

Student Management

Overview

The Office of Student Management oversees all of the student discipline, student attendance, performance enhancement plans and interventions at William M. Davies, Jr. Career & Technical High School (Davies). The Supervisor of Student Management coordinates efforts between parents and the Guidance Department.

This office is also responsible for the issuance of all student and staff ID badges. Along with this comes the responsibility of coordinating student picture days for the photographs adhered to the IDs and posted in the annual yearbook.

The Supervisor of Student Management is responsible for the writing of and updating of the Student Handbook. This office is responsible for ensuring that every student is issued a copy of the handbook at the beginning of each school year.

Activity Requests/Site Visit Requests Procedure

Any activity, whether social or instructional, that involves students and staff will be requested via an Activities Request form or Site Visit form by following the below procedure. Examples of activities are dances, fundraisers, social events, college visits, use of an alternate room for instruction, site visits, field trips, etc.

1. All requests for activities must be made on the Activities Request Form.
2. All requests for site visits must be processed through the Coordinator of Instructional Services, using the Site Visit Request Form.
3. All forms must be signed by the faculty/staff member who will be responsible for the activity.
4. The request must be submitted to the Director's office at least **21 days** prior to the date of the activity.
5. The Activities Request Form/Site Visit Form must be filled out completely, with a full description of the activity.
6. Once the activity has been approved by the Director, the faculty/staff member who submitted the request will be notified. The Marketing and Communications Specialist will also be notified so the activity can be added to the school calendar.
7. For site visits requiring a bus, the school Accountant will be notified so the bus can be requested.

Note: Facilities Requests Forms are to be used by outside agencies only.

WILLIAM M. DAVIES, JR. CAREER AND TECHNICAL HIGH SCHOOL

ACTIVITIES REQUEST

(Dances, Fundraisers, Student Social Events, Student After School Events, etc.)

All school-related activities must be first approved by the Director in order to be placed on the school calendar. Please complete this form and submit it to the Director's office **at least 21 days prior to the event**.

**Note: please be aware the Director approves requests only once per week. Therefore, please consider this when planning your Activities Request.

Date Submitted: _____ Teacher/Staff Member: _____

Technical/Academic Area, Club, or Team: _____

Class(es)/Grade(s) involved: _____

Name/Title of Event: _____

Date of Event: _____ Time of Event: _____

Describe Event (Time frame, objective, etc.): _____

Items to be sold (list all) _____

Chaperones (if required): _____

What special custodial services will be needed: _____

.....

Faculty/Staff Member

Date

Director

[] Approve [] Disapprove

Date

Comments: _____

Attendance

1.1 Authority

Attendance is a critical part of the education experience. It is imperative that every student is present for the entire school day, and for as many of the 180 days as possible. At William M. Davies, Jr. Career & Technical High School (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.

1.2 Definitions

Absence is when a student misses an entire day of school.

Attendance is the daily record of who is and is not present in school.

Chronic Absenteeism, as determined by the Rhode Island Department of Education is when a student has been absent for 10% or more of the school year and is subject to investigation to determine truancy. The total number of absences considered is both excused and unexcused absences combined.

Dismissal is when a student leaves school before the final bell at the end of period 7.

Gradebook is the record keeping software used at Davies for recording student grades and classroom attendance.

MMS is the record keeping software used at Davies for all student information, such as: attendance; biographical information; discipline; scheduling; etc.

Tardy is when a student arrives to school after the start of first period.

Truancy is when a student habitually absents themselves from attending school with or without the knowledge of a parent/guardian.

1.3 Policy

1. Attendance must be recorded in MMS every day by teachers during Period 1. This should be completed by 8:00am.
2. Teachers are required to keep class attendance in Gradebook for all class periods.
3. Students must be in Period 1 before 7:45. Students are late to school after the 7:45 bell and must sign in at the Attendance Office.
4. Any student that reports to Period 1 after the 7:45 bell, without a tardy slip, must be marked absent in MMS and sent to the Attendance Office to sign in.
5. Attendance must be taken by the teacher of record or an assigned substitute only. Students are not to be responsible for morning attendance.
6. Teachers must keep paper copies of their Period 1 class roster available for substitute teachers to take attendance in the event of the teacher's absence.

1.4 Procedure

1. Students are dismissed from the Cafetorium at 7:36am. They must report to Period 1. Students are not allowed to report to a room other than their assigned Period 1.
2. Teachers will log in to MMS to record daily attendance, even if there is perfect attendance for the day.
3. If MMS is not available, teachers will take attendance on a paper copy of their class roster, noting who is absent, and deliver the roster to the Attendance Office by 8:00am.
4. In the event of the above, the teacher should contact the Help Desk to resolve the MMS issue.
5. If a student is marked absent or present in error, the Attendance Office must be notified to make the correction. MMS will not allow a correction or override from a classroom computer.

1.5 Absences

Excused Absence

1. Medical appointment with doctor's note (note must be given to the nurse)
2. Death of a member of the immediate family/funeral leaves
3. Court appearance or legal appointment, it 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)

Note: license renewals and registrations are not excused

6. Time missed from class due to Administrative action
7. School approved activities - approval of administration is required
 - a. Site Visits/Field Trips
 - b. Work-based learning experiences
 - c. Class meetings
 - d. Administrative meetings
 - e. Assemblies
 - f. Blood drive, flu shots, etc.

Unexcused Absence

Unexcused absences are extremely detrimental to the learning environment. As such, Davies takes every unexcused absence from school very seriously. Davies' procedure 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 10% or more of unexcused absences at any time during the school year; 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, students with 10% or more of unexcused absences at any point during the year 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 chronic unexcused absenteeism will be identified as truant
6. Students may lose the privilege of attending WBL due to chronic absenteeism

1.6 Tardiness

All students must be in Period 1 before the bell rings at 7:45am. After 7:45 students are late to school. All students who are not in Period 1 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 Period 1 or not signing in to school will result in disciplinary action.

