

WOONSOCKET HIGH SCHOOL

VILLA-NOVAN PRIDE

"STRIVING FOR EXCELLENCE"



2011-2012

STUDENT - HANDBOOK

*AT WOONSOCKET HIGH SCHOOL, OUR MISSION IS TO,
"EDUCATE ALL STUDENTS IN A SAFE, SUPPORTIVE,
CHALLENGING ENVIRONMENT WHERE THEY CAN LEARN TO BE
CITIZENS OF A CULTURALLY DIVERSE SOCIETY."*

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The Woonsocket Education Department does not discriminate on the basis of age, sex, race, religion, national origin, color or disability in accordance with applicable laws and regulations.

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TABLE OF CONTENTS

Academic Calendar..... 5

Academic Eligibility.....54

Accreditation Statement.....5-6

Announcements, Assemblies and Athletics..... 6

Appeals Policy.....Appendix C

Asbestos & Pest Management Information..... 50

Athletic Department Requirements..... 55-56

Attendance Policy.....6-7

Automobiles/Parking for Students.....9

Bell Schedule..... 10

Bicycles, Roller blades, Skateboards.....10

Bullying/Cyberbullying.....10-11

Bus Conduct and Rules..... 11-12

Cafeteria Conduct.....12

Calendar for the School Year.....40

Class Cutting..... 12, 15

Clubs & Activities12-14

Code of Behavior.....14-15

College Admissions Program.....26

College and Scholarship Applications.....26

Courses Required for Promotion and Graduation..... 23-25, 27-28

Dances, Proms, Field Trips and Activities.....18

Detention Failure (Office/Teachers).....16

Detention Policy..... 18

Discipline Code..... 15-18

Dismissal and Early Release from School.....20

Dress.....41-42

Drug, Alcohol Abuse..... 18-20, 52-53

Early Graduation.....26-27

Electronic Equipment..... 15-16

Exams.....20

Expanded Learning Opportunities.....25-26

Field Trips/Extra Class Activities.....20-21

E-Learning Academy.....29

Fighting/Assault.....16, 46-47

Fire Drills..... 21-22

Food and Drink.....16

Fund Raising.....22

Graduation..... 22-23

Graduation Portfolio Criteria.....Appendix A

Guidance Department.....26

Health Services.....30

Honor Code / Honor Roll.....31

Honor Courses.....28-29

Honor Societies – National and Rhode Island.....13

ID’s..... 16, 31-32

Independent Study.....28

Internet Policy.....32-33

Learning Expectations.....5

Leaving the Class/Building..... 16, 34

Library.....34

Lockers and Locker Searches..... 34

Locker Locations.....68

Lost and found34

Lunch Program (Free or Reduced Lunch).....35

Make-Up Work.....35

Measures of Graduation by Proficiency.....	23-25
Medical Insurance.....	35
Mission Statement.....	5
Non-discrimination.....	36
Not Signing Into School.....	17
Parental Consent form from the school nurse.....	Insert
Parental Involvement Policy.....	36-37, 65-67, Insert
Parent / Student Portal.....	37
Parent teacher organization (PTO), Parent Advisory Council (PAC).....	37, 60
PE Uniforms and Exclusions.....	30
Physical Education.....	28
Pictures and Announcement posters.....	37
Principal's Welcome.....	5
Proficiency Based Graduation Requirements (PBGRs).....	22-25
Registration and Withdrawals.....	38
Report Cards /Warning Cards / Progress Reports.....	38
Reporting of Thefts or Damages.....	38
Responsibilities (Parents, Teachers, and Admin.).....	38-40
RI Sexual Offender Law - Megan's Law.....	38
SAT Program.....	27
Schedule Changes.....	27-28, 40
Scheduling and Courses of Study.....	27-29
Scholarships.....	26, 29
School Cancellations.....	40-41
School Committee and Faculty.....	2, 21
School Nurse Health Services.....	64-65
School Psychologist.....	45
School Readiness Policy.....	41-42
Sexual Harassment.....	42-43
Smoking.....	17, 49
Special Education services and 504 info.....	45
Strategic Plan Objectives.....	43-44
Student/Parent Awareness Form.....	59, Insert
Student Records/FERPA.....	21
Student Support Services.....	44-45
Student Transportation Policy.....	46-47
Summer School.....	29-30
Suspension.....	46-47
Tardiness To School/Class.....	17, 47-48
Teacher Support Team (TST) / Response to Intervention (RTI).....	45
Teen Dating Policy.....	48
Telephone Calls.....	49
Text Books.....	49
Transferring Policy.....	Appendix B
Transcripts.....	26
Truancy.....	17
Use of Technology.....	32-33, 49
Vaccinate to Graduate.....	Insert
Verbal Abuse.....	47
Visitors.....	49
Weapons.....	50

A WARM WELCOME TO OUR SCHOOL

To our incoming students, we extend a warm welcome to Woonsocket Senior High School. We also welcome back all underclassmen that were with us last year.

Following a summer of rest and diversion from class work, all of you, we trust, are returning to school eager to put forth your very best effort towards being successful at Woonsocket Senior High School.

We, at Woonsocket Senior High School, have a strong Villa Novan family tradition of pulling together. We will all work together in a spirit of cooperation and understanding to ensure that your school year is profitable and enjoyable.

Your own individual effort and concern, however, will determine your degree of success. If you want to be successful, hard work is essential!

We expect, therefore, good attendance, punctuality to school and to classes, and effort from each of you regardless of your educational objectives.

You are expected to assume the responsibilities and obligations that go with the added freedom of being a high school student. We want to help you establish a solid foundation of self-discipline that will stand you well now and in the future.

Good luck and best wishes in working towards your educational goals.

Administration, Faculty & Staff

Mission Statement

Our mission is to educate all students in a safe, supportive, challenging environment where they can learn to be citizens of a culturally diverse society.

Learning Expectation/Objectives

Effective Communicator

Critical Thinker

Problem Solver

Technology Literacy

Researcher

Reflective Thinker

ACADEMIC CALENDAR

The academic calendar will be available to parents, teachers and students at the beginning of each semester and online at www.woonsocketschools.com

ACCREDITATION STATEMENT

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

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to

achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association.

ANNOUNCEMENTS

General announcements will be read each day via the telecommunications system. Other announcements will be made over the intercom at the end of the school day. Students who want an announcement included on the telecommunications system must have it approved by their advisor and submit it to the office before 12:00 p.m. on the preceding day.

ASSEMBLIES

Students should move quickly to the designated assembly area when instructed to do so. They should not linger near the entrances to the assembly area. Students are expected to act in a courteous fashion at all times during assemblies. Students unwilling to abide by this simple expectation will be denied the privilege of attendance.

ATHLETICS

Parents and students should review all of the policies, regulations, and eligibility requirements relating to the athletic and extra-curricular activity programs as printed in the Woonsocket Education Department Extra-Curricular Activities Addendum.

WOONSOCKET EDUCATION DEPARTMENT

ATTENDANCE POLICY - P4-15.1

Introduction

The Woonsocket Education Department is required by law and regulation to establish attendance policies, monitor daily student attendance, to file reports with the Rhode Island Department of Education, and to coordinate our efforts to ensure compliance with compulsory attendance laws and regulations of the Rhode Island Family Court. Accordingly, the district employs staff who are charged with investigating unauthorized or excessive absences and as needed make any appropriate referrals to the Courts.

By Rhode Island State law (R.I.G.L. 16-19-1 and 16-19-6), students are to attend school every day that school is in session. Further, at the middle and high school levels, students must attend all scheduled classes every time they meet unless they are excused for reasons recognized by the school district.

School attendance and active participation in class are critical to academic success at all levels and are extremely important components of the teaching and learning processes. Regular and punctual attendance is essential to the academic, personal and social development of students. All classroom activities are purposeful and are essential to the learning process. The daily exchange between and among students and teachers is essential to student learning and personal growth. Parents/Guardians, students and all school personnel must work together to ensure that all students maximize their educational opportunities.

It is the joint responsibility of parents/guardians, students and the members of the Woonsocket Education Department to convey to students the importance of regular, punctual school and class attendance and the administration will actively monitor student compliance with the policy de-

scribed here.

Parents/Guardians and the Student Responsibilities

The responsibility to follow the law and regulations referenced above lies with the parents/guardians and students. Parents/Guardians and students are ultimately responsible for regular and punctual school attendance.

It is the responsibility of parents/guardians to:

- Abide by the law and mandates governing attendance, etc.
- Stress the importance of regular school attendance with their child.
- Always provide the school with an accurate and up to date daytime telephone number where they can be reached.
- Call the school on the day of their child's absence to inform the office of their child's absence:
- The phone call must be followed with a note from the parent. Acceptable written documentation must be provided no later than 48 hours after student returns to school in order to be excused.
- E-mail is not an acceptable method of reporting a child's absence or providing an excusal note.
- Provide a written excuse/documentation for any absence, signed by a parent or guardian:
- If acceptable written documentation is not provided within 48 hours of student's return to school, the student will be considered as unexcused absence.
- Make every effort to schedule personal, medical and dental appointments for their child after school hours.
- Plan vacations when school is not in session.
- Arrange for any make up work in a timely manner.
- In cases of long-term illness, notify the school (teacher, school nurse and principal) as soon as possible so that provisions may be made for appropriate instruction.

The School Day

The school day at WHS/WACTC begins at 8:00 a.m. with breakfast being available beginning at 7:35 a.m. Supervision is unavailable until 7:35 a.m. and students are not to arrive at school prior to that time. Any student arriving after 8:00 a.m. will be considered tardy and will be recorded as such. Students are dismissed at 2:15 p.m. Parents/Guardians should make every effort to schedule any medical or other appointments after school hours. Repeated tardiness or habitual early dismissal will result in a referral to the attendance officer and possible student disciplinary action. High school students are also to be on time for each class or activity every day. Repeated tardiness, habitual early dismissal and/or cutting of classes will result in a referral to the attendance officer and possible student disciplinary action.

At all levels, the principal may, at his/her discretion, hold late bells, issue modified instructions to classroom teachers and/or consider special circumstances regarding tardiness.

Absences

Excused

Excused absences occur when a student is not present at school or at a school-endorsed activity, but is temporarily excused. All students must present written documentation detailing the reason(s) or any absence, in advance when possible, but no later than 48 hours after returning to school.

Acceptable Excused Absences are those due to:

- Documented student illness (students who are seriously or chronically ill or are ill for an extended period should be seen by a physician)
- Dismissal by school nurse
- Death in the family/family emergency
- Regularly observed religious holiday
- Documented court appearance
- Academic field trip resulting in missed classes (WMS, WHS, WACTC)

- Co-Curricular activities resulting in missed classes (WHS, WACTC)
- Staff generated pass (WHS, WACTC)
- Military obligations (WHS, WACTC)
- Exceptional circumstances deemed appropriate by building principal

Unexcused

An unexcused absence occurs when a student is not present at school or at school endorsed activity without acceptable cause.

Unexcused Absences are those due to

- Any absence for reasons not included in the list of excused absences above will be considered unexcused.

• A student who misses fifteen (15) or more minutes of any class without presenting a staff member signed pass will be considered absent from that class (WMS, WHS/ WACTC).

Family vacations should be scheduled during times in which school is not in session. Absences due to family vacation will be considered unexcused.

Students absent from school for any reason will not be allowed to participate in extra-curricular activities (sports, music, drama, dances, etc.) on the day of the absence.

Incentives/ Remedial Consequences

The district and its principals will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance.

For example:

- Students who have demonstrated improved attendance may receive rewards that could include certificates, awards, special activities, and/or school- wide recognition.

Unexcused absences will be subject to remedial disciplinary action consistent with the District's Discipline Policy.

Remedial Actions may include:

- Conference with student
- Letters to parent/guardian
- Temporary loss of privileges
- Detention
- Suspension
- Home visit
- Referral to the Rhode Island Truancy/Family Court system.
- Assignment to e-Learning to make up days and/or coursework

Woonsocket High School (WHS) and Woonsocket Area Career and Technical Center (WACTC)

So much of what is presented in our secondary school courses is sequential, so school and classroom experiences are difficult to replace if the student is absent. The richness of class discussions, the exchange of ideas with peers and teachers, the opportunity to defend one's ideas, and the viewing of videos mean that even if students make up the missed work, they have forever lost the opportunity for increased learning and skill development. In addition, a great deal of work in class is done cooperatively; and a lack of consistent attendance means that students will not get the full benefit of the courses offered at Woonsocket High School and the Woonsocket-Area Career and Technical Center. Therefore, as part of the graduation requirements of Woonsocket High School and the Woonsocket-Area Career and Technical Center, attendance should be and will be a significant factor in the determination of a student's grade.

ACADEMIC FIELD TRIPS (AFTs)

- An AFT is defined as an event in which a student is participating in a school-sponsored event under the auspices of a teacher/coach/advisor.

- Students must fill out a Field Trip Permission Form and submit it to the teacher for approval to attend at least 4 days prior to the trip. This form can be obtained from the Guidance Department.
- Students who are visiting colleges/universities during a school day must fill out a College Visitation Form for teacher notification to attend at least 4 days prior to the visit. The form can be obtained from the Guidance Department.
- AFTs will be considered excused absences only if the student has received permission to attend.

TIME ALLOWED FOR MAKE-UP WORK

Make up work will be accepted in accordance with makeup language in the student handbook.

PROCEDURE FOR STUDENTS RETURNING FROM AN ABSENCE

Upon returning to school, students are to report to the office with a note or other appropriate documentation. Students must submit to the office a note or other documentation explaining an absence within 3 days of the student's return to school. Otherwise, the absence will be considered as unexcused.

EXTRACURRICULAR ACTIVITIES AND ATTENDANCE

To participate in or to attend an extracurricular activity, a student must be present in school for at least 4 full periods of the school day. If the student has an unexcused absence on the day of the extracurricular activity, then he/she will not be allowed to participate in or attend the activity or sporting event.

ATTENDANCE RECORDS

- A student must attend at least 4 periods of the school day in order to be counted present for the entire day.
- Missing 15 minutes or more of a class constitutes an unexcused absence without proper documentation.
- If truancy is suspected, school personnel must investigate the case. Violations of the Compulsory Attendance Law will be reported pursuant to legal requirements.

AUTOMOBILES

Only faculty or other official automobiles are allowed on the school grounds. Students who are given private transportation to school should disembark on Cass Ave., not in the faculty parking lot. A parking lot for student automobiles has been provided and is accessible from Aylsworth Avenue. Cars parked in this area will be strictly off limits during the school day. Students who are found in the parking lot area during the school day will be subject to suspension. Students who illegally park in the faculty/staff parking areas will be subject to detention and/or car towing at their expense. Students are urged not to leave any valuables inside their cars and are urged to keep their doors locked. The school is not responsible for loss or damage to vehicles or contents while on school property. Students using the school parking lot do so at their own risk. The school department does not assume responsibility and/or liability for any theft or damage to automobiles. Should damage or thefts occur a report should be filed at the main office and with the police.

REGULATIONS FOR DRIVING Students must complete a Student Driving Application Permit that is located at the Career & Technical Center main office.

- All vehicles must be registered with the Woonsocket Area Career & Technical Center.
- Students will only park in the Woonsocket High School student parking lot located on Aylsworth Avenue.
- Students must drive safely and cautiously at all times. Driving is a privilege that is given to responsible students only.
- Excessive noise, horseplay, or any other questionable activities in the parking lot will result in disciplinary action. There are no excuses for immature behavior.
- Replacement registration stickers will cost \$5.00.

BELL SCHEDULE WHS AND WACTC

The Bell Schedule will be published and distributed to students on the first day of school and posted in all rooms and the district web site

www.woonsocketschools.com

NO STUDENTS ARE ALLOWED INTO THE BUILDING BEFORE 7:35 AM DUE TO SECURITY AND MAINTENANCE CONCERNS.

BICYCLES, ROLLERBLADES, SKATEBOARDS

Students using bicycles may secure them to the bicycle rack located adjacent to the mechanical drawing room. The school is not responsible for thefts or damages which may occur. Bicycles, roller blades and skateboards are not to be brought into the school building at any time.

BULLYING

Prohibition Against Bullying

Bullying is prohibited in the public schools of Woonsocket, RI. [R.I.G.L. 16-21-26] The prevention of bullying is part of the Woonsocket school district's strategic plan [R.I.G.L. 16-7.1-2 (e)] and school safety plan [R.I.G.L.16-21-24]

Definition of Bullying

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 a group of students maliciously spread rumors about another student. In most circumstances bullying does not include a mutual fight between two 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.

BULLYING/CYBER BULLYING

Prohibition Against Bullying/Cyber bullying

Bullying is prohibited in the public schools of Woonsocket, RI. [R.I.G.L. 16-21-28] The prevention of bullying is part of the Woonsocket School District's strategic plan {R.I.G.L. 16-7.1-2 (e)} and school safety plan [R.I.G.L. 16-21-24]

Definition of Bullying/Cyber Bullying

Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. This also includes Cyber Bullying. Cyber Bullying is harassment through electronic communications, including but not limited to e-mail, Web sites and text messaging sending or posting harmful text and/or images using the Internet or other digital communication devices. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spread rumors about another student. In most circumstances bullying does not include a mutual fight between two 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.

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

- In a classroom
- Elsewhere in the school
- On school property
- Immediately adjacent to school property

- On a school bus or other school vehicle
- At school bus Stops
- While students are walking to or from school
- At Any school-sponsored activity or event, whether or not held on school premises.

Disciplinary Sanctions: Disciplinary sanctions for bullying /cyber bullying may include:

- 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 homework or community service.
- In house suspension
- Alternative Placement (FACTS)
- Short term school suspension {10 or fewer days of suspension} or long term school suspension {suspension for more than 10 days}.
- Admonitions, warnings, and counseling.

Reporting Bullying /Cyber Bullying:

The Principal of each school in the Woonsocket School District shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying/cyber bullying may be filed and how this report will be acted upon. The victim of bullying /cyber bullying, anyone who witnessed the bullying /cyber bullying, and anyone who has credible information that an act of bullying /cyber bullying has taken place may file a report of bullying /cyber bullying.

Investigation of Bullying /Cyber Bullying

The Administration will investigate all allegations of bullying/cyber bullying with assistance, if necessary from the Resource Officer.

Any student who at any time feels that her or she is the victim of, or is witness to acts of bullying (including cyber-bullying) can, and in fact has a responsibility to, report such behavior. Issues of bullying should be forwarded to the student's teacher, guidance counselor, administrator or any other adult personnel who will document the report and then forward the report to the appropriate authorities.

Forms for reporting incidents of bullying are available in all school Main and Guidance Offices.

BUS CONDUCT AND RULES

Bussing is available to students living 2.25 miles or more from Woonsocket High School. Bussing eligibility forms are available at the main office. For more information refer to the Transportation Policy or call 767-4613.

Video Surveillance

The Woonsocket Education Department authorizes the use of video surveillance cameras on all school buses to promote transportation safety and proper student behavior, to prevent vandalism, to monitor bus drivers, to identify disruptive students, and to document the activities of riders during their transport to and from school and school activities. Students found to be in violation of the district's bus conduct rules will be subject to discipline in accordance with district policy.

- Follow directions of the driver and aide at all times.
- Stay in your seat.
- Do not open windows. Keep all parts of your body in the bus.
- No pushing, shoving, shouting, bullying, fighting or foul language at any time.

- No *eating, drinking, smoking, or spitting. (*Eating is permitted in special cases with doctor’s permission.)
- On special education buses, seat belts must be used at all times.

