

AGENDA 2016-2017



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

2016-2017 Student/Parent Handbook

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The William M. Davies, Jr. Career and Technical High School does not discriminate on the basis of age, race, sexual orientation, religion, national origin, color, or disability in accordance with applicable laws and regulations.

Mission Statement

Our mission is to provide a challenging academic and technical education within a safe and supportive environment which ensures every industry-certified graduate is capable of pursuing higher education and becoming a productive participant in today's workforce.

Philosophy

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

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

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

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

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

Goals

To continue to promote and enhance:

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

LETTER FROM THE **D**IRECTOR

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/Principal

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ROLE OF THE BOARD OF TRUSTEES

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

ROLE OF THE ADMINISTRATION

The Director

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

Victoria Gailliard-Garrick: x301

Academic & Technical Instruction

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

Adam Flynn: x243

Gerry Manning: x228

Administrative Assistant: X248

Office of Student Management

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

David Champagne x334

Karen Malloy/Attendance: x320

Office for Diverse Learners

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

Isabelle Lemieux: x261

Diverse Learners' Office: x304

Laura Domingoes
(Diagnostic Prescriptive Teacher
& 504 Coordinator): x303

Business Partnerships

The Education Partnership Coordinator is responsible for managing the School-to-Career program for the school, including recruiting new business partners, coordinating work-based learning opportunities, and managing off-campus site-visits with business and industry partners.

Karen Murphy: x236

School-to-Career Office: x229

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. All Title II and Title IX nondiscrimination policy inquiries are the responsibility of this department.

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

Marketing and Communications

The Marketing Communications Specialist is responsible for coordinating marketing activities and managing communications to the media and community, as well as providing updates to Davies' website and social media.

Fallon Masterson: x337

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.

Frank Engels: x249

Guidance Office

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

Richard Bonenfant (A-Di)	x234
Anthony Zullo (Dj-K)	x231
Patricia Tarpy (L-Q)	x233
Jessica Plumer (R-Z)	x239
Secretary	x225

Health Office

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

Nurse: x318

Teamwork

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

HOME - SCHOOL COMPACT

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

As we strive for academic excellence and a high level of literacy for all of our students we realize that an educational institution cannot accomplish this goal alone. When a partnership exists among school, family and students and the goals and responsibilities for each party are clear, student achievement will improve. The following is a compact, which is a voluntary agreement between Davies' administration and staff and our families and students with the sole purpose of helping all of our students to reach their full academic potential. (As of 8/2014)

Home School Compact

<u>Administrative Responsibilities</u>	<u>Teacher Responsibilities</u>	<u>Family Responsibilities</u>	<u>Student Responsibilities</u>
<p>1. Through collaboration with the involvement of the Board of Trustees, staff, families, students and community, create a school vision and educational program with high standards that are understood and endorsed by the whole school community.</p> <p>2. Provide instructional leadership to ensure appropriate instructional practices, a high standards-based core curriculum and student support.</p> <p>3. Provide a safe, orderly, positive teaching and learning environment.</p> <p>4. Provide meaningful professional development for staff, and when appropriate, for students and families that will improve teaching and learning.</p> <p>5. Maintain open two-way communication between home and school and provide an atmosphere for open dialogue.</p> <p>6. Respect the school, staff, students and families.</p>	<p>1. Through collaboration with colleagues, families and students create a school vision and standards-based educational program that is understood and embraced by the whole school community.</p> <p>2. To the best of my ability, motivate my students to learn. Provide appropriate and varied classroom instruction that actively involves students in their learning.</p> <p>3. Provide a safe, orderly and caring classroom environment that is conducive to learning.</p> <p>4. Participate in professional development activities to improve teaching and learning and to support the formulation of partnerships with families.</p> <p>5. Establish two-way communication with families about student progress in school.</p> <p>6. Respect the school, staff, students and families.</p>	<p>1. Through collaboration participate with school staff in creating a school vision and quality educational program that is understood and embraced by all.</p> <p>2. Communicate to my child the value of an education and provide home support for the educational process.</p> <p>3. Establish a study time with my child and provide a quiet, distraction-free environment.</p> <p>4. Participate in training opportunities with staff to improve teaching and learning.</p> <p>5. Communicate regularly with the school.</p> <p>6. Respect the school, staff, students and families.</p>	<p>1. Through collaboration participate with school staff and parents in creating and benefiting from a quality educational program.</p> <p>2. To the best of my ability produce quality work.</p> <p>3. Attend school regularly, on time, prepared with all materials and completed homework.</p> <p>4. Participate in school activities with my parents and teachers that will improve my ability to learn and reach my full potential.</p> <p>5. Be honest with my parents about what is happening in school.</p> <p>6. Respect the school, staff, students and families.</p>

EXPECTATIONS

Academic & Technical Expectations

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

Social, Behavioral & Civic Expectations

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

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

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

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

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

YOUR EDUCATION

Technical

Technical education is what makes Davies different from a traditional high school. Davies offers ten 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 ten 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*. A student's grade will be calculated as follows to determine whether he or she passes or fails for the school year. The shop grade will be an average of the theory grade and the practical grade. The shop theory grade is taken at 1/3 value, and the shop practical grade is taken at 2/3 value. Here is an example of how one can calculate an average grade.

Theory grade = 70
 Practical grade = 85
 (70) + (2 x 85) = 240
 240 / 3 = 80
 Complete shop grade is an 80. (Example only)

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 in a quarter will receive **High Honors** for the quarter grading period, 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 who fail a class may be eligible for summer credit recovery. Please see page 27 for more information.*

Davies **grading policy** is as follows:

Quarter 1	20%
Quarter 2	20%
Mid-year Exam	10%
Quarter 3	20%
Quarter 4	20%
Final Exam	10%
Final Grade	100%

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

Graduation and Diploma Requirements

Graduation requirements are set at a level to provide students the skills and knowledge to successfully enter and complete a rigorous post-secondary academic or technical program, join the military, and/or obtain a job that leads to a rewarding and viable career. The RI Board of Regents through the Secondary Regulations set the minimum requirements for earning a RI high school diploma including:

- Demonstrated proficiency in 6 core areas (English language arts, math, science, social studies, the arts and technology)
- Successful completion of 20 courses (at a minimum)
- Completions of 2 performances assessments (exhibitions, portfolios and/or comprehensive course assessments)
- Meeting required level of proficiency on the state assessments in reading and mathematics beginning 2017.

In accordance with the Board of Regents' requirements, the William M. Davies, Jr. Career and Technical High School requires the following:

During grades 9-12, 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 ($26 \frac{1}{4}$) 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	<i>1 $\frac{3}{4}$ units *</i>
Electives	1 $\frac{1}{2}$ units
Technical	10 units

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

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

Physical and Health Education courses are offered bi-weekly over two semesters for four years. Students are required to enroll and participate in both courses every year. Students can earn up to two (2) credits, but are required one and three-quarter ($1 \frac{3}{4}$) credits for graduation.

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

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 their educational journey. 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 Common Core State Standards 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 a 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. 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 FINISHED PRODUCT BEFORE A PANEL OF JUDGES.

Educational Supports: Students

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

Positive Behavioral Interventions and Supports (PBIS)

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

addressing behavioral concerns. The PBIS approach has been shown to increase the capacity of schools to educate all students using research-based, school-wide, classroom and individualized interventions.

Academic Recovery Classes

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

Resource Assignment Center

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

Response to Intervention Team (RTI)

Davies believes in identifying and establishing interventions for students having educational and/or behavioral difficulties. The Response to Intervention initiative (RTI) is a multi-tiered problem solving approach for selected students, using effective interventions, combined with progress monitoring and data-based decisions. Students will be identified by guidance or may be referred to guidance by parents or staff. Any questions regarding this process should be directed to the RTI team.