1. Daily notification will be provided to parent/guardian via the automated voice messaging system
2. After five (5) times tardy a letter will be sent home
3. After ten (10) times tardy a phone call will be made from the Office of Student Management
4. After fifteen (15) times tardy a parent conference will be held with the Supervisor of Student Management and the Guidance Counselor
5. After twenty (20) times tardy the student will have loss of school privileges, a conference with the Office of Student Management, and further intervention
6. More than twenty (20) tardies will instigate an investigation into truancy

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.

1.7 Dismissals

On occasion, it may be necessary for a student to be dismissed from school early.

Parent/Guardian Responsibility: If a parent/guardian wishes to dismiss a student from school, they must submit a written request that is to be submitted to the Office of Student Management before 8:00am 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, they may not dismiss themselves 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 8:00am 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.

Dismissal Procedure

1. Staff member will request identification and relationship to the student from the person picking up the student
2. Staff member will look up the student in MMS and ascertain whether the individual is listed as a contact
3. If the individual is on the contact list, the staff member will confirm their identity with their driver's license/identification card
4. If the individual is not on the contact list, the staff member will contact the Supervisor of Student Management for authorization to release the student to that individual. While waiting for authorization, request the driver's license/identification of the individual and make a copy for official records
5. Once identification of the individual has been confirmed, call student location and notify classroom instructor of student dismissal. Student will report directly to the Office of Student Management or the Main Office for dismissal. The individual dismissing the student will sign them out in the dismissal book.

1.8 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. Assessments may be made up when it is convenient for the teacher. Davies strongly discourages the use of school days for family vacations.

1.9 Confidentiality

All student records are confidential information and should not be shared with other staff, students, parents/guardians, or non-Davies personnel. Any questions regarding student confidentiality should be brought to the staff member's direct Supervisor.

Bullying/Harassment Policy

1.1 Authority

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.

1.2 Definitions

At School In the context of these regulations the phrase at school includes the following places and situations:

- In any location of the school (classroom, lavatory, locker room, gymnasium, etc.)
- Anywhere on school property
- Immediately adjacent to school property
- On a school bus or other school vehicle
- At school bus stops and walking to and from bus stops
- While students are walking directly to or from school
- At any school-sponsored activity or event, whether or not held at school

Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or group of students maliciously spread rumors about another student. In most circumstances, bullying does not include a mutual fight between students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

Disciplinary Sanctions As a school community, we believe in progressive discipline to educate our students. Repeated offenses will result in more severe consequences. Disciplinary consequences will be determined on a case-by-case basis and reflect the number and severity of disciplinary issues. Parents are important partners in the disciplinary process. Communication will be open and frequent as we work together to solve disciplinary issues for the safety and well being of our students.

Examples of Disciplinary Sanctions:

- Loss of the opportunity to participate in extracurricular activities

- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises
- Loss of school bus transportation
- Transfer to another school
- Assignment of additional community/school service
- Classroom exclusion
- Exit hearing schedule
- Admonition, warnings and counseling

Harassment, intimidation, or bullying means intentional written, cyber space (ie. 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 and intimidating, threatening, or abusive educational experience for a student.

1.3 Policy

Bullying is prohibited at the William M. Davies, Jr. Career & Technical High School (Davies). The prevention of bullying is part of the Davies student handbook in the section on Hazing and Harassment.

It is the policy of Davies that all students be treated with respect. Neither sexual harassment nor harassment on the basis of race, religion, national origin, gender, ancestry, age, handicap, sexual orientation, gender identity/expression, or color will be tolerated and may also be punishable under our harassment policy, and that the victim also has the option of proceeding under that harassment policy.

The Equal Employment Opportunity Commission (EEOC) has issued regulations under Title VII of the Civil Rights Act of 1964 entitle Sexual Harassment and Title IX of the Education Act of 1972, Anti-Discrimination Laws.

Reporting Bullying

Davies shall establish a procedure for reporting, filing, and acting upon reports of incidents of bullying. It will be publicized to staff, parents, students, and volunteers. The person(s) responsible for reporting bullying are:

- The victim of the bullying
- Anyone who witnessed the bullying

- Anyone with credible information that an act of bullying is taking place

Responsibility of Staff

School staff shall take all reasonable measures to prevent bullying and shall report all aspects of bullying that may come to their attention. All reports should be made to one of the Supervisors or the Director if they are not available. Such reporting should be documented. In this context, the staff includes volunteers working in the school.

A school employee who promptly reports the incident of harassment, intimidation, or bullying to the appropriate school official designated by the school district's policy, and who makes this report in compliance with the procedures in the policy prohibiting harassment, intimidation, or bullying is not liable for damages arising from any failure to remedy the reported incident.

[R.I.G.L. 16-21-26(8)]

Instruction in the Prevention of Bullying

Students and staff shall be given instruction on the school's Policy and Regulations against bullying. This instruction shall include discouraging and preventing bullying, how to file a complaint, and how to take disciplinary actions against those who commit acts of bullying.

Responsibility of Students

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

Investigation of Bullying

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

Help for the Victim of 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 Every Student Succeeds Act.

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 most cases retaliation or threat of retaliation will result in disciplinary sanctions. Incidence of retaliation will automatically be referred to the proper law enforcement agency.

Prohibiting Against False Report of Bullying

False reports concerning bullying will be subject to appropriate school discipline.

Individualized School Safety Plan

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

Police Notification

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

Mediation Board

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.

Bullying Prevention Task Force

The Director or Supervisors shall establish a Bullying Prevention Task Force. This Task Force may include parents, school staff, and law enforcement officers, as well as community members and, if age allows, students. The purpose of this Task Force will be to develop policies and programs to educate students and staff about the harm caused by bullying. The Task Force may also create programs to prevent or diminish bullying. The program recommendations of the Task Force shall be subject to review by the Board of Trustees before programs are implemented. The duties of the Bullying Prevention Task Force may be assigned to the school's student

intervention team [R.I.G.L. 16-7.1-2] or the school's School Improvement Team [R.I.G.L. 16-53.1-2].