If a student breaks the rules:

1 st offense	Driver verbally warns student and notifies principal.
2 nd offense	Bus conduct form set to parent by aprincipal.
3 rd offense	Parent/principal/transportation coordinator conference. Possibly (1) week suspension of school transportation.
4 th offense	Parent/principal conference. Possibly (2) week suspension of school transportation.
5 th offense	Parent/principal/transportation coordinator conference. Student could be suspended from school transportation for remainder of school year.

*If a student’s misconduct on the bus is related to a disability then the IEP or 504 plan will be followed. A meeting will be held if necessary to determine an appropriate response/consequence. The following inappropriate behavior by a student will result in an immediate parent conference and could result in the suspension of transportation:

- Physical harm to another student.
- Physical harm or threat of physical harm to driver or aide.
- Damage to vehicle.

Bus Safety/Medical Issues

Parents are requested to inform the bus driver and monitor of any medical condition your child has so adequate preparation may be made in case of emergency.

CAFETERIA CONDUCT

- Students are to remain in the cafeteria area during their entire lunch period. Hot lunches may be purchased in the cafeteria, or students may bring a lunch from home.
- Food or drink in open containers must not be taken from the cafeteria. Students are responsible for cleaning up after themselves and depositing all litter in the proper containers.
- Student may use the lavatories immediately outside the cafeteria. No smoking will be tolerated in the lavatories. No loitering will be allowed. Return directly to the cafeteria.
- All other areas of the school are off limits during lunchtime. Do not return to your locker. Plan ahead!
- Students will enter the cafeteria through the doors opposite room 225 and will leave the cafeteria through the doors opposite room 224.
- No card or ball playing, yo-yos or other games will be allowed during the lunch period.

CLASS CUTTING

Every student is assigned a room at all times during the school day. Students must attend every class to which he/ she has been assigned. Students found cutting class will have one or more days of detention for the first offense. Subsequent cuts will result in either, FACTS, or ISS or Suspension. See CODE OF DISCIPLINE.

Students found in the library without permission or those leaving without permission will be assigned detention and lose library privileges for up to two weeks.

CLUBS AND ACTIVITIES (These activities are pending due to the current economical situation)

Drill Team

The Drill Team is an ethnically diverse group of students who use synchronized rhythmic moves to express their unity and school pride. “Stepping” is an evolutionary form of choreographed dance

that has its roots in African-American culture and is a way for students to share their spirit with the larger community, making a positive contribution to the world.

Gay/Straight Alliance

The Gay/Straight Alliance is an organization devoted to promoting equality and respect for all. Through visibility and education, the members of the GSA work toward tolerance and acceptance for gay, lesbian, bisexual, transgendered, and questioning youth. The GSA is open to any student regardless of sexual orientation.

FBLA

The Woonsocket High School Chapter of the Future Business Leaders of America Club, a State and National business education student organization, promotes leadership, knowledge, and scholarship in the business world. Local Chapters participate in FBLA Day in the fall and attend the State Leadership Conference in the spring. Students are then eligible to compete nationally if they place in the State competitions. Membership is open to all students who are currently enrolled in a business course during the school year or who have completed at least one business class in the past.

Math Club

The WHS Math Club is part of a statewide organization. State high schools are providing future mathematicians an opportunity to compete with other students using the skills and knowledge of math. Geared primarily students with a particularly strong aptitude for math, it provides them with a wonderful opportunity to gain a better understanding of math while providing a valuable opportunity to meet other students socially.

Quiver

The Quiver, our school year book, is published annually by a staff made up of seniors. A most rewarding experience in journalism, photography, art, etc., is provided to members of this organization. WHS has gained a reputation for publication of one of the finest school annuals in the nation.

National Honor Society— Villa Novan Chapter

Seniors, juniors, and sophomores with a cumulative academic average of ninety (90) or above are eligible for the National Honor Society. In addition to high academic standing, eligibility will also be based upon evidence of leadership, character, and service. Eligible students will be recommended for membership by the faculty selection committee. For the complete copy of the bylaws of the Honor Society, please see the advisor.

Rhode Island Honor Society Awards

Any student maintaining a scholastic average of eight-five (85) percent or better during his freshman, sophomore, junior and senior years is eligible for membership in the Rhode Island Honor Society. For the complete copy of the bylaws of the Honor Society, please see the advisor.

Ski And Snowboard Club

The Ski Club is composed of students who love to ski as well as those who would like to learn how to ski.. Students have the opportunity to travel within New England to sample different locations and what they have to offer. Any student is welcome and urged to join this club to pursue this challenging and rewarding recreational sport. Equipment rentals are available at all locations.

SkillsUSA Organization

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled work force. SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. Any students enrolled in a Career and Technical program at the Career Center are members of SkillsUSA and eligible to compete at all levels.

Students Against Drunk Driving (SADD)

This organization promotes a proactive attitude toward ending substance abuse. The students in this organization, in association with the MADD - Rhode Island Chapter, organize assemblies, attend seminars, and educate students at Woonsocket High School to create awareness regarding the problems of alcohol and drug abuse.

Student Council

The student council is a voluntary organization. It represents the student body and promotes the general welfare of the school. The student council consists of four officers (President, Vice-President, Secretary, and Treasurer) who are elected by the body in May to serve the following year; the elected officers of each of the four classes (Freshmen, Sophomores, Juniors, and Seniors) and members from each of the student groups, teams and organizations in the school. Each group, team or organization is responsible for selecting one of their members to serve on the student council for the school year.

The full student council meets on weekly basis.

Student Officers

Members of the freshman, sophomore, junior and senior classes are represented by officers. These officers include President, Vice-President, Secretary, Treasurer, Student Activities Chair Person, and Public Relations. Candidates must be passing three major subjects units and must submit the endorsing signatures of fifty classmates to be eligible to run. Students with serious disciplinary infractions on file with the administration are ineligible to run for office. Special forms are available for this purpose from the Class Advisor. Elections are held the last month of school. A majority of votes cast is necessary for election. Distribution of ballots and tabulations of votes are under the auspices of the class advisors.

Theater Arts

This activity is a most professional and rewarding theatrical experience provided to all students enrolled in Theater Arts I and II. The focus is on: scene study, audition/resume skills, make-up and costume design, performance/directorial skills, as well as singing and dancing. In addition, Theater Arts II produces a full-scale musical production that is performed for the public as a final project.

Varsity Athletes Against Substance Abuse (VASSA)

This organization is a group of student athletes who are trained to help promote a substance free lifestyle. They work together in leadership activities and help pass the word to the community through the schools and local social service agencies.

Villa Novan

The Villa Novan is the school newspaper. The paper is put out quarterly and covers a variety of topics, ranging from school news to local events and even some national and world news. Copies of the paper are distributed free of charge to all students at WHS and to a number of local businesses throughout the community.

CODE OF BEHAVIOR

A high standard of behavior is expected of all students at Woonsocket High School. Students and staff at Woonsocket High School value our strong sense of school community and place great importance on the bonds of trust, honesty and mutual respect, which bind us together. One of the primary goals of the school is to foster and enhance these values for all members of the school community.

APPROPRIATE BEHAVIOR - ALL STUDENTS WILL

- Treat each other and staff with courtesy, respect and understanding.
- ª Treat the property and personal belongings of others and school property with courtesy and respect. Not engage in disruptive behavior in the classroom, halls, assemblies, school grounds or buses.
- Use appropriate language with fellow classmates.
- Report to class on time & ready to learn with the appropriate materials.
- Demonstrate respect for each other through language and actions.
- Follow school rules and/or cooperate with the Student Council and Faculty/Administration to change rules.
- Have a positive attitude towards learning.
- Practice honesty, fairness, and consistency in all their efforts and relationships.
- Preserve school and personal property.
- Demonstrate pride in your school by preserving traditions.
- Practice and encourage the acceptance of individual differences.
- Treat everyone with dignity and respect.

INAPPROPRIATE BEHAVIOR

- Lack of respect for authority, including:
 - Profane/vulgar language or language with sexual overtones/innuendoes.
 - Insulting teachers, including defiance when corrective action is taken.
 - Destruction of property, building, furniture, fixtures, and materials.
 - Unauthorized leaving of the building.
- Unacceptable dress i.e. clothing that has inappropriate pictures or writing.

CODE OF DISCIPLINE

The formation and enforcement of all school policies, regulations, practices and procedures, including the school code of discipline is the professional responsibility of the school’s administration and teaching faculty. The administration of these policies must be as consistent as possible among the staff, recognizing the necessity of meeting individual circumstances and the demands of changing times and perspectives. It is impossible to anticipate all school and student problems and the administrative strategies needed to resolve them. For this reason the administration reserves its professional right to deal with unique student offenses in a manner which is not fully outlined or described in this handbook. Also policies, regulations, practices and procedures are subject to change with proper notice being given. Disciplinary measures should be enforced consistently and fairly. Teachers and administrators must enforce discipline in accordance with the policies set forth:

All IEP’s will be followed according to regulations

CLASS PARTICIPATION	
Failure to participate in classroom activity, repeated failure to take materials to class (books, notebooks, etc.) – Will result in no credit for the class - Teacher will notify parent.	
CUTTING A CLASS	
1 st offense	One or more days of detention – Teacher will notify parent.
2 nd offense	1 day ISS (Intervention Support Services) Parent is notified
3 rd offense	2 days ISS or Suspension or FACTS
Subsequent Offenses	Out-of-school Suspension or FACTS and a parental conference
ELECTRONIC ITEMS	

The use of electronic items is not permitted on school grounds during school hours. (i.e., ipods, mp3s, video games, head phones—cell phones are not permitted according to R.I. General Law 16-21)	
1 st offense	Warning
2 nd offense	1 day detention Electronic item confiscated and returned to the student at the end of the day.
3 rd offense/Subsequent offenses	ISS or OSS or FACTS
Possession/Use of a laser pointer is prohibited. If a laser pointer is used as a weapon, then the Weapons Policy will be followed.	
FAILURE TO ATTEND OFFICE DETENTION	
All offenses	ISS or OSS or FACTS Detentions must be made up starting on the day the student is readmitted
FAILURE TO STAY AFTER SCHOOL FOR A TEACHER	
All offenses	Up to 1 or more days detention
FIGHTING/ASSAULT IN SCHOOL OR ON SCHOOL PROPERTY POLICE WILL BE NOTIFIED	
1 st offense	Up to 5 days of suspension (OSS)
2 nd offense	Up to 10 days suspension (OSS) and disciplinary hearing
In addition, students who join a fight already in progress are subject to a minimum of 3 days suspension (out-of-school).	
Any student who assaults a staff member will automatically be suspended and face a disciplinary hearing for possible expulsion	
FOOD AND DRINK	
No food or drink, including water bottles, is allowed in classrooms	Detention or ISS or Suspension or FACTS
LEAVING THE BUILDING WITHOUT PERMISSION	
All offenses	ISS or OSS or FACTS
LEAVING CLASS WITHOUT PERMISSION	
All offenses	1 or more days detention
ID'S/POSSESSION OF ID(SEE ID POLICY)	
Students must have their ID on them at all times and wear them in an appropriate fashion above the waist. ID's are required to obtain passes or entry into school activities.	
PARKING IN A FACULTY/STAFF PARKING AREA	
1 st offense	2 days detention
2 nd offense	Suspension Car towed at owner's expense
SEXUAL HARASSMENT	
This is a serious offense and may result in detention, suspension or expulsion. See Sexual Harassment Policy/Bullying	

TARDINESS TO CLASS	
1 st 5 offenses each quarter:	Teacher detention or teacher conference
6 th - 10 th offense	Office referral Detention or ISS or OSS or FACTS
Subsequent offenses	Office referral Detention or ISS or OSS or FACTS
TARDINESS TO SCHOOL SEE TARDY POLICY	
TOBACCO PRODUCTS	
The use of tobacco products, smoking, chewing tobacco, cigarette lighters etc. is prohibited in school, on school grounds or at any school activity (social and/or athletic). Tobacco products will be confiscated. RI General Law 11-9-14	
1 st offense	3 days detention – Parent is notified
2 nd offense	2 days ISS – Parent is notified
3 rd offense	Out-of-school suspension and parental conference -1 or more days mandatory smoking cessation program with Student Assistance Counselor
TRUANCY	
1 st Offense	3 days detention – Parent is notified
Subsequent Offenses	Suspension or FACTS
UNAUTHORIZED PRESENCE, NOT REPORTING TO ADVISORY FOR ATTENDANCE, OR NOT SIGNING INTO SCHOOL BUT IN THE BUILDING	
All offenses	2 days detention be assigned or ISS or OSS or FACTS

Other Offenses

- Any student who creates a public disturbance such as yelling, threatening, disturbing, swearing, name calling, etc., may be suspended and/or police will be called to assist.
 - Use of profane language or gestures - rudeness, improper dress, shall be handled at the discretion of administrator
 - Excessive display of affection: discretion of administrator and/ or counseling.
- Students who do not present ID's to staff upon request will be subject to discipline.
- A student under suspension will not attend or participate in school activities, including dances and sports events, while under suspension from school. Increased suspension will be given to students who violate this policy.
 - The use of drugs/alcohol is prohibited. See DRUG - ALCOHOL ABUSE POLICY.
 - Plagiarism, theft, test dishonesty, tampering or changing school records or grades may also result in suspension.
 - Possession of obscene (pornographic) materials or the creation of obscene material through computers or other technology in any form is a cause for suspension.
 - Causing the evacuation of the building by pulling a fire alarm. A disciplinary hearing will be held for possible expulsion.
- See SUSPENSION POLICY for other offenses which may result in suspension.

Administration reserves its professional right to deal with unique student offenses in a manner which is not fully outlined or described in this handbook.

DANCES, PROMS, ATHLETIC EVENTS, FIELD TRIPS AND ACTIVITIES

Attendance at school-sponsored activities, such as dances and field trips, and athletic events is a special privilege. Students attending such events shall be governed by the school's rules and regulations and are subject to the authority of school officials.

- Failure to obey the lawful instruction of school officials will result in an appropriate disciplinary action and the loss of eligibility to attend school sponsored events.

Students must be present in school on the day of a dance in order to be admitted to the dance.

- At school dances, anyone leaving the dance will not be permitted to re-enter. Students will not be admitted into the dance after the first hour and a half. Students may not leave dances or proms prior to 10:00 PM.

- Only students in good standing are entitled to attend school dances. Non-students and graduates are not allowed to attend dances. Tickets for dances are non-transferable. Students must present both a valid ticket and a School I.D. card in order to be admitted to school dances and other school activities.

- Any student wishing to attend a school field trip must have the authorization of the teacher supervisor and parental permission form.

- 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.

- Students may not attend school activities, including dances and sports events, while under suspension from school.

- No student attending a school prom will be allowed early dismissal prior to the end of block 3.

DELIVERIES

All personal deliveries (i.e. flowers, balloons, gifts, etc.) to students will be refused and items will be returned to point of origin.

DETENTION POLICY

- All students who fail to conduct themselves according to the rules and regulations of Woonsocket High School will be assigned detention - a thirty (30) or sixty (60) minute period at the end of the day.

- A twenty-four (24) hour notice must be given in all cases of teacher and/or office detention. You must attend teacher and office detention before attending any other school activity.

- No student will be admitted to office detention late without a pass. No student will be admitted to office detention more than 15 minutes late, even with a pass.

- Students coming to detention must have and perform schoolwork for the entire period.

- Any violation of the specific detention hall rules will result in additional detention or suspension.

- The use of service time as a disciplinary option may be allowed at the discretion of an administrator.

ANY STUDENT WHO IS ABSENT ON THE DAY OF AN ASSIGNED DETENTION MUST MAKE UP THE DETENTION ON THE DAY HE/SHE RETURNS TO SCHOOL FROM THE ABSENCE.

DRESS CODE

See School Readiness Policy (see pgs. 41-42)

DRUG/SUBSTANCE ABUSE

It shall be the policy of the School Committee to discover and deter the illegal sale and use of narcotics, alcohol, hallucinogenics and other controlled substances by or to students, teachers, and employees of the Woonsocket Education Department, and to cooperate fully with law enforcement

agencies of the municipal, state, and federal governments for that purpose. Any organization renting or using the facilities under the supervision of the Woonsocket Education Department is prohibited from using, serving, or consuming alcoholic beverages on school property.

DISCIPLINE AND INTERVENTION FOR SUBSTANCE ABUSE

PROHIBITED ACTIVITIES

Use, possession, sale or supply of alcohol, or other drugs, or intoxicating substances, or counterfeit drugs, or drug paraphernalia.

This policy shall apply to all students while on school property, and/ or while attending school functions.

PENALTIES AND INTERVENTION

IF UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS OR INTOXICATING SUBSTANCES:

FIRST INCIDENCE

The student is brought to the school nurse and/or school administrator for examination and evaluation.

If it appears that the student is “under the influence,” the parent or guardian is called to pick up the student.

The student may be suspended for a period of time not exceeding three days.

The case is referred to the Student Assistance Counselor or a member of the Crisis Intervention Team who then arranges for one to three required sessions with the student to determine the cause and circumstances of the substance use and to offer counseling, referral, and/or other services. The parent or guardian of the student may be contacted by the Student Assistance Counselor or member of the Crisis Intervention Team.

SUBSEQUENT INCIDENCES

The same procedures are followed as for the first incident except:

The student is suspended for a period of time not exceeding ten days.

The Student Assistance Counselor or member of the Crisis Intervention Team contacts the parent or guardian for a conference and/or referral to other agencies or services.

IF IN POSSESSION OF ALCOHOL OR OTHER DRUGS OR INTOXICATING SUBSTANCES:

FIRST INCIDENCE

The student is brought to a school administrator who conducts an investigation.

If the student is found to be “in possession”:

- The police will be summoned for assistance.
- The parent(s)/guardian(s) of the student will be notified.
- The student will be suspended for a period of time not to exceed three(3) days.
- The case is referred to the Student Assistance Counselor or a member of the Crisis Intervention Team Who then arranges for one to three required sessions with the student to determine the cause and circumstances of the substance possession and to offer counseling, referral, and/or other services. The parent or guardian of the student may be contacted by the Student Assistance Counselor or member of the Crisis Intervention Team.

SUBSEQUENT INCIDENCES

- The police will be summoned for assistance.
- The parent(s)/guardian(s) of the student will be notified.
- The student is suspended until a hearing before the School Committee is held for possible expulsion.

sion.

- The Student Assistance Counselor or member of the Crisis Intervention Team contacts the parent or guardian for a conference and/or referral to other agencies or services.

IF SELLING OR SUPPLYING ALCOHOL OR OTHER DRUGS OR INTOXICATING SUBSTANCES:

FIRST INCIDENT

- The police are summoned for assistance.
- The student is brought to the school administrator who conducts an investigation. If the student is found to be “selling or supplying”, the student is suspended until a hearing before the School Committee is held for possible expulsion.
- The case is referred to the Student Assistance Counselor or a member of the Crisis Intervention Team who then arranges for one to three required sessions with the student to determine the cause the circumstances of the substance selling or supplying and to offer counseling, referral, and/or other services. The parent or guardian of the student may be contacted by the Student Assistance Counselor or member of the Crisis Intervention Team.

SUBSEQUENT INCIDENTS

The same procedures are followed as for the first incident except:

- The student may be expelled.
- The Student Assistance Counselor or member of the Crisis Intervention Team contacts the parent or guardian for a conference and/or referral to other agencies or services.