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 Internships and “Co-Op”; and other related activities
- 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, for Work-Based Learning Experiences;
- Maintain Current Partnerships with Area Businesses, Colleges 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, Work-Based Learning Time Sheets, 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 Skills/USA Job Interview Skills Team, and Coordinate Competition;
- Recognize Seniors and Business Partners who participate in STC Activities at the Partners in Education Appreciation Breakfast in May;
- Collaborate with the Guidance Office to follow up on Graduate Placement Activities.

WORK-BASED LEARNING

Students have the opportunity to go on work-based learning experiences during their technical program class time. To be eligible for this program, they must be recommended by their technical teacher, receive approval from their academic teachers, be passing all of their classes, receive approval from

their guidance counselor, hold all required health and automobile Liability Insurance coverage, be in good standing with the Supervisor of Student Management regarding disciplinary behavior, and have good attendance.

Sophomores and Juniors typically experience work-based learning through job shadowing and internships on a voluntary basis. However, Senior participation in work-based learning is a requirement as a component of the Senior curriculum and grading policy.

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

Informational Support: Parents/Guardians

To help students and parents/guardians to understand and keep track of academic progress, Davies also provides a number of reports. Parents may access the Davies website at www.daviestech.org to access school information at all times and access grades through the Pinnacle portal.

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 printed at the conclusion of each quarter. ***Please see the school calendar on page 76 for those dates.* All report cards will be mailed home after the end of each quarter. 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. Report cards will be held for students owing books or money to the school.

School Records

Educational records are open to any parent/guardian of a

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

Parent/Guardian Visitation

There will be an open house held at the beginning of the school year for parents/guardians of current students for the purpose of creating program awareness and providing an opportunity to meet teachers. Individual conferences may be requested by parents/guardians through the Guidance Office. All visitors outside of Open House must enter the building at the main entrance and sign in to receive a visitor’s pass inside the main office before all visits.

Lost Books, Equipment and Fees

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

Davies Student Handbook Policy and Student Identification Badge Policy

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

Mandatory use of ID and Handbook:

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

EXTRA-CURRICULAR / AFTER SCHOOL ACTIVITIES

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

Dances

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

Field Trips

- Any student wishing to attend a school field trip must be academically and behaviorally qualified and have the authorization of a parent/guardian and of the teacher/supervisor, or he/she will be denied. 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.
- Teachers reserve the right to deny field trip participation for a student with serious classroom attendance or discipline issues.
- The use of private transportation in lieu of assigned public carriers is prohibited.
- Students who attend or join a school field trip without proper authorization of a school official will be considered truant from school.
- Any student who leaves a field trip will be subject to discipline from school and will forfeit his/her 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 attending future school related events. Police and parents/guardians will be notified, and the student will be disciplined in school.

Athletic Eligibility

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

- Be academically eligible according to RIIL and Davies;
- Pass 100% of all courses the previous quarter (Students must pass all courses for the year (final grade) to participate in next year's fall sports.)
- Be under the age of 19 before September 1;
- Have a Waiver Request signed by a parent;
- Obtain a physical examination, a record of which will be on file in the health office, before participating or competing in any sport;
- Be responsible for all athletic equipment issued; lost or stolen equipment must be paid for by the student;
- Report all injuries to coaches and the school nurse, and fill out the necessary forms;
- Adhere to the rules prescribed by the coaches;
- Provide proof of health insurance, either private or through the school.

Fund Raising

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

Attendance

Attendance is a critical part of the education experience. It is important that every student is present for the entire school day, and for as many of the 180 days as possible. At Davies, attendance is the responsibility of the student **and** parents/guardians. Davies seeks to develop a partnership with parents/guardians to help and encourage students to attend school regularly.

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

***For additional information on the legal obligations for parents, guardians and students please read RI General Law 16-19-1 on page 77 of this book.*

Absences

Excused absences include:

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

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

1. Students and parents/guardians will be notified through the automated voice messaging system on a daily basis of unexcused absences and tardiness to school.
2. When a student has **eight (8) days** per semester of

unexcused absences the student and parent/guardian will be notified by a letter, and a conference involving the Supervisor of Student Management and the Guidance Counselor will occur.

3. In addition, as of the **eighth (8th) day** of unexcused absence during the same semester, the student may not participate in **any student activities** such as interscholastic sports events, class dances such as the prom, or at any activity in which the student represents the school. Any exceptions to this policy are at the discretion of the Director and the Supervisor of Student Management.
4. Students who are absent from school may not participate or take part in practice sessions or activities or attend any school function on the same day they are absent unless they have received prior approval from the Office of Student Management.
5. Students with excessive unexcused absences may be identified as truant.

Tardiness

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

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

Tardiness

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

5 times tardy.....Letter home

10 times tardy.....Phone call from the Office of Student Management

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

20 times tardyLoss of School Privileges, Conference with the Office of Student Management, and further intervention

More than 20 tardies Investigation into Truancy

Four (4) Tardies equal one (1) Absence regardless of entry time.

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 on time in the morning, they must stay in school until at least 11:00 for their attendance to be counted as a half day.

Truancy

A student is considered truant if he/she willfully and habitually absents himself/herself from attending school with or without the knowledge of a parent/guardian.

All effort will be made to rectify attendance problems with the student and/or parent. Efforts may include, but are not limited to, documented phone calls, mailings, home visits, conferences, and school interventions. In the event that a viable solution to the truancy issue is not found, a Rhode Island Family Court Petition will be filed for school truancy.

Dismissals

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

Parent/Guardian Responsibility: If a parent/guardian wishes to dismiss a student from school, he/she must submit a written request that is to be submitted to the Office of Student Management before 8:00 a.m. on the day of the dismissal. Parents/guardians of students who drive to school must also contact the Office of Student Management by phone (X320) to give permission for the student to leave campus independently. Unless a student has established Independent Status, he/she may not dismiss himself/herself from school regardless of age.

Student Responsibility: If a parent/guardian wishes to dismiss a student from school for a professional appointment (such as doctor, dentist, job interview etc.), it is considered an excused dismissal 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 return to school.

School Responsibility: The school nurse may authorize dismissals from school due to an illness or injury during the school day. Such dismissals will constitute an excused dismissal. 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, the Office of Student

Management, or Guidance 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 disciplinary consequences.

Family Vacation Policy

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

Make-up Work Options

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

Make-up work

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

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

Home Tutoring / Academic Recovery Classes

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

Academic class work will be made up with an assigned home tutor or during assigned Academic Recovery Classes. For **practical work** missed in shop or science labs, a panel

comprised of an administrator, guidance counselor, guidance director, shop instructor and/or classroom teacher, parent/guardian, and student will develop an acceptable plan in order to afford the student the opportunity to make up the practical portion of the missing work.

