

# AGENDA 2009-2010



WILLIAM M. DAVIES, JR.  
CAREER AND TECHNICAL HIGH SCHOOL  
50 JENCKES HILL ROAD, LINCOLN, RI 02865  
TELEPHONE/TDD (401) 728-1500  
Web site: [www.daviestech.org](http://www.daviestech.org)

**2009-2010 Student/Parent Handbook**  
**WILLIAM M. DAVIES, JR.**

## **CAREER AND TECHNICAL HIGH SCHOOL**

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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, Special 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.

## LETTER FROM THE DIRECTOR

Dear Student:

You are a member of the Davies family! As you embark upon a high school education, you will engage in many challenges and demands to become a successful student and future leader in today's society. To meet these challenges and demands the Davies School offers you "Standards of Excellence" in its academic and technical programs that will allow you to become a productive citizen and a life-long learner in pursuing your future endeavors.

In pursuing your educational experience and ensuring success at the Davies School, the faculty and staff **challenge** you to:

- Respect yourself and be courteous and respectful to others at all times;
- Act appropriately and conduct yourself in an orderly and respectful manner;
- Abide by and respect school policies, regulations, and procedures; and
- Be responsible for your educational experience.
- 

In meeting these challenges, you will:

- Create a climate for educational and social growth;
- Cultivate a reverence for learning;
- Achieve a level of academic excellence in all your subject areas; and
- Achieve a standard of excellence in your pursuit of technical training.

The Davies School provides a lifetime of opportunities for greatness and success. If you, the **student**, take advantage of the teachings of our dedicated and committed staff, an educational environment that offers the best academic and technical programs in the state, and a school climate that promotes compassion and nurtures every student, you will be a **winner!** If you accept the challenges and are motivated, the staff and faculty promise you a successful and prosperous experience in preparation for your future.

This is your **time**, your **life**, and your **future**. Take the plunge!

Welcome and best wishes,  
Victoria A. Gailliard-Garrick  
Director

## 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 their 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, facilities management; and the establishment and/or guidance of any new initiatives that will improve teaching and learning and 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.

**Judith Valentine:** 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 programs, Resource Center and coordinating efforts between parents, Student Performance Liaison, and the Guidance Department.

**Supervisor of Student Management :** x320

**Student Performance Liaison:** x320

### **Special Populations**

The Supervisor of Special Populations coordinates all activities related to the education, related services, and support services for students who have Individual Education Programs or 504 Accommodation Plans; 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  
**Special Education 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 activities, 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**

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

## **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. In addition to a hall pass, students now need their planners stamped if they are late to school and for early dismissals. If students lose either their ID or handbook, they will have to purchase a new one through the **Office of Student Management** for a fee of \$5 each. Students found using a handbook that is not theirs will receive an extended detention.

### 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	Extended Detention
Purchase tickets for school activities	Late to school – time and date stamped at Office of Student Management
Must show with hall pass	Dismissal from school - time and date stamped at Office of Student Management

### **No ID/Handbook**

#### *Discipline:*

- 1<sup>st</sup> offense – warning
- 2<sup>nd</sup> offense – extended detention
- Each additional offense – extended detention and a telephone call to the parent(s)/guardian(s)

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

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## 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

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. This part of your handbook will help you to do that.

### 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 you can calculate your average grade.

Theory grade = 70  
Practical grade = 85  
 $(70) + (2 \times 85) = 240$   
 $240 / 3 = 80$   
Your 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 school. 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 you become successful in your career: *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: All students must accumulate during grades 9-12, sixteen and one quarter (16 ¼) 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 ¼) academic credits. To graduate all students must acquire a total of twenty-six and one quarter (26 ¼) 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 maybe adjusted***

Electives are any courses that are not required in the six core areas, (English, social studies, math, science, arts, and technology), and 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.

### **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.

**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.

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

Your school experience should be educational *and fun*. Accordingly, extra-curricular activities are a great opportunity to enhance your 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 and upon the student's return, he, she will be assigned to the [Resource Center](#).

