

WOONSOCKET HIGH SCHOOL

VILLA-NOVAN PRIDE

*"EVERY GREAT JOURNEY BEGINS WITH A STEP-
MAKE TODAY YOUR FIRST!"*



2017-2018

STUDENT - HANDBOOK

*AT WOONSOCKET HIGH SCHOOL,
"WE ARE DEDICATED TO DO WHAT IS IN THE BEST
INTEREST OF THIS COMMUNITY'S STUDENTS SO THEY
ARE PROVIDED OPPORTUNITIES TO DEVELOP 21ST
CENTURY SKILLS AND COMPETENCIES IN ORDER TO
MEET LIFE'S CHALLENGES WITH CONFIDENCE."*

WOONSOCKET HIGH SCHOOL ADMINISTRATION

Carnell Henderson, Principal

William Webb WACTC-PTECH Director

Brian Bouley, Assistant Principal

Leonora Hughes Assistant Principal

Linda Kuras Assistant Principal

Michael Kane Dean of Students

Peter Medeiros Dean of Students

WOONSOCKET EDUCATION DEPARTMENT

Superintendent of Schools

Dr. Patrick McGee

Assistant Superintendent

Dr. Jenny Chan-Remka

WOONSOCKET SCHOOL COMMITTEE

Soren Seale-Chairman

Donald Burke-Vice Chairman

Susan Pawlina-Secretary

Paul Bourget

Valerie Gonzalez

The Woonsocket Education Department offers career and technical education programs in ten areas of Graphic Design, Health Occupation, Child Studies, Hospitality, Information Technology, Automotive, Culinary, Digital Media, Construction, Biotechnology. Admission to these programs is based on Regulations from the Rhode Island Board of Regents governing Career and Technical Education which states that all students have the right to apply to a technical center. It is the policy of The Woonsocket Education Department not to discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities, student may file a complaint/grievance by contacting James Wolfgang (HR) 401/767/4660. The Woonsocket Education Department will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding Section 504 (Diane Engels) and Title IX nondiscrimination policies (James Wolfgang): Title 2, 108 High St, Woonsocket, RI 02888, <http://www.woonsocketschools.com/401/767/4660>.

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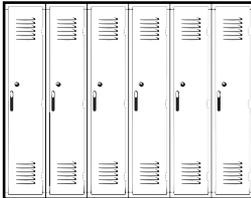
www.woonsocketschools.com

Every great journey begins with a step –
make today your first!

LOCKER LOCATIONS

A: MAIN FLOOR NEAR ROOM(S)

1-48	TIMES SQUARE
54-107	203 / 206
108-147	201 / 204
148-181	206 / 213
182-233	207 - 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 - 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 - 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

Woonsocket High School

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

Core Values and Beliefs

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

Information Technology & Media

Researcher

Reflective Thinker

Visual Arts

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 pertaining to the athletic and extra-curricular programs as printed in the Woonsocket Education Department's Athletic Handbook and Extra-Curricular Activity Policy (page 66).

WOONSOCKET EDUCATION DEPARTMENT SCHOOL ATTENDANCE POLICY – P4–16

Purpose: The Woonsocket School Committee believes that school attendance and active participation in class are critical to academic and social success at all levels and are extremely important components of the teaching and learning processes. Students who attend school regularly are more successful academically, socially and emotionally and are more likely to attend post-secondary schools and less likely to drop out of school. The Woonsocket School Committee seeks to ensure that every student attends school every day and on time. Further, the Woonsocket School Committee seeks to provide immediate action and/or interventions for students who are demonstrating patterns of excessive absences.

Attendance is mandated by Rhode Island General Laws 16-19-1. Regular attendance is absolutely necessary for academic success as it develops a sense of responsibility which is critical for success in the workplace.

Cumulatively, absences will be tallied from excused and unexcused absences.

Definitions of Excused Absence: 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) for any absence, in advance when possible, but no later than 48 hours after returning to school.

Excused Absences:

Acceptable Excused Absences are those due to:

- Absence from class due to out-of-school suspension;
- Documented student illness (students who are seriously or chronically ill or are ill for an extended period should be seen by a physician);

- Dental appointments confirmed by a dentist's note;
- 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; and
- Verifiable college and military appointments.

Family Travel/Vacation:

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

We recognize that there are instances when parents will remove their students from classes for a short period of time. It is important to note that much of the learning opportunities the student will miss are directly connected to classroom activities. Thus, the completion of a worksheet or similar type assignment may not afford a student the optimal learning experience. Therefore, vacations when school is in session are strongly discouraged. Days missed due to a vacation are considered unexcused absences. In the case of a student being on a vacation or family trip, parents should contact the guidance office in advance and complete an Unexcused Vacation Form. Additionally, parents should inform their child's teachers so the child may complete appropriate work within a reasonable time period when they return from vacation.

Unexcused Absences:

Definition of Unexcused Absence: An unexcused absence occurs when a student is not present at school or at school endorsed activity without acceptable cause. Any absence for reasons not included in the list of excused absences above will be considered unexcused. When possible, family vacations should be scheduled during times in which school is not in session. Absences due to family vacation will be considered unexcused.

Tardy:

A student will be considered tardy when he/she enters the school building after the designated arrival time or when a secondary (middle school/high school) student enters a class after the designated start time. Lateness or tardiness will only be excused for any of the reasons listed under excused absences.

Class Absence:

A student will be considered as being absent from a class at the secondary (middle school/high school) level if the student arrives tardy for 15 minutes or more without a valid excuse.

Attendance Review:

The School Leadership Team at each school is comprised of a group of staff and administrators who will, on a monthly basis, review students' attendance and will identify students who are in violation of the attendance policy.

Truancy:

A student is considered Truant when the student and/or the student's parent/guardian purposely keeps the student away from school without a valid excuse as defined above.

Non-Attendees:

If any student enrolled in the Woonsocket Public School System has not attended school (or whose parent/guardian has not contacted the school to make status known) after a period of ten (10) consecutive days in session, the school will:

- Make a documented phone call to the student's home;
- If there is no response, a letter will be sent home;
- If no response, the Attendance Officer will be directed to visit the last known address;
- and
- Lastly, a certified letter confirming the removal of the student.

**If a child who has been withdrawn from enrollment under the subsection returns to school, or if the school mistakenly withdraws the child from enrollment, the child shall promptly be re-enrolled.

Interventions:

Research on school attendance clearly highlights the critical importance of schools, parents and students working together early in the child's academic career to develop habits of regular attendance and the development of the work ethic and senses of personal responsibility and accountability necessary for academic and life successes. This work must begin early and those students who successfully engage in school from the start are far more likely to graduate high school, attend college or be successfully employed and contribute to society.

Incentives:

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

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

Opportunities for support and intervention:

The district will provide ongoing support and interventions in order to promote students continuous enrollment and success. To that end, whenever possible the school will notify parents when a student's absences exceed five (5) in a calendar month. Additionally, an Attendance Review Committee will be formed and will meet at minimum once per month to review students' attendance. Appeal Process: Students (or parent/guardian) who feel aggrieved because of action taken as a result of any section of this policy may appeal said action to the Attendance Review Committee. Further appeals may be taken to the Superintendent of Schools and the Woonsocket School Committee. Further appeals may be taken to the Rhode Island Department of Education in accordance with Rhode Island General Laws.

Responsibilities of Stakeholders:

- The responsibility for attendance and academic success is shared by students, parents, schools, and the district.

Student Responsibilities:

- To attend school in compliance with the Rhode Island compulsory attendance law;
- To attend school/assigned class every day that school is in session;
- To be on time to every class, prepared for rigorous academic work;
- To know and adhere to the school's attendance policies and procedures; and
- To make up any missed assignment due to absences and to complete work as assigned by the teacher.

Parent/Guardian Responsibilities:

- To require that their child attend school regularly and comply with the Rhode Island Compulsory Attendance Laws;
- To know and adhere to the school's attendance policies and procedures;
- To recognize that any absence has a detrimental influence on their child's academic achievement;
- To contact the school when their child is absent by the acceptable method as adopted by the school;

- To provide a note indicating the reason for absence(s). This note should specify the date(s) their child was absent and must be received in the main office within 48 hours of their child's return to school); and
- To work in a collaborative manner with the school to solve any attendance problems. Always provide the school with an accurate and up to date daytime telephone number where they can be reached.

Teacher Responsibilities:

- To take daily attendance, period by period, and to maintain accurate attendance records for each assigned class;
- To clearly communicate attendance policy and make-up procedures to all students;
- To document and report any attendance problem to the principal/designee or attendance team; and
- To work in a collaborative manner with principal, parent/guardian, attendance team, and students to solve attendance problem.

Principal (or Designee) Responsibilities:

- To administer and supervise the attendance policies and procedures;
- To assist and support teachers with the implementation of attendance policies and procedures;
- To inform parents, students, and school staff about district attendance policies and procedures;
- To establish and implement an attendance team to address all attendance problems;
- To maintain accurate records on student attendance;
- To inform students' parents/guardians of their child's absences once the student has had six (6) unexcused absences;
- To inform students and parents of the consequences for absences;
- To work cooperatively with the student, parents/guardians, and attendance team to resolve attendance problems;
- To provide a copy of attendance policies and procedures to students and parents/guardians once a year; and
- To create incentives and rewards recognizing students who have exemplary class attendance.