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

Summer Credit Recovery

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

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

Davies students who fail academic course work must complete correspondence courses through the Keystone Credit Recovery program with the exception of English and math classes. Students who fail English and/or math must participate in the Davies Summer Enrichment Program. Students must have a minimum grade of 50% in the failed course(s) to be eligible for credit recovery through Keystone and 40% through the Davies Summer Enrichment Program as long as students comply with the Academic Recovery Class Policy during the current school year. Courses cannot be completed until the current semester or year has ended. Courses are available for all academic subjects, physical & health education, Spanish and Social Studies electives. Following successful completion of the Keystone course, students must pass a follow-up test (provided by Keystone) on site at Davies to receive credit. Credit received for the successful completion of the Davies Summer Enrichment Program will be applied to student transcript by the Guidance Department before the start of the new school year. The summer credit recovery program will be administered through the Guidance Department. The following stipulations will be applied for successful completion:

1. Students who have complied with the requirements of the Academic Recovery Class Policy with a failing academic average between 50 and 69 inclusive **MUST** complete the Keystone Credit Recovery program for all courses available except English and math. Students with academic grades below 50 will **NOT** be eligible for summer credit recovery through Keystone for that/those subject(s). Students will receive a letter from Guidance which indicates permission to attend a summer credit recovery program for no more than two (2) major subjects (English, math, social studies, science).
2. Students who have complied with the requirements of the Academic Recovery Class Policy with a failing academic average for English and math **ONLY** between 40 and 69 inclusive **MUST** complete the Davies Summer Enrichment Program.
3. Underclassmen (grades 9-11) who have failed to meet the requirements of the Academic Recovery Class Policy will forfeit their chance to attend any summer credit recovery program unless they have earned between 60 and 69 inclusive in the applicable subject.
4. Seniors who have failed to meet the requirements of the Academic Recovery Class Policy will forfeit their chance to attend any summer credit recovery program unless they have earned between 60 and 69 inclusive in the applicable subject. Seniors must achieve a grade of 85 or higher in the credit recovery program in order to recover the failing grade from that subject.
5. All summer credit recovery work in academics must be completed prior to the start of school in August/September of the following school year. Students not taking advantage of credit recovery programs during the summer will not be able to double up on their course work the next year.
6. The following scenarios would mandate a student to repeat the grade:
 - a. Students who fail more than 2.5 credits in one school year.
 - b. Students who fail shop (Technical area grades will be averaged as 1/3 theory, 2/3 practical to determine final grade).
 - c. Seniors who do not achieve an 85 or higher on an approved credit recovery program.
 - d. Students who fail to complete a credit recovery program who do not have enough credits to be

eligible for graduation on their designated year-of-graduation date.

7. There is no credit recovery available for students who fail their technical area.
8. Upon the successful completion of a summer credit recovery program, students will receive the lowest passing grade (70) on their permanent transcript regardless of the grade earned during the summer program.

Social, Behavioral & Civic Expectations

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

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

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

The purpose of a student code is to provide students with guidance on how to behave. Acting in a manner respectful of yourself, others and your environment creates a safe, orderly educational and social atmosphere. A positive atmosphere is

extremely important for the learning process to take place. This code enables students to grow in their respect for themselves, other students, the faculty, staff, administration, and the school facilities. Thus, violations of the student code are taken very seriously and will result in disciplinary action. **The rules, regulations and policies of the William M. Davies, Jr. Career and Technical High School are in effect for your benefit and apply during the entire time a student is enrolled at the school, including school holidays and vacation periods.**

Respect for Others

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

Professionalism in Dress and Grooming

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

All Areas

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

- Clothing should fit the student. Pants, sweaters, shirts, shorts, etc., may not be oversized or undersized to the point where, in the opinion of the school administration, the clothes present a health/safety concern or distraction.
- No clothing may be worn in a manner that exposes underwear. This includes sagging of pants that exposes underwear or other undergarments and shirts that reveal bras or other undergarments. Absolutely no part of any undergarment is to be exposed at any time.
- No pajamas, lounge wear, or slippers.
- Tank and halter tops, very low v-necks, spaghetti strap shirts and shirts exposing bare midriffs, along with open back shirts and dresses are not to be worn in school.
- Female students wearing sleeveless dresses or shirts must have at least a three-finger width of fabric covering both shoulders.
- Male students are not permitted to wear sleeveless shirts due to standardized professional dress and health codes.
- Skirts, dresses, and shorts higher than extended finger tips, including skirts or dresses 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.
- Headphones, ear buds, or electronic wiring is not to be exposed on head, around neck, or hanging outside clothing or backpacks outside of approved instructional settings as per our technology policy.
- No outerwear while inside the building including coats, gloves, scarves, sunglasses, and other clothing deemed as “outside only” wear.
- If a student is deemed inappropriately dressed for school, Parent/Guardian will be notified and the inappropriate clothing must be changed. If a Parent/Guardian cannot be reached, students will remain in the Office of Student Management or the Director’s Conference Room. Teachers will be required to provide work for the remainder of the school day.

Technical Areas

Students enrolled in occupational programs requiring uniforms, safety shoes and glasses, or other special items of dress are responsible for the maintenance and wearing of these items during shop training time. Please note that body piercing jewelry such as; lip, tongue, nose, eye, and belly button rings are not acceptable in the shop environment. As a safety or health precaution, long hair may be required to be tied back or covered in technical settings.

Physical Education Classes

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

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 (including vapor or electronic cigarettes and hookah pens); illegal or legalized drugs; or alcoholic beverages while on or off campus during school or school-sponsored activities will result in disciplinary action.

Over the counter and prescription 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 or prescription medications will be assigned disciplinary consequences.**

Weapons / Incendiary Devices

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

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

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

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

Hazing and Harassment

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

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

Harassment, intimidation, or bullying means intentional written, cyber space (i.e.: text messaging, IM, and imagery), verbal, or physical act or threat of an act or threat of a physical act that a reasonable person should know will have the effect of physically harming a student, damaging a student's property,

placing a student in reasonable fear of harm to his or her person or property or is sufficiently severe, persistent, or pervasive that create an intimidating, threatening, or abusive educational experience for a student. Harassment can occur in several different ways. It can be **racial, religious, ethnic** or **sexually** oriented. No person should be discriminated against because of actual or perceived race, color, religion, ancestry, national origin, sexual orientation, gender identity/expression or mental, physical, or sensory disability or intellectual ability. **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.

Cyber-bullying means bullying through use of technology or any electrical communication including transfer of signs, signals, images, writing, sounds, data, texting or any intelligence via email, Internet communications, instant messaging or fax communications.

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

For further information and the state's full policy refer to RI Safe School Act – Statewide Bullying Policy (6/30/12) at <http://sos.ri.gov/documents/archives/regdocs/released/pdf/DOE/6774.pdf>

Responsibility of Students: Students who observe the act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of the bullying shall however, not be subject to discipline for failure to report the bullying.

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

Help for the Victim of the Bullying: If the assessment determines the victim's mental health has been placed at risk,

appropriate referrals will be made. If the bullying included a violent criminal offense, the victim will be informed of any school transfer rights he or she may have under the Federal *Elementary and Secondary Education Act*. Refer to bullying complaint form.

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

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

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

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

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

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

Sexual Harassment

General Policy

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

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

prohibits any form of sexual harassment.

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

Sexual Harassment Definition

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

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

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

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

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

Dating Violence

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

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

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

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

Goals

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

Procedure

People responsible for identifying and reporting Dating Violence:

- Victims
- Students
- Teachers
- Administration
- School nurse
- Guidance counselor
- Social worker
- Other school authorities

Reporting Responsibilities

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

Investigation

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

Disciplinary Sanctions

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

Prevention

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

Complaint Procedure

Complaints relating to dating violence / relationship abuse will be responded to in a prompt manner. All employees of William M. Davies, Jr. Career and Technical High School either witnessing or privy to incidents of abuse shall report any in all pertinent

information to the Office of Student Management. Third party reporting of dating violence to any adult in the building will be referred to the Office of Student management to be investigated.

Respect for Your Environment

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

Responsible Use of Technology

Davies provides technologies and access to those technologies to engender a more enriching educational experience. By using the Internet Service, you acknowledge that you and users who have gained access to the Internet Service through your account ("Users") are responsible for full compliance with the Policy. You are also responsible for violations of this Policy by any User who accesses the Internet Services through your account. The Policy applies to all aspects of the Internet Service. "Davies" means William M. Davies, Jr. Career & Technical High School. "Davies Network" includes, without limitation, all equipment, systems, facilities, and Internet Services and products used.