### **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.
- 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 suspended 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 suspended.

### **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 be passing shop;
- 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 your 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.

### **Fundraising**

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.

### **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.

### **Response to Intervention Team**

Davies believes in identifying and establishing interventions and/or programs for students having educational difficulties.

The RTI Team is designed to be a non-threatening way for teachers to communicate problems they are experiencing with a student and receive feedback from other teachers about strategies that may be used with that student.

### **Special Populations/ IEPs**

#### ***Participation and access for students with disabilities:***

#### **Title II and the ADA**

Protection under Title II and the ADA is specifically afforded to qualified individuals with disabilities. The definition of a qualified individual with a disability takes two forms, depending on the nature of the Title II activity involved, and includes services provided and employment. Should any parent/guardian or student have any questions regarding qualification or standards for inclusion, please contact the Office of Special Populations at ext. 304.

### **Section 504 of the Rehabilitation Act of 1973**

"No otherwise qualified individual with a disability in the United States ...shall, solely by reason of disability, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any program or activity receiving Federal financial assistance..." The educational program(s) of the district shall be equally accessible to all students at each grade level. All programs need to be designed and scheduled so the location or nature or area will not deny a student with a disability the opportunity to participate on the same basis as a non-disabled student. This includes not only academic programs but also all extracurricular programs, including athletics. (Complete 504 outlines are available in the Special Populations Office x304.)

### **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.

### **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 in 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.

### **Your Attendance**

**Attendance** is a critical part of the education experience; After all, it is a lot easier to learn when you actually show up for class! 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 **Office of Student Management** at X320 (available 24 hrs) to report an absence. Please leave your name, your 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 60 of this book.*

## **Absences**

### ***Your responsibilities***

Show up! But if you cannot, **excused absences** include:

1. Medical appointment with doctor's note (note must be given to the nurse);
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;
7. School approved activities - approval of administration is required.

### ***Our responsibilities***

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 automated voice messaging system on a daily basis, of unexcused absences and tardiness to school.**
2. **When a student has sixteen (16) days 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 **sixteenth (16<sup>th</sup>) day** of unexcused absence, the student shall 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.
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.

**Special Note on Truancy**

- FIRST OFFENSE - PARENT/GUARDIAN MUST RETURN TO DAVIES WITH THEIR SON OR DAUGHTER FOR A CONFERENCE WITH THE SUPERVISOR OF STUDENT MANAGEMENT AND THE STUDENT PERFORMANCE LIAISON
- REPEATED OFFENSES - ASSIGNED TO THE RESOURCE CENTER
- ALL TRUANT STUDENTS WILL BE DENIED ACCESS TO AFTER SCHOOL ACTIVITIES

**Tardiness**

**Your Responsibility:** Be here on time! After 7:45 you are late to school. Whether you were in the building or not, you must sign in at the **Office of Student Management** in order to be admitted to your classes.

<b>Mondays</b>	<b>Tuesday- Friday</b>
Advisory begins at 7:45	Advisory begins at 7:45
Advisory ends at 8:05	Advisory ends at 7:55
1 <sup>st</sup> period begins at 8:09	1 <sup>st</sup> period begins at 7:59

**Not reporting to advisory or not signing in at the Office of Student Management if you are late violates school policy**

- **1<sup>st</sup> offense:** extended detention and parent/guardian called
- **2nd offense:** You will be assigned to the Resource Center.

**Tardiness**

Daily notification will be provided to parent/guardian via the Alert Now voice messaging system.

- 5 times: Letter to parents/guardians
- 10 times: Parent conference with the Supervisor of Student Management, the Student Performance Liaison and the Guidance Counselor
- 15 times: Extended detention
- 20 times: Assignment to the Resource 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.

***Your 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.

***Our responsibility:*** The school nurse may authorize dismissals from school due to an illness or injury during the school day. Such dismissal 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 extended 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.

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

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

Although you may try very hard to have excellent attendance, absences do happen. For that reason, Davies has a number of ways to address the work students miss when they are absent.