Any combination of drug related offenses will be considered a subsequent incident of the more serious violation.

EARLY DISMISSALS

Students should not ask to be dismissed early from school unless it is for a serious reason or an appointment which could not be scheduled at another time. All appointments must have written verification.

- Submit a signed note to the main office one (1) day prior to the date of the early dismissal being requested.
- The note will be presented to the main office before school.
- The note will contain: a) student’s full name and advisory, and ID#, b) the reason for dismissal, c) the phone number where the parent may be reached for verification, d) written verification from doctor, dentist, or other authority.
- Students will receive approval for early dismissal only upon verification of the note.
- Students who have been officially granted early dismissal must leave the school grounds at the approved dismissal time. No early dismissal student is authorized to return to the building or parking lots without explicit administrative approval.

In the event of inclement weather, bus students will be dismissed approximately 15 - 20 minutes early.

EXAMS

Examinations in all subjects are scheduled in January and June of each school year. No early dismissals or late arrivals are allowed on regular or AP examination days.

EXTRA-CLASS ACTIVITIES AND FIELD TRIPS

Students will be allowed one excused absence for extra-class activities per semester per organization/class. Students may be allowed additional excused absences for such activities, which are requested by or approved by the principal prior to the date of the activity.

EXTRA-CURRICULAR ACTIVITIES

Students must pass at least 75% of his/her current class load in order to participate in any extra-curricular activity. Any student who fails more than 1 class will not be allowed to participate in any club or after school activity until the next report card is issued, and he/she meets the eligibility requirements. EXPULSION MEANS no extra-curricular or athletic participation for a year after returning.

FACULTY

Please refer to web site for list of faculty members:
www.woonsocketschools.com

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 10 days of the day the District receives a request for access.
- Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

FIRE DRILLS

The exit, which is to be used in the case of a fire or fire drill, is posted conspicuously in all classrooms. When the fire horn sounds, leave the building through the exit posted in your classroom and pass quickly and quietly. Students must assemble with their teacher at a predetermined area

outside the building. If there are any questions, obey instructions of your teacher. Smoking outside during a fire drill is not allowed. There is to be no smoking at anytime or anywhere on school grounds.

FUND RAISING

Any school organization wishing to engage in fund raising activities must make a formal request to the principal for approval and scheduling. The school maintains a calendar of such events in order to avoid overlapping. Following the end of a particular fund raising activity, the sponsoring group will be required to submit a financial report to the principal so that they may be in a better position later to advise the group as to which activities are most profitable. Fund raising activities for outside organizations cannot be conducted within the school.

GOVERNMENT RECRUITER ACCESS TO STUDENTS

No Child Left Behind Act of 2001 - Conference Report on H.R. 1. No Child Left Behind Act of 2001 From Congressional Record, 107th Congress (Date: 12/12/2001; p H9918)

“SEC. 9528 ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

(a) POLICY—

- ACCESS TO STUDENT RECRUITING INFORMATION. –Notwithstanding section 444(a)(5) (B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.
- CONSENT.- A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.
- SAME ACCESS TO STUDENTS.– Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.
- NOTIFICATION.– The Secretary, in consultation with the Secretary of Defense, shall, not later than 120 days after the date of enactment of the No Child Left Behind Act of 2001, notify principals, school administrators, and other educators about the requirements of this section.
- EXCEPTION-The requirements of this section do not apply to a private secondary school that maintains a religious objection to service in the Armed Force if the objection is verifiable through the corporate or other organizational documents or materials of that school.
- SPECIAL RULE - A local educational agency prohibited by Connecticut State law (either explicitly by statute or through statutory interpretation by the State Supreme Court or State Attorney General) from providing military recruiters with information or access as required by this section shall have until May 31, 2002 to comply with that requirement.

GRADUATION (P3-3.6 High School Grades 9-12)

Students must fulfill all of the academic requirements for graduation as outlined in the Student Handbook in order to graduate from Woonsocket High School. Any student who does not fulfill those graduation requirements will not be allowed to participate in the graduation exercises. There will be no exceptions to this policy.

In addition, any student who is under disciplinary suspension during a period of time, which includes Graduation Day, will not be permitted to participate in the graduation exercises, Commencement Ball or any other senior week activity.

Proficiency Based Graduation Requirements (PBGRs)

A student must complete the four components of the Rhode Island Department of Education’s

Proficiency Based Graduation Requirements to be eligible to receive a high school diploma from the Woonsocket Education Department. The four components are as follows:

- Completion of 20 Courses in the designated Six Core Areas.
- Satisfaction of course requirements for end of course assessments
- Participation in the Rhode Island Department of Education's Assessment Program (NECAP)
- Presentation of a Graduation Portfolio; Senior Project (WACTC)

High school students will be required to pass and earn a minimum of 20 Courses (WHS requirement) in specific content areas, as one measure to earn a high school diploma from the Woonsocket Public Schools.

The number of Courses passed as well as completion of the above-noted Proficiency Based Graduation Requirements will determine a student's progress toward graduation.

MEASURES OF GRADUATION BY PROFICIENCY

Proficiency Based Departmental Common Tasks.

Proficiency-based graduation assessments align to the individual courses and the appropriate Grade Span Expectations. All students must achieve proficient or higher on Common Tasks for all course areas. These common tasks may become part of the Graduation Portfolio. All full credit courses including electives will administer two common tasks throughout that course. Common tasks will count for 50% of the common course assessment. The remainder of the exam grade will be content related. All half credit courses including electives will administer one common task throughout that course. The remainder of the exam grade will be content related

Grading Protocol

Proficiency based Departmental Common Tasks and School Wide Learning Expectation entries for a student's graduation portfolio will be scored using a standard school wide rubric. The rubrics grading distribution is as follows: 4 = Proficient with Distinction, 3 = Proficient, 2 = Nearly Proficient, 1 = Below Proficient.

Portfolio

Students will maintain a Graduation Portfolio that represents evidence of proficiency achieved in all academic areas and the school-wide academic Learner Expectations. See Appendix A, B or C. The Graduation Portfolio is composed of a sub-set of successful student work tied to the school's Academic Learning Expectations. The student work is generated through the completion of department designed Common Tasks and projects. Students may also, if needed, submit evidence of learner outcome proficiency obtained outside of the regular coursework with permission of the Portfolio Committee. Parents will be notified if a portfolio is deemed to be "Not Proficient" at any point during a Portfolio Review.

Students are required to include a written reflection for all of their evidence.

State Assessments (NECAP)

Students will be required to participate in the Grade 11 state testing program, (NECAP).

Senior Projects

Students attending Woonsocket Area Career and Technical Center, in addition to the high school graduation requirements, will be required to do a senior project as their requirement for career and technical certification. (Reference WACTC Senior Project Handbook)

Individual Learning Plans

Each student will meet on a regular basis with their guidance counselor or advisor and go over their goals and plans for the meeting those goals. A transition portfolio will be used as a basis for these meetings. Our comprehensive guidance program in the high school allows for students to have

advisors and guidance counselors to monitor their progress.

Student Promotion

On the high school level (Grades 9 through 12), this policy recognizes uniform graduation requirements to ensure that Woonsocket High School and Woonsocket Area Career Technical Center graduates leave with an educational experience that prepared them to demonstrate proficiency in a common core of studies. This will enable students to produce evidence and reach proficiency that supports the following learning expectations: (effective communicator, problem solving, critical thinking, technology literacy, researcher, reflective thinker)

Course Requirements:

4 courses in English Language Arts

4 courses in Mathematics (3 courses in mathematics classes; additional course in a math related content course)

3 courses in Laboratory Science

3 courses in Social Studies (1 course must be U.S. History)

½ course in Physical Education /Health each year for 4 years (2 course equivalent)

4 Electives (Student choice)**The remaining 4 courses should be selected in conjunction with the student's guidance counselor and parent/guardian, while considering the student's goals and personal objectives to meet the graduation requirements.

Students need to demonstrate proficiency in art literacy and technology through the school wide expectations or coursework (RI BEP page 13)

20 Total Minimum Courses

Principal or designee can waive any non-required courses over 20 courses with a transcript analysis and parent/guardian approval for 2012 classes

Students and Parents who are pursuing college should confirm specific college entrance requirements

Passing grade is 60.

Letter Grade Distribution

*Woonsocket High School and the Woonsocket Area Career Technical Center will publish a list of acceptable courses from which students may select to meet the 4th course requirement in mathematics.

Grade	Low Number	High Number	Quality Points
A+	97	100	4.0
A	93	96	4.0
A-	90	92	3.7
B+	87	89	3.5
B	83	86	3.3
B-	80	82	3.0
C+	77	79	2.7
C	73	76	2.5
C-	70	72	2.3
D+	65	69	1.5
D	60	64	1.3
F	0	59	0.0

*Individual Learning Plans reflect multiple pathways that may change the specific content area. However all students must earn a minimum of 20 courses to graduate.

Diploma Pathway for students to graduate from Woonsocket High School

- Successfully complete 20 courses.
- Amass a body of work displaying proficiency in the Grade Span Expectations and WHS Learning
- Expectations using our current Portfolio System (See Appendix A)
- Demonstrate proficiency in a sufficient number of common course assessments.
- Successfully present and defend a Graduation Portfolio to a Final Portfolio Review Committee
- Participate in statewide standardized assessments
- Completion of a Senior Project (for Woonsocket Area Career Technical Center students)

Students will be required to demonstrate their proficiency in four core-content areas: English Language Arts, Mathematics, Science, Social Studies as well as the Applied Learning Skills. Students will be required to use multiple measures of performance that are consistent with the Rhode Island Department of Education Secondary School Regulations adopted by the Rhode Island Board of Regents. Student proficiency will be demonstrated by a minimum of two measures chosen by the Woonsocket Public Schools. These measures are common course assessments and a proficient portfolio.

Grade placement shall be the responsibility of the principal following consultation with professional staff. This placement shall be based on general achievement in relationship to the above-noted Rhode Island Department of Education's Proficiency Based Graduation Requirements with consideration being provided to the psychological, physical, social and emotional maturity of the student.

Grade placement is based on course credits earned in the following:

Grade 10 at least 5 courses (4 Core plus PE)

Grade 11 at least 10 courses (4 Core plus PE)

Grade 12 at least 15 courses (4 Core plus PE) plus participation in the Grade 11 Statewide Standardized Assessment.

Expanded Learning Opportunities

It is the policy of the School Committee to allow expanded learning opportunities as a means of meeting the diverse instructional needs of students with different talents, interest, and development. The School Committee's intent is to improve student achievement in situations where regular classrooms are not practical or effective.

All such opportunities must be aligned with the Woonsocket Education Department's Mission statement, goals, objectives and learning expectations as well as state standards and regulations.

Such opportunities shall provide credit or supplement regular academic courses. Carnegie credits can be granted for expanded learning activities, including, but not limited to, independent study, community college, private instruction, team sports, performing groups, internships, community service, and work study. Where credit is not granted, such experiences shall be used to fulfill prerequisite requirements for advanced courses. The granting of Carnegie credits shall be based on a student's demonstration of course competencies, as approved by certified personnel.

The School Committee directs the Superintendent to establish regulations and procedures for implementing this policy that will include:

- Application, approval, appeals process
- Administrative supervision and oversight of individual student's programs by certified personnel
- Requirements that each expanded learning program be approved prior to its implementation
- Requirements that the experience will provide an opportunity for students to acquire knowledge and skill development comparable to, or an extension of knowledge and skill development in

courses offered at the high school

- Student participation in selecting, organizing, and carrying out expanded learning activities
- Assurance of equal access for all students
- Compliance with state and federal laws pertaining to minors
- Approved learning opportunities that are consistent with all policies of this School Committee

Unless otherwise recommended by the Superintendent and approved by the School Committee, under ordinary circumstances, students or their parents/guardians shall be responsible for all related expenses including tuition and textbooks.

GUIDANCE DEPARTMENT

The guidance department offers counseling service in such areas as school adjustment, academic achievement, educational plans, vocational plans, and personal-social relations. Each counselee is recognized as an individual, unique and different from others. In addition, the counselors conduct group meetings on vocations, job opportunities, schools of advanced study, and on any other matters pertaining to the well being and future of the students. All students should arrange to have their meetings with their counselors by appointment.

The guidance department is located on the first floor next to the Library. Most students are assigned alphabetically by last names to their counselors, and they remain with the same counselor during their enrollment in Woonsocket Senior High School. Students are assigned to a counselor on the first day of school. The counselors may be reached by phone by calling 767-4722 and asking to speak with a specified counselor.

COLLEGE BOARD ADMISSIONS PROGRAM

Woonsocket High School's Test Center No.40-260 is authorized by the Educational Testing Service to conduct its Admissions Testing Program. Detailed information and applications for these and other tests, such as Advanced Placement, are available in the Guidance Office.

COLLEGE & SCHOLARSHIP APPLICATIONS & TRANSCRIPTS

Seniors are advised that the following rules apply to college and scholarship applications.

- After filling out your college application, bring it to your Guidance Counselor along with a stamp or cost of a stamp and the college application fee. The counselor will then make sure that a transcript is attached and will mail the complete application.
- Each student is responsible for knowing the application deadline of the college and test requirements. Applications should be given to your Guidance Counselor at least 15 days prior to the deadline in order to insure timely delivery.
- Due to the exams and course changes at the half-year, no college applications will be accepted or processed for the two-week period after mid-year exams.

Students seeking to apply "Early Decision" to a college or university should speak with their guidance counselors prior to the end of the first quarter of their senior year.

There is a \$5.00 charge for each issued transcript.

CONCURRENT ENROLLMENT

Seniors may elect to take courses both at the high school and at nearby colleges. Students with special interests not available at the high school may, with prior approval from the guidance department chairperson, enroll at local colleges. Interested seniors should contact their counselors for particulars. Students must meet the same PBGRs as their graduating class; if their portfolio is proficient prior to enrollment at the post-secondary institution, they will only need to return for the Portfolio Final Review. If their portfolio is not proficient prior to enrollment in the post-secondary institution, they will need to return on an individual basis and meet with a Portfolio Committee member until it is proficient, and return for the Portfolio Final Review

EARLY GRADUATION

It is possible for some students who wish to graduate prior to the normal four-year period to do so.

Eligibility is determined on an individual basis with the Guidance Director & Principal. The application period occurs in the spring of the year prior to graduation. Acceptance and continuation in this program depends upon the completion of specific academic and school requirements. Students should see their guidance counselor for more information.

INTERVENTION FOR UNEXCUSED ABSENCES

Guidance counselors and/or staff will contact parents if a student is absent three (3) consecutive days.

(Students under the age of 16 will take priority.)

A. Students under the age of 16:

- A phone call to parent/guardian at home or work by the guidance department when a student is out 3 consecutive days.

A referral by the guidance department to the Attendance Officer for home visit if poor attendance becomes a pattern or parent/guardian is unreachable and does not respond to calls or letters by teachers or the guidance department.

B. Students over the age of 16:

- Random calls to be made by the Guidance Department when absences appear to become chronic.
- Referral by the Guidance Department to the Attendance Officer after reasonable attempts have been made to reach parent/guardian and there has been no response or there are other extenuating circumstances.

- A letter will be sent to a parent/guardian by the Guidance Department when a student has been absent 5 consecutive days in a semester.

PLANNING YOUR HIGH SCHOOL COURSE

Students should consult their parents and school counselor when planning their high school career. Many opportunities have been provided for students through an expanded open curriculum. Career plans should be reviewed and approved by the student, the parent, and the school counselor to maximize the achievement of school and career goals. Every student at Woonsocket High School must take a course load of 6 courses. There are no study halls.

The following credits will be required to be promoted:

- For the class of 2010, 2011, and 2012 2013:

 - 5 courses to become a sophomore

 - 10 courses to become to junior

 - 15 courses to become a senior

- In addition to the new requirements, the following must be completed for graduation: 20 courses

SAT PROGRAM

The SAT Testing; will be given in the fall and spring of the current school year. Please see your guidance counselor for dates.

SCHEDULING AND COURSES OF STUDY

• COURSE CHANGES

Every student has the opportunity to discuss his or her selection of courses with their guidance counselor. They are urged to talk with counselors, teachers, and family about which subjects to select in light of their educational and vocational goals. Once the master schedule is formalized, changes in schedules are increasingly difficult to make. Changes that are necessary because of failure, conflicts, summer school and/or changes in the master schedule will be allowed. However, students will have to stand by their subject choices and are strongly advised to spend time investi-

gating their selections. Course list is available online at www.woonsocketschools.com.
NO CHANGES WILL BE MADE AFTER THE 15th school day is complete.

• **INDEPENDENT STUDY PROGRAM**

This program is designed for the student who is broadly and deeply curious about a particular subject and can benefit from the experience of developing, organizing, and pursuing to successful completion a project that he/she finds stimulating. Independent Study may be taken in the place of an elective and yields 1 credit.

• **REQUIREMENTS**

Check very carefully the prerequisite for each course to be sure you are qualified to select it. For example, some courses are open to juniors and seniors only, while others are available to freshmen and/or sophomores only. Also, some courses require successful passing of another.

• **PHYSICAL EDUCATION**

Physical Education is a course mandated by the State of Rhode Island. Students with medical exclusions **MUST** present new medical waivers from their doctors to the school nurse as soon as school starts in order to be excluded from PE.

• **ADVANCED PLACEMENT**

Students who are college bound are encouraged to take Advanced Placement Courses, college credit may be earned. Selection into AP Courses are by teacher recommendation and grades. Withdrawal from AP Courses can only be done after a parental conference.

• **HONORS COURSES**

The following courses are designated as honors courses during this school year:

ART	BUSINESS	ENGLISH
Gifted Art 1, 2, 3, 4	College Accounting	AP English
	Business Management	English Honors 9—12
FAMILY & CONSUMER		FOREIGN LANGUAGE
Child/Mentor Program		French 4
		Spanish 4
MATH	SCIENCE	SOCIAL STUDIES
Calculus	Honors Physics	AP European History
Pre-Calculus	Physics 2	AP US History
Honors Geometry	Honors Chemistry	Honors US History
Algebra 2/Trig. A	Chemistry 2	AP American Government

Honors Probability/ Statistics	Anatomy / Physiol- ogy 2	AP Biology
		Honors World History I & II

SCHOLARSHIPS

Numerous scholarships, awarded on the basis of need and merit, are granted to members of the graduating class who wish to further their education. Some of these scholarships are given only to those who wish to follow the teaching or nursing professions. Some private clubs and organizations, such as the Woonsocket Teacher's Guild, also sponsor scholarships for members of our graduating class. A Guidance Department bulletin is published every week and posted in senior advisories detailing updated scholarship information. Consult your guidance counselor for further information.

E-LEARNING ACADEMY

The primary goal of the Woonsocket High School E-Learning Academy (ELA) is to improve student achievement by using the Internet and other computer programs. Problems and issues the ELA aims to resolve include; dropout prevention and dropout recuperation. With online education, students who would inevitably drop out can complete their schooling by attending daily sessions and working from home.

The E-Learning Academy curriculum focuses on the four core subject areas of Math, Science, Social Studies, and Language Arts and a number of elective courses. Student goals established during the application process clearly define the duration of participation and outline a continuing educational path. The student works toward earning a high school diploma or credit recovery. Students are accepted from one of four categories; students who have been outsourced to an alternative learning program, students expelled from school and fit the established ELA student profile, former students who dropped out and wish to earn their diploma, and students who need to recover credits. Students work both virtually and face-to-face with their teachers. Students and teachers have access to the E-Learning Academy from any computer connected to the Internet. The coordinator of the program monitors student progress and teacher activity. Parents can also monitor their son/daughter's progress online.