School Atmosphere

School staff at all times will model correct and courteous behavior to each other, to students, and to visitors to the school. Abusive or humiliating language or demeanor will not be accepted. An effort will be made to ensure that each student is well known by at least one certified teacher or staff member so that the student will have someone to turn to if a bullying situation develops. To the extent possible, the influence of cliques and other exclusive school groupings will be diminished by the creation of a range of inclusive school activities in which students will be encouraged to participate [R.I.G.L. 16-38-4. Exclusive clubs]>

Social Skills Training

The school health program and school counseling services will include appropriate social skills training to help students avoid isolation and to help them interact in a healthy manner.

Reports to the Director and the Board of Trustees

School Supervisors will provide the Director and Board of Trustees with a quarterly report on incidents of bullying which have taken place in the school under their respective supervision. This report will include a statement describing what remedial action has been taken to address bullying. These quarterly reports will be filed in addition to any of the individual filed complaints.

Cafetorium/Food Policy

1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) believes that the lunch period is an important part of the day. Good nutrition is essential to learning. To ensure that everyone enjoys their lunch in a safe and timely manner, the following policy must be adhered to.

1.2 Cafetorium

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 themselves and other students, all students are required to clean up after themselves. This includes throwing away trash, wiping up any spills, and picking up any items that have fallen on the floor.

Food and drink are not allowed anywhere outside of the cafetorium. The only exception to this rule is when an alternative setting is made available to accommodate students observing religious practices or to provide approved students a setting which adheres to accommodations prescribed in educational, behavioral, or safety plans.

Open containers or coffee is not permitted to be brought into the building unless it is consumed and discarded before students are dismissed from the Cafetorium in the morning.

1.3 Classrooms

For safety reasons and to preserve the learning environment, food and drink are **not** allowed in the classrooms and/or shops at any time.

The only exception to this policy is at the time of a school sponsored event which is preapproved by the Administration, such as Holiday celebrations.

1.4 Deliveries

At no time is it permissible for a student to order food to be delivered to campus. Any food deliveries arriving at the school for a student will be turned away at the student's expense.

Any staff member that wishes to order a food delivery for their personal consumption during their assigned lunch period must notify the Main Office to expect the delivery driver. The staff member must report to the Main Office personally to receive the delivery. For school safety, all deliveries **must** be received at the Main Office.

Dating Violence

1.1 Authority

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.

1.2 Definitions

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.

Legislative Findings: R.I.G.L. 16-85-2 Lindsay Ann Burke Act - 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 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.

1.3 Policy

Bullying is prohibited at the William M. Davies, Jr. Career & Technical High School (Davies) and delineated in the Student Handbook in the section on "Hazing and Harassment".

It is the policy of Davies that all students be treated with respect. Neither sexual harassment nor harassment on the basis of race, color, creed, national or ethnic origin, religion, disability, age, sexual orientation, physical appearance, physical or mental capacity, gender identity or expression, or citizenship status will be tolerated and may also be punishable under our harassment policy. The victim also has the option of proceeding under that harassment policy.

Prohibition

No form of behavior that undermines the ability of members of our school community to live in a respectful and peaceful environment as described in this policy will be tolerated in school. For purposes of non-discrimination, such behavior is prohibited, whether related to race, color, creed, national or ethnic origin, religion, disability, age, sexual orientation, physical appearance, physical or mental capacity, gender identity or expression, or citizenship status. For the purpose of this policy school is defined as school property, school buses and vehicles, school bus stops, while traveling to and from school and at any school sponsored activity or event regardless of location.

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 process procedures, shall be imposed.

Disciplinary Sanctions

Disciplinary sanctions for dating or sexual violence may include loss of privilege to participate in extra curricular activities (ie. 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 health 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 & Technical High School either witnessing or privy to incidents of abuse shall report any and 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. Reporting any incidents of

dating violence occurring on school grounds will be taken seriously. The Office of Student Management will take whatever action deemed necessary to remedy the issue of William M. Davies, Jr. Career & Technical High School's dating violence policy.

Discipline Policy

1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) operates under the standard that all students are entitled to enjoy the basic right of citizenship recognized and protected by law for persons of their age and maturity. Davies 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.

1.2 Policy

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.

1.3 Disciplinary Consequences

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:

- During the regular school day 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 other technological devices.

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

In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

1.4 School Wide Discipline Policy

Each teacher should establish a classroom discipline plan. With clear expectations, it's important that students know what the discipline code is and what the consequences are for disruptive behavior. As much as possible, we want to acknowledge appropriate behavior. Although many teachers incorporate recognition for positive student behavior in their discipline plan, it is also necessary to establish consequences for negative behavior. This plan should include a discipline hierarchy.

Discipline Hierarchy

A listing of the consequences that will be imposed in some type of a progressive manner. It begins with a warning for the first disruption and becomes progressively more severe for each additional disruption. A good plan might include 4-5 steps culminating with administrative intervention.

Going back to acknowledging appropriate student behavior, the administration feels that notes or phone calls home can be a powerful tool for the classroom teacher. Although it may appear to be time consuming, if calls or notes are sent home recognizing positive student behavior, we are more apt to receive parental support when needed for inappropriate behavior. Understand from the parent's point of view that it is frustrating if you only receive notes or calls for negative purposes. Being proactive is going to gain us more parental support and save us more time and heartache over the long run.

The administration does not choose to dictate which steps to follow. We would like to offer some flexibility within classrooms. However, examples of steps that could be included in a discipline hierarchy are:

1. Warning
2. Change student's seat
3. Verbal correction
4. Cooling-off time or time-out
5. One minute conversation with teacher after class
6. Writing in a behavior journal
7. See teacher for one minute after school
8. Conference with Guidance Counselor
9. Teacher detention
10. Parental phone call
11. Parental conference
12. Time out in a team member's classroom
13. Send to the Supervisor of Student Management
14. Counseling by teachers, counselors, or administrative personnel
15. Parent/guardian and teacher conferences
16. Temporary confiscation of items that disrupt the educational process
17. Grade reductions as permitted by policy
18. Rewards or demerits
19. Behavioral contracts

As a teacher selects a disciplinary hierarchy action, they might include effective consequences that are not included in this list. Teachers should use a discipline log to track student behavior and actions taken by the teacher, including dates and times. The discipline log will be an important component in communicating ongoing behaviors and issues with administration. Sometimes when administration looks in a student folder, all they see is a previous student discipline referral, which doesn't reflect prior actions taken by the teacher. The discipline log will fill that gap and allow administration to make a more informed decision to provide appropriate consequences.