District Responsibilities:

- Recording, tracking and investigating attendance and attendance issues;
- Reporting of student attendance information to state and federal authorities in accordance with state and federal law, mandates and school department regulations;
- Establishing a system of criteria, consequences and referral for investigating and addressing excessive absences, truancy, tardiness and dismissals and the failure to notify the school of the reason for the absence/tardiness/dismissal; and
- Establishing guidelines that provide reasonable opportunity for the student to make up work.

ELEMENTARY

School Day Start and Ending Time

Bernon, Savoie, Governor Pothier, and Citizens' Elementary Schools

Grades K-5 (8:45 a.m. to 2:45 p.m.)

Coleman, Globe and Harris Elementary Schools

Grades K-5 (9:15 a.m. to 3:15 p.m.)

1. All absences and tardies are recorded and reported as unexcused until notification of a valid excuse is made to the main office of the school. It is the parent/guardian's responsibility to notify the school of the student's absence prior to the start of school on the first day of the absence(s). Written documentation is required detailing the reason(s) for any absence, in advance when possible but no later than 48 hours after returning to school.

2. After a student has accumulated six (6) unexcused absences and/or tardies, a telephone call may be made to the parent/guardian requesting an explanation. The Principal may review the explanation and determine what steps, if any, are necessary for follow up.

3. Following twelve (12) and eighteen (18) cumulative unexcused absences or tardies, the principal or assigned designee will contact the Attendance Officer.
4. Parents/guardians will be notified, in writing, if unexcused absences have put the student in danger of non-promotion.

Early Dismissals:

Early dismissals from school are discouraged as they take away from valuable instructional time. Written permission from a parent or guardian is encouraged in order to have a student dismissed from school. The parent or an authorized designated adult must come to the school office to pick up their child. Since missing school affects a student's work, we recommend appointments be made whenever possible after school. Students should bring written notification to their teacher at the beginning of the school day.

Missed Assignments:

Students to arrange for make-up work in a timely manner.

MIDDLE SCHOOL

Hamlet and Villa Nova Middle Schools

7:25 a.m. - 1:50 p.m.

1. All absences and tardies are recorded and reported as unexcused until notification of a valid excuse is made to the main office of the school. It is the parent/guardian's responsibility to notify the school of the student's absence prior to the start of school on the first day of the absence(s). Written documentation is required detailing the reason(s) for any absence, in advance when possible but no later than 48 hours after returning to school.
2. After a student has accumulated six (6) unexcused absences and/or tardies, a telephone call may be made to the parent/guardian requesting an explanation. The Principal may review the explanation and determine what steps, if any, are necessary for follow up.
3. Following twelve (12) and eighteen (18) cumulative unexcused absences or tardies, the principal or assigned designee will contact the Attendance Officer.
4. Parents/guardians will be notified, in writing, if unexcused absences have put the student in danger of non-promotion.

Early Dismissal:

Early dismissals from school are discouraged as they take away from valuable instructional time. Requests for the early dismissal of a student will be granted only for business that cannot be conducted outside of the normal school day. In the event a student needs to leave school early for an appointment, he/she must bring a note from the parent to the front office in exchange for a pass at the specific time to return to the main office. The note should include the student's full name, the name of the student's team, and the time they are to be released. The parent must come to the main office, present a license or government photo-ID and sign the student out.

Missed Assignments:

Students to arrange for make-up work in a timely manner.

Appeal Process:

Students (or parent/guardian) who feel aggrieved because of action taken as a result of any section of this policy may appeal said action to the Superintendent of Schools and the Woonsocket School Committee. Further appeals may be taken to the Rhode Island Department of Education in accordance with Rhode Island General Laws.

HIGH SCHOOL Woonsocket High School

8:00 a.m. - 2:15 p.m.

A student is expected and required to attend school and classes each day school is in session unless he/she has a reason that qualifies for an excused absence. The following list contains the rules and expectations for students:

1. Students who are absent or suspended will not be allowed to participate/attend any school activity during the period of absence or in the case of suspension, until official reinstatement to school with a parents.
2. Family vacations during school time will not be considered excused.
3. Excessive tardiness to school is unacceptable. Students who accumulate between 6-10 unexcused tardies per semester will receive detention for each. A parent conference may be requested should excessive tardiness become a serious or chronic problem. On the 11th tardy to school, students will be placed in the Intervention Support Services and must return to school with a parent or guardian. All additional unexcused tardies will result in disciplinary consequences. All notes must be submitted on the day the student is tardy.
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.
4. A student who arrives tardy to class by 15 minutes or more, regardless of the class, will be considered to be absent from that class.
5. Students who are intentionally late to school will be considered truant.
6. Students tardy after 9:30 am are ineligible to participate in athletics or extracurricular activities on that day. Should the tardiness occur on the last day before a weekend or vacation, the student will be ineligible to participate in any events over the weekend or the vacation.
7. Students with an unexcused dismissal or unexcused absence from school are ineligible to participate in or attend athletics or extra-curricular activities on that day or the ensuing weekend should it occur on the day before a weekend.
8. The classroom teacher will assign a disciplinary consequence to students who are tardy to class without an acceptable or verifiable reason.
9. Students who miss a class period or an entire day of school without permission will be considered truant. All students who are determined to be truant will be subject to corrective action.
10. Students may be dismissed from school with a parental note for medical purposes or with verifiable documentation by a doctor, dentist, legal obligation, etc.
11. Absence Notes - Parents - The district does accept a parental note of absence for illness as an excused absence if the note is received within two (2) school days following the student's return from the absence.
12. Medical Notes - Medical notes must be original notes or a fax from a doctor's office only. Parents/students are responsible for submitting medical notes to the Main Office within two (2) school days from the student's return to school.

WSC Approved 1st Passage on: May 25, 2010

WSC Approved 2nd Passage on: June 9, 2010

Amendments Approved by WSC on: May 25, 2016

STATE OF RHODE ISLAND

Department of Elementary and Secondary Education

SAFE SCHOOL ACT

STATEWIDE BULLYING POLICY



Effective: June 30, 2012

RHODE ISLAND STATEWIDE BULLYING POLICY

INTRODUCTION

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes **that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.**

TABLE OF CONTENTS

Section #	Page #
1. Definitions	1
2. School Climate	2
3. Policy Oversight and Responsibility	2
4. Information Dissemination	3
5. Reporting	3
6. Investigation/Response	4
7. Disciplinary Action	4
8. Social Services/Counseling	5
9. Social Networking	5
10. Other Redress	5
11. Adoption of Policy	5

1. DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

2. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy.

The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16-7.1-2(e)) and school safety plan (§16-21-24).

4. INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

5. REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*).

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made **anonymously**, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an **anonymous report**.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6. INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/ guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/ Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

8. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

10. OTHER REDRESS

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

11. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

REPORT FORM (SAMPLE)
(Bullying and/or Cyberbullying)

Name: _____ Student ID: _____ Grade: _____

Date: _____ Time: _____ School: _____

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

Relationship between you and the alleged bully, and/or cyberbully:

Describe the incident: _____

When and where did it happen? _____

Were there any witnesses? [] yes [] no If yes, who? _____

Other information, including previous incidents or threats:

Student or parent declines to complete this form: Initial: _____ Date: _____

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

Student: _____ Date: _____

School official receiving complaint: _____ Date: _____

School official conducting follow-up: _____ Date: _____

This document shall remain confidential

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.

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 a note or other documentation to the office explaining an absence within 2 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, students must arrive to school no later than 9:30 a.m. and remain in attendance thereafter on the day of an extra-curricular activity on a week day and the day before if the activity is on a Saturday. 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 or equivalent 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, ROLLER BLADES, 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.

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 sent to parent by a principal.
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.
- Under no circumstances are students allowed to order food from local businesses to be delivered to the school at lunchtime. All deliveries will be confiscated until the end of the school day. Students are not allowed to leave school to buy lunch from outside vendors/local businesses.

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)

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, transgender, 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.

SkillsUSA

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.
- 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). For consequences of use see Electronic Devices Policy on page 28.	
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
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 except during first period of the day	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. 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	1 day ISS 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	ISS – Parent & Truant Officer is notified
Subsequent Offenses	ISS or FACTS
UNAUTHORIZED PRESENCE OR NOT SIGNING INTO SCHOOL BUT IN THE BUILDING	
All offenses	ISS 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 period 4.
 - Students who are in middle school may not attend WHS proms.
 - Similarly, guests may not be over the age of 20.
 - Anyone who has previously been excluded from WHS for disciplinary reasons may not attend.
 - Any student who wishes to bring a guest, who is not a WHS student to the prom, must turn in a completed GUEST FORM to his/her class advisor.
 - GUEST FORMS may be obtained from the class advisor.
 - The assistant principal must approve the guest form prior to attendance at the prom. All forms are due the day BEFORE the prom. No forms will be accepted the day of the prom.

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 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

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.
- 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 INCIDENCE

- 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 INCIDENCES

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.

ELECTRONIC DEVICES POLICY

Students shall not use cellular phones or any electronic devices within school buildings, on school property, or during school activities unless an administrator or educator expressly grants permission to do so. The granting of permission shall be to advance educational or instructional goals/needs, or for health and safety purposes. If a student violates this policy, his or her electronic device shall be confiscated: for the first offense, the confiscation shall be 1 day; for the second, 5 days, and for the third, 10 days. Violations thereafter shall be subject to additional penalties set forth under the Student Code of Conduct.