This Policy is designed to assist in protecting the Davies Network, the Internet Service, our Users and the Internet community as a whole from improper and/or illegal activity over the Internet whether it be through the use of any Davies equipment or Personal Electronic Devices (PEDs) used within the Davies building or as a representation of Davies with the use of Davies Network or any private Internet provider.

Acceptable Uses

The school's Information Technology resources, including Internet access, are provided for educational purposes. All Davies computer and network equipment is available for the use of Davies staff, students, and guests to perform their assigned tasks. PEDs may be permissible in approved settings to

complete classroom tasks. These tasks include but are not limited to:

- Interschool communication
- Creation and storage of material for school or User use
- Communication with outside sources
- Research
- Production of material required for class work and/or completion of assigned tasks

Users must always employ Network Etiquette (“Netiquette”) as follows:

1. Respect and protect the privacy of others
 - Use only assigned accounts
 - Protect the confidentiality of your account information
2. Respect and protect the integrity, availability, and security of all electronic resources
 - Observe all network security practices, as posted
 - Report security risks or violations, including the unauthorized use of your account information to a teacher or network administrator
 - Conserve, protect, and share these resources with other staff, students and Internet Users
3. Respect and protect the intellectual property of others
 - Follow the stipulations of all accepted End User License Agreements
 - Honor all copyright protections
4. Respect and practice the principles of community
 - Communicate only in ways that are kind and respectful
 - Report threatening or discomforting materials to a teacher

Unacceptable Uses

Equipment use and network access is a privilege, not a right. Inappropriate use of the equipment and the network by a student will result in disciplinary action up to and including suspension, cancellation of student user privileges, and/or legal action (criminal and/or civil) in accordance with the law and the Davies policy. All Users will be held accountable for inappropriate use. Users must follow appropriate online behavior at all time, including interacting with other individuals on social networking websites and in chat rooms. Cyberbullying will not be tolerated. The following uses of the network are considered unacceptable by Davies.

1. Personal Safety
 - Users may not post, use, or store personal contact information about themselves or other people when using electronic communication forms, such as but not limited to email, chat rooms, or social media sites. Personal contact information includes the User's address, telephone, social security number, other personal data, or school address.
 - Users may not provide information about Davies students, faculty, staff, or guests to any parties inside or outside of Davies.
 - Students will immediately disclose to their teacher or building administrator any message they receive that is inappropriate, makes them feel uncomfortable, or is threatening.
 - All other users will immediately disclose to their supervisor or building administrator any message they receive that is inappropriate, makes them feel uncomfortable, or is threatening.
2. Illegal Activity
 - Users may not post, submit, publish or display harmful or inappropriate material that is harassing, insulting, threatening, or attacking any individual, including prejudicial or discriminatory attacks or insults.
 - Users may not access, transmit, copy, or create any material that violates the Davies code of conduct including pornographic material, obscene images, or vulgar communications.
 - Users may not vandalize, misuse or harm, and /or steal computers, software, computer systems, or computer networks.
 - Users may not participate in hacking activities or any form of unauthorized access to other accounts (online or site stored), computers, networks, or information systems.
 - User may not deliberately attempt to disrupt the computer system or destroy data by uploading, downloading, or creating computer viruses.
 - Users may not use the system to engage in any other illegal act, such as arranging for illegal drug activities, purchasing of alcohol, engaging in gang activity, or threatening the safety of a person.
3. System Security
 - Users are responsible for their individual account and may not reveal their personal computer log-on identification or those of other students or staff members.
 - Students must immediately notify a teacher or other school

- employee if they have identified a security problem.
- All other users must immediately notify their supervisor or building administrator if they identify a security problem.
- Users may not download software to any computer unless instructed to do so by a teacher or building administrator.
- The system may not be used to connect personal hardware such as iPods unless it is needed for educational purposes.
- Users may not effect security breaches, cause any disruptions of network communication, or execute any form of unauthorized network monitoring
- Users may not circumvent User authentication or security of any firewall, filter, host, network or account.
- Users shall not attempt to fraudulently conceal, forge or otherwise falsify a User's identity in connection with use of the Internet service.
- 4. Inappropriate Language and Behavior
 - Users may not use obscene, profane, vulgar, inflammatory, threatening, disrespectful or other inappropriate language on the system. This includes use of Davies equipment and software and any use of the Internet.
 - User will not display inappropriate materials (i.e. offensive messages or pictures, obscene language references, etc.) on the system. This includes use of Davies equipment and software and any use of the Internet. This also includes the use of any and all PEDs that gain access technology outside of the Davies network.
 - Users will not post, submit, or publish information that could cause damage or danger of disruption to Davies, the students or others.
- 5. Inappropriate Access to Materials
 - Users may not use the system to access materials that are profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards others (i.e. hate literature).
 - If a student mistakenly accesses inappropriate information, they should immediately report it to their teacher. This may protect students from any claim that they have intentionally violated the policy.
 - All other users who mistakenly accesses inappropriate information should immediately report it to their supervisor or building administrator.
 - Messages relating to or in support of illegal, inappropriate activities are to be reported to a building administrator.
- 6. Respecting Resources
 - Users should frequently delete unnecessary files from their

network folders. This must be done at the end of every school year, at least.

- User will not engage in vandalism (i.e. uploading/downloading inappropriate files, introducing computer viruses, disrupting the operation or the system through the abuse of hardware or software, modifying another person's files or data.)
- Users may not attempt to read, delete, copy, modify or forge the content of other users' folders, files, electronic communications, or online accounts.
- Students will subscribe to only high-quality discussion group mail lists that are relevant to education and/or career development.
- Students will be supervised while accessing the Internet; however, they are still responsible for their proper use and access.

7. Plagiarism and Copyright Infringement

- Users will not plagiarize works that they find on the Internet. Plagiarism is adopting the ideas or writing of others and presenting them as your own.
- Users must respect the copyright owners. Copyright infringement occurs when the User inappropriately reproduces a work that is protected by a copyright. If a student has a question about this, they should ask a teacher.
- Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own educational use only and must footnote copyrighted material when used in academic work.
- Users may not distribute or install pirated software onto the Davies network or technologies.
- Users may not make illegal copies of music, games, movies, photographs, or other software made available through the Davies network or technologies.

8. Other Misuse:

- Users shall not use Davies technology for commercial uses, including offering to sell or purchase products or services, advertise, or otherwise conduct business, unless approved as a school project
- Users shall not use Davies technology for games, entertainment, or personal non-education-related uses.
- Users shall not use Davies technology for political campaigning, but it may be used for communicating with elected representatives or expressing views on political issues.

Disclaimer

Davies assumes no liability for any direct or indirect damages arising from the User's connection to the Internet. Davies is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Davies makes use of an Internet content filter to prevent access to sites with obscene, pornographic, or harmful content. Given the nature of the Internet and the limitations of content filtering systems, it is impossible to block all inappropriate sites. If you believe the content filter is blocking access to appropriate site, please contact the technology administrator. Users are solely responsible for any material that they access and disseminate through the Internet.

Because the Internet is an inherently open and insecure means of communication, any data or information a User transmits over the Internet may be susceptible to interception and alteration and should not be considered private or secure. We encourage you to use your Internet access responsibly. Should you have any questions regarding this *Responsible Use of Technology Policy*, please contact Davies Administration for more information.