Davies feels that it is important that the **first consequence** for a disruptive student is to issue a warning. This allows the student an opportunity to choose more appropriate behavior before a more severe consequence is imposed. If the disruptive behavior continues for a **second or third time**, the teacher should impose a consequence that can be implemented easily and is not going to consume much of the teacher's time.

A **fourth disruption** is totally unacceptable. A more severe consequence should be imposed at this time. At the minimum, a phone call should be made to the parent or guardian to inform them of the behavior taking place in the classroom. Unfortunately, notes don't always make it into the proper hands and the important thing is that communication with the home takes place. A letter could be sent in the mail to inform the parent/guardian of the student's behavior. A telephone call should be made to the parent or guardian prior to sending the student to the Office of Student Management. What should be avoided is the administrator's phone call being the first communication with the home that there is an ongoing issue with their student.

All infractions that have been successfully managed that take place in the classroom or non-instructional settings must be documented by the teacher or teacher assistant in that setting. After classroom discipline has successfully ended this occurrence, and Office Discipline Slip must be completely filled out and handed in for entry into the disciplinary data system for use in better servicing students through behavior and academic interventions.

Teachers are to keep all records and logs in the event that administration requires additional documentation on a student.

The number of steps in a teacher's discipline hierarchy may vary, but for each teacher, sending a student to the administration should be the **last consequence** in their discipline hierarchy. The same process should be used for each student so that a track record of being fair and consistent can be established. Also, as difficult as it may be with some students, each new day should start

with a clean slate. The students will appreciate that there are no surprises and that the consequences for disruption are progressive, clear, and predictable.

There are some **Level II or Level III behaviors** on the part of students that will bypass the use of a progressive system of discipline. This discipline hierarchy should not be utilized in severe cases where it is more appropriate for the student to be immediately removed from the classroom environment.

Dress Code - Student

1.1 Authority

The purpose of education and training at William M. Davies, Jr. Career & Technical High School (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 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.

1.2 Policy

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 undergarments. 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.
- Skirts and shorts higher than extended finger tips, including skirts with slits on the sides, are not to be worn in school.
- Clothing depicting messages pertaining to alcohol, drugs, illicit activities, profanity, pornography or any other material offensive to others or disruptive to the educational environment is not acceptable in school.
- Hats, bandanas, headbands or other headgear are not allowed in the building **unless approved by the school administration**. Headgear is to be removed from the head upon entering the building and secured in student lockers.

- Headphones, earbuds, 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 outwear 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.

Electronic Device Policy

1.1 Authority

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.

1.2 Policy

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 class in the mornings and during lunch times. PEDs are not to be used in the hallways during passing time between classes, after dismissal from Cafetorium on the way to class, or traveling to or from lunch. Bluetooth 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 player, cameras, laser pointers, video cameras, laptops, tables, 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 follow:

- **All Use** (Green) includes research, texting, listening to music with earbuds, accessing school wifi, 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.

1.3 Policy Violations

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.

Extra-Curricular/After School Activities

1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) believes that school experiences should be educational and fun. Accordingly, extracurricular activities are a great opportunity to enhance one's educational experience. Davies offers the following extracurricular activities for students: Athletics, Class Council, Clubs, Dances, Math Center, Site Visits, Student Council, and Writing Center.

1.2 Policy

Attendance at school-sponsored events, 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. 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.

1.3 Dances

Only students in good standing are entitled to attend school 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. Anyone leaving the dance will not be permitted to re-enter.

1.4 Site Visits

Any student wishing to attend a school sponsored site visit must be academically and behaviorally qualified and have the authorization of a parent/guardian and of the teacher/supervisor, or they will be denied. Proper attire is required for all site visits. Students can be denied the privilege to attend based on their attire.

- All students must have returned a signed "Handbook Acknowledgement" form before they can attend any site visit.
- Students who have a "Handbook Acknowledgement" form that states denial of permission to participate in school sponsored activities may not attend.
- Teachers reserve the right to deny site visit 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 site visit without proper authorization of a school official will be considered truant from school.

- Any student who leaves a site visit will be subject to disciplinary action and will forfeit their trip privileges for the remainder of the year.

1.5 Athletics

Any member of a team representing Davies is subject to all regulations of the Rhode Island Interscholastic League (RIIL) and the Davies [Student-Athlete Eligibility Policy](#).

1.6 Clubs, Class/Student Council, and Tutoring

Any student participating in after school clubs, class council, student council, Math center, and/or Writing center must report to their activity immediately after school ends and remain in the activity until the staff member leading the activity dismisses them. All after school activities must adhere to the following procedure:

- All students are required to have their ID and agenda.
- All students shall be in their respective program by the 2:16 bell.
- All students must sign in upon arrival.
- If a student is late, they must have a signed pass from the staff member they were with.
- No food or drink is permitted outside the cafetorium.
- A student is only allowed to leave their activity area for a legitimate reason (restroom, makeup work with another teacher, meet with Administrator, etc.) and must be issued a signed hall pass.
- Students will be dismissed at 3:25 and shall be escorted by their staff member leader to the front of the school for bussing.

IDs and Agenda Use

1.1 Authority

At William M. Davies, Jr. Career & Technical High School (Davies) the safety and security of students and staff is top priority. To continue the effort to increase building security, all students and staff are issued ID badges which provide access to the building entrances. All students are also issued a Student Handbook/Agenda (Agenda) which also serves as a hallway pass.