Legal Background:

R.I. Gen. Laws § 16-2-9(a)

R.I. Gen. Laws § 16-21-21

R.I. Gen. Laws § 16-21.2-11

R.I. Gen. Laws § 16-2-33.1

1st Passage approved by WSC: 9-10-14

2nd Passage approved by WSC: 9-24-14

Amendments approved by WSC: 5-25-2016

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.

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.

WHS/WACTC GRADING POLICY

Woonsocket High School Students' grades shall be comprised of both summative and formative assessments. In each quarter a student must be given at least four summative assessments with at least two given prior to the progress report being issued. Sixty-five percent of the student's quarter grade is comprised of these assessments. Examples of these assessments may include, but not be limited to, common end of unit assessments, interim unit assessments, portfolio worthy pieces, performances, projects, labs, and research papers, etc.

Additionally, in each quarter a student must be given at least 10 formative assessments with at least 5 given before the progress report is issued. Thirty-five percent of each student's quarter grade will be comprised of these assessments. Examples of these assessments may include, but not be limited to, class work, reviews, warm-up activities, exit slips, self/peer assessment, short/written quizzes, homework, etc.

Students will have an opportunity to retake summative assessments for not more than a grade of 75. However, although the highest grade earned can only be a 75, if the grade earned during the retake is portfolio-worthy it can be used as an entry. Retakes shall be one of multiple (similar) assessments measuring the same standard or concept on which the student performed poorly.

Retakes must be taken within a maximum of 5 days of being entered in Skyward or returned to the student.

****Note:** at the teacher's discretion the student may be given more time.

Retakes must be scheduled:

- When the teacher is available after school; or
- In the classroom in which the student is scheduled for the given course; or
- In the testing room during the period in which the student is on the sending teacher's roster

Retakes cannot be given for formative assessments. Homework (formative) will be accepted within 5 days of being issued.

Teacher Gradebook Expectations:

- Summative assessments must be entered into Skyward within two weeks of being administered.
- Formative assessments must be entered into Skyward within one week of being administered.
- All end of quarter, end of semester, and end of year grades shall not be lower than a 55 regardless of the calculated numerical grade.

Revised 12/15/16. Approved by WSC on 12-21-2016.

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

Students must fulfill all of the academic requirements 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 exception 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 activities.

In order for students to graduate from Woonsocket High School they must:

- Produce and present a proficient graduation portfolio. Requirements are listed below.

GRADUATION PORTFOLIO

- Complete ONE Comprehensive Course Assessment (CCA) in EACH of the following subjects: Mathematics, Language Arts, Science, and Social Studies, and 1 student choice from any one of the following: Physical Education, Unified Arts, Foreign Language or Career & Technical Education.
- Successfully complete 20 credits which must include:
 - 4 Credits in English Language Arts
 - 4 Credits in Mathematics
 - 3 Credits in Laboratory Science
 - 3 Credits in Social Studies (1 credit must be in US History)
 - 2 Credits in Physical Education/Health
- Woonsocket Area Career & Technical Center students must complete a Senior Project as a requirement for career and technical certification (Reference WACTC Senior Project Handbook).

GRADUATION PORTFOLIO CRITERIA

(Revised 3/2016)

- Graduation portfolio must include nineteen (19) items.
- Eighteen (18) of the items are portfolio entries.
- To be considered graduation portfolio worthy, an entry must:
 - Include all work.
 - Have a grade of 3 or 4 (80+).
 - Have a completed rubric (teacher must complete, sign, date, and put student's name on it).
 - Have listed standard(s) and/or Learning Expectation(s) aligned to the assignment.
 - Have a reflection piece (it is recommended that reflections be signed, but not required).
- Of the Eighteen (18) portfolio entries:
 - Core Areas – One (1) Common Task for each of the core areas:
 - English
 - Math
 - Social Studies
 - Science
 - Physical Education
 - NOTE: Must be approved Common Task on appropriate template
 - Learning Expectations – One (1) portfolio-worthy entry for each category:
 - Effective Communicator
 - Problem Solver
 - Critical Thinker
 - Researcher
 - Information, Media, Technology
 - Reflective Thinker
 - Fine Arts

NOTE: Each entry must include completed School-Wide Learning Expectation Rubric

- Student Choice – Six (6) portfolio-worth entries:
 - Must have completed rubric, reflection and grade of 3 or 4 (80+)
 - Can be from any subject, could be a Common Task or Learning Expectation entry
- Nineteenth piece is the Overall Graduation Portfolio Reflection
 - All students are given the opportunity to complete in their Senior English class during

Quarter One of their Senior year

- Must be placed in portfolio with the completed rubric
- Must have a grade of 3 or 4 (80+)

• All entries MUST be in order of the Checklist

— Reference Page 54 of the Student Handbook for Policy Regarding Transfer Students

GRADUATION PORTFOLIO BENCHMARK DATES

- Freshmen and Sophomore Year – Students will accumulate and organize portfolio-worthy entries
- Junior Year – Students finish assemble Graduation Portfolio
- Senior Year –
 - Q1 Students submit Graduation Portfolio
 - Q2 Teachers complete Preliminary Review of portfolios
 - Q3 Students address Non-Proficient portfolio status
 - Q3 Students present Proficient Portfolios before Committee
 - Q3 Student with Non-Proficient portfolio status file appeals
 - Q4 Appeals Hearings and Resolution of Non-Proficient portfolios

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)

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.

PORTFOLIO TRANSFER CONFIRMATION			
Type	# Entries Required	Categories	Notes
Regular Student Policy			
Start Any Time, Freshman Year	18	Common Tasks - 5; Learning Expectations - 7; Student Choice - 6	Student @ WHS for Four (4) Years
Transfer Student Policy			
Start Semester 1, Sophomore Year	15	Common Tasks - 4 (must have English CT); Learning Expectations - 7; Students Choice - 1	Student @ WHS for Three (3) Years
Start Semester 2, Sophomore Year	11	Common Tasks - 3 (must have English CT); Learning Expectations - 7; Students Choice - 1	Student @ WHS for Two 1/2 (2.5) Years
Start Semester 1, Junior Year	7	Common Tasks - 2 (must have English CT); Learning Expectations - 4 (must have Fine Art); Students Choice - 1	Student @ WHS for Two (2) Years

Start Semester 2, Junior Year	3	Common Tasks - must have English CT; Learning Expectations - must have Fine Art; Students Choice - 1	Student @ WHS for One 1/2 (1.5) Years
Start Senior Year	**	Student must follow requirements of their previous school. Student is responsible to prove evidence of proficiency at time of registration with the assistance of Guidance. If no evidence provided, Student follows Semester 2, Junior Year.	Student @ WHS for One (1) Years
Note: Guidance counselor signature required for any student enrolling after freshman year			__ / __ / ____
	Signature		Date

1 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.

WOONSOCKET HIGH SCHOOL
WOONSOCKET-AREA CAREER AND TECHNICAL CENTER

GRADUATION PORTFOLIO APPEALS POLICY

All seniors are required to show proficiency 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 for a graduation portfolio, he/she will have the option to appeal to the Final Review Appeals Committee?

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 not submitted portfolios by the end of Quarter Three in their Senior year
- Students who have not addressed deficiencies in their portfolio by the end of Quarter Three in their Senior year
- Students who have missed the deadline of resubmitting their portfolio by the end of Quarter Three in their Senior year
- Students who missed their portfolio presentation date during Quarter four of their Senior year

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

- Student writes a letter of appeal addressed to the principal
 - Letter must include a parent/guardian's signature regardless of student's age
- Student's letter and portfolio status are reviewed by the Appeals Committee
- Student meets with Portfolio Coordinator to determine a feasible course of action to allow the student to reach proficiency and present his/her portfolio

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 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?

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.

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, interests, 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

Students have access to the system of supports and services described in the state statutes and regulations. Through the guidance department, all students have a clear and well documented system for addressing students' needs. The school counselor meets with students individually and in groups. The counselor addresses: Individual Learning Plans; graduation requirements; academic progress; goal setting in the domains of academic, personal/social and career; post-secondary plans; PSAT, SAT and state testing, scholarship information, and financial aid information. Guidance information can be obtained at the WHS/WACTC guidance website: www.whs.wactc.weebly.com

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, meet with your Guidance Counselor. The counselor will then make sure that a transcript is forwarded to the appropriate institution.
- 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.

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.

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

Woonsocket High School has an automated system that will call home when a student is absent from school. It is the parent/guardian responsibility to make sure the school has an accurate phone number on file.

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

A. Students under the age of 16:

- Random calls to be made by the Guidance Department when absences appear to become chronic. 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 may 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 7 courses. There are no study halls.

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 investigating their selections. Course list is available online at www.woonsocketschools.com.

NO CHANGES WILL BE MADE AFTER THE 15th school day for year long course and after 10 days for semester courses. The administration reserves its professional right to deal with unique class changes following this 15 day period.

• 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

Honors courses vary year to year based on the needs and interest of the students. Therefore, an updated list of honors courses is available in the guidance office at the beginning of each school year

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 private clubs and organizations, such as the Woonsocket Teacher's Guild, also sponsor scholarships for members of our graduating class. Consult your guidance counselor for further information. Detailed scholarship information can be found in the Guidance Department and also on the Guidance website www.whs.wactc.weebly.com

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 that 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 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.