### **Make-up work**

Even if you are absent from school, you are still responsible for the work you 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 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 who are suspended from school can be allowed to make up work at the teacher's discretion.
4. Students will not be allowed to make up work when they are truant.
5. When students have excused absences, employability skill points for that day will not be deducted from their grade.
6. Students who have been absent must be given an incomplete quarter grade until they have had the opportunity to make up their work in the allotted time.

### **Home Tutoring**

Some students may be eligible for home tutoring. Please review the following information and speak to your guidance counselor to find out more.

**Academic class work** will be made up with an assigned home tutor. 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 School**

The Rhode Island Board of Regents has promulgated policy under the High School Regulations (9/3/08). This has resulted in an increase in the number of courses and credits students must attain before graduation. They have developed Performance Based Graduation Requirements, which include six areas of proficiency demonstrated by portfolio evidence and Senior Project presentations.

In order to best assist students attain these competency levels

for graduation, the Davies school will require that students who fail courses to complete the course work that has been traditionally called summer school. The following policy will take effect for the 09-10 school year:

**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% to be eligible for credit recovery. Courses cannot be completed until the 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) at Davies to receive credit. Students must provide documentation of successful completion of school district programs. The summer school program will be administered through the Guidance Department. This policy will apply to all the students at the Davies' school beginning in the 2009-10 school year.**

1. Students with a failing academic average between 50 and 69 inclusive **MUST** attend a 40-hour summer program at an approved summer school or take a tutorial program with a certified teacher who has been registered and approved by the school. Students with academic grades below 50 will **NOT** be eligible for summer school or tutoring for that/those subject(s). Students will receive a letter from Guidance, which indicates permission to attend a summer program for no more than two (2) major subjects (English, Math, Social Studies, Science).
2. All remedial summer school work in academics must be completed prior to the start of school in September of the following school year. Students not taking courses during the summer will not be able to double up on their course work the next year.
3. Following are the three situations that would require 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)

4. There is no summer school available for students who fail their technical area.
5. Upon the successful completion of a summer remedial program, students will receive the lowest passing grade (70) on their permanent record card regardless of the grade earned during the summer program.

### **Disciplinary Consequences**

Respect for learning is critical to the educational process. Any disruption of the process is taken very seriously. You are responsible for behaving in a way that upholds the integrity of the educational environment. All students have a right to expect a learning environment free of disruption and distraction.

The teacher will handle any Level 1 infractions. **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 extended detention room until 4:30.** Level 2 and 3 infractions will be handled by the **Supervisor of Student Management.**

Those students that have multiple detentions, skipped detentions, assignments to the **Resource Center**, or any discipline infraction that administration deems: such students will be placed on the Davies ineligibly 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 extended detention, which is from 2:15-4:30. 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 (ie: doctor note, family/funeral leave, legal appointments, etc.) and approved by the Supervisor of Student Management.**

### **Level 1 Infractions**

**Not Prepared for Class: includes incomplete assignments, no shop uniform or appropriate tools, not identifying yourself 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:*

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

**Cutting Classes**

*Discipline:*

- REFER TO THE OFFICE OF STUDENT MANAGEMENT
- EXTENDED DETENTION

**Cheating/ Plagiarism/Falsifying information**

*Discipline:*

- REFER TO THE OFFICE OF STUDENT MANAGEMENT
- EXTENDED DETENTION

**STEALING AN EXAM/TEST**

*Discipline:*

- REFER TO THE OFFICE OF STUDENT MANAGEMENT
- PARENT/GUARDIAN NOTIFIED
- RESOURCE CENTER (1-3 DAYS)

**Failure to Return School Forms**

*Discipline:*

- TEACHERS WILL NOTIFY THE OFFICE OF STUDENT MANAGEMENT.

**In Hall without a Planner**

*Discipline:*

- TEACHERS WILL NOTIFY THE OFFICE OF STUDENT MANAGEMENT.