1.2 Policy

Student and Staff IDs provide the wearer access to the locked entrances of the building. Specifically: the main entrance; Guidance entrance; courtyard entrance; gym entrance from the fields; the modular building; and the annex building.

Badges are to be worn at all times. No students are to be allowed passage in the school hallways without IDs and Agendas. All IDs are to be worn with a lanyard around the neck so as to be readily visible by all. Agendas used as a hallway pass must be signed by an instructor or authorized personnel. Students in violation of this policy will not be allowed passage in the hallways and may be subject to disciplinary action.

1.3 IDs

- These badges are to be worn at all times
- These badges are required in order to help ensure all of our safety
- These badges double as a bus pass. Transportation may be denied if a student is not wearing their badge
- These badges double as their lunch card
- Lost/misplaced/damaged badges must be immediately replaced at a cost of \$15, not to be covered by the school. Students in need of a new badge must go to the Student Management Office immediately.

1.4 Agendas

- Students are to be in or going to the area they have been sent to according to the signed Agenda. Students in areas of the building not designated by the Agenda/pass or in an unauthorized part of the building will be subject to disciplinary action

- Students are not to report to Guidance, Social Workers, Library, Nurse or any other destination without an ID and a signed Agenda. This applies to both during class time and in between classes. Students are not to be received in any area without an ID and signed Agenda. Agendas do not need to be signed for passage to the next assigned class between bells.
- Students are not to share Agendas or IDs. Students are not to use another student's Agenda or ID. The Agenda must be intact to be considered valid for a hallway pass.

Office Detention Policy

1.1 Authority

At William M. Davies, Jr. Career & Technical High School (Davies) Office Detention is designed to support instructors and help facilitate classroom management, while providing a structured and educational setting for students. It is an attempt to correct behavior issues that have exhausted classroom management techniques and/or enforce discipline that has exceeded Level I infractions. Office Detention is one part of a hierarchy of progressive discipline. Intervention Planning and Alternate Learning Plans are subsequent steps to the discipline hierarchy.

1.2 Policy

Office Detention will be assigned by the Office of Student Management according to the definitions outlined in the Student Handbook. The Supervisor of Student Management is responsible for administering and supervising all Office Detention periods. Buses will be provided at the dismissal of each Office Detention period. Students not taking the bus must have transportation arranged in advance. Students will not be allowed to go to lockers during or after Office Detention and must exit the building immediately upon the conclusion of the period.

1.3 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 at 2:15 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 Office 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 Office Detention).
- Students must work the 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 taking, 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 action.
- Failure to comply with the prescribed rules of Office Detention will result in further disciplinary measures through the Office of Student Management.

Physical Restraint/Crisis Intervention

1.1 Authority

The William M. Davies, Jr. Career & Technical High School (Davies) is committed to ensuring that each student enrolled in its programs be free from unreasonable use of physical restraint during any crisis intervention situation. This policy is in line with the selected Rules and Regulations of the Rhode Island Board of Regents for Elementary and Secondary Education with regard to Physical Restraint pursuant to R.I.G.L. 16-60-4.

These regulations govern the use of physical restraint and crisis intervention on all students in publicly funded elementary and secondary education programs including all Rhode Island public school districts and regional public school districts, all Rhode Island state operated schools, all public charter schools, educational programs operated by the Department of Children Youth and Families, educational collaborative programs, and local educational agencies operating a public education program; all of which shall hereafter be referred to as public education programs.

1.2 Definitions

De-Escalation - The withdrawal or presentation of stimulus to a situation which causes it to become more controlled, calm and less dangerous.

Escalation - The withdrawal or presentation of new stimulus to a situation which causes it to become more out of control and potentially dangerous.

Physical Intervention - The use of manual or mechanical restraint or escort involving physical contact.

1.3 Policy

The purpose of these regulations is to ensure that every student participating in a Rhode Island public education program be free from the unreasonable use of physical restraint and crisis intervention. Physical intervention should only be used as a crisis intervention for the purpose of preventing harm or injury. The crisis intervention must not include procedures that intentionally cause pain, injury, trauma or humiliation. A physical restraint crisis intervention should not be used for the purpose of changing behavior in situations where no protection from

harm or injury is needed. Only the least intrusive physical interaction needed to adequately protect the child or others shall be used and shall be terminated as soon as the need for protection has abated.

One of the purposes of this policy is to empower staff with the tools and skills to be a calming influence and to de-escalate a potential crisis situation. This empowerment is provided through staff participation in an 8-10 hour professional development training.

Only the staff members who have participated in Physical Restraint/Crisis Intervention Training shall administer physical restraint intervention with students. However, the training requirement shall not preclude any staff person from using reasonable force to protect students, other persons, or themselves from imminent, serious physical harm.

Protocols Governing the Administration of Medical Marijuana to Students

1.1 Authority

Rhode Island Code of Regulations, 216-10-4.23, which requires that Davies develop protocols or procedures authorizing its students' parents (or their designees) and legal guardians, and its school nurses to administer medical marijuana to Davies students while those students are on Davies' school campus.

1.2 Purpose

The purpose of this policy is to establish the requirements and procedures according to which a Davies student can be administered medical marijuana while on Davies' school campus.