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. Students with a failing course grade of below 60 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.

SCHOOL NURSE HEALTH SERVICES

The School Nurse is concerned with the health and physical well-being of all students. The School Nurse's responsibility is to keep children healthy, in school and ready to learn. 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.

WE NEED TO KNOW!! Please fill in 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, such as newly diagnosed allergies, surgeries or medications taken at home.

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

ILLNESS / ABSENCE

Please 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 or flu-like illness (fever and cough) must be kept out of school for 24 hours after the last episode occurred and must be fever-free for at least 24 hours (without the use of fever-reducing medications) before returning to school.
- Students diagnosed with a contagious illness, such as conjunctivitis (pink-eye), strep throat, 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. Otherwise, the student is expected to remain in class.
- Chicken pox - exclusion from school until all lesions are crusted over.
- Fifth Disease - there is no need to exclude because once the diagnosis is made and the rash has appeared, the disease is no longer contagious. However, please notify the school of this diagnosis so that we may notify others 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. If your child needs to use crutches, a wheelchair, splint, sling or other medical device you must provide a doctor's note stating the reason and length of time.

MEDICATION:

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

- Present a written order (prescription) from your private physician
- 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 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 or 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 (such as Tylenol / Ibuprofen) may be given with special parent permission and written consent.
- No child should bring any medication to school (over-the-counter or otherwise).

SCREENINGS

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

- All students registering for the first time or re-enrolling in school, must present proof of immunizations and a current physical examination, including a vision exam, as required by RI State Law. For more information: <http://www.health.ri.gov/immunization/for/schools/>

FOR MORE "HEALTH SERVICES" INFORMATION, PLEASE VISIT OUR WEBSITE
<http://wednurses.weebly.com/>

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. 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.

Class Rank-

Is determined at the end of each year. Students academic achievement is evaluated and is ranked in a certain order in relation to the rest of his/her classmates. Final rank for seniors is computed at the end of the first semester of his/her senior year.

Valedictorian and Salutatorian are academic distinctions and are based on grade point average. Students must be a member of the National Honor Society, be in good academic standing, and must be enrolled at WHS/WACTC for 6 semesters.

ID'S

For security purposes, staff & students must possess 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 possess their ID at all times.
- 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.
- 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

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. **DO NOT 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 con-

sumer 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

The Woonsocket Education Department (WED) believes that parents and families are the first and most influential teachers of their children. The more actively involved parents and families are in the education process, the greater the academic success of each child. WED is committed to the shared responsibility of providing a quality education for our children through partnerships among our schools, parents and families of our students and the community.

This Parent and Family Engagement Policy describes the actions that WED believes are needed to effectively involve parents and families in all areas of their children's education. WED will follow the statutory definition of parent and family engagement.

Parent and family engagement means that principals, teachers, and parents are involved in regular two-way meaningful communication about student learning and other school activities.

This communication ensures that parents and families:

- play an integral role in assisting their children's learning
- are included in decision-making and on advisory committees

This policy meets or exceeds Title I Part A Section 1116 requirements for parent involvement. WED expects that all schools in the district, including but not limited to the Title I schools, will carry out parent and family engagement programs, activities and procedures.

WED will provide:

- full opportunities for the participation of all parents including those with limited English proficiency, parents with disabilities and parents of migratory children.
- information and required school reports in understandable and uniform formats.
- alternative formats upon request and, to the extent practicable, in languages parents understand.

For the purpose of this policy, parents are defined to include guardians.

Common acronyms found in this document:

WED - Woonsocket Education Department

RIDE - Rhode Island Department of Education

ESEA - Elementary and Secondary Education Act*

ESSA - Every Student Succeeds Act*

*The ESEA of 1965 was reauthorized as the ESSA in December 2015.

PAC - Parent Advisory Council

ADA - Americans with Disabilities Act

Part I: Actions

Each school will work together with WED to involve parents in writing and implementing the district's Parent and Family Engagement Plan for improving the quality of its schools. Special attention will be given to those schools participating in Title I, Part A, as required under Section 1112 of the ESEA also known as the ESSA:

- Use the findings of the annual evaluation to revise the Parent and Family Engagement Policy as necessary, designing strategies for more effective parent and family engagement
Present a copy of the annual evaluation to each school's Parent-Teacher Organization/Association and School Improvement Team
- Conduct a parent survey in the spring of each year to determine the effectiveness of the current activities and programs for parents and families using one or more of the following means:
 - send home with students
 - through Parent-Teacher Organization/Association
 - at parent/teacher conferences
 - at school events
- via websites and/or email

The survey will identify barriers which may prohibit participation especially for those who are economically disadvantaged, disabled, of any race or ethnic minority and/or have limited English proficiency or literacy.

- Form a committee with parents, teachers and administrators to design/revise the District Parent and Family Engagement Policy.
 - The number of parents must be equal or greater to the number of educators.
 - All school levels must be represented: elementary, middle and high school.
 - Parents and educators representing Title I schools must be included on the committee.
 - The educators on the committee must represent both teachers and administrators.
 - At least one member of the Woonsocket Teachers' Guild Executive Committee or a designee must be a member of the educators group.
 - The members of the committee should represent the ethnic diversity of the WED student population.
- Submit the district Parent and Family Engagement Policy for review, comment and revision annually:
 - to the district-level Parent Advisory Council (PAC). The PAC will in turn share the policy with all PAC participants for review, comment and vote.
 - to Building Principals to share with parents for review, comment and vote. Submit the district Parent and Family Engagement Policy to the Woonsocket School Committee for first and second passage. For review years in which no changes are made, the School Committee will be notified that the policy stands.

Specifically for schools participating in Title I, Part A, WED will:

- ensure that the required school-level Parent and Family Engagement Policies meet the Title I, Part A requirements and include a school-parent compact.
- involve the parents of children in decisions about Title I funding, specifically how the 1% of Title I, Part A funds reserved for parent and family engagement is spent and ensure that not less than 95% of the 1% reserved goes directly to the schools.
- provide other reasonable support for parent and family engagement activities under Section 1116 of the ESEA/ESSA as parents may request.
- involve parents in the process of school review and improvement under Section 1116 of the ESEA/ESSA
- Include parents on School Improvement Teams.
- Maintain and support an active parent-teacher group (e.g. Parent-Teacher Organization/Association).
- Provide parents with training on advocacy.
- designate a Title I contact person at each Title I school and list the name on the school's website.
- coordinate with each Title I school on an annual basis to ensure that a school-level Title I parent

and family engagement plan is in place.

- provide necessary coordination, technical assistance, and support to assist both Title I and non-Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance by:
- developing a district-wide Parent and Family Engagement Policy to support the coordination of Title I programs.
- providing information on effective parent and family engagement strategies and tools, including but not limited to, monthly communication, email, listservs, phone contacts and websites.
- identifying community organizations that are available to provide educational activities, resources and workshops for families.
- creating a page on the district website for information about parent and family engagement.
- coordinate and integrate parent and family engagement strategies with federally-funded preschool programs including, but not limited to, Head Start and Woonsocket Even Start by:
- providing links on websites to help parents and families locate information.
- holding an informational Kindergarten Orientation each year to introduce families and students to the district and schools.
- creating a committee of “Community Partners,” made up of representatives of the preschool programs and WED to meet quarterly to share information and ideas on parent and family engagement.
- providing a Family Resource Center at each school with materials and information about the preschool programs.
- providing joint workshops and forums on parenting issues which will help parents become full partners in their children’s education.
- welcoming community organizations to share information that will benefit children’s education.
- provide orientation, assistance, information, material, workshops and forums throughout the year to help parents become full partners in their children’s education. Topics will include, but are not limited to:
- RI’s academic content standards
- RI’s student academic achievement standards (grade level requirements)
- state and local academic assessments including alternate assessments
- requirements of Title I, Part A
- how to monitor their children’s progress (e.g. parent portal, progress reports, report cards, parent/teacher conferences and meetings)
- effective ways parents can work with their children at home, including supportive home environments
- behavior management techniques
- how to establish partnerships with the schools (e.g. volunteer roles parents can play in the school)
- how to design effective forms of home-to-school communications about school programs and children’s progress
- strategies used in the classroom
- decision-making and planning
- how to effectively use technology as a tool for children’s academic growth

WED will communicate this information by:

- providing all students with a student handbook.
- hosting parent/teacher conferences twice a year and an annual open house at each school.
- presenting the School Improvement Plan, budget plans, the annual school report, and the school progress report provided by RIDE.
- holding an annual district-level open forum to present:
- the District Strategic Plan
- the district budget plan, including but not limited to, a line-by-line review of Title I, Part A monies dedicated to parent and family engagement

- the Annual Evaluation of Title I, Section 1116 parent and family engagement
- school progress reports
- providing hard copies of information upon request in languages that parents understand, with copies available in languages other than English as fiscally feasible.
- keeping track of attendance at all parent events and working to address the needs of parents who may have difficulty making meetings.
- placing informative links on the district website.
- providing open invitations to membership on district level committees.
- using technology to provide training and information to parents and families.
- publishing a district student assessment schedule and listing it on the district website.
- making WED email addresses available to parents.
- holding celebrations of academic achievement.
- forming partnerships with community organizations.
- maintaining family resource areas in each school identified as a physical space where:
 - suggestions can be submitted (e.g. suggestion box, surveys)
 - parents learn about opportunities for partnerships with the schools
 - information on how to help their children in academic, social and emotional areas is available
 - parents can access a lending library
- providing a meeting space (shared or permanent) and time for parents and families to meet where:
 - incentive strategies are identified and planned (drawings, parties, bingo nights, support groups, redesign of parent center, environment, family services, community agencies/resources)
 - barriers for parent participation/involvement are identified in order to create strategies for outreach/further parent and family engagement
 - development of various forms of training for parents and children take place (e.g. parents helping student in academics, behavior management, goal setting)
 - roles that parents can play are identified and developed (e.g. classroom or school volunteers, translators, trainers of other parents)
 - outreach and communication tasks/activities are identified/done (e.g. website, library, community agencies)
 - community-based organizations are identified, outreached and involved
 - planning of the annual evaluation of the effectiveness of the Parent and Family Engagement Policy takes place
 - identifying two point people (parent and staff) at each school to take on various responsibilities to ensure parent and family engagement.
 - scheduling of meetings to increase and assure participation and representation of different groups/populations.