**LATE TO CLASS**

*Discipline:*

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

**Left Class without Permission**

*Discipline:*

- TEACHERS WILL NOTIFY THE OFFICE OF STUDENT MANAGEMENT ON APPROPRIATE DISCIPLINE FORM.
- 1<sup>ST</sup> OFFENSE – EXTENDED DETENTION
- 2<sup>ND</sup> OFFENSE – EXTENDED DETENTION
- 3<sup>RD</sup> OFFENSE – RESOURCE CENTER (2 DAYS)

## Level 2 Infractions

### **Entering and or Exiting a Secure Area without Permission**

#### *Discipline:*

- Extended detention
- Resource Center

### **Excessive Class Cuts**

#### *Discipline:*

- PARENTS/GUARDIANS NOTIFIED BY ADMINISTRATION
- AFTER 3 - EXTENDED DETENTION
- 4<sup>TH</sup> CUT - RESOURCE CENTER

### **Repeated Disruptive Behavior**

#### *Discipline:*

- Parents/guardians notified
- EXTENDED DETENTION
- RESOURCE CENTER

### **Vulgarity**

#### *Discipline:*

- Use of but not directed at another person – up to 3 day assignment to the Resource Center
- Use of and directed at another person – up to 5 day assignment to the Resource Center

### **Leaving Campus**

#### *Discipline:*

- Parents/guardians notified
- RESOURCE CENTER

### **MULTIPLE CUTS/TIME UNACCOUNTED FOR**

#### *Discipline:*

- RESOURCE CENTER

## 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 Yourself**

### **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 yourself 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. 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.

### **Body Piercing**

#### **Technical Areas**

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 are not allowed to participate in physical education classes while wearing any type of jewelry or any visual piercing

#### **Academic 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 midriiffs, 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.
  - 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.

**Dress for Physical Education classes** 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.

## **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 to the Resource Center.**

### ***Disciplinary Consequences***

All disciplinary consequences involving drugs, alcohol or tobacco are considered **Level 2 and Level 3 Infractions**.

Infractions involving **tobacco products** will incur the following penalties:

### **Smoking**

*Discipline:*

- Parents/guardians notified
- **RESOURCE CENTER**

Infractions involving **drugs, alcohol and over the counter medications** will incur the following penalties:

- THE STUDENT WILL IMMEDIATELY BE REFERRED TO THE OFFICE OF STUDENT MANAGEMENT.
- PARENTS/GUARDIANS WILL BE NOTIFIED IMMEDIATELY AND ASKED TO PICK UP THEIR CHILD.
- REFERRAL TO THE APPROPRIATE LAW ENFORCEMENT AGENCY WILL BE MADE.
- THE STUDENT WILL BE **ASSIGNED TO THE RESOURCE CENTER** AND NOT ALLOWED TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES FOR A DESIGNATED PERIOD OF TIME.

### **Alcohol Possession on Campus**

*Discipline:*

- Parents/guardians notified/Police notified
- 1<sup>ST</sup> OFFENSE: **RESOURCE CENTER** (3-5 DAYS)
- 2<sup>ND</sup> OFFENSE: **RESOURCE CENTER** (5-10 DAYS)

### **Distributing/Possessing Illegal Substances**

*Discipline:*

- Parents/guardians notified/Police notified
- **RESOURCE CENTER** 5-10-DAY
- EXIT HEARING SCHEDULED

### **Purchasing Illegal Substances**

*Discipline:*

- Parents/guardians notified/Police notified
- **RESOURCE CENTER** 5-10 DAYS

### **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.

### ***Disciplinary Consequences***

#### **Level 1**

##### **Teacher Detention Skipped**

*Discipline:*

- EXTENDED DETENTION

##### **Disruption in Teacher Detention**

*Discipline:*

- EXTENDED DETENTION

##### **Disrespectful Behavior**

*Discipline:*

- FIRST OFFENSE: TEACHER DETENTION
- SECOND OFFENSE: EXTENDED DETENTION PARENT/GUARDIAN CONFERENCE

##### **Inappropriate Language**

*Discipline:*

- WARNING
- REFLECTED IN GRADE
- TEACHER DETENTION
- **RESOURCE CENTER** (DEGREE OF OFFENSE)