1.3 Requirements/Procedures

A Davies student may be administered medical marijuana while on Davies school campus in accordance with the following requirements and procedures:

1. The student must be authorized to engage in the use of medical marijuana pursuant to "The Edward O. Hawkins and Thomas C. Slater Medical Marijuana Act", chapter 28.6 of title 21 of Rhode Island General Laws.
2. Medical marijuana may be administered to a Davies student only after an individual health care plan ("IHCP") has been created for that student by the student's health team under the supervision of Davies' administration.
3. To initiate the development of a student's IHCP, the following must first be submitted to Davies school nurse's office:
 - a. Written instructions for the administration of medical marijuana to the student signed by the student's certifying physician, advanced practice nurse practitioner, or physician assistant, which instructions must be on the healthcare professional's letterhead and also include the student's debilitating medical condition; the dose of medical marijuana, including the amount of CBD and/or THC (where applicable) per dose; the minimum interval between dosages; and any possible side effects;

- b. A complete and legible copy of the student's medical marijuana registry identification card as issued by the Rhode Island Department of Health;
 - c. A written and signed statement from the student's parents or legal guardians releasing Davies, its employees and volunteers from liability, except in cases of willful or wanton conduct or disregard of the criteria of the IHCP; and
 - d. A written and signed designation naming the person (that is, the student's parents, student's parents' designees, student's legal guardians, and/or Davies' school nurse) authorized to administer medical marijuana to the student while on Davies' school campus during the school day.
4. After the materials designated in sub-section c are received and the student's registry identification cardholder status is verified, an IHCP will be developed to address the student's health care needs. The IHCP will be developed at a meeting of the student, student's parents (or their designees) or legal guardians, Davies' school nurse, and a Davies administrator. The IHCP shall, among other things, specify and include:
- a. The written instructions provided by the student's health care provider;
 - b. The name(s) and authority of those who are authorized to administer the medical marijuana, that is, the student's parents, parent's designee, legal guardian, and/or Davies' school nurse;
 - c. The designated location on Davies' school campus where medical marijuana may be administered to the student, in the presence of a designated school authority;
 - d. A requirement that the administrator of the medical marijuana must document and sign off on each dose administered in accordance with this policy;
 - e. A requirement that medical marijuana only be consumed (not inhaled) and that the dosage must be properly labeled;
 - f. A specification that medical marijuana administered to a Davies student by a parent, parent's designee, or legal guardian must be either consumed/utilized in its entirety by the student or that the excess medical marijuana which is not consumed/utilized by the student must be removed in its entirety from Davies' school campus, with the exception of any disposable packaging that no longer contains medical marijuana; and
 - g. A specification that medical marijuana administered to a Davies student by Davies' school nurse must be either consumed/utilized in its entirety by the student or that the excess medical marijuana which is not consumed/utilized by the student must be returned to the secure cabinet designated by Davies for the purpose of securely storing medical marijuana, for later retrieval by the student's parents, their designee, or legal guardian.

5. Administration of medical marijuana on Davies' school campus may only occur at the following locales: Nurse's Office and Main Office.
6. A student's valid Rhode Island medical marijuana registry identification card must be presented to a designated Davies school administrator prior to each dosage of medical marijuana being administered and the dose must be administered to the student in the presence of that school administrator.
7. All medical marijuana products to be administered to a Davies student on Davies' school campus must have been obtained from a Rhode Island licensed compassion center and shall be labeled with the following information: (i) the student's name; (ii) the student's date of birth; (iii) dosage; and (iv) product ingredients.
8. Each administration of a dose of medical marijuana to a student on Davies' school campus must be documented in a written log that includes:
 - a. The student's name;
 - b. The date, time, and specific place of the administration to the student;
 - c. The dosage administered to the student;
 - d. The route of administration to the student;
 - e. The signature of the person who administered the medical marijuana to the student, along with their printed name below and an indication of their authority (that is, parent, parent's designee, legal guardian, or school nurse); and
 - f. The printed and signed name of the school administrator in whose presence the dosage was administered.

In the event that a dosage is not administered as dictated by the written instructions, the reason(s) why not must be documented as well.

9. Administration of medical marijuan to any student by smoking or other form of inhalation is prohibited.
10. Students are prohibited from handling or self-administering medical marijuana on Davies' school campus, a school bus, or at school-related functions. If a student is found to be in violation of this prohibition, then the student may be subject to disciplinary action per the Davies Student Handbook.
11. Students are prohibited from possessing, using, distributing, or selling marijuana in any way that is inconsistent with the provisions of Rhode Island Code of Regulations,

216-RICR-20-10-4.23 or R.I.G.L. §§ 16-21-16 & 16-21-21.1. If a student is found to be in violation of this prohibition, then the student may be subject to disciplinary action per the Davies Student Handbook.

12. A student who is authorized to use medical marijuana shall not be considered under the influence of marijuana nor penalized pursuant to R.I.G.L. §§16-21-16 & 16-21-21.1.
13. Proof of a valid and up-to-date marijuana registry identification card and updated medical documentation must be provided following the timelines for all other health care plan medical documentation.
14. These policies do not apply during the time a student is engaged in a school-sponsored trip or activity outside the State of Rhode Island.
15. These policies do not apply to FDA-approved cannabinoid medications.
16. As with any student taking over-the-counter or prescription medication, students exhibiting signs of impairment such that they are unable to participate cogently or safely in school may be referred to the school nurse, administration, and/or 911 emergency services.
17. To be clear, students with approved IHCP's to receive medical marijuana in school may be barred from certain work-based learning assignments due to the regulations or requirements of a given employer. Although Davies will attempt to find a work site that accommodates students with medical marijuana cards to the same extent that it would attempt to find a work site for other students who need an accommodation due to a given employer's policy, students who receive medical marijuana in school may nevertheless be required to engage in an alternative work-based learning project.

1.4 Administration of Medical Marijuana by a Davies School Nurse

Davies' school nurse may decide for themselves, and in their sole discretion, whether they are willing to administer medical marijuana to Davies students. However, such decision must be made on a student body-wide basis, that is, either all authorized students shall be administered to or none shall be. If Davies' school nurse opts not to administer medical marijuana to Davies students, then Davies shall make such other arrangements as are necessary for its students, if any, to receive their medical marijuana during the school day.

Administration of medical marijuana to a Davies student by Davies' school nurse is governed by all of the requirements provided above in section 1.3. Additionally, all medical marijuana to be administered by Davies' school nurse must be kept in a secured cabinet designated by Davies.