MAJOR AWARDS AVAILABLE:

Outstanding Student Councilor Award

The Outstanding Student Councilor Award is presented to the senior member of the Student Council who has contributed the most to all phases of the Student Council program.

Theresa Pereira Award

The Theresa Pereira Award, presented in memory of Theresa Pereira, the first female president of the Student Council who died while attempting to rescue a drowning friend, is awarded at graduation to the boy and the girl, who in the opinion of their classmates, have done the most for Woonsocket High School during their high school career.

Student-Athlete Awards

The student-athlete awards are presented to the senior boy and girl, who in the opinion of the coaches and teachers, possess those qualities which constitute an outstanding student and athlete.

SUMMER SCHOOL

Woonsocket High School offers a summer school program with makeup and enrichment courses. The program is published in June by the Summer School Coordinator. Students interested in summer school should contact their guidance counselor for information and permission forms. Stu-

dents who have 30 or more days of absence from school in a year long course or 15 or more days absence in a semester course are ineligible to attend summer school at Woonsocket High School to make up that subject. Also, students with a failing course grade of below 55 are ineligible for summer school.

PE UNIFORMS AND EXCLUSIONS

There are no official colors for gym uniforms. Every student is expected to report with jersey, shorts, socks and sneakers or whatever other appropriate attire as determined by the physical education instructor. State law requires every student to participate in physical education unless he/she has a valid medical excuse authorized by a physician. Such notes must be submitted to the school nurse each September.

HEALTH SERVICES

The school nurse is concerned with the health and physical well being of all students. The school nurse provides care to students who become ill at school, but the primary responsibility for student health and medical care remains with the parents. Therefore, students who are ill at home should remain at home and seek private medical care. Students must return the Emergency Form to his/her homeroom teacher in September with current home and work phone numbers to be used in case of an emergency. The nurse's office is located between the main office and the Family and Consumer Science area. Students who have had a fever of 100 degrees or higher, vomiting or diarrhea must be kept out of school for 24 hours after the last episode occurred and must be fever-free for 24 hours before returning to school. Also, students diagnosed with conjunctivitis (pink eye), strip throat or impetigo cannot return to school for 24 from the time of the first dose of medication has been given or applied.

If your child is injured, has a fever or is contagious during the school day, it is our policy to notify the parent and exclude the student for his benefit and the safety of others. Otherwise, the student is expected to remain in class.

Students are responsible for maintaining their own copies of physical exams and immunizations for sports, employment, etc.

STUDENTS SHOULD REPORT TO THE SCHOOL NURSE ONLY IF:

- They have a valid pass from a teacher or administrator and a current school ID (This includes between classes and during lunch time)
- They have become ill or injured at school
- They are seeking an exemption from physical education due to a physical disability (A doctor's note is required stating the reason and length of time excused).
- They are returning from a prolonged or contagious disease

STUDENTS NEEDING MEDICATION DURING SCHOOL HOURS MUST:

- Present a written order from their private physician. This includes over-the-counter medications (i.e. Tylenol or Motrin).
- Present written parent permission to take this medication at school.
- Bring in the medication in the original prescription bottle properly labeled by a pharmacist as required by law.
- Only the School nurse may administer medication, unless there is written permission from the student's physician and parent/guardian that the student may carry and /or self administer certain medications (inhalers, and epi-pens).
- All unused medications must be picked up in the nurse's office by an adult at the end of the school year, or it will be destroyed/disposed of before the summer break.
- The school nurse does not provide cold medicines or menstrual relief medications unless they are provided by the student with proper physician orders and written parental permission.
- Over the counter medications (ie. Tylenol, Ibuprofen, etc) may be given at school with parent permission.

WE GOTTA KNOW!!

It is critical that parents immediately notify either the School Nurse or Guidance Counselor when there is a change in daytime or work phone numbers! In case of illness or emergency we must have the names and phone numbers of at least 2 people who are nearby and can pick up and assume responsibility for your child if you cannot be reached. It is just as important to notify the School Nurse when there has been a change in your child's medical condition, newly diagnosed allergies, surgeries or medication taken at home.

Parents must inform the bus driver and monitor of any medical condition your child has, so adequate preparation may be made in case of emergency.

The Woonsocket School Nurse also performs the following screenings on students at WHS:

- Dental screenings (all 9th Graders)
- Visions screenings (all 9th graders and students without any previous vision exam)

HONOR CODE

• Cheating is not tolerated. Plagiarism in writing reports, test dishonesty, tampering with or changing school records/grades, constitutes cheating. Cheating on reports or tests will result in a grade of zero for that work. Any academic distinctions received will be rescinded, if due process procedures uphold the finding of academic dishonesty. Additional penalties may be imposed by the administration, including the removal from any school activity. Instances of alleged academic dishonesty involving a candidate/member of the Honor Society will be reviewed by the Faculty Advisors for possible dismissal from the Honor Society.

HONOR ROLL

Students in grades 9-12 may earn honors or highest honors by their performance during each term. Students attaining an academic average of 85-89 receive honors and those obtaining a 90 or above receive highest honors.

Classes, which earn one quarter of a credit, are not counted in the averaging but no course may be failed whether counted or not. In addition, 'withdrawn passing' (WP) or 'withdrawn failing' (WF) will automatically exclude a student from the honor roll. Students taking honors courses receive five bonus points when computing the average while students taking AP classes will receive 10 bonus points when computing the average.

ID'S

For security purposes, staff & students must wear ID's at all times.

WHS STUDENT ID POLICY AND PROCEDURES:

- Students are issued one free ID. Additional IDs will cost the student \$5.00.
- Students who lose their ID must see a secretary in the main office.
- All students MUST wear their ID in an appropriate fashion above the waist at all times while in the building.
- Student IDs must be visible to others.
- Students who refuse to wear their ID according to school policy or show a staff member will be considered insubordinate and will be referred to the appropriate administrator.
- New students will make an appointment with a secretary to have their picture taken for their student ID at the time of registration through their guidance counselor.
- Before entering the building, students must present their ID to a teacher posted at the door from 7:35am to 8:00am.
- Upon verification, the student will proceed to class.
- If a student does not have an ID, the student's identity will be verified and a temporary ID card

will be issued for the day.

- A student will only be given three chances per quarter to not have their ID.
- If a student does not have a picture ID for a fourth time in the same quarter, a parent will be notified and the student will be sent home or an ID must be purchased.

INTERNET ACCEPTABLE USE POLICY

EDUCATIONAL PURPOSE AND USE:

- The use of the Internet has been provided to teachers and students as a tool of educational application. Use of the Internet for illegal, commercial, or unethical actions is strictly prohibited. All illegal activities such as transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret.
- The Technology Committee, School Administration, and/or the School Committee reserves the right to place reasonable restrictions on any material accessible throughout the Woonsocket School Area Network and the Internet deemed 'educationally unacceptable.'

The use of the Internet must be for educational and research activities and be consistent with the educational objectives of the Woonsocket Education Department.

All students and personnel of the Woonsocket School Department take full responsibility for his or her own actions in regards to the use and handling of technology and the use of the Internet, network and email.

The Woonsocket School Department complies with CIPA, the Children Information Protection Act. CIPA requires that schools and libraries that receive specific federal funds must certify to the funding agency that they have in place an Internet Safety Policy. This policy blocks access to obscenity, child pornography, or material harmful to minors. This policy also prohibits hacking, chat rooms, e-mail safety, disclosure of personal information concerning children, and unlawful activities of children online. In accordance with all elements and regulations of CIPA.

ACCEPTABLE USE: PERSONAL SAFETY

- Student personal information (including, but not limited to; names, phone numbers, addresses, etc.) will not be entered, transmitted, or posted over the Internet without prior written authorization by school administration.
- Students will never agree to meet someone they have met on-line without parental written approval. Parents who agree to such a meeting are responsible for arranging appropriate supervision.
- The computer operator will not use the network or the Internet in such a way to disrupt access by others (such as downloading huge files, sending mass e-mail messages, or annoying/harassing other users). Respect the privacy of other users - all communications and information should be assumed to be private property.

COMPUTER SYSTEM SAFETY

- Unauthorized access to 'educationally unacceptable' areas of the network, both within the Woonsocket Wide Area Network and the Internet, is not permitted.
- The computer user will immediately notify a Lab Coordinator or System Administrator of possible security risks.
- The computer user will not download information over the Internet without the consent and guidance of a Lab Coordinator or System Administrator.

INAPPROPRIATE BEHAVIOR

- The computer user will not use vulgar or other inappropriate language within the Woonsocket Area Network or the Internet.
- The computer user will not post false or misleading information about any person or organization.
- The computer user will not use the network and the Internet to access, create, or publish material; that is profane or obscene (pornography), that advocates illegal acts, that advocates violence

or discrimination toward people or organizations, or that is not within the scope of educational use.

- The computer user will not attempt to locate or request inappropriate material from the Internet.
- The Internet has many sites, locations, and material. New material is being created every day. Because of these reasons it is possible for some material to escape the filtering system of the Woonsocket School Department. If a computer user should happen to find this material he or she is to notify a teacher, administrator of the Technology Department immediately.

VIOLATION OF THE POLICY

If a user is found to be in violation of any of the statements detailed in the above mentioned policy, all network and Internet rights and privileges will be suspended until such an investigation shall be conducted. Upon completion of the investigation, a decision will be given by the Building Administrator(s) to revoke or reinstate the computer users privileges. Such violations may also result in further disciplinary measures or legal actions.

LIMITATION OF LIABILITY

The Woonsocket School Department will make every effort to screen all material available on the Internet, however, it is possible for some of the vast amount of inappropriate information on the Internet to reach the computer user. All terms and conditions as stated in this document are applicable to the Woonsocket Education Department, Woonsocket RI. These terms and conditions shall be governed and interpreted in accordance with the laws of the City of Woonsocket and the State of Rhode Island, United States of America.

INTERVENTION PROGRAMS

The following programs will be used as alternatives to suspension:

FACTS Program

(Focus Alternative Consequence To Suspension)

The FACTS program is an alternative placement for out-of- school suspension. Administrators will assign students a minimum of three hours in the FACTS program in place of their regular school day. Additional hours will be available to students as needed to complete their academic tasks. During the program they are required to complete tasks from their day time classes and to complete additional educational activities as assigned.

Students will not be readmitted to the high school until they have successfully completed the assigned days.

In addition, the program is used as a final step in the discipline continuum as a consequence for misbehaviors after other consequences have been exhausted i.e. detention, Intervention Support Services, and/or out-of-school suspension

FOCUS² Program

(Focusing On Comprehensive Urban Student Services)

The FOCUS² Program is an alternative high school program which is designed to service students with behavioral and emotional issues. Most of these students have transferred to the program from more restrictive placements. Some students have been transferred out of public school settings because they are in need of a more restrictive placement.

ISS

(Intervention Support Services)

The ISS Program is an alternative consequence for out-of- school- suspension. Administrators

will assign ISS in accordance with the disciplinary policy. While in ISS students are required to complete the assignments that the ISS Coordinator has collected from the students' teachers. Students who fail to cooperate while in ISS will be removed and immediately be given an out-of-school suspension or an alternative placement (FACTS).

LEAVING THE BUILDING

No student is allowed to leave the building during the school day unless he has permission from either the principal or vice-principal. This includes going out to your automobile. ISS or Suspension or FACTS will result from any violations of this policy. Career and Technical students are to report to the Career and Technical Facility only during their regularly scheduled classes there.

LIBRARY – THE MCFEE MEMORIAL LIBRARY AND MEDIA CENTER

The Library hours are 7:35AM to 2:15PM daily, with staff generally available until 2:30 pm. Students can enter the Library during school hours with a teacher or with a pass from a teacher. A student entering the Library with a pass is expected to work on a school related project or activity. Student library aides are accepted (on a credit and not-for-credit-basis) upon recommendation from the Guidance Department.

The first floor houses the circulating collection, computers for a student writing center, work rooms and offices; the second floor houses a computer lab and the reference collection.

It is expected that the same Code of Discipline will be followed in the Library as in all other areas of the school. NO FOOD OR DRINK is allowed in the Library at any time.

LOCKERS AND LOCKER SEARCHES

LOCKER ASSIGNMENT AND USE

With the opening of school, each student is assigned a locker for his/ her personal use. Each student is held responsible for the condition of the locker and the confidentiality of the locker combination.

To open lockers:

- Turn right two or more whole turns and stop at your first number.
- Then turn left one whole turn past the above number and stop at the second number.
- Now turn right and stop at the last number in the combination.
- Lift the handle and pull open.

LOCKER SAFETY AND SEARCHES

Lockers should always be locked when not in use. **DONOT GIVE YOUR COMBINATION TO ANYONE ELSE. DO NOT SHARE YOUR LOCKER WITH ANY UNAUTHORIZED STUDENT. DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKER.** Lockers are not safe. Keep your locker combination confidential. Report any needed repairs or problems to the office of the Assistant Principal. The school department cannot be held responsible for thefts or losses. The principal or vice-principal, under Rhode Island law, have the authority to search student lockers. Such searches are conducted only when there is reasonable cause for school authorities to believe that a student is in the possession of illegal items such as firearms, other weapons, drugs, alcoholic beverages or any other item that might be used to disrupt or interfere with the educational process. Illegal and/or unauthorized items may be seized by school authorities. The school officials reserve the right to inspect all school property including desks and lockers.

LOST AND FOUND

Articles lost or found should be reported to the office secretary immediately. The school is not responsible for lost articles. We caution everyone to keep books locked securely in lockers. Valuables and large amounts of cash may be left in the main office for safekeeping. Most stolen books and articles usually turn up later after having been found left about carelessly by students.

LUNCH PROGRAM

Students who wish to receive free or reduced price lunches must submit completed lunch applications each school year. Eligibility may be checked by school officials at any time during the school year. ALL students must present their student ID cards if requested. Students must know their school ID number in order to obtain lunch. Student ID numbers are on student schedules.

MAKE-UP WORK

All new classroom activities assigned on the day of an absence must be made-up (if that work can be made up) within four days of the return from that absence. Schoolwork, including tests/quizzes, assigned prior to the absence is due upon the day of return from the absence. It is the student's responsibility to see that all missed work is made up within this time frame. All tests, class work or other schoolwork missed as a result of truancy or class-cutting must be made up within four days. Some classroom experiences (labs, videos, class speakers, etc.) can not be made up.

MEDICAL INSURANCE

Special accident insurance at a substantial saving is offered to all students each year. Descriptive brochures are distributed to all students at the beginning of the school year. School medical insurance is required for participation in school sports.

NON-DISCRIMINATION

All courses, which are offered at Woonsocket High School, are open to all students regardless of sex, sexual orientation, creed or race provided academic prerequisites are fulfilled. This includes health, physical education, industrial education, business, vocational, technical, family and consumer sciences, and music courses. Selective Physical Educational classes will be offered to students on a coeducational basis except during participation in contact sports. An official grievance procedure is on file in the main office should any student have a complaint that the above policy was not followed in his or her case.

PARENTAL INVOLVEMENT POLICY

a. Philosophy: The Woonsocket Education Department believes that parents and families are the first and most influential teachers of their children. For this reason, they must be actively involved in all aspects of the learning process. Most importantly, parents and families must serve with the schools as role models encouraging a positive attitude about learning.

In their role as advocates for their children, parents and families know best what their child's needs are. The responsibility to meet the child's educational needs must be shared equally between parents and families, teachers, administrators, and the community to ensure that all children are educated to their fullest potential.

b. Roles: The Woonsocket Education Department fully supports parent/family-initiated interactions with all staff within the guidelines of safety and security policies of the Woonsocket Education Department to encourage as much parent/family input as possible in the education process. It is the firm belief of the Woonsocket Education Department that the more actively involved parents and families are in the education process, the greater the academic success of each child.

Parents and families are encouraged and, whenever possible, expected to:

- Assist in getting their child to school on time and ready to learn.
- Help with the child's academic responsibilities at home.
- Extend the educational experience beyond the school to the home.
- Collaborate with teachers on student goals.
- Get to know their child's school, its aims and its attitudes towards family values and beliefs.
- Be involved in the classroom with teachers, administrators, and peers.
- Visit the school and district websites as a means of becoming better informed about the schools and their activities.
- Inform the school and bus driver/monitor of any medical condition so adequate preparation may be made in case of emergency.
- Inform the school of any changes in telephone numbers, address, and/or changes in emergency contact information.
- Be present at school-sponsored meetings and functions whenever possible.
- Volunteer where needed.
- Attend Parent/Teacher conferences and meetings as scheduled
- Serve as representatives to school and district teams and committees' including, but not limited to, District Strategic Planning Committee, curriculum committees, Title I committees, School Improvement Teams, advisory councils.
- Be aware of the curriculum and community resources available.
- Get together with other parents and families around common issues.
- Participate in the political process of public education.
- Have a say in shaping the direction of education, e.g. school improvement teams, future planning, policy issues, advisory councils.

Educators in the Woonsocket Education Department pledge:

- Learn about parents' and families' goals for their child as well as family circumstances and cul-

ture, seeking and acknowledging parents' and families' perspectives and suggestions with regard to their child's learning.

- Welcome parents and families into policy-making decisions
- Give parents a voice in policy decisions.
- Communicate regularly with parents and families using a variety of tools including, but not limited to, monthly newsletters, email, listservs, phone contacts, home visits, websites.
- Allocate regular faculty meeting time to discuss parent and family involvement, involvement practices that have been successful in the school, and information from other sources on new ideas.
- Encourage, empower, and collaborate with parents and families as active partners in the classroom setting.
- Be aware of community resources available.
- Actively participate in school-sponsored meetings and functions, as well as parent/teacher activities (e.g. PTO, PTA, PAC, School Improvement Teams).
- Actively seek parent/family and community representation on school and district teams and committees including, but not limited to, District Strategic Planning Committee, curriculum committees, Title I committees, School Improvement Teams, advisory councils.
- Support parents and families having a say in shaping the direction of education, e.g. school improvement teams, future planning and policy issues.

Parent Teacher Organization (PTO)/Parent Advisory Council (PAC) (District)

Any parent interested in joining this organization can call the high school for meeting times and dates.

PARENT / STUDENT PORTAL

Students and parents/guardians have access to the student information system using StarBase Portal. Once signed onto the portal the students' contact information, attendance, schedule, current grades, latest report card, latest progress report, discipline, and tests are accessible. Direct email to the students' teachers and administrators is available through portal.

A username and password are required to enter the portal. Students will receive their usernames and passwords in advisory. Parents/guardians will have opportunities to receive their username and passwords during school related activities such as freshman orientation and parent teacher conferences. Additionally, they may call the main office at 767-4700 (High School) or 767-4660 (Career Center) for information about regularly scheduled sessions or for an appointment to pick up portal information. For security purposes, parents/guardians must pick up username and password in person and present identification.

PARENT / TEACHER CONFERENCES

Conferences are held two times a year and the dates and times are announced in local newspapers as well as the parent newsletter. Attending these conferences gives teachers and parents an opportunity to discuss student achievement, review student portfolio, collaborate on student goals, and discuss concerns parents may have.

PASSING IN CORRIDORS

Students are expected to pass from class to class in an orderly manner during the passing time. Students are asked to walk to the right to ease the flow of traffic. All students must have an official corridor pass signed by a teacher to be in the halls. Only school corridor passes will be honored. Students found in the corridor without a pass after the late bell rings will receive office Detention or Suspension or ISS or FACTS.