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

*Discipline:*

- WARNING
- VERBAL REPRIMAND
- EXTENDED DETENTION
- **RESOURCE CENTER** (DEGREE OF OFFENSE)

##### **Insubordination/Refusal to Identify Yourself**

*Discipline:*

- WARNING
- TEACHER DETENTION
- EXTENDED DETENTION
- **RESOURCE CENTER** (DEGREE OF OFFENSE)

## **Level 2**

Parents/guardians are called immediately for all level 2 offenses

### **Indecent Exposure**

*Discipline:*

- **RESOURCE CENTER** (DEGREE OF OFFENSE)

### **Lying to Administrator/Teacher**

*Discipline:*

- EXTENDED DETENTION

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

*Discipline:*

- **RESOURCE CENTER**

### **Obscene Gestures/Behaviors**

*Discipline:*

- EXTENDED DETENTION
- **RESOURCE CENTER** (DEGREE OF OFFENSE)

### **Pornography/Inappropriate Computer Use**

*Discipline:*

- **RESOURCE CENTER**

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

*Discipline:*

- **EXTENDED DETENTION**
- **RESOURCE CENTER** (DEGREE OF OFFENSE)

### **Extended Detention Skipped**

*Discipline:*

- **RESOURCE CENTER**

If a pattern of behavior (which impacts the student learning) is detected by the Supervisor of Student Management, an intervention plan may be developed.

## **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** includes any form of verbal, communicative or physical conduct that intimidates, offends or adversely affects another person's feeling of well being at the school. Harassment can occur in several different ways. It can be **racial, religious, ethnic** or **sexually** oriented. **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.

### **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.

### **Discipline for sexual harassment**

Investigation to be referred to Human Resources

*Students:*

#### **Level I**

Name-calling, teasing, obscene gestures etc.

*Discipline:*

- Verbal reprimand
- Warnings
- Teacher detention
- **Resource Center** (degree of offense)

## **Level II**

Harassment/Hazing

*Discipline:*

- Resource Center
- Parents/guardians notified

Sexual harassment

*Discipline:*

Referral to Human Resources – discipline based upon offense

- Verbal reprimand
- Referral to Educational Support Personnel
- Extended detention
- Resource Center
- Parents/guardians notified
- Exit Hearing Scheduled

*Employees:*

Any Davies action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Rhode Island statutes and Davies policies.

Davies will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and prevent its recurrence.

Any form of retaliation against another person who either complained or was involved in a complaint of harassment will be subject to further disciplinary action, up to and including assignment to the Resource Center and possible exclusion for students or termination for employees.

## **Assault and Fighting**

**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

### ***Disciplinary Consequences***

**Assault of a Staff Member:** Rhode Island General Law 11-5-7 stipulates the striking of a school staff member to be a felony.

**Assaulting a staff member** will immediately result in a **10 day assignment to the Resource Center** and **referral to the appropriate law enforcement authorities** followed by referral to the Director of the school. Addressing a teacher or other staff member in a demeaning, derogatory, or sexually explicit manner

will be regarded as **verbal assault** and the student will be immediately **assigned to the Resource Center**.

**Assault of another student will result in assignment to the Resource Center up to 10 days and is a Level 2 offense.**

**Assault with bodily fluids (spitting, etc.) will result in assignment to the Resource Center up to 10 days (level of offense) and is a Level 2 offense.**

**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**. Fighting will result in appropriate disciplinary action for all parties involved.

### ***Disciplinary Consequences***

Students engaging in mutual fighting will be **assigned to the Resource Center**. A parent/guardian conference will be required.