1.5 Administration of Medical Marijuana by a Student's Designee (if the student is age 18 or over), Parents, Parents' Designees, and Legal Guardians

Administration of medical marijuana to students by their designee (if the student is aged 18 or over), parents, parents' designees, and legal guardians is governed by all of the requirements provided above in section 1.3. Additionally, any medical marijuana taken onto Davies' school campus by their designee (if the student is aged 18 or over) parent, parents' designee, or legal guardian must be either (i) consumed/utilized in its entirety by the student, or (ii) the excess medical marijuana which is not consumed/utilized by the student must be removed in its entirety from the school campus, with the exception of any disposable packaging which no longer contains medical marijuana.

Students who are aged 18 or over and parents are prohibited from designating any Davies employee or board of trustees member to administer medical marijuana to the student. Likewise, Davies employees (with the exception of the school nurse who choose to do so in accordance with this policy) and board of trustees members are prohibited from administering medical marijuana to Davies students.

Davies' Policy Addressing the Rights of Transgender and Gender Non-Conforming Students to a Safe, Supportive and Non-discriminatory School Environment.

1.1 Authority

Davies' Board of Trustees is required to adopt a policy addressing the rights of transgender and gender non-conforming students to a safe, supportive and non-discriminatory school environment, pursuant to the Rhode Island Department of Education Regulations Governing Protections for Students Rights to be Free from Discrimination on the Basis of Sex, Gender, Sexual Orientation, Gender Identity, or Gender Expression (200-RICR-30-10-2).

1.2 Definitions

Assigned Sex at Birth: the assignment and classification of people as male, female, or intersex or another sex assigned at birth based on physical anatomy at birth and or karyotyping (Trans Student Educational Resources, 2016)

Biological Sex: the biological state of having: 1) female or male genitalia; 2) female or male chromosomes and 3) female or male hormones. It is estimated that one in 2,000 babies is born with biological chromosomes of both sexes or of neither sex entirely (Advocates for Youth, 2016).

Bullying: means the use by one or more students of a written, verbal or electronic expression, or physical act or gesture or any other combination thereof directed at a student that causes physical or emotional harm to the student or damage to the student's property; places the student in reasonable fear of harm to himself/herself or of damage to his/her property; creates an intimidating, threatening, hostile, or abusive educational environment for the student; infringes on the rights of the student to participate in school activities; or materially and substantially disrupts the education process or the orderly operation of a school (RI Safe Schools Act, 2012).

Gender: social and cultural expression of sex, not biological sex (Advocates for Youth, 2016).

Gender Expression: the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms (GLSEN, 2015).

Gender Identity; a person’s deeply held sense of psychological knowledge of his or her own gender. One’s gender identity can be the same or different than the gender assigned at birth. Most people have a gender identity that matches their assigned gender at birth. For some, however, their gender identity is different from their assigned gender. All people have a gender identity not just transgender people. Gender identity is an innate, largely inflexible characteristic of each individual’s personality that is generally established at a very early age, although the age at which individuals come to understand and express their gender identity may vary (GLSEN, 2015).

Gender Non-Conforming: a term used to describe people whose gender expression differs from stereotypic expectations. This includes people who identify outside traditional gender categories or identify as both genders. Other terms that can have similar meanings include gender variant, gender expansive, or gender atypical (GLSEN, 2015).

Sexual Orientation: A person’s romantic or sexual attraction to people of the same or opposite sex or multiple sexes. Some common sexual orientations are straight, gay, lesbian, bisexual, pansexual, queer, etc. A transgender or gender non-conforming person can have any sexual orientation (GLSEN, 2015).

Transgender: an umbrella term used to describe a person whose gender identity or gender expression is different from that traditionally associated with their gender assigned at birth (GLSEN, 2015).

Transition: The process in which a person goes from living and identifying as one gender to living and identifying as another. Transitions is a process that is different for everyone, and it may or may not involve social, legal or physical changes. There is no one step or set of steps that an individual must undergo in order to have their gender identity affirmed and respected (GLSEN, 2015).

1.3 Protections for Transgender and Gender Non-Confirming Students

A. Privacy, Confidentiality, and Student Records

Davies staff must not disclose information that may reveal a student’s transgender status to others, including parents and other school staff, unless legally required to do so or unless the student has authorized such disclosure.

Information about a student's transgender status, legal name, or gender assigned at birth may constitute confidential medical information. Disclosing this information to other students, their parents, or other third parties may violate privacy laws, such as FERPA. In some cases, a student may want school staff and students to know about their transgender status, and in other cases the student may not want this information to be widely known. Davies staff should take care to follow the student's plan and not to inadvertently disclose information that is intended to be kept private.

Generally, notification of a student's parent(s)/guardian(s) about their gender identity, expression, or transition is unnecessary, as they are already aware and may be supportive. In some cases, however, notifying the family carries risks for the student, such as being kicked out of the home. Davies staff should work closely with the student to assess the degree to which, if any, the family will be involved in the process and must consider the health, well-being, and safety of the transitioning student.

When a student transitions during the school year, a team consisting of the student's Guidance Counselor, and Administrator, and a school Social Worker will ascertain the student's (and their family if they are supportive) desires and concerns relating to transition. This team will work with the student to develop a timeline for the transition in order to create the conditions to provide a safe and supportive environment at Davies.

B. Names and Pronouns

Davies students have a right to be addressed by the names and pronouns that correspond with their gender identity. Therefore, Davies staff will utilize transgender and gender non-conforming students' preferred names in daily interactions and non-official correspondence. Additionally, this preferred name will be recorded in the "Nickname" field of the student's record in MMS. The student's legal name will be utilized in all official correspondence and will be reflected in student records until such time that the student changes their name through legal means, thereby enabling a change to official school records.

Davies, the student, and the student's family (if they are involved) will be engaged to develop a plan for using their preferred name and pronoun within the school. The plan will include when and how this information is communicated to staff and to students. Students should have reasonable expectations regarding the pace with which faculty, staff, and other students become accustomed to the use of their preferred name and pronoun.

C. Dress Code

Davies students have the right to dress in accordance with their gender identity, within the parameters of Davies' established dress code.

Davies staff cannot enforce a dress code more strictly against transgender or gender non-conforming students than other students.