Users should have no expectation of privacy when using Davies network or equipment. Davies reserves the right to inspect student folders, personal files, electronic communications, downloaded material, including deleted files from a User's computer, records of online activity and other information on the Davies network or equipment when necessary to ensure proper use of the system. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Davies will strive to protect User privacy; however, Davies will not be responsible for any damages (consequential, incidental or otherwise), which a User may suffer arising from access to or use of the Davies computers and computer network, including damages arising as a result of the actions of Davies. These damages include loss of data and delayed, lost or damaged electronic correspondence or files due to system or service provider interruptions and system shutdowns for emergency or routine maintenance of the system. Use or conveyance of information via Davies computer technology is at the User's own risk.

Davies reserves the right to modify this Policy at any time without notice. We will attempt to notify our users of any such modifications either via an electronic communication to staff, parents, and students or by posting a revised version of the Policy on our Website.

Electronic Devices

Personal Electronic Devices (PEDs) have become an integral part of the education process. Access to the technology that enables their use has been established in instructional settings for educational purposes. Inappropriate use of this access and/or the inappropriate use of PEDs as defined in the *Responsible Use of Technology Policy* will lead to disciplinary consequences. The possession and use of PEDs for educational gain is a privilege. The use of these devices must not endanger persons or properties, disrupt the educational process, or violate any school, state, or federal law or policy. It is the understanding that any electronic information is not guaranteed to be private. Use of PEDs at Davies is at the user's own risk. Davies is not responsible for any damage, loss, or theft of any PED or its data. Davies is not responsible for any financial responsibilities that occur due to inappropriate use of PEDs and their access.

Students are permitted to possess PEDs in school for the reason of enhancing the teaching and learning process in classrooms where teacher-led instruction accessing external references and learning tools enriches the culture of learning. All technology use is at each teacher's discretion. Individual classroom rules prohibiting the use of technology are to be honored at all times. Receiving and /or making phone calls are not permitted at any time in the building. PEDs are also permitted for use in the Cafetorium before release to Advisory in the mornings and during lunch times. PEDs are not to be used in the hallways during passing time between classes, after dismissal from the Cafetorium on the way to Advisory, or traveling to or from lunch. Blue tooth devices or external speakers are not to be used at any time in the building. Any device used to communicate, receive, send, store, record, playback, or listen to voice, text, digital, audio, video, photo, electronic or internet/cyberspace data, images and/or information including, but not limited to, cellular phones, portable music players, game players, cameras, laser pointers, video cameras, lap tops, tablets, e-reader, walkie-talkies, personal digital assistants, pagers, etc. plus associated headphones or earbuds are not to be used or visible in any

setting outside of permissible areas as designated by color-coded system. Devices are to be turned off or silent during the entirety of the school day outside of those instances.

The color-coded system is as follows:

- **All Use (GREEN)** includes research, texting, listening to music with earbuds, accessing school Wi-Fi, or any other silent activity that does not disturb others or violate the *Responsible Use of Technology Policy*. Receiving and making phone calls are not permitted in the building. External speakers are not permitted.
- **At Teacher's Discretion (YELLOW)** allows for classroom teachers to decide what is appropriate, and when it is appropriate to use technology in the classroom. Individual classroom policies regarding use of technology is to be honored by all students. Receiving and making phone calls are not permitted in the building.
- **No Use (RED)** does not allow for any use of PEDs by students. Safety, privacy, and courtesy prohibit the use of these devices in any instance.

The penalty for violation of this policy shall be the confiscation of the device. Electronic devices confiscated during the course of the school day are to be sent to the Office of Student Management with an Office Discipline Referral Form identifying the student and circumstances. The student will receive an office detention and a phone call home on the first infraction of this policy. The electronic device will be returned to a parent/guardian only after the student has served the office detention for this infraction. Until the return of the device, it will remain in the safe in the Office of Student Management. Subsequent infractions of this policy will result in further disciplinary action(s), and the device will be returned to a parent/guardian on the completion of the school year in June.

Parents, please do not call or text your child during the school day. If you have an emergency, please call 728-1500, extension 320.

Sexting

“Sexting” is prohibited in school, on school grounds or in school vehicles, and at school-sponsored activities at home or away. For purposes of this policy, “Sexting” shall be defined as generating, sending or receiving, encouraging others to send or

receive, or showing others, through an electronic device, a text message, photograph, video or other medium that displays sexual or provocative content.

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

Skateboards and Skateboarding

Skateboarding is not allowed at any time on Davies property. Students skateboarding on Davies property will be assigned an office detention for the first offense. Students found in possession of skateboards will be required to forfeit them to instructional staff. All skateboards will be kept in the Office of Student Management. The procedure for retrieval will follow the electronic device policy.

Assemblies

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

Elevators

To help students who may have a disability, elevators are available throughout the building. If you have an injury and would like to use the elevators, please seek permission from the school nurse. All other students are not permitted to use the elevators.

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.
- STUDENTS ARE TO PROVIDE THEIR OWN COMBINATION OR KEYED HEAVY DUTY LOCKS.

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

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

Cafetorium / Food Policy

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

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

Safety Drills

Fire Drills are an important way to ensure that we all know how to exit the building safely in case of an emergency. Because of

this concern, everyone must leave the building as quickly and safely as possible. Please review the fire drill exit paths posted in your classroom. When the drill sounds, follow the appropriate path to the exit, in a quiet and orderly fashion. Once outside, please remain in a quiet group with your teacher while **attendance is taken**. Your teacher will lead your group to the correct location and let you know when it is time to return to the building. There is no use of electronic devices during any type of safety drill or real emergency. This is designed for the safety of all members of the Davies family. Failure to follow safety directions will lead to disciplinary consequences. This applies to traditional fire drills and evacuations.

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

School Property/ Grounds

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

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

Transportation

Transportation/Personal Vehicles

Driving a car to school is a privilege. If you have a car and want permission to drive it to school and park it in the parking lot, you must go to the Office of Technical Instruction 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.

Vehicles must be parked in designated areas only. Vehicles parked in inappropriate areas will also be towed.

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

Student Conduct in the Course of Transportation on School Buses or Other Vehicles

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

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

1. All students must be on time for their scheduled bus.
2. Students must stand back in an orderly line at pick-up points until the bus comes to a complete stop.

3. Students shall enter the bus or other vehicle in an orderly fashion and go directly to a seat.
4. All students must be seated while the bus is in motion. A driver may, at his or her discretion, ask students to move up to a seat at the front of the bus, when it is stopped, in anticipation of getting off at the next stop. Students are obliged to comply with any such request made by a driver.
5. The driver is in complete charge with respect to the operation and safety of the bus or other vehicle and must be obeyed.
6. Permission must be given by the driver to open windows. Students shall not extend arms, hands, legs, heads, or any object out of the windows or doors of the bus. Students shall not shout at pedestrians or other vehicles while the bus is in motion.
7. Students shall not mar, deface, or vandalize the bus or other vehicle. Any damage done to any such vehicle will result in the student and/or his parents and guardians making restitution for such damage.
8. Students shall not place lunch boxes, backpacks, books, or other objects in the aisle of the bus or other vehicle.
9. Students are prohibited from using tobacco, alcohol, drugs or any controlled substance on a bus or other vehicle.
10. Normal conversation is allowed on the bus or other vehicle, but loud talking, shouting, and any unnecessary or disruptive behavior is prohibited.
11. Students shall not eat and shall not consume beverages while on a bus or other vehicle, unless otherwise permitted by administrative authority.
12. Students are prohibited from sitting in the driver's seat nor shall any student sit in such a manner that he or she interferes with the driver of the bus or vehicle.
13. Nothing shall be thrown in the bus, from the bus, or at the bus.
14. Students shall remain seated until the bus stops.
15. Students shall not rush, run, or push to enter or leave the bus.
16. Students shall not carry weapons, hazardous material of any kind, nuisance items or animals onto the bus.
17. Students shall refrain from the use of profane language, obscene gestures, excessive noise, fighting, wrestling, or any other acts of disruption or physical aggression while on the bus.