WED will provide information to teachers, pupil services personnel, principals and other staff on:

- how to reach out to, communicate with, and work with parents as full and equal partners.
 - the value and importance of the contributions of parents.
 - how to implement and coordinate parent programs and build ties between parents and schools.
- To accomplish this, WED will:
- conduct professional development during faculty, administrative, staff and school committee meetings.
 - provide regular faculty meeting time to discuss family engagement practices that have been successful in schools.
 - share information from other sources on new ideas for involving families.
 - provide technical assistance to schools on implementing family and community partnership programs along with designing effective forms of school-to-home communications.
 - utilize parents as trainers for parent workshops and, as appropriate, for staff development.
 - provide access to online presentations through WED website.

- identify a district-level point person to oversee and assure the implementation of the Parent and Family Engagement Policy.
- provide approved programs required by law for English Learners and Students with Disabilities complying to parent and family engagement requirements of those laws
- offer translation services.
- providing access to meetings in compliance with the ADA.
- provide childcare, as feasible, at meetings.

WED will further:

- establish and maintain a district Parent Advisory Council (PAC) to provide advice on all matters related to parent and family engagement and student achievement including parent and family engagement in Title I, Part A programs. The delegates will be encouraged to share information from their area with the council and in return take information back to their respective members.

Part II: Annual Evaluation

WED will ensure that an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy is conducted to improve the quality of all schools, including those participating in Title I, Part A.

- WED will conduct an inventory of current parent and family engagement practices.
- Parents and families in both Title I, Part A and non-Title I schools, will be given a self- evaluation tool to determine the effectiveness of their parent and family engagement and partnership practices.
- The evaluation will include identifying barriers to greater participation by parent and families in parent and family engagement activities, with particular attention to parents who are economically disadvantaged, homeless, disabled, have limited English proficiency, or have limited literacy.
- Any constructive comments/concerns from parents and families regarding the district's Parent and Family Engagement Policy will be addressed through revisions to the policy. These comments will be submitted with the revised policy to the RIDE.

Part III: Statutory Requirements

WED agrees to implement the following statutory requirements:

- WED will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1116 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with Section 1116, WED will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESEA.
- WED will incorporate this district wide parent and family engagement policy into its Consolidated Resource Plan developed under Section 1112 of the ESEA.
- In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, WED and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand
- If the Consolidated Resource Plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, WED will submit any parent comments with the plan to RIDE.

- WED will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than 95% of the 1% reserved goes directly to the schools.
- WED will be governed by the statutory definition of parent and family engagement as stated in ESEA/ESSA and expects that its Title I schools will carry out programs, activities and procedures in accordance with the definition in ESEA/ESSA

Part IV: Adoption

WED's Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs as evidenced by meeting minutes and parent signatures

This policy was adopted by the Woonsocket Parent Advisory Council on January 20, 2016.

This policy was adopted by the Woonsocket Education Department and the Woonsocket School Committee on March 23, 2016 and will be in effect for one year.

This policy will be reviewed annually for necessary revisions and presented annually to the Woonsocket School Committee as part of the Student Handbooks for approval.

The Woonsocket Education Department will distribute this policy to all parents, including but not limited to those with children in schools participating in Title I, Part A, on or before October 1 of each academic year.

1st Passage approved by WSC: 3-9-16

2nd Passage approved by WSC: 3-23-16

Amendments approved by WSC: 2-8-2017

LA PÓLIZA DE PARTICIPACIÓN DE PADRE Y FAMILIA

El Departamento de Educación de Woonsocket (WED) cree que los padres y las familias son los primeros y más influyentes maestros de sus hijos. Entre más involucrados los padres y las familias están en el proceso de educación, mayor es el éxito académico de cada niño. WED se compromete a compartir la responsabilidad de ofrecer una educación de calidad para nuestros niños a través de asociaciones entre nuestras escuelas, los padres y familias de nuestros estudiantes en la comunidad.

Esta Póliza de Participación de Padres y de Familias describe las acciones que WED cree necesarias para involucrar eficazmente a los padres y las familias en todos los ámbitos de la educación de sus hijos. WED seguirá la definición reglamentaria de los padres y la participación de la familia.

Participación de padres y familias significa que los directores, maestros y padres participen regularmente en comunicación bilateral significativa sobre el aprendizaje del estudiante y otras actividades escolares.

Esta comunicación se asegura que los padres y las familias:

- desempeñen un papel integral en la asistencia del aprendizaje de sus hijos
- están incluidos en la toma de decisiones y en los comités consultivos

Esta póliza cumple o supera el Título I, Parte A, Sección 1116 requisitos para la participación de los padres. WED espera que todas las escuelas del distrito, incluyendo pero no limitado a las

escuelas de Título I, llevar a cabo programas de participación de padres y de familia, actividades y procedimientos.

WED proporcionará:

- Plena oportunidades para la participación de todos los padres, incluyendo aquellos con una proficiencia limitada del inglés, los padres con discapacidades y padres de niños migrantes.
- información y los reportes escolares necesarios en formatos comprensibles y uniformes.
- formatos alternativos bajo petición y en la medida posible en un lenguaje que a los padres puedan entender.

Para el propósito de esta póliza, se requiere a los padres incluir guardianes.

Acrónimos comunes encontrados en este documento:

WED - Departamento De Educación De Woonsocket

RIDE - Departamento de Educación de Rhode Island

ESEA - Acta de Educación Primaria y Secundaria*

ESSA - Acta que Cada Estudiante Triunfa*

*La ESEA de 1965 fue reutilizada como la ESSA en diciembre de 2015.

PAC - Consejo Asesor de Padres

ADA - Acta de Estadounidenses con Discapacidades

Parte I: Medidas

Cada escuela trabajará junto con WED para involucrar a los padres en la escritura y la implementación de la Participación del Plan de Padres y Familias del distrito para mejorar la calidad de sus escuelas. Se dará especial atención a aquellas escuelas que participan en Título I, Parte A, como es requerido bajo la sección 1112 del ESEA también conocido como la ESSA:

- Utilizando los resultados de la evaluación anual para revisar la póliza de Participación de Padres y Familias como sea necesario, diseñando estrategias para una más efectiva participación de padres y familias.
- Presentar una copia anual de la evaluación a cada Organización/Asociación escolar de Padres-Maestros y el Equipo de Mejoramiento Escolar
- Realizar una encuesta en la primavera de cada año, para determinar la efectividad de las actividades y programas corrientes para padres y familias usando uno o más de los siguientes métodos :
- enviar a casa con los estudiantes
- mediante la Organización/Asociación de Padres- Maestros
- en las conferencias de padres y maestros
- en los eventos de la escuela
- a través de sitios web y/o correo electrónico

La encuesta identificará las barreras que pueden prohibir la participación especialmente para aquellos que son económicamente desfavorecidos, discapacitados, de cualquier raza o minoría étnica y/o tengan conocimientos limitados del inglés o de alfabetización.

- Formar un comité con padres, maestros y administradores para diseñar/revisar la Póliza de Participación de Padres y Familia del distrito.
- El número de padres debe ser igual o mayor que el número de educadores.
- Todos los niveles de enseñanza deben estar representados: primaria, secundaria y bachillerato.
- Padres y educadores que representan las escuelas Título I deben de estar incluidos en el comité.
- The educators on the committee must represent both teachers and administrators.

- Los educadores del comité deben representar maestros y administradores. Al menos un miembro del Comité Ejecutivo Guild de Maestros de Woonsocket debe ser un miembro designado del grupo de educadores.
- Los miembros del comité deben representar la diversidad étnica de la población estudiantil De WED.
- Someter la Póliza del distrito de Participación de Padres y de Familia al Comité Escolar de Woonsocket para revisión, comentarios y revisión anualmente:
- Al nivel del distrito de Consejo Asesor de Padres (PAC) El PAC, a su vez, compartirá la póliza con todos los participantes del PAC para revisar, comentar y votar.
- para que los Directores de los edificios compartan con los padres para revisar, comentar y votar.
- Enviar la Póliza del distrito de Participación de Padres y de Familia al Comité Escolar de Woonsocket para el primer y segundo paso Para revisar los años en cuales no se hicieron cambios, el Comité Escolar será notificado que la póliza queda como tal.