PICTURES AND POSTERS

No pictures, posters, announcements or material of any kind may be posted on the corridor bulletin boards without approval from the office. It is the responsibility of the individual to remove material after an appropriate period; otherwise, it will be removed and destroyed.

REGISTRATION AND WITHDRAWALS

- All off-roll students registering for school MUST report to the guidance office with the appropriate documentation.
- It is understood that any re-enrolling student MUST attend school regularly and observe all of the rules of the school. Students over the compulsory school age who become chronically absent will be withdrawn from school after parental notification.
- Students withdrawing from school, for any reason, must be withdrawn using the established guidance department procedures.

REPORT CARDS /PROGRESS REPORTS/GRADING

Report cards are issued at mid-semester and the end of the semester for a semester course. Also, report cards are issued at the end of a quarter course. Warning cards/ Progress reports are issued at the 1/4 and 3/4 points of a semester course. For a quarter course, a progress report is issued at the halfway point. In addition, parents/guardians will be informed of their children(s) portfolio progression status when either the progress report or report cards are distributed.

Letters are used in marking:

- | | |
|------------------|-------------|
| A Excellent work | C Fair work |
| B Good work | D Poor work |

Below 60 - Very poor work.

The grading for progress reports is as follows:

- | | |
|-----------------|----------|
| 5 - Outstanding | 2 - Fair |
| 4 - Very Good | 1 - Poor |
| 3 - Good | |

REPORTING OF THEFTS OR DAMAGES

Should a student's personal property be stolen or damaged during the school day and on school property, a report of such theft or damage should be filed at the main office, a special property/theft/vandalism report is to be used.

RI. SEXUAL OFFENDER LAW-MEGAN'S LAW

Each year school principals must provide the police department with a directory of the names and addresses of all parent(s) / guardian(s) who have children in school. The police department will use this information to provide you with sexual offender notification. The notification will include the name, photograph, and address of the sexual offender.

Unless you choose otherwise, as the parent / guardian of a child attending public school, your name and address will be sent to the police department and you will receive sexual offender notification from the police department. You have the right to have your name and address excluded from the directory now or at any time your child attends school simply by writing to the school with your request.

ROLES AND RESPONSIBILITIES

THE ROLE AND RESPONSIBILITY OF ADMINISTRATORS

- The administration has as its primary responsibility the formulation of these policies and procedures, which will establish and promote an appropriate learning environment within the school.
- The administration has the responsibility for insisting that teachers meet their stated responsibilities.
- Administrators should know the school's disciplinary code and procedures, its prescribed penalties and its provisions for enforcement.
- Administrators must be fully cognizant of the legal issues involved in the enforcement of student

discipline.

- Administrators should be firm and consistent in their enforcement of the disciplinary policies of school.
- Administrators should be visible throughout the school, including classrooms, in order to help promote adherence to rules.
- The administration has a responsibility to assist faculty and any other staff members in resolving difficult disciplinary situations.

THE ROLE AND RESPONSIBILITY OF TEACHERS

- Every teacher should recognize that good discipline is essential to a proper learning environment. Discipline is an integral part of teaching and, as such, demands the attention of all teachers whether they are in the classroom, in the halls or on other school property.
- Teachers should be cognizant that their own demeanor will influence their students. Shortcomings in: personal dress, respect for others, punctuality, and classroom preparation, will have a direct bearing on the disciplinary climate within the classroom.
- Teachers should know the school's disciplinary code and procedures, its prescribed penalties and its provisions for enforcement.
- Teachers should be firm and consistent in their enforcement of the disciplinary policies of the school.
- Routine or normal classroom discipline is the responsibility of the classroom teacher involved. Disciplinary referrals of this type to the office must be preceded by concrete honest attempts by the teacher to resolve such behavioral problems. The teacher must keep accurate records so as to appraise the administrator of previous action prior to office referral.
- All teachers should supervise their classrooms and the area immediately outside their classrooms between classes.
- Teachers must keep accurate and up-to-date seating plans, lesson plans, and attendance records.

THE ROLE AND RESPONSIBILITY OF STUDENTS

To help promote a climate more conducive to learning at Woonsocket High School, the following rules and regulations shall govern student behavior.

- All students are expected to bring to class the necessary books, notebooks, writing implements and other materials requested by the classroom teacher.
- Students are expected to arrive to class on time and be in assigned rooms when the bell rings, signaling the beginning of the class.
- Students are expected to attend all classes unless otherwise authorized to do so by the assigned classroom teacher, or by an administrator who may request his or her presence elsewhere.
- Students are expected to remain in class until the bell sounds signaling the end of the class.
- Unless authorized by a school administrator, students are expected to remain in the building during the school day.
- Students are expected to have a signed corridor pass from a member of the faculty whenever they are in the corridors during class. Students are not to loiter in school/department offices.
- Books and other designated educational materials provided by teachers are to be covered, are not to be written on or in, nor to be defaced, mutilated, destroyed or damaged. Students who do not follow these provisions are liable for all damages beyond reasonable wear and tear. Students are also responsible for damage to their lockers, and for any damage, they cause to any other school property.
- Smoking, use and/or possession of drugs or alcohol, gambling and card playing are not allowed in any part of the building or on school grounds.
- Students are not allowed to use radios, stereos, headsets, recorders, cards and other entertainment devices in school, unless needed for educational purposes with teacher permission.
- Students are not allowed to play games on computers during classes.

- Athletic and play equipment (balls, bats, etc.) are not to be used by students in the building, except as part of the PE class activities in the gymnasium and under supervision.
- Fighting or rude or boisterous play between students, and assaults on students and/or faculty will not be tolerated.
- Excessive display of affection by students is not allowed.
- Students are expected to follow classroom rules and procedures established by individual teachers.
- Mandatory attendance - students must attend 4 Periods of the day in order to participate in extra-curricular and/or athletic activities (games, practices, rehearsals, proms, etc.)

THE ROLE AND RESPONSIBILITY OF PARENTS

Parents will be encouraged and whenever possible expected to:

- Assist in getting their child to school on time and ready to learn.
- Help with the child's academic responsibilities at home.
- Extend the educational experience beyond the school to the home.
- Be present at school sponsored meetings and functions whenever possible.
- Be aware of curriculum and community resources available.
- Volunteer where needed and have a voice in strategic planning.
- Get together with other parents around common issues.
- Be involved in the classroom with teachers, administrators and peers.
- Participate in the political process of public education.
- Have a say in shaping the direction of education e.g., school improvement teams, future planning, policy issues.
- Get to know their child's school, its aims and its attitudes towards family values.
- Visit the WHS Website at www.woonsockethigh.org as a means of becoming better informed about the school and its activities.
- Return WHS Student/Parent Awareness Form by the date requested.
- Inform the bus driver and monitor of any medical condition your child has so adequate preparation may be made in case of emergency.
- Inform the school of any changes in telephone numbers, address, and/or changes in emergency contact information.

SCHEDULE CHANGES

Any student who wishes a subject change must make the changes through their guidance counselor. A change cannot be done any other way. **NO CHANGES WILL BE MADE AFTER THE 15th school day is complete.**

SCHOOL CALENDAR

The 2011-2012 calendar will be distributed on the first day of the school year and posted on the district website www.woonsocketschools.com.

SCHOOL CANCELLATIONS

The following radio/television stations will carry official 'No School' announcements for the Woonsocket Education Department during this school year.

LOCAL	INTERNET	TELEVISION
WWON – 1240	Woonsocketschools.com	Channel 6
WNRI – 1380	Turnto10.com	Channel 10
	Cancellations.com	Channel 12

School Readiness Policy

(A Uniform Code of Behavior and Dress)

Woonsocket Education Department believes that “Readiness for School” promotes learning at every level while encouraging good community and civic behavior that will prepare students for achievement in the community. Students, Parents/Guardians must be responsible for school readiness.

“Readiness for School Behavior”

- Come to school on time every day
- call if sick
- bring note if late
- Come to school prepared
- Students will be dressed according to uniform dress code
- Students will be wearing their ID’s (Middle & High School)
- Students will have homework with them and completed
- Students will be respected and will give respect
- Students will take responsibility for their education and ask for help if needed
- Students will bring appropriate materials with them to school, i.e., (Books)
- Writing utensils, notebooks, homework, gym clothes, etc.)
- Do your best to succeed
- Have a positive attitude
- Seek a trusted adult for assistance

School Dress Code Defined

Parents will provide the following dress code items for their children:

Pants, walking shorts, capri style pants, or Crop pants, or skorts (girls only), that are black or khaki of a uniform style “Dickie style”, that are sized for the student and fitted at the waist. No cargo pants, pajama pants or jeans.

Maroon, black, or gray shirts long or short sleeve (polo or Tee’s without writing that are properly fitted), Sweatshirts that are maroon or gray without zippers or hoods, pockets or writing unless school related. Any logo must be school related.

Footwear with a closed toe and heel that are white, brown, or black. Heels must be low to ensure safety.

Hats of any kind are prohibited; waivers may be sought for religious considerations.

The Dress Code as written applies to both boys and girls except whereby noted

Waivers to the dress code policy will be issued at the discretion of the Superintendent or his designee (Director of Instruction and Administration, or Special Education Director) by filing a waiver request stating the specific reason for your request i.e., (Religious freedom, Health consideration, or the Legitimate exercise of free speech as provided by law.)

Principals will have discretion to waive dress code for specific purposes, (school spirit week, field

day, or to raise money for a cause) or to specific groups for events (scout days, ROTC, athletic championships, band/chorus events) Middle/High School students are required to bring change of clothing to school for gym class and then follow the dress code at the end of the class.

TRANSFER STUDENTS WILL BE GIVEN 14 DAYS FROM THE DAY OF ENROLLMENT TO COMPLY WITH THIS POLICY

STUDENTS FROM OTHER COMMUNITIES THAT ATTEND WACTC ARE EXPECTED TO COMPLY WITH THIS POLICY AS WITH OTHER SCHOOL POLICIES

STUDENTS RECEIVING WALK-IN SPECIAL EDUCATION SERVICES ARE EXEMPT FROM THIS POLICY

Possible consequences for failure to comply with readiness policy

Verbal warning to students and parents

Conference with student

Office Detention or ISS or OSS or FACTS

School shirt provided for the day with parent/guardian permission

Conference with parent

Student sent home, with proper permission, to obtain appropriate clothes

SEXUAL HARASSMENT

The Woonsocket Education Department (hereinafter referred to as the “Department”) is committed to maintaining an academic environment that is free from sexual harassment. In keeping with this commitment, sexual harassment of employees, students, or visitors by employees, students, or visitors will not be tolerated. This commitment also extends to any school sponsored activity.

Sexual harassment is a violation of Title VII of the 1984 Civil Rights Act, a violation of Title IX, of the Education Amendments of 1972 and a violation of RI General Law - Section 18-38-1, effective July 1, 1986. Sexual harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person’s gender. The Department will not tolerate harassing conduct that affects academic or job benefits, that interfere with an individual’s academic or work performance, or that creates an intimidating, or offensive academic or work environment.

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- submission to the conduct is a term or condition of aid, benefit, services, treatment, education or employment;
- submission to or rejection of the conduct is used as a basis for an academic or employment decision;
- the conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, “practical jokes”, jokes about gender specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another’s body.

Sexual Harassment may include but is not limited to

- verbal harassment or abuse;
- pressure for sexual activity;
- sexually motivated or inappropriate patting, pinching, touching, or other than reasonable and necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s education or employment status;
- sexual behavior or words, including demands for sexual favor accompanied by implied or overt

- promises of preferential treatment with regard to an individual’s educational or employment status;
- behavior or words directed at an individual because of gender.

REPORTING PROCEDURES

- The Woonsocket Education Department’s procedure is to investigate all complaints of sexual harassment thoroughly and promptly. Any retaliation or reprisal against an individual who is an alleged target of harassment, who has made a complaint, or who has provided evidence in connection with a complaint, is a separate actionable offense. If an investigation confirms that harassment has occurred, the Department will take corrective action, including such discipline, up to and including immediate termination of employment or expulsion as is appropriate.
- Any member of the Woonsocket Education Department community who believes he/she has been subjected to sexual harassment, or any person who has witnessed sexual harassment, is to report the incident to his/her building principal or supervisor who will contact the Investigating Officer.
- The designated Investigating officers at Woonsocket High School are the Assistant Principals.
- The Investigating Officer is vested with the authority and responsibility for investigating and processing all sexual harassment complaints in accordance with the guidelines contained herein. The Investigating Officer is empowered to recommend remedial measures, based upon his/her investigation, to the Woonsocket School Committee.
- The investigation may include any reasonable investigative procedures including interviewing and soliciting written statements from witnesses, the complainant and the respondent.
- Within sixty (60) days of the receipt of a complaint, the Investigating Officer shall prepare a report to the Superintendent containing his/her findings and recommendations.
- If the Superintendent determines a violation of the Sexual Harassment Policy has occurred, the Superintendent will determine what, if any, discipline will be imposed or alternatively refer the matter to the School Committee with a recommendation.
- Recommended disciplinary action may range from an apology, direction to stop further offensive behavior, counseling, warning, suspension, expulsion, transfer, termination, discharge or any other form of discipline consistent with Federal or State Law or School Department procedure.

RESPONSIBILITIES

All students, teachers, administrators or other school personnel are responsible for creating an environment that is free of harassment and other offensive behavior, and for conducting themselves in a manner consistent with the spirit and intent of this policy.

SOLICITING FUNDS

Soliciting for any non-school related activity or selling tickets for any non-school related organization on school property is forbidden by state law.

Strategic Plan Objectives

To ensure that all students in the Woonsocket Education Department have the opportunity to access quality curriculum and instruction in order to meet proficiency as determined by performance on the New England Common Assessment Program

To ensure that all students in the Woonsocket Education Department, including students from groups with identified performance/equity gaps-students from low income households, major racial and ethnic groups, students with disabilities and students with limited English proficiency-will meet “Adequate Yearly Progress” targets in English language arts and mathematics set by RIDE for each year

To ensure that all students in the Woonsocket Education Department develop healthy lifestyles which enhance the overall learning process

Vision Statement

In order to achieve our mission, the Woonsocket Education Department envisions each school as a total learning community which prepares learners for life role performances in a world of constant change and continuous discovery. Our mission is grounded and guided by Fourteen Principles of Professionalism. These principles serve as a standard for all decisions and actions taken in the Woonsocket Education Department:

- **Honesty:** Honesty is our being forthright, transparent, and accurate in all our communications and endeavors.
- **Openness:** Openness reflects our capacity to be receptive and unbiased in all our life experiences.
- **Clarity:** Clarity embodies our open, honest, complete, and easily comprehensible communication of ideas and information to everyone involved.
- **Inquiry:** Inquiring is our conscious and deliberate search for the soundest, most creditable and pertinent information that bears on the situation at hand.
- **Inclusiveness:** Inclusiveness represents our outreach, communication, recruitment, acceptance, involvement, and the development of ownership of all people.
- **Future-focusing:** Future-focusing represents taking a visionary and far-reaching view of emerging possibilities, potential innovations, and promising strategies.
- **Excellence:** Excellence is our desire and pursuit of the highest quality in any undertaking, process, product, or result.
- **Originality:** Originality represents our thinking, acting, and expressing ourselves in unique “outside the box” ways that lie beyond conventional experience.
- **Tolerance:** Tolerance reflects our acknowledgment of all persons right to be heard, represented, and respected for who they are in their own right.
- **Reflection:** Reflection is our examining and assessing all ideas, endeavors, activities, and actions in order to continuously improve.
- **Win-Win:** A “win-win” philosophy embodies our commitment to achieving and experiencing mutual benefit in the agreements we make.
- **Courage:** Courage is our facing obstacles meeting challenges, and overcoming difficulties with unwavering perseverance.
- **Balance:** Balance reflects our ability to achieve harmony and fulfillment in both our personal and professional lives.
- **Accountability:** Accountability represents our taking responsibility for the content and process of goals we set, decisions we make, actions we take, and the outcomes we achieve

STUDENT ADVISORY

Advisories, established as a result of a state mandate, provide a supportive environment for small groups of students who meet with a faculty advisor. The advisor can offer guidance, help, and when necessary, make referrals. The advisor acts as an advocate for the student. Cutting advisories is a punishable offense, equal to cutting a class.

STUDENT RECORDS

A student may inspect his permanent record folder by contacting his guidance counselor who will make the necessary arrangements. Information will be released only to the student and authorized parents and/or guardians. All others must present a written release of information document.

STUDENT SUPPORT SERVICES

Woonsocket High School offers a variety of services to help our students succeed. Confidential counseling is available from a variety of school staff and agency representatives to address the many problems you may face. Many high school students experience the breakup of a relationship, pressure from your family, problems related to drinking, academic achievement pressure, disagreements with peers, depression, and other stresses. If you are having difficulty in school and feel you need to talk to someone, consider seeing one of the professionals at school. Ask any

teacher or guidance counselor to refer you to the Support Team. Student support services are available from the student support staff in partnership with community agencies.

STUDENT SUPPORT STAFF

School Psychologist

Provides confidential crisis intervention and/or short term counseling to students experiencing depression, anxiety, suicidal, and other emotional stress. Students may obtain help by visiting his office (across from the entrance to the Boys Locker Room) or by asking a teacher or guidance staff to refer them. Parents may call 767-4624.

Social Worker

Monitors and assists students with academic and social issues.

Special Education Services,

Provides special education services for students including assessments and programming. Also, provides information regarding alternative programs for students. Her office is located across from the boy's locker room and she can be reached at 767-4810.

504 Plan Policy and Process

The Woonsocket Education Department affirms that no person shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the Woonsocket Education Department. The Woonsocket Education Department has designated the School Nurse-Teacher Chairperson, Diane Engels, as the District 504 Coordinator. She may be reached through the Special Education Department @ 767-4626, the WED website, at www.woonsocketschools.com, or email: rid27288@ride.ri.net.

Teacher Support Team (TST)

Works collaboratively with individual classroom teachers to ensure they develop effective interventions for students experiencing learning and behavioral difficulties. The TST monitors and documents these interventions by ensuring they have been implemented properly. If the interventions have been proven unsuccessful, a referral may be made to Special Education Evaluation Team.

As of September 2011, Woonsocket High School will be required to use a Response to Intervention approach in place of the Teacher Support Team. Response to Intervention will be a tiered approach to academic and behavioral intervention programs, delivered with fidelity to design, and increasing in intensity, frequency, and/or duration as the student's level of response indicates. The RTI Team will meet as the TST does to identify concerns and design appropriate interventions.

The Special Education Evaluation Team provides a procedure through which a child, suspected of having an educational disability, receives various types of individual evaluations to determine educational disability and the need for special education and related services.

COMMUNITY AGENCY STAFF:

Student Assistance Counselor

The Student Assistance Counselor provides confidential alcohol and drug education and counseling services to students with school, peer, family, alcohol and/or drug related problems. Office located in the upper library.

STUDENT TRANSPORTATION POLICY

*NOTE: Bus stops are approximately 4 blocks for Special Education secondary students.