18. Students are expected to be compliant with all of the above-referenced rules and accept the responsibility that accompanies the privilege of transportation. Any violation of the foregoing rules may result in discipline, including Resource Assignment Center or loss of bus privileges.
19. Student, parents and guardians are encouraged and expected to report any violation of the foregoing rules immediately to the Office of Student Management.

Bus Transportation

1. **SPECIAL TRIPS:** A teacher or coach must accompany each group of students making a special trip. Students will dress appropriately when making special trips.
2. **LATE TRANSPORTATION:** Transportation will be provided only for students who must stay after school for extra help, make-up work, or extra-curricular activities. Late buses will leave at 3:45 p.m. on Tuesdays, Wednesdays, and Thursdays. Transportation will be provided for students who must stay after school for Office detention. Late buses will leave at 4:45 p.m. on Tuesdays, Wednesdays, and Thursdays to accommodate late detentions. Students assigned to Teacher Detention must ride the 3:45 bus home, unless prior arrangements are made to be picked up at the conclusion of teacher detention. All students must have a signed handbook in order to be permitted to ride the late bus. These bus routes are not identical to the regular routes. Students must make their own arrangements to get home after the bus returns them to their home community. Students **who do not stay after school for extra help, make-up work, detention, or extra-curricular activities are not permitted to ride late buses. Those students are required to leave campus at the conclusion of the regular school day or wait in the main entrance area for a ride. They are not to be in the building unsupervised.**
3. **BUS:** Regulations for bus students: The school day begins when students leave their home for the bus stop and ends when they return home in the afternoon. Students come under the jurisdiction of the school administration during this entire period. **REMEMBER, IT IS A PRIVILEGE TO RIDE THE SCHOOL BUS.** If students are not well behaved or courteous, and if their behavior endangers the health or safety of other students, this privilege will be taken away. **The bus driver has the same authority on the bus as a teacher has in the classroom or shop.**

4. **All students must have their Davies student ID with them and visible in order to ride the bus.** If a student does not have his ID, that student will not be permitted to ride the bus.

Video Cameras in School Buses

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

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

Video tape shall be available for viewing consistent with applicable law and the Board and the Director and their employees, agents and representative shall comply with controlling state and federal laws related to video recordings, when, as determined by the Board, and in accordance with law, such recordings are considered for retention as part of a student's record. Such recordings shall also be subject to governing law and procedures pertaining to the access, review and release of such recording.

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

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

Standards for Student Conduct

Rights and Responsibilities of Students

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

- demonstrate courtesy, even when others do not
- behave in a responsible manner, always exercising self-discipline
- attend all classes regularly and on time
- prepare for each class; take appropriate materials and assignments to class
- meet Davies standards of grooming and dress
- obey all school and classroom rules
- respect the rights and privileges of other students, of teachers and other staff members
- respect the property of others, including Davies property and facilities
- cooperate with and assist the school staff in maintaining safety, order and discipline
- avoid violations of the student code of conduct

Student Management

A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action. School rules and the authority of the

school to administer discipline apply whenever the interest of Davies is involved, on or off school grounds, in conjunction with or independent of classes and school sponsored activities.

Davies has disciplinary authority over a student:

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

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

In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the

frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Administration reserves the right to interpret and act upon discipline that may or may not be covered in this handbook. Students exhibiting a continued pattern of behavior may be subject to intervention procedures through the Office of Student Management and coordinating departments.

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

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

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

Office Detention Policy

The Supervisor of Student Management is responsible for administering and supervising Detention period on Tuesdays, Wednesdays, and Thursdays from 2:15 to 3:45. Buses will be provided at dismissal of Detention. Students not taking the bus

must have transportation arranged in advance. Students will not be allowed to go to lockers during or after Detention and must exit the building immediately upon the conclusion of the period at 3:45.

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

Rules of Office Detention

- Office Detention begins at 2:15 and ends at 3:45 on Tuesdays, Wednesdays, and Thursdays.
- Office Detention for students assigned Academic Recovery Classes begins at 3:45 and ends at 4:30 on Tuesdays, Wednesdays, and Thursdays
- Location will be determined in advance.
- Students will sign in upon arrival and will not be permitted to leave until 3:45.
- Students arriving at 3:45 from Academic Recovery Classes will sign in upon arrival and will not be permitted to leave until 4:30.
- Students who are assigned multiple detentions are permitted to attend both detention sessions in one day to count towards the completion of two detentions.
- Students must report with writing materials, books, bags, coats, etc., as they will not be permitted to go to lockers or any other part of the building during or after Detention.
- Students must either bring work to detention or complete work that is assigned by the Office of Student Management. (Reading a book or magazine is not acceptable during Detention.)
- Students must work entire time while in Office Detention. Failure to do the prescribed work will result in further disciplinary actions.

- Students tardy to Office Detention will incur further disciplinary actions.
- Students will not be permitted to be dismissed early from Office Detention.
- There will be no sleeping or resting of one's head on the desk.
- Students will raise hands to ask questions. No talking, note writing, or communication of any kind is permitted.
- Electronics are not permitted in Office Detention. Cell phones, cameras, music devices, etc., will be confiscated as per the Student Handbook.
- Food, beverages, games, or any other recreational articles are not permitted in Office Detention.
- All school rules and policies are in effect during the time of Office Detention.
- Students who do not attend Office Detention due to an excused absence will be automatically responsible to attend the next Office Detention session.
- Students who do not attend Office Detention due to any other reason will be contacted by the Office of Student Management immediately the following day to determine subsequent disciplinary actions.
- Failure to comply with the prescribed rules of Office Detention will result in further disciplinary measures through the Office of Student Management.

Cutting Academic Recovery (AR) Protocol

The goal of the AR classes is to help our students succeed, but this cannot be achieved if they do not attend the classes. The Coordinator will write up all students who cut AR classes. The discipline aspect of AR will be handled by Director. Cuts and any other issues will be referred to the Office of the Director, and that office will track student attendance (in MMS) and any discipline measures that may be needed.

Disciplinary Consequences

Level 1

Cafetorium: Disruption in Cafetorium

Discipline: **Level 1**

- WARNING
- PARENTS/GUARDIANS NOTIFIED

- LOSS OF PRIVILEGES
- OFFICE DETENTION(S)
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)

Cafetorium: Food/Drink Outside Cafetorium

Discipline: **Level 1**

- WARNING
- OFFICE DETENTION

Cafetorium: Throwing Objects/Food/Liquids

Discipline: **Level 1**

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

Cheating: Cheating/ Plagiarism/Falsifying Information

Discipline: **Level 1**

- REFLECTED IN GRADE / TEACHER MANAGED DISCIPLINE
- PARENT/GUARDIAN NOTIFIED
- OFFICE DETENTION

Cheating: Stealing an Exam/Test

Discipline: **Level 1**

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

Class: Cutting Classes

Discipline: **Level 1**

- REFER TO THE OFFICE OF STUDENT MANAGEMENT
- OFFICE DETENTION

Class: Failure to Return School Forms

Discipline: **Level 1**

- REFER TO THE OFFICE OF STUDENT MANAGEMENT
- LOSS OF PRIVILEGES

Class: Late to Class

Discipline: **Level 1**

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

Class: Left Class without Permission

Discipline: **Level 1**

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

Class: Not Prepared for Class: This includes incomplete

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

Discipline: **Level 1**

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

Disrespectful Behavior

Discipline: **Level 1**

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

Failure to Return Materials (i.e. Books, Uniforms, Tools, etc.)