### **Fighting**

#### *Discipline:*

- Parents/guardians notified
- 1<sup>ST</sup> OFFENSE: **RESOURCE CENTER** (1-3 DAYS)
- 2<sup>ND</sup> OFFENSE: **RESOURCE CENTER** (3-5 DAYS)

### **Gang Activity**

#### *Discipline:*

- Parents/guardians and Police notified
- 1<sup>ST</sup> OFFENSE: **RESOURCE CENTER** (1-3 DAYS)
- 2<sup>ND</sup> OFFENSE: **RESOURCE CENTER** (3-5 DAYS)

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

#### *Discipline:*

- Parents/guardians notified
- 1<sup>ST</sup> OFFENSE: **RESOURCE CENTER** (1-3 DAYS)
- 2<sup>ND</sup> OFFENSE: **RESOURCE CENTER** (3-5 DAYS)

### **Threat to Student or Staff**

#### *Discipline:*

- Parents/guardians notified
- Police notified (Degree of Offense)
- **EXTENDED DETENTION (THREATENING STUDENT)**
- 1<sup>ST</sup> OFFENSE - **RESOURCE CENTER** (**THREATENING STAFF**) (3-5 DAYS)
- 2<sup>ND</sup> OFFENSE – **RESOURCE CENTER** (5-10 DAYS)

### **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 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**

**In accordance with RI Law 16-21.2-11, while in the school building, no student is allowed to carry, use or possess any electronic devices**, including, but not limited to cell phones, I-Pods, MP3 players, laser devices, electronic video games, electronic transmitting equipment, electronic receiving equipment, electronic recording devices, or cameras of any kind. Students found in possession of these devices will be required to forfeit these devices to instructional staff. Students failing to comply with staff requests for forfeiture will be assigned to Resource Center. **Students and parents are reminded that, on the first occasion, forfeited devices will be returned to the legal guardian or parent between the hours of 7:00 am and 3:30 pm, or held for one week. Subsequent occasions of forfeiture may result in permanent confiscation of said device or the student being issued a disciplinary consequence.** Parents, please do not call or text your child during the school day. If you have an emergency, place call 728-1500, extension 320.

### **Skateboards and Skateboarding**

Skateboarding is not allowed at any time on Davies property. Students skateboarding on Davies property will be assigned an extended 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.

### ***Disciplinary Consequences of Misuse***

Misbehaving in or around the elevators is dangerous and is a **Level 2** offense; any such activity will be referred immediately to the Office of Student Management.

### **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.

### ***Disciplinary Consequences***

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 their 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.

#### **Level 1**

##### **Food/Drink Outside Cafetorium**

*Discipline:*

- 1<sup>ST</sup> OFFENSE STUDENT DIRECTED TO DISPOSE OF FOOD/DRINK (WARNING GIVEN)
- 2<sup>ND</sup> OFFENSE STUDENT DIRECTED TO DISPOSE OF FOOD/DRINK, EXTENDED DETENTION

##### **Throwing Objects/Food/Liquids**

*Discipline:*

- Parents/guardians notified
- EXTENDED DETENTION
- RESOURCE CENTER (DEGREE OF OFFENSE)

##### **Disruption in Cafetorium**

*Discipline:*

- Parents/guardians notified
- EXTENDED DETENTION
- RESOURCE CENTER (DEGREE OF OFFENSE)

##### **Stealing from the cafeteria line or vending machines including using another students lunch/breakfast I.D. number.**

*Discipline:*

- Parents/guardians notified
- Restitution required
- EXTENDED DETENTION ASSIGNED
- RESOURCE CENTER (DEGREE OF OFFENSE)

### **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.

**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 lockdown drill will result in assignment to the Resource Center.

### **Level 3**

#### **Bomb Threat of any kind/False Alarm**

*Discipline:*

- 10-DAY ASSIGNMENT TO THE **RESOURCE CENTER** (POLICE NOTIFIED)
- EXIT HEARING SCHEDULED

### **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.

### **Level 1**

#### **Littering/Spitting on School Grounds**

*Discipline:*

- VERBAL WARNING
- EXTENDED DETENTION

#### **Snowballs or Ice Balls**

*Discipline:*

- EXTENDED DETENTION
- **RESOURCE CENTER**

### **Level 2**

#### **Tampering with School Equipment**

*Discipline:*

- 1<sup>ST</sup> OFFENSE: EXTENDED DETENTION (RESTITUTION)
- 2<sup>ND</sup> OFFENSE: **RESOURCE CENTER** (RESTITUTION)

### **Theft/Vandalism**

Out of respect for yourself, others, and the learning environment, theft and vandalism of any kind will not be tolerated.