*WAIVERS:

- Waivers may be sought based upon a medical condition which would put the student in danger, were they classified as a walker and walked both to and from school.
 - Approved medical waiver would allow a student to use an existing bus stop only. It is not for the formation of a new bus stop, and it is not for door to door, or home to school service.
 - The Woonsocket Education Department does the best it can under difficult scheduling staffing and financial conditions to provide busing to as many students as possible. It is however, a parent's responsibility to take an active role in getting their children to the bus stop and picking them back up from the bus stop. If the child is unable to do this on their own due to age, maturity, behavioral issues or medical issues then the parents or designated care giver such as family, friend, alternate parent or babysitter needs to escort them.
 - Transportation to or from a daycare center can be arranged, only if it is on a bus route from the student's school, and if the arrangements will be consistent for the entire school year.
 - The Woonsocket Education Department does not provide transportation to a babysitter.
- All changes and additions will take a minimum of four (4) school days to implement.

PROCEDURE:

- For any changes in address, a change of address form which is available at the school must be completed in advance.
- To receive a waiver, a student will need a letter from their PCP OR SPECIALIST faxed directly to the school. The letter must state the following:

The specific illness and the risks posed by walking to and from school.

The inability of parents to escort or provide transportation to and from school.

Any precautions or medications that will be needed during the bus ride.

An ACTION PLAN MUST BE DETERMINED should complications of the illness present during the bus trip to and from school or at school (eg. Asthma Action Plan & Emergency Action Plan).

Any modifications that need to be made during school while in class, physical education, sports eligibility, recess and at lunch must clearly indicated by the HCP. Any medications that may be needed must be available in the nurse's office or with the student

- The parents of a child in a special needs program with a written IEP stating that busing is necessary, need to contact the Special Education Department at the McFee Administration Building.
- This includes any change of address and additions.
- Any conflicts or concerns regarding medical issues for busing will be review by the Nursing Chairperson and/or WED Medical Director.

SUSPENSION

Though school is a very special privilege, some are inclined to abuse it and act in an anti-social manner. Cases of misconduct will be judged, as far as possible, on an individual basis. A student may be suspended in school or out of school, depending upon the violation. Consistent violators of good behavior will be brought before a Disciplinary Hearing Committee for a hearing and possible expulsion from school. No student may attend school functions while he/she is under suspension.

CONDUCT CONSTITUTING GROUNDS FOR SUSPENSION

Student engaging in any of the following acts is a definite cause for suspension from school:

- Any student in possession of an instrument that could be reasonably considered a weapon, shall be subject to immediate suspension and a recommendation of expulsion from school. Further,

any student possessing or displaying a replica of a weapon in a manner which could reasonably be expected to alarm, intimidate, threaten, or terrify another person will also be subject to the same disciplinary actions.

- Assaulting, or threatening to assault, another student, a teacher, any other person having authority over the student, or any employee of the Woonsocket Education Department.
- Fighting in school or on school property carries a mandatory, minimum five day suspension for all parties involved. Any physical assault upon another person in school will result in a five day suspension. In addition, police action and/or long-term suspension - expulsion may result.
- Disrespect or vulgarity shown to any adult by a student is considered to be a serious offense and will not be tolerated. It is definite cause for suspension.

Being under the influence of, in possession, bringing or causing to be brought, or selling alcoholic beverages, or any drug, narcotic, hallucinogenic, or controlled substance the possession of which is illegal, upon any school building or grounds or at any school related function.

- Cursing or any form of verbal abuse toward any adult employee will result in suspension.
- Taking, or attempting to take, or threatening to take personal property or money from another student, from a teacher, or from any employee of the Woonsocket Education Department.
- Causing or attempting to cause damage to school property, or to property of another student, a teacher, or any employee of the Woonsocket Education Department.
- Continued and willful disobedience, or open defiance, of the authority of any teacher or any person having authority over the student, or the habitual use of profanity or obscene language.
- Participating in the unauthorized occupancy by any group of two (2) or more students or non-students of any school or other building or grounds owned by the Woonsocket Education Department.
- Conduct which poses a continuing danger to persons or property upon any school building, grounds, or other building owned by the Woonsocket Education Department.
- Conduct which poses an ongoing threat of disrupting the academic process including, without limitation, improper dress or grooming.
- Misuse or abuse of any public safety instrument, such as the emergency telephone system or fire alarm/extinguishers, or creating any safety hazard .
- Participating in the practice of hazing as defined by law.
- Sexual harassment of any student whether verbal or physical is unacceptable and will not be tolerated. (see Sexual Harassment Policy)
- Other conflicts justifying suspension or excessive disciplinary referrals.

DUE PROCESS

The following procedure will be followed in cases where suspensions of ten (10) days or less are appropriate:

- The student will be given oral or written notice of the charges against him/her.
- If the student denies the charges, the student will be given an explanation of the evidence the authorities possess.
- The student will be given the opportunity to present his/her version.
- The notice and hearing GENERALLY should precede the student's removal from the school since the hearing may almost immediately follow the incident. If prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable.
- In the event a student has not attained the age of majority (18 years), notice containing the reason for suspension and the duration therefore will be given to the parent or guardian as soon as possible.

TARDINESS POLICY

To provide a positive learning environment, students are expected to be on time for school and for

class. Students not in class by 8:00 am are considered tardy, and must report the cafeteria upon entering the building to sign into school.

Tardy Guidelines

Students who are late are to enter the building through the doors at the rear of the cafeteria only. Students that are in the building after the late bell rings are to leave the building and re-enter through the rear door of the cafeteria

TARDY DAY	CONSEQUENCE	ACTION
Day One	Student will report to the cafeteria and miss Block One Class	Phone call home to parent
Day Two	Student will report to the cafeteria and miss Block One Class	Phone call home to parent 60 minute detention the next day ...No Exception
Day Three	Student will report to the cafeteria and miss Block One Class	Phone call home to parent by assistant principal 60 minute detention the next day ...No Exception
Day Four	Phone call home to parent Student will be sent home	Call for appointment the Principal Parent and student will meet with Principal to determine which alternative program they may attend

*Not

reporting to Advisory or not signing into school when late is considered an unauthorized presence. This offense is punishable as directed in the Code of Discipline.

Penalties for tardiness to class are described in the school’s Code of Discipline.

Teachers have been instructed to insist on punctuality to their classes and are required to keep tardy students after school for such offenses. Failure to stay after school for a teacher will result in a detention as outlined in the Code of Discipline.

EXCUSED/UNEXCUSED TARDIES

Legal documentation such as doctor’s appointments, court appearances, family deaths, etc. are some of the only acceptable excuses. Waking up late, missing the bus, my ride was late, etc. are not acceptable excuses. Students must plan ahead to attend school in a timely manner. It is impossible to anticipate all excuses for lateness. For this reason the administration reserves its professional right to deal with unique circumstances in a manner which is not fully outlined or described in this policy.

TEEN DATING POLICY(see www.woonsocketschools.com for complete policy)

Teen dating violence is prohibited in the public schools of The Woonsocket Education Department in Rhode Island. [R.I.G.L. 16-21-26, 16-21-30] The prevention of, teen dating violence, and sexual violence is part of the Woonsocket Education Department’s strategic plan and school safety plan. Dating Violence, and Sexual Violence will not be tolerated in The Woonsocket Education Department’s Schools.

Definition of Dating Violence: A pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner.

TELEPHONE CALLS

Students are never called to the office to receive telephone calls. Parents who wish to contact their children in an emergency should telephone the principal. Please do not plan to receive special messages from employers or friends by telephone. Tardiness to class because of a telephone call is never an acceptable excuse.

TEXTBOOKS

All textbooks used in the high school are loaned free of charge to the students. Students are required to cover these books carefully upon receipt and to exercise care in their use. You will be asked to sign a receipt when a book is given to you. Record all requested information including the book number. Lost, damaged, or defaced texts must be paid for at the end of the school year. Students will not be issued further books until the lost book(s) have been returned or paid. In addition, student records including report cards and diplomas will be held until books are returned or the balance is paid. Lost textbooks should be reported immediately to the main office. Found books should be turned in to the office secretary.

TOBACCO USE

RI General Law 11-9-14 Use of tobacco by minors

No person under eighteen (18) years of age shall smoke or chew or possess when such possession is clearly visible tobacco in any public street, place or resort, any tobacco in any form whatsoever. Any person under eighteen(18) years of age violating the provisions of this section shall be fined not more than seventy-five dollars (\$75) or shall be required to perform up to twenty (20) hours of community service or shall be required to enter into a tobacco treatment program approved by any local substance abuse prevention task force, at the option of a minor charged with a violation of this section.

UNAUTHORIZED PRESENCE IN SCHOOL

Any student in the building after 2:25PM must be with a teacher, coach, advisor, or other staff member. If students are in the building without supervision, it will be considered an unauthorized presence and the student will be subject to administrative penalty.

USE OF TECHNOLOGY

The Woonsocket Department of Education has adopted a policy concerning acceptable use of the internet. The details of this policy can be found in the main office, department offices and in all computer rooms. All users must sign a user agreement and parental consent form. Any violation of this policy will result in disciplinary measures and/or legal action. This policy covers acceptable use, safety issues, behavior and tampering with hardware and software.

VALUABLES

There is no need for students to bring large amounts of money or expensive items to school. Students are urged to leave valuable jewelry and other items at home. The school department cannot be held responsible for theft or losses. School lockers and storage cabinets are not safes. Students use these areas at their own risk.

VISITORS

Only visitors having a legitimate educational purpose will be allowed in the school. Unannounced visitors are not allowed in the building. No visitor is to be brought into the building unannounced. Official visitor's badges will be issued to guests who are approved by administration only in advance. They are valid for one day only. Unauthorized visitors will be subject to arrest in accordance with state and local laws.

WEAPONS

- Students POSSESSING A KNIFE, GUN, OR OTHER WEAPON in any school building or on any school grounds* or at any school related function will be immediately suspended. The Woonsocket Police Department will be notified for assistance.
- The Woonsocket High School Administration will recommend expulsion from school. The student will be suspended pending the outcome of an expulsion hearing before the Superintendent of Schools/School Committee.
- The term ‘weapons’ shall include, by way of illustration, the following enumerated items:
- The term ‘school grounds’ includes, but is not limited to the actual property owned by the school, areas around the school, parking lots, location of school sponsored events whether on or off school grounds, school buses, and school bus stops.
- any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, etc.)
- any knife (e.g., Bowie, Dirk, hunting pen, pocket, switchblade, utility, etc.)
- any razor (e.g., straight, regular, retractable, etc.)
- any defense weapon (e.g., gas repellent, mace, stun gun, etc.)
- any martial arts devise (e.g., Chinese stars, nunchaku, etc.)
- any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm(e.g., blackjack, chain, club knuckles, night stick, pipe, studded bracelet, sling shot, etc.)
- any items by virtue of its shape or design gives the appearance of any of the aforementioned (e.g., air pistol, air rifle, BB gun, etc.)

WHS ASBESTOS AND PEST MANAGEMENT INFORMATION

ASBESTOS AHERA INFORMATION REPORT

This is the annual updated, compliance letter required by the Asbestos Hazard Emergency Response Act (AHERA). This act requires all school districts; public and private, grades K through 12, to inspect each of their school buildings for asbestos- containing materials. Management Plans have been developed outlining how asbestos- containing materials will be handled in each of the school buildings.

The Woonsocket School Department is committed to remaining a safe and healthy environment for all children, employees and guests in our schools. We will continue, as we have in the past, to monitor, inspect, maintain and repair any asbestos containing materials. Copies of our Management Plan and Inspection Reports are available upon request for review at each school office, as well as the Office of Facilities and Security, located at the Administrative Office, 108 High Street, Woonsocket, RI 02895.

We intend to have our Asbestos Operations and Maintenance Program updated every six (6) months and shall notify occupants, in advance, if abatement will be performed within your school building. We have contracted John Carbone of Vortex, Inc. Environmental Management, Consulting, and Training Services as our professional asbestos consultant. If you would like more information regarding the AHERA Program, you may contact Peter J. Fontaine, Director of Facilities, 108 High Street, Woonsocket, Tel. 401-767- 4628.

INTEGRATED PEST MANAGEMENT

The Woonsocket Education Department recognizes the importance of Integrated Pest Management by taking an environmentally sensitive approach for preventative, as well as responsive practices. Therefore, the actions of the Woonsocket Education Department is to recognize and treat a potential pest problem with the least amount of chemicals and eliminating the source as part of our in-house program as well as treatments by our licensed pest contractor. Except in extreme emergency situations, all applications will be performed after school hours.

In compliance to the State of Rhode Island General Laws 23-25-37, the purpose of this communication is to inform parents, staff and others of our continuing efforts towards the health and

safety of all in regards to Pest Control Management along with the schedule for applications in the food service areas of our school buildings. To that end, the Woonsocket Educating Department has contracted with a professional pest management inspection service. For the 2011-2012 school year, the food service and consumer science areas in all school buildings will be inspected on the first Thursday of each month.

A copy of the schools Pest Management procedures and Material Safety Sheets for products used may be found in each school office and at the Facilities offices in the Administration Building located at 108 High Street, Woonsocket, RI. Parents or guardians of any child(ren) in any school as well as school staff may register for prior notice of pesticide application at their respective school. If you have any questions, please contact Peter J. Fontaine, Director of Facilities, 108 High Street, Woonsocket, Tel. 401-767-4628.

WOONSOCKET EDUCATION DEPARTMENT Extra-Curricular Code of Conduct

Part 1 – PHILOSOPHY

The extra-curricular program at Woonsocket High School is an accepted and integral part of the curriculum, which produces many benefits to our students. The advisors of our after-school programs as well as the coaches for athletics have a great opportunity to achieve many educational goals with students because they have the advantage of more time with smaller numbers of students who are highly motivated. Under these circumstances, students involved in these programs can often achieve greater measures of academic success, physical fitness, artistic skills, and the development of sound social, emotional, and mental attitudes.

The extra-curricular program provides instruction and encourages maximum participation in a variety of activities designed to satisfy most of the needs and interests of the students. In administering the extra-curricular programs, every effort will be made to provide the best possible facilities and equipment.

The Woonsocket School Department offers each and every student the opportunity to be involved in extra-curricular activities. Yet, with that offering we want all involved, club members, students in leadership roles, athletes, parents, team managers, scorers, cheerleaders, fans, coaches and any other group associated with our school to understand that it is a privilege to participate. We should all understand that with this privilege come some important responsibilities to Woonsocket High School, Woonsocket Middle School, your organizations, your teams, your families and to the City of Woonsocket. At all times students are expected to uphold the values that we represent and have represented for many years. Equally important, students must be willing to conduct themselves in a manner, which adheres to group, team and school policies.

It is essential that all participants clearly understand the standards of performance to which Woonsocket High School and Middle School students are expected to adhere. By attending and continuing to attend activities students express an acceptance of these responsibilities and policies. Students who are not willing to accept these responsibilities and policies will not be allowed to participate. Any behaviors unbecoming a Woonsocket student will be investigated and disciplined as set forth by the Woonsocket Extra-Curricular Code of Conduct, which runs concurrently with the Woonsocket High School and Middle School Student/Parent Handbooks and all Woonsocket School Committee Policies. Please note that the administration reserves the right to review student eligibility to participate in extracurricular activities at any time.

Every advisor and coach is required and expected to immediately report any disciplinary infraction of a substantial nature to the appropriate administrator who will then review the incident with the advisor/coach and the student. If any disciplinary action is taken, the administrator will notify the student and his/her parent(s). If the circumstances warrant the Superintendent may be notified of the infraction as well as the disciplinary action that was taken by the advisor/coach. A parent

may have the case reviewed by the following procedures:

- If not satisfied, the parent may ask to meet with the principal of the school.
- If not satisfied, the case can be brought to the school level appeals board.
- If not satisfied, the parent may appeal to the Superintendent of Schools.
- If not satisfied, the parent may request a hearing before the School Committee.

Part 2 - SUBSTANCE ABUSE

Substance abuse is becoming a serious problem in today's society and, if the schools have any role in attempting to curb and/or control this abuse, it must, in addition to fulfilling its responsibility for teaching the hazards of substance abuse, set and hold to high standards which signal the seriousness with which it intends to fulfill this responsibility.

The Woonsocket School Department recognizes that the misuse and abuse of chemicals by students, both on and off campus, negatively affects health, academic performance and achievement, extra-curricular participation and development of related skills.

Because of these realities and in acknowledgement of the overwhelming opinion of health educators, coaches and advisors that students perform best when they follow intelligent rules which include restriction on alcohol, drugs and any type of mood, modifying substance which produces harmful effects on humans. The Woonsocket Public Schools support education and awareness training in student chemical use problems, including the results of chemical dependency.

The administration, faculty and club advisors of Woonsocket High School and Middle School are deeply concerned with the health habits of the students of this community and remain convinced that students and the use of these substances are not compatible. It is expected that the close contact that club advisors have with students provides them with a unique opportunity to observe and assist young people in this regard.

All students at Woonsocket High School and Woonsocket Middle School must follow this code, in order to participate in any extra-curricular activity. This code will apply to all activities, school related and non-school related, and will be in effect twenty-four hours a day, seven days a week. Current school policies describing penalties for violations on school grounds involving tobacco, drugs or alcohol are also in effect and will run concurrently with this code.

The importance of enforcement of all regulations in this code should be apparent. A fair and firm policy of enforcement is necessary. This community, school administration, teachers and club advisors feel strongly that high standards of conduct and citizenship are essential in maintaining high student morale, performance and accomplishment.

Section 1: Penalties for Non-School Related Violation for Substance Abuse

A. Participation in any school-sponsored athletic team, club organization, school or class, and/or non-athletic team or group.

- 1st Offense: If warranted an investigation will be conducted to determine if a student has committed a violation of the policy. If the investigation finds that the accused has violated the policy for the first time all interested parties will be notified: parent(s), coach, advisor, administration, athletic director.

- 2nd Offense: Student is suspended from all membership participation in related activities for a period of fourteen (14) calendar days from the date the infraction is discovered by the coach, advisor, athletic director, or school administrator. Parents shall be notified, and the student shall be referred to the student assistance counselor for immediate counseling.

- 3rd Offense: Student is suspended from extra-curricular activity(ies). Student must admit that they have a problem with drugs/alcohol, meet with Student Assistance Counselor or a member of the Crisis Intervention Team to determine the cause and circumstances of the substance use and follow-through on the recommendation(s) put forth by the counselor. Participation in extra-curricular activities will be re-evaluated upon documented completion of the recommended course of action.
 - If a student refuses to admit they have a drug/alcohol problem, then they will be immediately removed from the activity(s) they are participating in indefinitely. Student must present documentation to improvements being made in the treatment process before they can be allowed back to participation.
- If the student refuses/fails in this process, at any stage, he/she is automatically suspended from all extracurricular programs.
- Participation – Special Activities - Special activities are defined as those activities that occur once during the school year. These activities may be open to any member of the student body and generally require a period of rehearsal or practice prior to the event.
 - 1st Offense: If warranted an investigation will be conducted to determine if a student has committed a violation of the policy. If the investigation finds that the accused has violated the policy for the first time all interested parties will be notified: parent(s), coach, advisor, administration, athletic director.
 - 2nd Offense: Student is suspended from all membership participation in related activities for a period of fourteen (14) calendar days from the date the infraction is discovered by the coach, advisor, athletic director, or school administrator. Parents shall be notified, and the student shall be referred to the student assistance counselor for immediate counseling.
 - 3rd Offense: Student is suspended from extra-curricular activity(ies).
 - Student must admit that they have a problem with drugs/alcohol, meet with Student Assistance Counselor or a member of the Crisis Intervention Team to determine the cause and circumstances of the substance use and follow-through on the recommendation(s) put forth by the counselor. Participation in extra-curricular activities will be re-evaluated upon documented completion of the recommended course of action.
 - If a student refuses to admit they have a drug/alcohol problem, then they will be immediately removed from the activity(s) they are participating in indefinitely. Student must present documentation to improvements being made in the treatment process before they can be allowed back to participation.
 - If the student refuses/fails in this process, at any stage, he/she is automatically suspended from all extracurricular programs.