- NOTIFICATION TO PARENTS/GUARDIANS
- LOSS OF PRIVILEGES
- RESTITUTION

Inappropriate Behavior/Horse Play/Play Fighting

Discipline: **Level 1**

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

Inappropriate Language

Discipline: **Level 1**

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

Insubordination/Refusal to Identify Yourself

Discipline: **Level 1**

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

Littering/Spitting on School Grounds

Discipline: **Level 1**

- VERBAL WARNING
- TEACHER MANAGED DISCIPLINE / TEACHER DETENTION

- OFFICE DETENTION

No ID/Handbook

Discipline: **Level 1**

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

Teacher Detention: Skipped

Discipline: **Level 1**

- OFFICE DETENTION

Teacher Detention: Disruption

Discipline: **Level 1**

- OFFICE DETENTION

Snowballs or Ice Balls

Discipline: **Level 1**

- OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

Level 2

Attendance: Academic Recovery Class Cuts

Discipline: **Level 2**

- ANY CUT PARENTS/GUARDIANS NOTIFIED
- 2 CUTS IN A QUARTER: LETTER HOME
- 4 CUTS IN A QUARTER: LETTER HOME AND PARENT CONFERENCE
- 5 CUTS IN A QUARTER: FORFEIT ALL CREDIT RECOVERY OPTIONS UNLESS STUDENT EARNS A 60 OR HIGHER IN THAT SUBJECT
- 5 CUTS IN A QUARTER (GRADE 12): MUST ACHIEVE A GRADE OF 85 OR HIGHER ON ANY APPROVED CREDIT RECOVERY PROGRAM IN ORDER TO RECOVER FAILING GRADE IN THAT SUBJECT

Attendance: Excessive Class Cuts

Discipline: **Level 2**

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

Attendance: Leaving Campus

Discipline: **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER

ATTENDANCE: MULTIPLE CUTS/TIME UNACCOUNTED FOR

Discipline: **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER

Attendance: Not Reporting to Advisory

Discipline: **Level 2**

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

Attendance: Not Signing in to School

Discipline: **Level 2**

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

Attendance: Truancy

Discipline: **Level 2**

- PARENT/GUARDIAN NOTIFIED
- LOSS OF PRIVILEGES
- CONFERENCE WITH THE SUPERVISOR OF STUDENT MANAGEMENT AND GUIDANCE COUNSELOR
- FILING OF A RI FAMILY COURT PETITION FOR TRUANCY

Bus: Bus Misconduct

Discipline: **Level 2**

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

Disruptive Behavior: Repeated Occurrences

Discipline: **Level 2**

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

Driving: Reckless Driving

Discipline: **Level 2**

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

Fighting

Fighting is not considered a civil way to settle differences and is not allowed at the Davies school. If situations arise where there

are differences in opinion or a quarrel is in the making, students are advised to seek adult intervention. **All** involved are subject to disciplinary consequences.

Discipline: **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- OFF-CAMPUS SUSPENSION

Gambling

Gambling and gambling materials are not allowed in school. Playing cards, dice, sports betting cards, or any other gambling items or activities are not allowed.

Discipline: **Level 2**

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

Gang Activity

Discipline: **Level 2**

- PARENTS/GUARDIANS AND POLICE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- OFF-CAMPUS SUSPENSION

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

Discipline: **Level 2**

- WARNING
- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- LOSS OF PRIVILEGES
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)
- OFF-CAMPUS SUSPENSION

Harassment/Hazing/Bullying/Cyber Bullying

Discipline: **Level 2**

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

Harassment: Dating Violence

Discipline: **Level 2**

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

Harassment: Sexual Harassment

Discipline: **Level 2**

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

Inciting a Fight/Knowledge of/Spreading Rumors

Discipline: **Level 2**

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

Indecent Exposure

Discipline: **Level 2**

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

Lying to Administrator/Teacher

Discipline: **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION

Misuse: Elevator

Discipline: **Level 2.**

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

Misuse: School Equipment

Discipline: **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESTITUTION
- OFFICE DETENTION

- RESOURCE ASSIGNMENT CENTER

Multiple Behavior Referrals for the same/similar offense

Discipline: **Level 2**

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

Obscene Gestures/Behaviors

Discipline: **Level 2**

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

Office Detention: Skipped/Disruptive

Discipline: **Level 2**

- RESCHEDULE/ADDITIONAL OFFICE DETENTION
- RESOURCE ASSIGNMENT CENTER

Pornography/Inappropriate Computer Use

Discipline: **Level 2**

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

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

Discipline: **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- LOSS OF PRIVILEGES
- RESOURCE ASSIGNMENT CENTER (DEGREE OF OFFENSE)
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

Secure/Unauthorized Area without Permission

Discipline: **Level 2**

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

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

Discipline: **Level 2**

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

Threat: Student or Staff

Discipline: **Level 2**

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

Vulgarity

Discipline: **Level 2**

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

Weapon: Possession/Discharge of Sulfur Capsule

Discipline: **Level 2**

- PARENTS/GUARDIANS AND POLICE/FIRE NOTIFIED
- RESOURCE ASSIGNMENT CENTER

Weapon: Possession of Incendiary Device(s)

Discipline: **Level 2**

- PARENTS/GUARDIANS AND POLICE/FIRE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- OFF-CAMPUS SUSPENSION

Level 3

Alcohol: Possession/Distribution/Consumption/Intoxication

Discipline: **Level 3**

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

Assault: Of a Staff Member

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

Discipline: **Level 3**

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

- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- OFF-CAMPUS SUSPENSION
- EXIT HEARING SCHEDULED (DEGREE OF OFFENSE)

Assault: Of a Student

Discipline: **Level 3**

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

Assault: With Bodily Fluids (spitting, etc.)

Discipline: **Level 3**

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

False Alarm/Bomb Threat

Discipline: **Level 3**

- PARENTS/GUARDIANS AND POLICE/FIRE NOTIFIED
- RESOURCE ASSIGNMENT CENTER
- LOSS OF PRIVILEGES
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- OFF-CAMPUS SUSPENSION

Forgery

Discipline: **Level 3**

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

Illegal Substances: Over-the-Counter Medication

Discipline: **Level 3**

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

Illegal Substances: Possession/Distribution/Purchase/Use

Discipline: **Level 3**

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

- OFF-CAMPUS SUSPENSION
- EXIT HEARING SCHEDULED (DEGREE OF OFFENSE)

Liquid/Chemical Substances Causing Harm/Damage

Discipline: **Level 3**

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

Marijuana: Possession/Distribution/Purchase/Use

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

Theft and/or Possession/Distribution of Stolen Goods

Discipline: **Level 3**

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

Tobacco: Possession/Distribution/Smoking

Discipline: **Level 3**

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

Vandalism

Discipline: **Level 3**

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

Weapons: Possession/Distribution/Purchase/Use

Discipline: **Level 3**

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

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

Definitions

Warning – Verbal or Written Warning is given to student and documented in student file.

Loss of Privileges – Participation in school or extracurricular activities is a privilege. Privileges may be withheld temporarily or permanently as a disciplinary consequence. Privileges may be individually withheld or entirely revoked. As a consequence, students may not attend and/or participate in school or extracurricular activities identified by the Office of Student Management on or off campus before, during, or after school. Activities may include but are not exclusive to: Assemblies, Field Trips, Sports (Participating/Attending), Contests, Spirit Week Events, Dances, Proms, Pep Rallies, Presentations, Work-Based Learning, Senior Activities, and/or other extracurricular activities.