Específicamente para las escuelas participantes en el Título I, Parte A, WED ie:

- asegurará de que el nivel escolar requerido de las Pólizas de Participación de Padre y familia satisfagan los requisitos de Título I, Parte A e incluya un compacto escolar de padres.
- involucrando a los padres de los niños en las decisiones acerca de los fondos de Título I, especialmente cómo el 1% de Título I, Parte A de los fondos reservados para los padres y la participación de la familia es gastado y asegurarse que no menos del 95% del 1% reservado vaya directamente a las escuelas.
- proveyendo otro tipo de apoyo razonable para las actividades de la participación de padre y familia bajo la Sección 1116 de ESEA/ESSA como los padres lo requieran.
- involucrando los padres en el proceso de revisión y mejora escolar bajo la sección 1116 de la ESEA/ESSA
- Incluir a los padres en el Equipo de Mejoras de Escuela.
- Mantener y apoyar un grupo activo de padres y maestros (ej.Organización/Asociación de Padres-Maestros).
- Proporcionar entrenamiento a los padres sobre la abogacía.
- designará a una persona de Título I de cada escuela de Título I y listar el nombre en el sitio web de la escuela.
- Coordina con cada escuela del Título I anualmente para asegurars de que el plan de Título I de participación de padre y familia esté en marcha.
- provera la coordinación necesaria, asistencia técnica y apoyo para ayudar a ambas escuelas de Título I como también esas que no participan en Título I con la planificación e implementación efectiva de las actividades de participación de padre y de familia para mejorar el logro académico del estudiante y el rendimiento escolar por medio de:
- desarrollando la Participación de la Póliza de Padre y Familia en todo el distrito para apoyar la coordinación de programas de Título I.
- proveyendo información con estrategias efectivas en la participación de padres y familias, y herramientas, incluyendo pero no limitadas a, comunicación mensual, correos electrónicos, contactos telefónicos y sitios web.
- identificando organizaciones comunitarias que están disponibles para proveer actividades educativas, recursos y talleres para familias.
- creando una página en el sitio web del distrito para obtener información acerca de la participación de padres y familia.
- coordinar e integrar las estrategias de participación de padres y familias con programas preescolares financiados por el gobierno federal, incluyendo pero no limitado a, Head Start y Even Start de Woonsocket:
- proveyendo vínculos a los sitios web para ayudar a los padres y las familias a localizar información.
- Anualmente tener una orientación informativa para Kinder para presentar a las familias y a los estudiantes al distrito y a las escuelas.

- creando un comité de “Comunidad Asociados”, compuesto por representantes de los programas preescolares y WED para reunirse trimestralmente para intercambiar información e ideas sobre la participación de padres y familias.
- proveyendo un Centro de Recursos Familiares en cada escuela con materiales e información acerca de los programas preescolares.
- proveyendo talleres y foros en conjunto sobre los temas de crianza que ayudará a los padres hacer socios en la educación de sus hijos.
- Dando la bienvenida a las organizaciones de la comunidad para compartir la información que beneficiará a la educación de los niños.
- Proveer orientación, asistencia, información, material, talleres y foros durante el transcurso del año para ayudar a los padres a que se hagan socios en la educación de sus hijos. Los temas incluirán, pero no están limitados a:
 - los estándares de contenido académico de RI
 - logros académico del estudiante de los estándares de RI (requisitos de nivel de grado)
 - evaluaciones académicas estatales y locales incluyendo evaluaciones alternativas
 - requisitos del título I, Parte A
 - cómo supervisar el progreso de sus hijos (por ejemplo, el portal para padres, los informes de progreso, las notas de informe, las conferencias de padres/ maestros y reuniones)
 - formas efectivas en que los padres puedan trabajar con sus hijos en el hogar, incluyendo entornos de apoyo en el hogar
 - técnicas de manejo de conducta
 - cómo establecer asociación con las escuelas (por ejemplo, el papel que los padres voluntarios desempeñan en la escuela)
 - cómo diseñar formas efectivas de comunicaciones del hogar a la escuela acerca de los programas escolares y el progreso de los niños
 - estrategias utilizadas en el salón de clase
 - en la toma de decisiones y la planificación
 - cómo utilizar eficazmente la tecnología como una herramienta para el crecimiento académico de los niños.

WED comunicará esta información:

- Proveyendo a todos los alumnos con un manual del estudiante
- Llevando a cabo conferencias de padres y maestros dos veces al año y una reunión anual en cada (open house) escuela.
- Presentando el plan de Mejoras Escolares, planes de presupuestos, reporte anual escolar, y el informe de progreso escolar proveído por RIDE.
- Llevar a cabo un foro abierto a nivel del distrito para presentar:
 - Plan Estratégico del distrito
 - plan de presupuesto del distrito, incluyendo pero no limitado a, revisión de línea por línea de Título I, Parte A, dineros dedicados a la participación de padres y familia
 - la Evaluación Anual del título I, Sección 1116 participación de padres y familia
 - los reportes de progreso de la escuela.
- proveyendo copias de la información bajo petición, en un idioma que lo padres puedan entender, con copias disponibles en otros idiomas aparte del Inglés como fiscalmente sean disponibles.
- chequeando la asistencia a todos eventos de los padres y trabajar para denotar las necesidades de los padres que puedan tener dificultades para asistir las reuniones.
- colocando enlaces informativos en el sitio web del distrito.
- proveyendo invitaciones abiertas de membresías a los comités del nivel del distrito.
- usando tecnología para proveer entrenamiento e información a los padres y las familias.
- publicando un programa de horario de evaluación del estudiante y listado en el sitio web del distrito.
- haciendo las direcciones de correos electrónicos de WED disponibles para los padres.

- teniendo celebraciones de logros académicos.
- formando asociaciones con organizaciones comunitarias.
- Manteniendo áreas de recursos familiar en cada escuela identificada como un espacio físico donde:
 - las sugerencias puedan ser sometidas (por ejemplo, buzón de sugerencias, encuestas)
 - padres puedan aprender acerca de las oportunidades para alianzas con las escuelas
- información en cómo ayudar a sus hijos académicamente, social y áreas emocionales es disponible
- los padres pueden acceder la biblioteca prestamista:
- proveyendo un espacio para reuniones (compartido o permanente) y tiempo para que los padres y las familias se reúnan donde:
 - estrategias incentivos sean identificadas y planificadas (rifas, fiestas, noches de bingo, agencias comunitarias/recursos).
 - se identifiquen barreras para la participación involucramiento de los padres para crear estrategias para un mayor acercamiento y participación de padres y familias
 - desarrollo de varias formas de entrenamiento para padres y niños tomen lugar (por ejemplo, padres que ayudan a los estudiantes en el ámbito académico, manejo del comportamiento, fijación de objetivos)
 - roles que los padres pueden tener sean identificados y desarrollados (por ejemplo, voluntarios de clase o escuela, traductores, y entrenadores de otros padres)
 - trabajos, actividades de acercamiento y comunicación se identificados/hechos (por ejemplo, página web, bibliotecas, agencias comunitarias)
 - las organizaciones de base comunitarias sean identificadas, alcanzadas, e involucradas.
 - La Planificación de la evaluación anual y efectividad la Póliza de Participación de Padres y Familia tome lugar
 - identificar a dos personas (padre y personal) en cada escuela para que asuman diversas responsabilidades para asegurar la participación de padres y familias.
 - programación de reuniones para aumentar y asegurar la participación y representación de los diferentes grupos o poblaciones

WED proveerá información a los profesores, personal de servicios del alumno, directores y otro personal en:

- cómo llegar a, comunicarse con, y trabajar con los padres como socios plenos e iguales.
- el valor y la importancia de las contribuciones de los padres.
- cómo implementar y coordinar programas de padres y crear lazos entre los padres y las escuelas.

Para lograr esto, WED:

- llevará a cabo el desarrollo profesional durante las reuniones de la facultad, administrativa, personal y comité escolar.
- provera un tiempo regular para reunione de la facultad para discutir prácticas de participación de la familia que han tenido éxito en las escuelas.
- compartirá información de otras fuentes sobre nuevas ideas para involucrar a las familias.
- Proveerá asistencia técnica a las escuelas en la implementación de los programas de participación de la familia y de la comunidad, adjunto con el diseño de formas efectivas de comunicación de escuela a casa.
- utilizara a los padres como entrenadores de talleres para padres y, como apropiado para el desarrollo del personal.
- provera accesoria en presentaciones en la red a través de la página web de WED.
- identificara a una persona asignada a nivel del distrito para supervisar y asegurar implementación de de la Póliza de Participación de Padres y de Familias.
- provera programas aprobados por la ley para aprendices y estudiantes de inglés con discapacidades, cumpliendo con los requisitos de participación de padres y familias de esas leyes.

- ofrecerá servicios de traducción.
- proveerá acceso a reuniones en cumplimiento con la ADA.
- proveerá el cuidado de los niños, en reuniones como sea posible.

WED seguirá:

- estableciendo y manteniendo el Consejo Asesor de Padre (PAC) en el distrito para proveer asesoramiento sobre todas los asuntos relacionados a la participación de padres y familias y logros de estudiantes incluyendo la participación de padre y de la familia en el programa de Título I, Parte A. Los delegados serán invitados a compartir información desde su área con el Consejo y a cambio recibirán información para que luego la compartan con sus respectivos miembros.