D. Restrooms, Locker Rooms, and Changing Facilities

Davies students are entitled to have access to restrooms, locker rooms, and changing facilities that correspond to the student's gender identity. A student, upon request, will be provided with a safe and non-stigmatizing alternative to a gender-segregated facility. However, transgender and gender non-conforming students will not be forced to use a separate, nonintegrated space unless requested by the student. Under no circumstances will students be required to use sex-segregated facilities that are inconsistent with their gender identity.

Davies, the student, and the student's family (if they are involved) will be engaged to develop a plan for facility usage. If desired, students will have access to gender-neutral restrooms throughout the campus, a separate changing schedule, or other reasonable accommodations when requested. Some students may feel uncomfortable with a transgender student using the same sex-segregated restroom, locker room, or changing facility. This discomfort is not a reason to deny access to the transgender student. Davies administration, Guidance Counselors, and Social Workers will engage with all students to foster understanding of gender identity and to create a school culture that respects and values all students.

E. Physical Education Classes and Intramural and Interscholastic Athletic Activities

Physical Education classes at Davies are co-ed, so the gender identity of students shall not be an issue with respect with these classes. Where there are sex-segregated classes or athletic activities, including intramural and interscholastic athletics, all students must be allowed to participate in a manner consistent with their gender identity.

The Rhode Island Interscholastic League (RIIL) has its own policy related to participation and gender identity. Davies administration or the Athletic Director will contact the RIIL to start the gender identity eligibility appeals process, as warranted.

RILL policy states:

All students should have the opportunity to participate in RILL activities in a manner that is consistent with their gender identity, irrespective of the gender listed on the student's records. Once the student has been granted eligibility to participate in sports consistent with his/her gender identity, the eligibility is granted for the duration of the student's participation and does not need to be renewed every sports season or school year. All discussion and documentation will be kept confidential, and the proceedings will be sealed unless the student and family make a specific request.

F. Other Gender-Based Activities, Rules, Policies, and Practices

As a general matter, Davies will evaluate all gender-based policies, rules, and practices and maintain only those that have a clear pedagogical purpose.

G. Education and Training

Davies will provide education and training to students, school personnel, and school administration regarding the terminology, best practices, governing laws, and guidance related to this policy. Such opportunities will include, but not be limited to: formal professional development sessions, conferences, and participation in Davies' Gender and Sexuality Alliance (GSA).

REFERENCES

Advocates for Youth www.advocatesforyouth.org

Gay, Lesbian & Straight Education Network <http://www.glsen.org>

RI Coordinated School Health - thrive <http://www.thriveri.org>

RI Department of Education www.ride.ri.gov

Trans Student Educational Resources <http://www.transstudent.org>

U.S. Department of Education www.2.ed.gov

Inclement Weather Policy

1.1 Authority

The safety and continued education of the students at the William M. Davies, Jr. Career & Technical High School (Davies) are top priority. To this end, on days that it is deemed unsafe to travel on snowy/icy roads, transportation to and from school will be canceled. Also, situations such as a power outage, plumbing issue, etc. may cause the building to be closed.

1.2 Definitions

Facilities - The school building as a whole, including all electrical, plumbing, and structure.

Transportation - The means to which a student travels to and from school, either by bus or by car.

Zoom - A web based portal in which classes and meetings are held.

1.3 Policy

1. Any and all regularly scheduled school days will be held remotely in any case where transportation is canceled or the building is closed for a facilities issue.
2. All students and staff are expected to follow their regular schedule for that day and report to all of their classes via Zoom at the scheduled time (synchronous distance learning).
3. Any student or staff that does not report to class will be marked absent.
4. All staff must ensure that all of their students know how to log into Zoom and have their teachers' Zoom room meeting ID's and passwords.

1.4 Procedure

1. Students and staff will be notified of transportation cancellations and building closures via multiple media outlets: telephone call, email, Davies social media, the Davies website www.daviestech.org, and the local news outlets.
2. Any students who does not participate in their Zoom classes will be marked absent.
3. Any staff members unable to participate in their Zoom classes must enter sick time in Frontline and notify their students via email or Google Classroom post.
4. Students and staff will follow their regular bell schedule from 7:45am to 2:11pm.

Student Parking

1.1 Authority

The William M. Davies, Jr. Career & Technical High School (Davies) strives to ensure safe and structured parking areas for all staff, students and visitors. To that end, the following parking policy must be adhered to by all students.

1.2 Designated Parking Areas

1. Students will park in the following designated parking areas:
 - a. The student parking lot at the bottom of the main driveway.
 - b. Behind the red line at the back of the main staff parking lot.
2. Students are prohibited from parking in the following areas:
 - a. The main staff parking lot.
 - b. The side of the building near Auto/Electrical/Machine.
 - c. The parking spots near BioTech.
 - d. The bus loop in the front of the building and the bus loop in the rear of the building. These are Fire Lanes and Bus Stop areas.
 - e. The spots near the Guidance office. These are for parents/visitors only.
 - f. In front of the Auto/Electrical/Machine bay doors.
 - g. In front of the Haz-Mat Building.
 - h. In front of the Modular Building or on the grass in front of the Modular Building.
 - i. In front of the Annex Building.
 - j. Behind the kitchen/Patriot Room and boiler room areas.
 - k. The reserved spots at the top of the loop in front of the building. These spots are reserved for those with a Handicap placard, visitors, the Employee of the Month, and the Director.

1.3 Policy

1. All students parking a vehicle on Davies property must register their vehicle to obtain a parking pass. Students must contact the Information Aide in the Student Management Office to register their vehicle.
2. Any student with a valid driver's license will be allowed to register their vehicle and drive to school.

- a. In order to register their vehicle, a student will need to present their driver's license, vehicle registration, and proof of insurance.
3. Any vehicle parked in an unauthorized area will be tagged with a yellow warning tag and the registration will be recorded. If that same vehicle is in violation three (3) times, the vehicle will be towed at the owner's expense.