trying out for a sports team must have a yearly physical on file with the school nurse.

**-Parents/Guardians:** If for any reason at any time you take your child to the doctor, please provide a doctor's note to the nurse so records may be updated. Notes from doctors are required for absences to be excused.

***Additional information about the Health Office:***

The services of a registered nurse are available to any student in the case of sudden illness or accident. First aid will be administered and an attempt will be made to notify a parent/guardian.

First aid is immediate, temporary care, which excludes the administration of medication. Please note that the school nurse does not treat illness or accidents that have occurred outside the school's jurisdiction.

An emergency health form will be given to each student. It must be completed by the parent/guardian and immediately returned to the nurse's office.

Students should only report to the nurse's office during the school day when summoned, or when absolutely necessary due to illness or accident. It is the student's responsibility to receive permission and a corridor pass from the student's teacher in order to go the nurse's office.

In order for a student to be granted a medical excuse from any course(s), including physical education, a physician's certificate designating the length of time and the reason must be presented to the nurse's office.

**Telephone Calls**

**Q** What procedure should be followed if my parent or legal guardian wants to contact me during the school day, OR if I want to call them?

**A** Students are PROHIBITED from using telephones in shops/classrooms. Students using phones **MUST** have prior approval from the Office of Student Management. **STUDENTS ARE NEVER CALLED TO THE OFFICE TO RECEIVE TELEPHONE CALLS.** Parents who wish to contact their children in an **EMERGENCY** should telephone the Operator. Please **DO NOT** plan to receive special messages from employers or friends by telephone.

**Translation Services**

**Q** What if my parent or legal guardian does not speak English as his/her first language, but needs to contact the school?

**A** Contact the Parent Liaison Office at X304.

### **Visitors**

**Q** What is the school policy on visitors and visitation?

- A** Students are expected to treat all visitors with respect.
- A** Students are not allowed to bring visitors to Davies.
- A** Under no circumstances will children or infants be permitted in the school without the express consent of the Office of Student Management.

For the protection of all members of the Davies School, no student is to permit an outsider into the school. Any visitor must report to the Main Office for a pass. All students have the responsibility to report the presence of an outsider immediately to a teacher and/or administrator.

This handbook and its policies are subject to changes, updates and addendum. As of July 15, 2010, all alterations to this handbook will be reflected in the electronic version found on our website ([www.daviestech.org](http://www.daviestech.org)). As all students and families are held accountable for this handbook and its policies, we ask that you review this document periodically.

William M. Davies, Jr. Career and Technical High School  
2011-2012 School Calendar

### **Rhode Island General Laws Governing Education**

If you would like additional information on the laws governing education in Rhode Island, you can find it in the following locations:

- Online: <http://www.rilin.state.ri.us/statutes/statutes.html>
- Hard copy: Available for review in the Office of Student Management
- Davies' Equal Employment Opportunity/ Affirmative Action Plan are also available for review in Davies' Human Resources Office

In addition to the law cited below, please note Title 11 (Criminal Offenses) and Title 16 (Education) are the basis of a number of Davies' policies. If you need additional assistance with any of this information, please contact the Office of Student Management at (401)728-1500 x320. Thank you.

**§ 16-2-17 Right to a Safe School.** – (a) Each student, staff member, teacher, and administrator has a right to attend and/or work at a school which is safe and secure, and which is conducive to learning, and which is free from the threat, actual or implied, of physical harm by a disruptive student....

(b) The school committee, or a school principal as designated by the school committee, may suspend all pupils found guilty of this conduct or of violation of those school regulations which relate to the rights set forth in subsection (a), or where a student represents a threat to those rights of students, teachers or administrators, as described in subsection (a). Nothing in this section shall relieve the school committee or school principals from following all procedures required by state and federal law regarding discipline of students with disabilities.

**§ 16-19-1 Attendance required.** – (a) Every child who has completed or will have completed six (6) years of life on or before September 1 of any school year and has not completed sixteen (16) years of life shall regularly attend some public day school during all the days and hours that the public schools are in session in the city or town in which the child resides. Every person having under his or her control a child as described in this section shall cause the child to attend school as required by this section, and for every neglect of this duty the person having control of the child shall be fined not exceeding fifty dollars (\$50.00) for each day or part of a day that the child fails to attend school, and if the total of these days is more than thirty (30) school days during any school year, then the person shall, upon conviction, be imprisoned not exceeding six (6) months or shall be fined not more than five hundred dollars (\$500), or both; provided, that if the person so charged shall prove that the child has attended for the required period of time a private day school approved by the commissioner of elementary and secondary education pursuant to § 16-60-6(10), or a course of at-home instruction approved by the school committee of the town where the child resides, or that the physical or mental condition of the child was such as to render his or her attendance at school inexpedient

or impracticable, or that the child was excluded from school by virtue of some general law or regulation, then attendance shall not be obligatory nor shall the penalty be incurred. (b) Every child enrolled in school who completes or has completed sixteen (16) years of life and who has not yet attained eighteen (18) years of age shall regularly attend school during all the days and hours that the public schools are in session in the city or town in which the child resides unless the person having control of the child provides written permission to the school department of the city or town to terminate the child's enrollment. Provided, however, that nothing in this subsection or in subsection (a) of this section shall prohibit or limit cities or towns from enacting programs of early intervention and/or mediation in an effort to address the problems of students who are habitually late or absent from school. (c) Nothing in this section shall be deemed to limit or otherwise interfere with the rights of teachers and other school employees to collectively bargain pursuant to chapters 9.3 and 9.4 of title 28 or to allow any school committee to abrogate any agreement reached by collective bargaining.