Parte II: Evaluación Anual

WED garantiza que una evaluación anual del contenido y la eficacia de la Póliza de Participación de Padres y Familias se realizada para mejorar la calidad de todas las escuelas, incluyendo aquellas que participan en Título I, Parte A.

- WED realizará un inventario de las actuales prácticas de participación de padres y familias.
- Padres y familias de ambas título I, Parte A y escuelas de no Título I, se les dará una herramienta de evaluación para determinar la eficacia de su participación de padres y la familia y sus prácticas de asociación.
- La evaluación incluirá identificar las barreras para una mejor participación por los padres y las familias para en la participación de actividades de los padres y las familias, con atención particular a los padres que están económicamente en desventaja, sin hogar, discapacitados, tienen conocimientos limitados del inglés, o tienen alfabetización limitada.
- Cualquier comentario constructivo/preocupaciones en relación de la póliza del distrito de la Participación de Padres y Familias será citada a través de las revisiones de la póliza. Estos comentarios serán presentados con la póliza revisada a RIDE.

Parte III: Requisitos Estatutarios

WED se compromete a implementar los siguientes requisitos legales:

- WED pondrá en marcha programas, actividades, y procedimientos para la participación de los padres en todas sus escuelas con programas de Título I, Parte A, en conformidad con la sección 1116 de la Ley de Educación Primaria y Secundaria (ESEA). Esos programas, las actividades y los procedimientos serán planificados y operados con una consulta significativa con los padres de los niños participantes.
- Consistente con la Sección 1116, WED trabajará con sus escuelas para asegurarse de que el requerido nivel de las pólizas de la participación de padres y familias satisfagan los requisitos de la sección 1116 (b) de la ESCENA, y cada uno incluido como un componente al compacto de la escuela padre consistente con la sesión 1116 (d) del ESEA.
- WED incorporará en todo el distrito la póliza de participación de padres y familias en su Consolidado Plan de Recursos desarrollado bajo la sección 1112 de la ESEA.
- En la realización del título I, Parte A, requisitos de participación de padre y de familia, hasta la medida posible, WED y sus escuelas ofrecerán plenas oportunidades para la participación de los padres con dominio limitado del inglés, los padres con discapacidades y padres de niños migrantes, incluyendo la provisión de información y los informes escolares requeridos bajo la sección 1111 de la ESEA en un formato comprensible y uniforme, incluyendo formatos alternativos a petición o cuando aplicable en un idioma que los padres lo entienden.
- Si el Plan de Recursos Consolidados para el Título I, Parte A, desarrollado bajo la sección 1112 de la ESEA, no es satisfactorio a los padres de los niños participantes, WED presentará cualquier comentario de los padres con el plan de RIDE.
- WED involucra a los padres de los niños que son atendidos en Título I, Parte A en la toma de

decisiones de cómo el 1% de los fondos reservados de Título I, Parte A para la participación de los padres y de las familias es gastado, y se asegurara que no menos del 95% del 1% reservado va directamente a las escuelas.

- WED será gobernado por la definición legal de participación de padres y familias como se indica en la ESEA/ESSA y espera que sus escuelas Título I llevará a cabo programas, actividades y procedimientos en conformidad con la definición de ESEA/ESSA

PARTE IV: Aprobación:

La Póliza de Participación de Padre y de familia de WED ha sido desarrollada conjuntamente con, y en acuerdo con los padres de niños participantes en programas de Título I, Parte A como lo demuestra las minutas de la reunión y las firmas de los padres.

Esta póliza fue adoptada por el Consejo Asesor de Padres de Woonsocket el 20 de enero de 2016.

Esta póliza fue adoptada por el Departamento de Educación de Woonsocket y el Comité Escolar de Woonsocket el 23 de marzo del 2016 y estará en vigencia durante un año.

Esta póliza será revisada anualmente para las revisiones necesarias y presenta anualmente al Comité Escolar de Woonsocket como parte del manual del estudiante para su aprobación.

El Departamento de Educación de Woonsocket va a distribuir esta póliza a todos los padres, incluyendo, pero no limitado a aquellos con niños en escuelas que participan en Título I, Parte A, no antes del 1ro de octubre de cada año académico

1er Pasaje aprobado por WSC: 3-9-16

2o Passage approved by WSC: 3-23-16

LAs enmiendas aprobadas por la WSC: 2-8-2017

PARENT / STUDENT PORTAL

Students and parents/guardians have access to the student information system using Skyward 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 user name and password are required to enter the portal. Students will receive their user names and passwords in advisory. Parents/guardians will have opportunities to receive their user name 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 user name 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 quarterly and progress reports are issued at the half way point of each quarter. Passing grade is a 70. For more information see the full Grading Policy on page 30.

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 arrive to school no later than 9:30 a.m. and remain in attendance thereafter on the day of an extra-curricular/athletic activity if participated/played on a week day and the day before if participated/played on a Saturday.

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.

SCHOOL CALENDAR

The school 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
RIBA	Cancellations.com	Channel 12

SCHOOL DRESS CODE POLICY – P4-15

The Woonsocket Education Department has adopted a school dress code that requires apparel and grooming appropriate to the learning activity and age of the student. The purpose of the code is to enhance the educational environment in our schools by promoting good personal habits, diminishing socioeconomic tensions, and removing distracting and disruptive apparel and grooming from the classroom. In adopting this code, the Woonsocket Education Department strives to create an educational environment conducive to teaching and learning. Apparel and grooming will be clean, neat and in keeping with health and safety requirements. Any dress and grooming that interferes with or disrupts the educational environment, including distracting extremes in dress or make-up, are not in compliance with this code.

The Dress Code as written applies to both boys and girls.

Waivers to the dress code policy will be issued at the discretion of the Superintendent or his/her designee by filing a waiver request stating the specific reason for your request (i.e. religious freedom, health consideration, or other reason provided by law).

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

Students from other communities that attend the Woonsocket Area Career and Technical Center (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.

The administration shall be the final judge of appropriate and acceptable dress. Students in violation of the dress code will be referred to the office and administration for it to render decisions in individual cases. Any student in violation of the dress code will be required to immediately make the necessary adjustments to comply with the code. Disciplinary action may be applied when warranted. Interpretation of these rules shall be at the sole discretion of the school administration.

District Dress Code

Students may wear any clothing that meets the following guidelines:

- Apparel shall cover the torso, shoulders, hips, upper legs and be opaque.
- No bare shoulders or backs, including tank tops, muscle shirts, low-cut necklines that show cleavage, thin straps, strapless or slip tops.
- No sagging or low-cut pants worn below the waist or excessively short skirts or shorts (skirts, dresses, and shorts that are shorter than the tip of the fingertips when arms are fully extended at their sides) are not allowed. Tights and leggings may not be worn as an outer garment.
- Pajama tops/bottoms are prohibited.
- No apparel or accessories shall advocate drugs, alcohol, sex, violence, or discrimination. Clothing that contains profanity, threats, or gang symbols is prohibited. Bandannas, do-rags, and other similar head attire are not to be worn in the school. Hoods cannot be worn indoors.
- No apparel, accessories, footwear, or hairstyle shall be worn that is capable of inflicting damage to the wearer, another person, or school property. Wallet chains are prohibited. Sun-glasses are prohibited.
- Footwear must be closed toe and heel. Heels must be low to ensure safety.

Possible consequences for failure to comply with dress code:

- Verbal warning to students and parents
- Conference with student
- Written warning
- School shirt provided for the day with parent/guardian permission
- Conference with parent
- In school suspension
- Out of school suspension
- Referral to guidance for truancy

1st Passage approved by WSC: 9-10-14

2nd Passage approved by WSC: 9-24-14

Amendments approved by WSC: 5-25-2016

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

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.

Response to Intervention (RTI)

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 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 bust 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 bust 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 baby sitter needs to escort them.

- Transportation to or from a day care 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 baby sitter.
- 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 (e.g. 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 fair as possible, on an individual basis. A student may be suspended in school or out of school, depending upon the violation. 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.

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 WED 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 device (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 HIGH SCHOOL - STUDENT/PARENT
ATHLETIC HANDBOOK & EXTRA-CURRICULAR HANDBOOK

WOONSOCKET EDUCATION DEPARTMENT
Extra-Curricular Code of Conduct - see pg 83 for sign-off form

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 activities.

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.

B. 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 activities.

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.

C. 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(ies) 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, at the progress report, the first semester, at the progress report, the third quarter, at the progress report, the second semester and summer school. If you have any questions or are not sure of a student's eligibility please contact the school's administration. 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.

To be eligible the participant must:

have passed 60% of class credits from the previous marking period.

be passing 60% of class credits 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 60% of class credit by the end of the marking period in which the activity began. Students are allowed to fail ONLY ONE CORE SUBJECT per marking period. Core content area classes- English, Math, Science and History. Students can become eligible at the progress report (PR) marking period.

Students can be eligible by RIIL standards, but ineligible by WHS standards: EX- students failing two core classes at the beginning of the marking period (60% eligible by RIIL) are not eligible by WHS standards, but can become eligible at the progress report if they are passing one or both of the core classes.

Marking periods will be (Q1, PR, MV, PR, Q3, PR, FV).

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 (RIIL) Rules and Regulations. 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. Students must arrive by 9:30am to be able to participate in any extracurricular activities. If a student arrives after 9:30am they must gain the permission of the Athletic Director, Principal, Vice Principal or Dean to participate in practice, games or activity on that day. 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. Suspensions/FACTS

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 extracurricular activity until the suspension has been completed.