Section 2: Penalties for School Related Violation for Substance Abuse

Students who violate the policies regarding substance abuse at school activities, whether on or off campus, will be subject to the penalties as defined in School Policies and the Woonsocket High School and Middle School handbooks and will also include the same extra-curricular restrictions as for off-campus violations.

Part 3 - QUALIFICATIONS FOR SEEKING AND RETAINING STUDENT COUNCIL, CLUB & CLASS OFFICE

Officers of the Student Council and of the respective classes and official school clubs must lead by example. As such leaders, their conduct and personal behavior should be above reproach. Furthermore, since the major goal of our educational community is the fostering of learning and academic achievement and since serving as a class officer constitutes in reality an extra-curricular activity, it makes perfect sense that our students should be expected to attain some minimum level of academic success.

The following guidelines shall apply to all Student Council, class and club officers seeking to hold office:

Section 1: Eligibility for Holding Office

- Academic - A student seeking any office must be academically eligible. Academic eligibility is defined as: (See Below Part 4– Academic Eligibility)
- Discipline - A student who has been in serious violation of school rules may be declared ineligible to seek or hold class office. Such cases will be reviewed by the Administration.

Section 2: Maintaining Eligibility for Club/Activity Membership

For definition of the various clubs and activities, refer to student handbook.

Part 4 – ACADEMIC ELIGIBILITY

The Woonsocket School Department sets forth the following additional academic requirements for participation in extra-curricular activities. Every student is expected to pass all subjects that they register for.

- The academic eligibility of students to participate in extra-curricular activities will be reviewed at the end of the first quarter, the first semester, the third quarter, the second semester and summer school.
- Students at the high school must take four subjects per week. Students at the middle school must be taking at least five subjects, each involving at least five periods of work or an aggregate of twenty-five periods of work per week.
- Regardless of a participant's class (full year, semester, or term) the only grade that determines if a student is eligible or not is the report card grade, which is handed out four times a school year. If you have any questions or are not sure of a student's eligibility please contact the school's administration.

To be eligible the participant must:

- have passed 4 out of 6 classes from the previous marking period.
- be passing 4 out of 6 classes from the current marking period.
- if a student is not eligible at the time the activity begins he/she can become eligible if they pass 4 of 6 classes by the end of the marking period in which the activity began.
- Marking periods will be (Q1, MV, Q3, FV).

The Principal and the Athletic Director will handle any extenuating circumstances on a case-by-case basis.

Part 5 – DISCIPLINARY CODE

Section 1. School Attendance and Participation

To be eligible to play in games, attend practice, or participate in any extra-curricular activity, the student must attend what is considered a full day of school. At the high school a full day is attending 4 full periods. At the middle school a full day is considered attending five full periods.

If a student is absent on a Friday, he/she is unable to participate

Students who have an excused absence must gain the permission of the Athletic Director, Principal or Vice Principal to participate in practice, games, or activity on that day.

At all times it is the responsibility of the student/athlete to seek permission in absentee/participation situations. This permission must be acquired in a timely and appropriate fashion. Written approval will be given to the head coach of that sport or advisor of the activity.

The above requirements will also apply to holiday practice or game situations.

Section 2. External or In-House Suspensions

If a student is suspended from school, all extra-curricular activity is suspended until the school suspension is completed. The student will not be allowed to practice, play in games, or any extra-curricular activity until the suspension has been completed.

If it is an external suspension, the student/athlete is not allowed on school grounds to watch prac-

tices, games, or extra activity. If a student is suspended from school, whether in-house suspension or an external suspension, the student is ineligible to participate in any school related activity until readmitted by an administrator. This includes weekends.

If the suspension is scheduled to carry over a weekend or holiday break, the student may be declared eligible to participate at the discretion of the administration.

Suspensions from school demonstrate a blatant disregard for the code of behavior expected from a Woonsocket High School or Middle School student.

If a student is suspended externally more than once in a season or during an activity, he/she will be suspended from the activity for the remainder of the season/year.

Section 3. Hazing

Anyone involved in the act of hazing, forcing someone to do something against their will, that leads to physical, mental or social harm of another student will be subject to suspension from school and the athletic program for the rest of that school year. They may also face criminal actions in a court of law.

The term “hazing” shall mean any conduct or method of initiation with any student or student organization, whether on public or private property which will willfully or recklessly endanger the physical, mental or social well-being of any student or students.

Such actions could include any treatment that will adversely affect the physical, mental or social well-being of a student or subjects such student to extreme mental stress, including deprivation of sleep or rest. If any student is aware of another person who was a victim of hazing and or is at the scene of such an action, he/she shall report such behavior to appropriate school personnel immediately, if not sooner.

Section 4. Criminal Offenses

The status of any student who is involved in a criminal offense will be determined on a case-by-case basis by the school administration.

Part 6 – ATHLETIC DEPARTMENT REQUIREMENTS

Section 1. Eligibility

To be eligible to participate in interscholastic athletics, a student must meet all requirements established by the Rhode Island Principals Committee on Athletics and the Woonsocket Education Department. The main requirements are as follows:

- The academic eligibility of students to participate in interscholastic sports will be reviewed at the end each marking period.
- Athletes at the high school must be taking at least four subjects. Athletes at the middle school must be taking at least five subjects, each involving at least five periods of work or an aggregate of twenty-five periods of work per week.
- Regardless of an athlete’s class (full year, semester, or term) the only grade that determines if an athlete is eligible or not is the report card grade, which is handed out four times a school year. If you have any questions, please contact the Athletic Department. If you are not sure of an athlete’s eligibility, please confer with Athletic Director.

Please follow your corresponding season:

Fall Season: (Progress reports do not affect eligibility)

To be eligible:

- pass 4 out of 6 classes from the previous spring Final Average (FV)
- pass 4 out of 6 classes from the present fall 1st Quarter grade.

- If an athlete is not eligible at the beginning of the season he/she can become eligible if they pass 4 of 6 classes at the end of the first Quarter.

Winter Season: (Progress reports do not affect eligibility)

To be eligible:

- pass 4 of 6 classes from the fall 1st Quarter grade
- pass 4 of 6 classes from the 2nd Quarter grade (MV)
- If an athlete is not eligible at the beginning of the season he/she can become eligible if they pass 4 of 6 classes at the end of the 2nd Quarter grade (MV).

Spring Season: (Progress reports do not affect eligibility)

To be eligible:

- pass 4 of 6 classes from 2nd Quarter grade (MV)
- pass 4 of 6 classes from 3rd Quarter grade (Q3)

- If an athlete is not eligible at the beginning of the season he/she can become eligible if they pass 4 of 6 classes at the end of the 3rd Quarter grade (Q3)
- The Principal and the Athletic Director will handle any extenuating circumstances on a case-by-case basis.

Students are NOT eligible if:

- They are excused from physical education for medical reasons.
- Their 19th birthday occurs prior to September 1st (15th birthday for Middle School students).
- They have been in high school for more than eight semesters (middle school for more than six semesters).
- They do not comply with any provisions outlined in the most recent edition of the Rhode Island Interscholastic League's Rules and Regulations.

Section 2. Forms

- Before any student can participate or tryout for any school athletic program, the student must satisfy the following requirements:
- The student must have turned in a signed parental permission slip for each sport giving permission to participate in the sport.
- At the time a student signs up for tryouts in a scholastic sport, he/she and their parent/guardian will have received and read the WHS Extra Curricular Code of Conduct section of the WHS Student/Parent Handbook. The student and parent/guardian will acknowledge that they understand the eligibility rules and policies of the Woonsocket Education Department by signing and returning the WHS Student/Parent Awareness Form which may be found on the last page of this handbook.
- The student must have passed a physical examination within the past calendar year and given a copy of the exam to the coach. The exam will be kept on file in the Nurse's office.
- The student must obtain school accident insurance coverage. The school has arrangements with an insurance company by which parents can secure insurance at a nominal cost. Students participating in interscholastic sports are required to have school accident insurance. The school does not assume responsibility for medical expenses resulting from injuries to participants in sports.
- The family's personal medical insurance is the first step to covering medical expenses.
- School insurance can only be used to help with expenses not covered by your personal insurance.
- In order to receive aid from the Injury Fund, students must be covered by school insurance. Under certain circumstances the Rhode Island Interscholastic Injury Fund provides some assistance for medical expenses which are not covered by either personal or school insurance. In claims involving school insurance, parents must pick up an insurance form at the school office or from the team coach. Once the School and the attending physician have completed their parts,

the parents send the form and bills to the company. A student who is provided transportation for medical reasons is ineligible to participate in Interscholastic sports.

- The student must have turned in a notarized assumption of risk form if such form is not already on file.

Section 3. Uniforms/Equipment

- The student must have returned equipment from any previous sport played. Athletes are responsible for the proper care and security of equipment issued (on a loan basis) to them. School furnished equipment is to be worn only for contests and practices or when authorized by the coach.
- Athletes who do not return equipment in good condition at the end of the season will be assessed the replacement cost of the equipment. The athlete who has equipment lost or stolen will also be assessed the replacement cost of the equipment. Athletes may not participate in another sport until the obligation is fulfilled.

Section 4. Rules and Regulations

- Appearance – Athletes assume the responsibility of representing their school; consequently they are expected to dress presentably on trips and all athletic-related events.
- Selection of the Team – Selection of athletic teams is the sole responsibility of the coaches of those teams. Their actions, however, must be consistent with the philosophy and policies of the athletic program. When a team cut is necessary, the process will include three important elements:
 - Each candidate must have competed in a minimum of five practice sessions.
 - Each candidate should have performed in at least one intra-squad game.
 - Each candidate will be personally informed of the cut and the reasons for the action by the coach. The Athletic Director will approve all specific guidelines on team selection prior to their announcement.
 - A student cut from a squad will be permitted to try out for another team if the coach of the second team so desires.
 - A student cut from a team for disciplinary reasons will not be eligible to participate on another squad for that sport season.
 - A student may participate in the field events of track while they are on another team. No student may try out for two sports at once other than the field events of track.
- Individual Coach's Rules – Coaches may establish (with advanced submittal and approval from the principal, athletic director and the School Committee) additional rules and regulations for their respective teams.
 - These rules must be given in writing by the coach to all team members and explained fully at the start of the season. Penalties for violation of these will also be in writing and will be administered by the coach. Additional team rules must be consistent with all other school rules and regulations and must be sent home to the athlete's parent/guardian with a sign-off sheet to be returned to the coach. Copies will be kept in the athletic director's office. Coaches may take reasonable disciplinary action pertaining to any problem that may arise that has not already been covered in this handbook. If dismissal is considered, there will be a meeting between the parent/guardian, the coach, the athletic director/principal and the athlete. If the parent/guardian disagree with the ruling then the parent/guardian may appeal to the principal. The decision of the principal may be appealed to the Superintendent of Schools, then to the School Committee and, if necessary, the Commissioner of Education. Students will be told of the infraction and subsequent penalty.
 - Leaving a Team – Athletes who leave a team will have forty-eight hours to ask the coach for reinstatement. The coach will act independently on each case. These students are expected to discuss their decision with the coach and the athletic director/principal. Leaving a team is a serious decision. The student athlete must be aware of his/her responsibility to the team and to himself/herself. Within one week of the first contest, a student may drop from a team without penalty. After this time, the student may not participate in any other athletic activity for that season unless the athletic director and both coaches involved grant permission.
- Practices and Contests – Athletes are expected to attend all contest and practices during the

season, vacations included, unless excused by the coach prior to the absence. Athletes with unexcused absences from contests or practices must practice one day (five days maximum) for each contest or practice missed prior to resuming competition.

- Vacations – Vacations (including trips during school vacations) by athletic team members during a sport season are discouraged. Athletes and parents wishing to do so may want to reassess their commitment to the team. In the event of an absence due to a vacation is unavoidable, the athlete must...

- Present a signed excuse by the parent/guardian.
- Contact the coach prior to the vacation.
- Be willing to assume the consequences related to their playing status on that squad.
- Smoking and Smokeless Tobacco – Smoking and the use of smokeless tobacco are strictly forbidden.
- 1st Offense – Suspension from practices and games for five days.
- 2nd Offense – Suspension from the team for the remainder of the season.
- 3rd Offense – Suspension from ALL athletics for the remainder of the year.
- Return from Injury – An athlete who has been injured and treated by a doctor will not be permitted to practice or play until he/she submits a written note from the doctor concerning the status of the injury. The coach will forward this note to the school nurse for inclusion in the student's health file.

An athlete ejected from any athletic contest in state or out of state for any reason except a technical violation of the rules of the sport will remain out of the next RIIL contest of that sport as well. In addition, the athlete must fill out the Unsportsmanlike Conduct Questionnaire and submit it to the principal and athletic director. A player put out of the last contest of that sport season shall be ineligible for the first two RIIL League contests of the same sport in the following year. If the player has senior eligibility, he/she shall be ineligible for the first two RIIL League contests of the next sport in which the player participates. In addition, any player put out of the last contest of the sport season must show cause why he/she should not be put on probation in the same sport the following year, or if such a player has senior eligibility, why he/she should not be put on probation for the next sport season in which such a player participates.

- Examples of Infraction of Probationary status
- 1st Offense: A player on probation who is reported by an official or game supervisor for such behavior as unsportsmanlike conduct, game disqualification or other offenses that may be deemed contrary to the rules of the game and safety of others, will be declared ineligible for the remainder of that sport season as a minimum. If the infraction is judged most severe, the player may incur the additional penalty of ineligibility for a year from the day of the infraction or the remainder of his/her stay in school.
- 2nd Offense: The athlete shall be suspended for the rest of that sport season.
- 3rd Offense: The athlete must show cause why that athlete should not be suspended from participation in the RIIL, for one year from the date of the last ejection. Pending appeal, that athlete shall remain suspended.

Whenever a player is ejected from an athletic contest, and must remain out of (be disqualified from) the next RIIL League contest(s) of that sport, such ejection prevents a player from being present at the site of said contest(s).

- Definition of what is required if ejected and suspended:
- Being present at the site means the disqualified player is not to be present in the locker room, on the bus, on the sidelines, in the stands or anywhere in the site area during or after the contest. Any player determined to be in violation of this provision will cause his/her team to forfeit the game(s) during the period of disqualification. An additional period of disqualification may also be imposed.

STUDENT COPY

WOONSOCKET HIGH SCHOOL
STUDENT/PARENT AWARENESS FORM

We have received a copy of the 2011-2012 Student Handbook of Woonsocket High School. We have read and understand the rules, regulations, responsibilities, and information contained within it, including

- VIDEO SURVEILLANCE ON ALL BUSES
- USE OF STUDENT PHOTOS FOR MEDIA PURPOSES
- WOONSOCKET EDUCATION DEPARTMENT EXTRA- CURRICULAR CODE OF CONDUCT
- GOVERNMENT RECRUITER ACCESS TO STUDENTS
- INTERNET ACCEPTABLE USE POLICY
- PARENT INVOLVEMENT POLICY
- RHODE ISLAND SEXUAL OFFENDER LAW (MEGAN’S LAW)
- ASBESTOS AHERA INFORMATION REPORT
- SCHOOL READINESS POLICY (DRESS CODE)

Name of Student

Name of Parent/Guardian

Student’s Signature

Homeroom

Parent’s/Guardian’s Signature
Number

Parent’s/Guardian’s Work Phone

Home Address

Home Phone Number

E-Mail (Optional) _____

MEGAN’S LAW

I do not wish to have my name and address included in the directory. I will therefore not receive sexual offender notification from the police department.

It is the policy of the Woonsocket Education Department not to discriminate on the basis of age, sex, marital status, race, religion, national origin, color, creed, political affiliation or physical handicap in its employment policies. Inquiries regarding compliance with equal opportunity/affirmative action may be directed to Superintendent of Schools, 108 High Street, Woonsocket, RI 02895, Equal Employment Opportunity/Affirmative Action Officer.

THIS COMPLETED FORM IS TO BE RETURNED TO THE STUDENT’S ADVISORY TEACHER BY THE THURSDAY, SEPTEMBER 9, 2011.

SCHOOL COPY

WOONSOCKET EDUCATION DEPARTMENT

PAC

Parent Advisory Council
Woonsocket, RI
pac_cochair@yahoo.com

Our Mission...

The purpose of this council is to have open communication with each school using one central committee made up of one or two parent delegate(s) from each school in the Woonsocket district. Additionally, the council's purpose is to communicate Ideas that will affect all schools and families and to present suggestions to the administration so that actions can be taken.

Nuestra misión...

El propósito de este concejo es tener una comunicación abierta con todas las escuelas usando un comité central compuesto de uno o dos padres delegados de cada escuela en el distrito de Woonsocket. Además, el propósito del concejo es comunicar las ideas queafectarán a todas las escuelas y familias y presentar sugerencias a la administración para poder tomar acción.

Check out our District Calendar at:
http://calendar.yahoo.com/pac_cochair

“A community coming together for the future of our children.”
“Una comunidad que trabaja unida por el futuro de nuestros niños”

APPENDIX A

Graduation Portfolio Criteria

- Your graduation portfolio must include 20 items.
- 19 of the items must be your portfolio entries. An entry may be work such as common tasks, exhibitions, class projects, senior projects, class portfolio entries, etc.
- To be considered graduation portfolio worthy, an entry ...
Must include all your work. (including drafts, etc...)
- Must have a grade of 3 or 4 (B- or above).
- Preferably has the rubric that the teacher used to grade the assignment.
- Must have listed standard(s), GSE's, and/or learning expectation(s) aligned to the assignment.
- Must have a reflection piece.
- Of the 19 portfolio entries:
 - There must be 2 entries for each of the 4 core areas (8 total).
 - One entry in each core area must be a common task.
 - There must be 6 entries chosen from the learning expectations.
 - There must 4 pieces representing Student Choice.
 - There must be one piece representing Visual/Performing Arts.
- All entries MUST be in order of the Checklist
- The 20th item is an overall graduation portfolio reflection.

- You will be asked to write this using guiding questions to help you.
- NOTE: Reference Appendix J of the portfolio handbook regarding the guiding questions.
- Your graduation portfolio must be neatly organized in at least a 2 inch 3-ring binder and/or digital format.
- Any student who wishes consideration for any exemption from these Criteria must make a request in writing to the Portfolio Committee.

Graduation Portfolio Benchmark Dates:

- Freshmen and Sophomore Year – Students will accumulate and organize portfolio-worthy entries.
- Junior Year – Students will finish assemble Graduation Portfolio.
- Q1 Senior Year – Students will submit completed Graduation Portfolio by end of Q1
- Q2 Senior Year – Teachers will complete the Preliminary Review of portfolios by end of Q2
- Q3 Senior Year – Students will address Non-Proficient portfolio status.
- Q4 Senior Year – Final Review of Graduation Portfolio Binders followed by subsequent appeals.

APPENDIX B

TRANSFERRING STUDENT POLICY

Students who transfer from other Rhode Island schools or from other states and countries must follow the modified guidelines adopted by Woonsocket High School/Woonsocket-Area Career and Technical Center.