Teacher-Managed Discipline – Teachers will take action to correct student

behavior. All Teacher Managed Discipline is documented on a Teacher Discipline Referral Form. Consequences may include but are not exclusive to: Apologies, Behavior Plan with Student, Classroom Community Service, Conference with Student, Family Contact, Loss of Classroom Privileges, Referral to Nurse or Guidance, Teacher Detention or Writing Assignment, Loss of Employability Skills (Technical Area Only), or other Teacher directed consequence.

Reflected in Grade – Students may lose Employability Skill Points (Technical area only) for behavior that is deemed unprofessional in a career setting. In the Academic setting, students may receive no credit for work that is copied, plagiarized, or permitted to be copied.

Refer to Office of Student Management – Teachers will document student behavior on an Office Discipline Referral Form. The Office of Student Management will be responsible for consequences.

Parent/Guardian Notified – Parents/Guardians will be notified by mail, phone, or in person.

Conference – A conference between a Parent/Guardian and school personnel will take place in person or via phone.

Restitution – The restoration or recompense of an item must be resolved to bring an issue to an end.

Office Detention – Office Detention is held on school grounds after school hours. Students are expected to report to the designated Detention Room at the assigned date and time.

Referral to Educational Support Personnel – The student is referred to support personnel available. Educational Support Personnel includes Guidance Counselors, Social Workers, Teacher Mentors, Office of Diverse Learners, Nurse, RTI Team, Office of Student Management, or other designated personnel.

Resource Assignment Center (RAC) – The student is remanded to an instruction-based, in-house suspension setting.

Referral to Human Resources – Human Resources assists in circumstances that may have police or legal involvement.

Police Notified – The Lincoln Police will be notified. The Lincoln Police will decide the next course of action.

Off-Campus Suspension – Student is not permitted on school grounds during the period of Off-Campus Suspension.

Exit Hearing – A committee formed by the director collects data to determine if a student should be allowed to remain at Davies.

Frequently Asked Questions

FAQ's & Quick Reference

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

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

Accidents/Emergencies

Q What do I do if I hurt myself?

A Contact the nurse immediately. No matter how minor the injury is, all accidents must be reported to the nurse. Contact the teacher who is closest to you and let him/her know what happened. That teacher will assist in notifying the nurse.

Q How do I know who 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.

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

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

Attendance

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

Cancellation of School

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

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

TV Stations: NBC (10) CBS (12) ABC (6) FOX (64)

School cancellation announcements will begin at 6:30 a.m. and continue until after 8:00 a.m.

Discrimination and Harassment

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

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, advisors, or teachers.
- Q** Is there transportation provided?
- A** Yes, there are **late buses** on Tuesdays, Wednesdays, 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 76 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 authorized 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.

Parking

- Q** Where do I park when I get to the school?
- A** Students are to park in the Student Parking Lot or in the back five (5) rows of the Staff Parking Lot at the front of the school.
 - A** Students are not allowed to park in any other lined or unlined parking space on campus.
 - A** Visitors must park in marked Visitor Parking spaces only or in the Student Parking areas.
 - A** Handicap Parking is always available for those displaying a Handicap/Disable placard on campus and are clearly marked.
 - A** There is no parking in any Fire or Bus Lane in front or back of the building at any time of the school day.
 - A** At school dismissal, rides must wait in the Student Parking areas to wait for students who are leaving the building. Waiting for students at the back of the building where buses load and unload is never permitted.

This handbook and its policies are subject to changes, updates, and addendum. As of July 15, 2016, all alterations to this handbook will be reflected in the electronic version found on our website (www.daviestech.org). As all students and families are held accountable for this handbook and its policies, we ask that you review this document periodically.

William M. Davies, Jr. Career Technical High School
2016-2017 School Calendar

	M	T	W	T	F	# Days		M	T	W	T	F	# Days	
Aug./Sept. 2016	PDD	30	31	1	2	22		Feb. 2017	6	7	8	9	10	15
	X	6	7	8	9				13	14	15	16	17	
		12	X	14	15	16	(23 Faculty Days)		X	X	X	X	X	
		19	20	21	22	23			27	28				
		26	27	28	29	30 *								
Oct. 2016	3	4	5	6	7	20		Mar. 2017			1	2	3 *	23
	X	11	12	13	14				6	7	8	9	10	
		17	18	19	20	21			13	14	15	16	17	
		24	25	26	27	28			20	21	22	23	24	
		31							27	28	29	30	31	Q3
Nov. 2016		1	2	3	PDD	Q1	17	Apr. 2017	3	4	5	6	7	14
	7	X	9	10	X		(18 Faculty Days)		10	11	12	13	X	
	14	15	16	17	18				X	X	X	X	X	
	21	22	23	X	X				24	25	26	27	28	
	28	29	30											
Dec. 2016				1	2	17		May 2017	1	2	3	4	PDD	21
	5	6	7	8	9 *				8	9	10	11	12 *	(22 Faculty Days)
	12	13	14	15	16				15	16	17	18	19	
	19	20	21	22	23				22	23	24	25	26	
	X	X	X	X	X				X	30	31			
Jan. 2017	X	3	4	5	6	19		Jun. 2017				1	2	12
	9	10	11	12	PDD				5	6	7	8	9	
	X	17	18	19	20	Q2			12	13	14	15	16	Q4
	23	24	25	26	27	(20 Faculty Days)			19	20	21	22	23	
	30	31							26	27	28	29	30	Progress Reports Due - *

Aug. 29, 2016	Professional Development Day	
Aug. 30, 2016	9th Graders Report	Ends of Quarters Qtr. 1: Nov. 3 Qtr. 2: Jan. 19 Qtr. 3: Mar. 31 Qtr. 4: Jun. 16
Aug. 31, 2016	All Grades Report	
Sept. 5, 2016	Holiday-Labor Day (School Closed)	
Sept. 13, 2016	Primary Election Day (No Classes)	
Sept. 15, 2016	Parent Visitation Night (Academics & Technical)	
Oct. 10, 2016	Holiday-Columbus Day (School Closed)	
Nov. 3, 2016	Future Student Night (Technical)	
Nov. 4, 2016	Professional Development Day (Teachers Only -No Classes)	
Nov. 8, 2016	Election Day (School Closed)	
Nov. 11, 2016	Holiday-Veteran's Day (School Closed)	
Nov. 17, 2016	Parent/Teacher Conferences (Academics)	
Nov. 19, Dec. 3, 10, 17, 2016	Entrance Exam Days for 2017-2018 School Admissions	
Nov. 24, 25, 2016	Thanksgiving Recess (School Closed on 11/24 - No Classes on 11/25)	
Dec. 26, 2016 through Jan. 2, 2017	Holiday Recess (School Closed on 12/26 Holiday Observance)	
Jan. 2, 2017	Holiday - New Year's Day Observance (School Closed)	
Jan. 13, 2017	Professional Development Day (Teachers Only -No Classes)	
Jan. 16, 2017	Holiday - Martin Luther King, Jr. Day (School Closed)	
Feb. 7, 2017 (Snowdate: Feb. 9th)	Parent/Teacher Conferences (Academics and Technical)	
Feb. 20 - 24, 2017	Winter Recess	
Apr. 14, 2017	Good Friday (No Classes)	
Apr. 17 - 21, 2017	Spring Recess	
Apr. 28, 2017	Half-a-Day for Sr. Project Portfolio and Oral Presentations	
May 5, 2017	Professional Development Day (Teachers Only - No Classes)	
May 29, 2017	Holiday-Memorial Day (School Closed)	
June 5, 2017	Last Day for Seniors	
June 13, 2017	Graduation Ceremony	
June 16, 2017	Last Day for Underclassman (if no make-up days)	
June 19, 20, 21, 22, 23, 2017	Make-Up Days	

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.