#### ***Disciplinary Consequences***

Theft and damage may require police intervention depending upon the circumstances (administrative discretion). Students may be disciplined through extended detention or **Resource Center**.

### **Level 3**

#### **Theft and possession of stolen goods**

*Discipline:*

- RESTITUTION REQUIRED
- \$1.00 -\$99.00 – IF RETURNED EXTENDED DETENTION, IF NOT RETURNED AND FOUND ON PERSON OR IN LOCKER OR OTHER PROOF 1-3 DAY **RESOURCE CENTER** – PARENTS/GUARDIANS NOTIFIED
- \$100 - \$499 - **RESOURCE CENTER** (1-5 DAYS) – PARENTS/GUARDIANS NOTIFIED
- \$500 AND OVER - 5-10 DAYS **RESOURCE CENTER** – PARENTS/GUARDIANS AND POLICE NOTIFIED

### **Vandalism**

*Discipline:*

- RESTITUTION REQUIRED
- \$1.00 -\$99.00 - 1-3 DAY **RESOURCE CENTER** – PARENTS/GUARDIANS NOTIFIED
- \$100 - \$499 - **RESOURCE CENTER** (1-5 DAYS) –

- PARENTS/GUARDIANS NOTIFIED
- \$500 AND OVER - 5-10 DAYS **RESOURCE CENTER** – PARENTS/GUARDIANS AND POLICE NOTIFIED

### **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.

#### **Level 2**

##### **Reckless Driving**

*Discipline:*

- Driving privileges revoked (2 weeks)
- Subsequent offenses: permanent revocation of privileges

##### **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 Extended 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 3:30. 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.

- 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.**

#### **Bus Infraction**

##### *Discipline:*

- Up to permanent loss of bus privileges

- All students must have their Davies student ID with them and visible in order to ride the bus. If you don't have your ID, you will not be permitted to ride the bus.**

### **SUPPLEMENTAL POLICIES GOVERNING STUDENT CONDUCT ON SCHOOL BUSES AND VIDEO CAMERAS IN SCHOOL BUSES**

#### **Introduction**

The following policies governing student conduct on school buses and video cameras in school buses is designed to supplement existing policy provisions set forth in the William M. Davies, Jr. Career and Technical High School Student Handbook. These supplemental policies shall be deemed a part of that handbook as if originally included therein.

#### **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.

#### **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 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 Conduct Report**

#### *Discipline:*

- Parents/guardians notified
- EXTENDED DETENTION
- DENIAL OF BUS PRIVILEGES
- **RESOURCE CENTER**

### **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 themselves. 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
- SULPHUR/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.

***Disciplinary Consequences (TO BE REPLACED)***

The student's parents/guardians will be notified immediately and the student will be **suspended from school for 10 days** and the student will be **referred to the appropriate law enforcement authorities**. The student will be referred to the Director of the school, or an appointed agent, for **possible long-term assignment in the Resource Center or exclusion**.

**Use of Liquid/Chemical Substances**

*Discipline:*

- Parents/guardians notified/Police notified
- **RESOURCE CENTER 5-10-DAY**
- EXIT HEARING SCHEDULED

**Level 1**

**Possession/Discharge of Sulpher Capsule**

*Discipline:*

- **RESOURCE CENTER**

**Level 2**

**Possession of Incendiary Device(s)**

*Discipline:*

- **RESOURCE CENTER**

**Level 3**

**Possession of Weapons**

*Discipline:*

- **RESOURCE CENTER (10 DAYS)**
- POLICE NOTIFIED
- EXIT HEARING SCHEDULED

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

## Frequently Asked Questions

### FAQs & 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** Your 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.** 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 **61** 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.

~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.