Guidelines for the Transferring Policy

Proficiency-Based Graduation Requirements

- Students entering Woonsocket High School/Woonsocket-Area Career and Technical Center at any time during their Freshman year (Grade 9) are required to complete all PBGR requirements of the Woonsocket Education Department, earning 20 courses, completing a graduation portfolio, participating in NECAP state testing, and showing proficiency on the comprehensive course assessment.
- Students entering Woonsocket High School/Woonsocket-Area Career and Technical Center during the first semester of their sophomore year (Grade 10) are required to complete sixteen (16) requirements (any 4 common tasks, one of which must be English/Language Arts; 1 task in each of the six learning expectations; and 6 other tasks from either area) and must add them to the portfolio entries brought from their previous school, if applicable.
- Students entering Woonsocket High School/Woonsocket-Area Career and Technical Center during the second semester of their sophomore year (Grade 10) are required to complete twelve (12) requirements (any 4 common tasks, one of which must be English/Language Arts; 1 task in each of the six learning expectations; and 2 other tasks from either area) and must add them to the portfolio entries brought from their previous school, if applicable.
- Students entering Woonsocket High School/Woonsocket-Area Career and Technical Center during the first semester of their junior year (Grade 11) are required to complete eight (8) requirements (any 2 common tasks, one of which must be English/Language Arts; and 1 task in each of the six learning expectations) and must add them to the portfolio entries brought from their previous school, if applicable.
- Students entering Woonsocket High School/Woonsocket-Area Career and Technical Center during the second semester of their junior year (Grade 11) are required to complete four (4) requirements (any 2 common tasks, one of which must be English/Language Arts; and 2 tasks from the areas of common tasks or learning expectations) and must add them to the portfolio entries brought from their previous school, if applicable.
- Students entering Woonsocket High School/Woonsocket-Area Career and Technical Center at any time during their senior year must follow the requirements of their previous school, if applicable.

cable. It is the students' responsibility to prove evidence of proficiency at the time of registration.

- All students who transfer and are following the requirements of Woonsocket High School/ Woonsocket-Area Career and Technical Center after their freshman year will be required to present their Individual Learning Plan (ILP) to the Graduation Appeals Committee which will determine if the requirements have been attained.

One Comprehensive Course Assessment is a final examination in each course that includes 50 percent common tasks and 50 percent teacher-directed assessment.

The principal(s) and Guidance Department(s) from Woonsocket High School and/or the Woonsocket-Area Career and Technical Center will review individual situations that are not addressed by these guidelines. The Superintendent of Schools will approve all variations from the Transfer Policy.

APPENDIX C WOONSOCKET HIGH SCHOOL WOONSOCKET-AREA CAREER AND TECHNICAL CENTER

GRADUATION PORTFOLIO/SENIOR PROJECT APPEALS POLICY

All seniors are required to show proficiency in the six core areas of study and the Learning Expectations at Woonsocket High School/Woonsocket-Area Career and Technical Center or at other schools before they graduate. If a senior does not meet the requirements of a graduation portfolio and/or senior project, he/she will have the option to appeal the decision to the administration at Woonsocket High School/Woonsocket-Area Career and Technical Center.

Guidelines for the Appeals Policy

What is the Final Review Appeals Committee?

The Final Review Appeals Committee is the committee charged with determining the final evaluation of the acceptability of a student's portfolio, and evaluating the effect of a deficient portfolio on a student's readiness to graduate as a proficient student.

Who serves on the Final Review Appeals Committee?

The Final Review Appeals Committee will be comprised of at least a high school administrator and/or Principal's designee, a staff member determined to be knowledgeable with respect to the WHS/WACTC portfolio system and the senior's guidance counselor.

Who can submit portfolios to the Final Review Appeals Committee?

Students who have submitted portfolios, which do not satisfy the requirements for a completed portfolio and have not, addressed deficiencies in the portfolio identified at that time or in earlier reviews of the portfolio

Students who have failed to submit portfolios by the final submission deadline.

Transfer students who have not had their portfolios or graduation requirements reviewed under the transfer policies for performance based graduation requirements.

What is the procedure for submitting a portfolio to the Final Review Appeals Committee?

Students who write a letter of appeal will be notified of a meeting within seven days after the receipt of the letter of intent to appeal. Students under 18 years of age must submit a letter bearing their parents/guardians' signature acknowledging their portfolio status. See Appendix B in the portfolio handbook which can be found online at www.woonsockethigh.org for a sample letter of appeal. All letters of appeal must be addressed to the Final Review Appeals Committee.

During the meeting with the Final Review Appeals Committee, the student will explain why the senior portfolio is incomplete or deficient, and explain any extenuating circumstances that might influence the determination of the Final Review Appeals Committee.

After listening to the student explanation for the deficiencies in the senior portfolio, the Final Review Appeals Committee will meet privately to determine:

Is the portfolio proficient? Is the portfolio not proficient?

Appeals Process (continued)

The student will within a one-month period of time from the date of the appeals meeting address any deficiencies and re-submit his/her Graduation Portfolio. If the student addresses the deficiencies and re-submits a proficient graduation portfolio, he/she will be able to present the portfolio to a Review Committee.

Students and parents will be notified of the determination of the Final Review Appeals Committee within one week of the meeting with the committee. The principal will make the final decision on the graduation status of the student.

TO: PARENTS/GUARDIANS
FROM: Superintendent
SUBJECT: TEACHER QUALIFICATION LETTER
DATE: September 2011

Dear Parent/Guardian:

The Woonsocket Education Department is very proud of the many gains our schools have made. Without a doubt, the teachers in the Woonsocket Education Department are extremely competent individuals who care deeply for their students, always willing to "go the extra mile" for their students – your children.

As parents/guardians of a student in the Woonsocket Education Department, you have the right to know the professional qualifications of the classroom teachers who instruct your child(ren). Under the No Child Left Behind Act, you may ask for certain information about your child's classroom teachers.

Specifically:

- If the teacher has been licensed by the Rhode Island Department of Education and if he or she is qualified to teach the grades and subjects he or she teaches.
- About the teacher's college major, any advanced degrees, and the subject of those degrees.

Let me assure you that all of the teachers in the Woonsocket Education Department are licensed by the Rhode Island Department of Education.

A request for specific information may be made to your child's building principal. You may also ask the principal for the qualifications of any teacher's assistant or Paraprofessional that provides services to your child.

If you would like to know any of the referenced information above, please contact your child's school principal.

Please feel free to contact my office at 401-767-4608 for any further clarification.

SCHOOL NURSE HEALTH SERVICES

The School Nurse is concerned with the health and physical well-being of all students. The School Nurse provides care to students who become ill at school, but the primary responsibility for student health and medical care remains with the parents. Therefore, students who are ill at home should remain at home and seek private medical care.

HEALTH CONCERNS: Please fill both sides of the entrance form you receive at registration. Any emergency contact person must be able to provide transportation for your child if needed. It is critical that parents immediately notify the school when there is a change in phone numbers! It is just as important to notify the School Nurse when there has been a change in your child's medical condition, newly diagnosed allergies, surgeries or medication taken at home.

Parents must inform the bus driver and monitor of any medical condition your child has, so adequate preparations may be made as necessary.

ILLNESS/ABSENCE: Contact the school office in the morning if your child is going to be absent from school and indicate the reason.

Students who have had a fever of 100 degrees or higher, vomiting or diarrhea must be kept out of school for 24 hours after the last episode occurred and must be fever-free for at least 24 hours before returning to school.

Also, students diagnosed with conjunctivitis (pink-eye), strep throat or impetigo cannot return to school for 24 hours from the time the first dose of the prescription medication has been given or applied. If your child is injured, has a fever or is contagious during the school day, it is our policy to notify the parent and exclude the student for his benefit and the safety of others.

Chicken pox – exclusion from school until all lesions are crusted over

Fifth Disease – there is no need to exclude since once the diagnosis has been made and the rash has appeared, the disease is no longer contagious. However, please notify the school of this diagnosis so that we may contact employees or other students as necessary.

Head Lice – if live lice are found, your child will be excluded from school until treated. A parent must accompany their child back to school after treatment to be checked by the nurse before returning to the classroom.

Injuries – documentation such as a doctor's note is needed for exclusion or limitations from gym, recess or other activities. Such notes must be submitted to the School Nurse.

MEDICATION: If at all possible, medications should be taken at home before or after school hours. If it is absolutely necessary that medication be administered during school hours, the following procedures must be followed:

Present written order from their private physician

Present written parent permission to take this medication at school

An adult must bring in the medication in the original prescription bottle properly labeled by a pharmacist as required by law.

Only the Certified School Nurse-Teacher may administer medication, unless there is written permission from the student's physician and parent that the student may carry and / or self administer inhalers and epipens.

All unused medications must be picked up in the nurse's office by an adult at the end of the school year, or it will be destroyed/disposed of before the summer break.

Over-the-counter medications (Tylenol / Ibuprofen) may be given with special parent permission (Consent form).

SCREENINGS: Screenings for vision, dental, scoliosis and hearing are mandated by the RI Department of Health each year, depending on student's grade.

All students registering for the first time or re-enrolling in school or entering 7th grade, must present proof of immunizations and a current physical examination, including a vision exam, as required by RI State Law.

WOONSOCKET EDUCATION DEPARTMENT
PARENTAL INVOLVEMENT POLICY - 2008-2009

P8-3.4 Parent's and Family's Role in the Woonsocket Education Department and Its Schools:

a. Philosophy: The Woonsocket Education Department believes that parents and families are the first and most influential teachers of their children. For this reason, they must be actively involved in all aspects of the learning process. Most importantly, parents and families must serve with the schools as role models encouraging a positive attitude about learning.

In their role as advocates for their children, parents and families know best what their child's needs are. The responsibility to meet the child's educational needs must be shared equally between parents and families, teachers, administrators, and the community to ensure that all children are educated to their fullest potential.

b. Roles: The Woonsocket Education Department fully supports parent/family-initiated interactions with all staff within the guidelines of safety and security policies of the Woonsocket Education Department to encourage as much parent/family input as possible in the education process. It is the firm belief of the Woonsocket Education Department that the more actively involved parents and families are in the education process, the greater the academic success of each child.

- 1) Parents and families are encouraged and, whenever possible, expected to:
 - a) Assist in getting their child to school on time and ready to learn.
 - b) Help with the child's academic responsibilities at home.
 - c) Extend the educational experience beyond the school to the home.
 - d) Collaborate with teachers on student goals.
 - e) Get to know their child's school, its aims and its attitudes towards family values and beliefs.
 - f) Be involved in the classroom with teachers, administrators, and peers.
 - g) Visit the school and district websites as a means of becoming better informed about the schools and their activities.
 - h) Inform the school and bus driver/monitor of any medical condition so adequate preparation may be made in case of emergency.
 - i) Inform the school of any changes in telephone numbers, address, and/or changes in emergency contact information.
 - j) Be present at school-sponsored meetings and functions whenever possible.
 - k) Volunteer where needed.
 - l) Attend Parent/Teacher conferences and meetings as scheduled
 - m) Serve as representatives to school and district teams and committees' including, but not limited to, District Strategic Planning Committee, curriculum committees, Title I committees, School Improvement Teams, advisory councils.
 - n) Be aware of the curriculum and community resources available.
 - o) Get together with other parents and families around common issues.
 - p) Participate in the political process of public education.
 - q) Have a say in shaping the direction of education, e.g. school improvement teams, future planning, policy issues, advisory councils.

2) Educators in the Woonsocket Education Department pledge:

- a) Learn about parents' and families' goals for their child as well as family circumstances and culture, seeking and acknowledging parents' and families' perspectives and suggestions with regard to their child's learning.
- b) Welcome parents and families into policy-making decisions
- c) Give parents a voice in policy decisions.
- d) Communicate regularly with parents and families using a variety of tools including, but not limited to, monthly newsletters, email, listservs, phone contacts, home visits, websites.
- e) Allocate regular faculty meeting time to discuss parent and family involvement, involvement practices that have been successful in the school, and information from other sources on new ideas.
- f) Encourage, empower, and collaborate with parents and families as active partners in the classroom setting.
- g) Be aware of community resources available.
- h) Actively participate in school-sponsored meetings and functions, as well as parent/teacher activities (e.g. PTO, PTA, advisory councils, School Improvement Teams).
- i) Actively seek parent/family and community representation on school and district teams and committees including, but not limited to, District Strategic Planning Committee, curriculum committees, Title I committees, School Improvement Teams, advisory councils.
- j) Support parents and families having a say in shaping the direction of education, e.g. school improvement teams, future planning and policy issues.

* Developed with acknowledgement of the work of Dr. Kathleen Hoover-Dempsey, Associate Professor of Psychology, Peabody College, and Chair of the Department of Psychology and Human Development; Associate Professor of Education.

Departamento de Educación de Woonsocket
Política de Envolvimiento de los Padres

P8 – 3.4 El papel de los Padres y Familias en el Departamento de Educación de Woonsocket y sus escuelas:

a. Filosofía: El Departamento de Educación de Woonsocket cree que los padres y familias son los primeros y más influyentes maestros de sus niños. Por esa razón ellos deben estar activamente envueltos en todos los aspectos del proceso de aprendizaje. Más importantemente padres y familias deben servir con la escuela como modelos estimulando una actitud positiva sobre el aprendizaje.

En su papel como defensores de sus hijos los padres y familias conocen mejor cuales son las necesidades de sus niños. La responsabilidad de suplir las necesidades educacionales del niño debe ser compartida igualmente entre padres, y familias, maestros, administradores, y la comunidad para asegurar que todos los niños sean educados a su potencial máximo.

b. Papeles: El Departamento de Educación de Woonsocket apoya interacciones iniciadas por padres/familias con todo el personal dentro de las directrices de las políticas de seguridad y protección del Departamento de Educación de Woonsocket para estimular tanto como sea posible la aportación de padre/familia en el proceso de educación. Es la firme creencia del Departamento de educación de Woonsocket de que en lo más activamente envueltos que los padres y familias estén en el proceso de educación, lo mayor el éxito académico de cada niño.

1) Los padres y familias son estimulados y siempre que sea posible se espera que:

- a) Ayuden a que su niño llegue a tiempo a la escuela y listo para aprender
- b) Ayudar con las responsabilidades académicas del niño en el hogar
- c) Extender la experiencia educacional más allá de la escuela hasta el hogar
- d) Colaborar con los maestros en las metas para los estudiantes
- e) Lograr conocer la escuela de su niño, sus metas y actitudes hacia los valores y creencias de la familia
- f) Estar envueltos en el salón de clase con los maestros, administradores y compañeros
- g) Visitar la red de la escuela y el distrito para estar mejor informados sobre las escuelas y sus

actividades

- h) Informar a la escuela y al chofer/monitor de la guagua de cualquier condición médica para que así la preparación adecuada pueda ser hecha en caso de emergencia
- i) Informar a la escuela de cualquier cambio en número de teléfono, dirección y/o cambios en la información del contacto de emergencia
- j) Estar presente en reuniones o funciones patrocinadas por la escuela
- k) Ser voluntario donde sea necesario
- l) Asistir a las conferencias de padres/maestros según programadas
- m) Servir como representantes en equipos y comités de la escuela y del distrito, incluyendo pero no limitado a, Comité de Planeamiento Estratégico del Distrito, comités de currículo Comité de Título I, Equipo de Mejoras Escolares concilios asesores,
- n) Estar conscientes del currículo y recursos disponibles en la comunidad
- o) Reunirse con otros padres y familias acerca de asuntos comunes
- p) Participar en el proceso político de la educación pública
- q) Tener su opinión en dar forma a la dirección de la educación, Ej. equipo de mejoras escolares, planeamiento futuro, asuntos de política, concilios asesores

2. Los Educadores en el Departamento de Educación de Woonsocket prometen:

- a) aprender acerca de las metas de los padres y familias para su niño así como de las circunstancias y cultura de la familia, buscando y reconociendo las perspectivas de los padres y familias con relación al aprendizaje de su niño
- b) Dar la bienvenida a los padres y familias en el proceso de hacer la política
- c) Darle a los padres una voz en las decisiones de la política
- d) Comunicar regularmente con los padres y familias usando una variedad de herramientas, incluyendo, pero no limitado a, carta informativa mensual, correo electrónico, servilistas, llamadas de teléfono, visitas al hogar, Internet
- e) Asignar tiempo en las reuniones regulares de la facultad para discutir el involucramiento de los padres y familias, prácticas de involucramiento que han sido exitosas en la escuela, e información de otras fuentes sobre ideas nuevas
- f) Estimular, autorizar, y colaborar con los padres y familias como compañeros activasen la preparación del salón de clase
- g) Estar conscientes de los recursos disponibles en la comunidad
- h) Participar activamente en las reuniones y funciones patrocinadas por la escuela, así como en las actividades de padres/maestros(Ej. PTO, PTA, concilios asesores Equipos de Mejoras Escolares)
- i) Buscar activamente la representación de los padres y familias y la comunidad en los equipos y comités de la escuela y el distrito , incluyendo, pero no limitado a, Comité de Planeamiento Estratégico del Distrito, comités de currículo, Comité de Título I, Comité de Mejoras Escolares, concilios asesores
- j) Respaldar a padres y familias a tener su opinión en darle forma a la dirección de la educación , Ej. Comités de mejora escolar, planeamiento futuro y asuntos de política

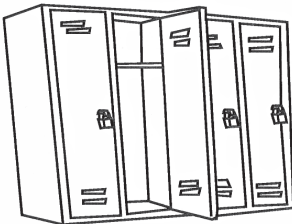
*Desarrollado con el reconocimiento del trabajo de la Dra. Kathleen Hoover-Dempsey, Profesora Asociada de Psicología, Colegio Peabody, y Jefa del Departamento de Psicología y Desarrollo Humano; Profesora Asociada de Educación.

LOCKER LOCATIONS

A: MAIN FLOOR

NEAR ROOM(S)

1-48	TIME SQUARE
54-107	203 / 206
108-147	201 / 204
148-181	206 / 213
182-233	207 / 208 / 209 / 210
234-287	213 / 214
288-328	212 / 215
239-358	LIBRARY NEAR 216
359-384	216
385-409	LIBRARY NEAR 220
410-443	220
444-472	219
473-510	222 / 223
511-580	GYM
581-620	AV / RESOURCE
621-662	224 / 225
663-677	GUIDANCE
678-703	CAFETERIA
704-770	SHOPS
771-829	ART A - B
830-862	HEC. A-B / NURSE
863-894	HEC. C / ART C



B: UPPER FLOOR

NEAR ROOM(S)

1-54	303 / 306
55-98	301 / 304 / 307
99-132	303 / 313
133-180	308 / 309 / 310
181-234	313 / 314
235-275	311 / 312 / 315
276-323	LIBRARY NEAR 316
324-349	316
350-391	LIBRARY NEAR 320
392-425	320
426-454	318 / 319 / 320
455-492	322 / 323
493-584	OPPOSITE 322 / 323
585-630	323 / 324
631-673	325 / 326
674-716	LANGUAGE LAB
717-780	UP LEC RM. A - B

C: MAIN FLOOR (NEW WING)

NEAR ROOM(S)

1-12	231
13-49	232 / 233
50-66	234
67-84	235
85-93	236
94-109	OPPOSITE 236
110-134	OPPOSITE 235
135-158	OPPOSITE 234
159-170	OPPOSITE 232 / 233
171-199	230

CREATED BY: GRAPHICS & PRINTING STUDENTS @ WACTC