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. 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 Student-Parent Athletic Handbook/Extra-Curricular Activity Policy. 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 Athletic Handbook/Extra-Curricular Activity Policy Form which may be found on the second 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/athletic director. The exam will be kept on file in the Nurse’s office. The student must have turned in the following forms to the coach/athletic director: concussion, insurance waiver, copy of the insurance card and a pre-participation physical.

The student must obtain school accident insurance coverage if they cannot prove they have personal/family medical health insurance. 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 health 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 provide proof of medical 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 per RIIL.

Section 2. Uniforms/Equipment

The student must have returned equipment from any previous sport played. Athletes are respon-

sible 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 3. 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.

Dual Participation- By RIIL rules, student-athletes are allowed to participate in more than one sport each season. Dual participation is solely a choice by the student-athlete and his/her parent(s)/guardian(s). Upon deciding to play multiple sports in the same season, the student-athlete must declare which sport is the primary sport, and which is the secondary sport. If events or practices coincide for both sports, the student-athlete must be present for the primary sport. If conflicts arise, the Athletic Director will work with the head coaches to determine the resolution.

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.

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.

Captains:

Prior to the selection of captains, athletes will be informed by the coach of the criteria for selection and obligations of the position. The position of team captain is one of honor, leadership and responsibility. As a result, students serving in that capacity are expected to conduct themselves in an exemplary manner both in and outside of school.

Sportsmanship:

“Good sportsmanship, ethical behavior, integrity, and respect for others” are the guiding principles that permeate all interscholastic activities in our school. In perception and practice, sportsmanship is defined as those qualities, which are characterized by generosity and genuine concern for others. All individuals, regardless of their role, are expected to model sportsmanship because of their influence on the behavior of others.

Student-Athletes Must:

Appreciate and understand that their behavior is observed and emulated by many who are younger;

Live up to the high standard of sportsmanship established by the RIIL;

Accept and understand the seriousness of their responsibility and privilege of representing their school and community;

Live up to the standards of sportsmanship established by the school administration and coaching staff;

Learn the rules of the game thoroughly and discuss them with parents, fans and peers;

Treat opponents the way they would like to be treated, as a guest or friend;

Refrain from taunting, trash-talking, or making any kind of derogatory remarks, especially comments of ethical, racial or sexual nature, to their opponents during the game or after the game;

Wish opponents good luck before the game and congratulate them in a sincere manner that they would like to receive following a victory or defeat;

Respect the integrity and judgement of game officials;

Win with humility and lose with grace.

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 RILL, 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 RILL 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.

1st Passage Approved by WSC: June 14, 2017

2nd Passage Approved by WSC:

CHILD ABUSE AND NEGLECT PREVENTION POLICY

The Woonsocket Education Department is dedicated to the goal of protecting our students from child abuse and neglect and to responding effectively to incidents of child abuse and neglect. The Woonsocket Education Department recognizes that schools can play an important role in preventing child abuse and neglect because of the sustained contact that school personnel have with children on a consistent daily basis and the ability of educators to promptly detect when a child is being abused or neglected. Creating an environment in which student safety, health and welfare are protected not only ensures the wellbeing of our students, but also helps in removing obstacles to their learning and achieving at high levels. Our schools will work cooperatively with all agencies with responsibility for addressing child abuse and neglect, most especially with the Division of Child Protective Services of Rhode Island's Department for Children, Youth and Families.

Rhode Island General Laws §40?11?3 requires that any person who has reasonable cause to know or suspect that any child has been abused or neglected (or who has been a victim of sexual abuse by another child) shall, within twenty four (24) hours, transfer that information to the department of children, youth and families or its agent who shall cause the report to be investigated immediately. Reports are made by calling the Child Abuse Hotline at 1-800-RI-CHILD.

All employees of the district are mandated reporters and are required to follow the law and the Protocol for Reporting Child Abuse and Neglect established for each school in the district. Mandated reporters include teachers, paraprofessionals, principals, school custodians, bus drivers, secretaries and any other person in the school setting. As a result of these reports and referrals,

protective social services will be made available to those students in an effort to safeguard their welfare and provide a means to prevent further abuse or neglect. School employees who are mandated reporters and who fail to do so will be subject not only to the penalties provided by law, but also to disciplinary action, up to and including dismissal.

All employees of the district will be provided with annual training on the identification and mandated reporting of child abuse and neglect, including a workshop that provides information on the legal and psychological aspects of child sexual and physical abuse, the impact such abuse has on children, and the appropriate response to a child who has made an allegation of abuse.

The Superintendent of Schools shall have the responsibility to ensure that this policy is implemented throughout the district, that parents are made aware of how the district is addressing the issue of child abuse and neglect, that annual trainings are conducted, the district has developed a protocol for reporting, that the protocol is being followed in each building, and that appropriate records of reports and follow up are maintained by the district. Building principals shall have the responsibility to disseminate the district policy on reporting child abuse and neglect to all school personnel at the beginning of each school year and to make sure that the protocol is followed.

The Superintendent shall annually evaluate the effectiveness of the district's child abuse prevention activities and report to the School Committee on any revisions to this policy or to school protocols that might be needed to more effectively address the problem of child abuse and neglect

PROTOCOL FOR REPORTING CHILD ABUSE AND NEGLECT

When any person employed by the Woonsocket Education Department and assigned to any Woonsocket school has reasonable cause to know or suspect that any child, whether a student at the school or any other child, has been abused or neglected (as defined below) or has been a victim of sexual abuse by another child, the employee shall, within twenty-four (24) hours, transfer that information to the Department of Children Youth and Families by calling the Child Abuse Hotline at 1-800-RI-CHILD.

The call may be made from the telephone in the school office, or the reporter's home or cell phone, as long as every effort is made to ensure confidentiality. Reports are taken at the Child Abuse Hotline twenty-four hours per day, seven days per week.

- The employee should be prepared to provide the following information, if it is available, to the person answering the Child Abuse Hotline: name, age, and grade of the child; the school name, address and telephone number; contact information on file at school for the child's family, including the name, address and telephone number of the child's mother; the condition of the child; reason for the suspicion; present location of the child; name and telephone number of the person making the report.
- At the time of making the report to the DCYF Child Abuse Hotline, or as soon possible thereafter, the reporter should complete the attached "Report of Suspected Child Abuse Form" and immediately forward a copy to the school nurse and principal. The principal must forward a copy to the Superintendent Office. The reporter should make himself or herself available as needed to provide any follow up information to the Child Protective Investigator assigned to the case. The principal shall maintain a copy of all reports.
- Any person making or participating in making a good faith report has immunity from any civil or criminal liability (RIGL §40-11-4).
- Any person who knowingly fails to report or prevents any person from making a reasonable report is subject to a fine of \$500.00 or imprisonment up to one year or both (RIGL §40-11-6.1).
- All records concerning reports of child abuse and neglect, including reports made to the DCYF

Hotline, are confidential and must not be disclosed, except when otherwise permitted by law. (RIGL §40-11-13).

- Records maintained at the school or in the central office that are related to reports of child abuse and neglect should be retained separate from the student's educational records and retained only so long as deemed appropriate by the district's legal counsel.

Abuse and Neglect defined by Rhode Island General Law

Rhode Island law defines an "abused and/or neglected child" as a child whose physical or mental health or welfare is harmed or threatened with harm when his or her parent or other person responsible for his or her welfare:

(i) inflicts or allows to be inflicted upon the child physical or mental injury, including excessive corporal punishment; or

(ii) creates or allows to be created a substantial risk of physical or mental injury to the child, including excessive corporal punishment; or

(iii) commits or allows to be committed, against the child, an act of sexual abuse; or

(iv) fails to supply the child with adequate food, clothing, shelter, or medical care, though financially able to do so or offered financial or other reasonable means to do so; or

(v) fails to provide the child with a minimum degree of care or proper supervision or guardianship because of his or her unwillingness or inability to do so by situations or

(vi) conditions such as, but not limited to, social problems, mental incompetency, or the use of a drug, drugs, or alcohol to the extent that the parent or other person responsible for the child's welfare loses his or her ability or is unwilling to properly care for the child; or

(vii) abandons or deserts the child; or

(viii) sexually exploits the child in that the person allows, permits or encourages the child to engage in prostitution as defined by the provisions in section 11-34.1-1 et seq., entitled "Commercial Sexual Activity; or

(ix) sexually exploits the child in that the person allows, permits, encourages or engages in the obscene or pornographic photographing, filming or depiction of the child in a setting which taken as a whole suggests to the average person that the child is about to engage in or has engaged in, any sexual act, or which depicts any such child under eighteen (18) years of age, performing sodomy, oral copulation, sexual intercourse, masturbation, or bestiality; or

(x) commits or allows to be committed any sexual offense against the child as such sexual offenses are defined by the provisions of chapter 37 of title 11, entitled "Sexual Assault", as amended; or

(xi) commits or allows to be committed against any child an act involving sexual penetration or sexual contact if the child is under fifteen (15) years of age; or if the child is fifteen (15) years or older, and (1) force or coercion is used by the perpetrator, or (2) the perpetrator knows or has reason to know that the victim is a severely impaired person as defined by the provisions of § 11-5-11, or physically helpless as defined by the provisions of § 11-37-6.

"Mental injury" includes a state of substantially diminished psychological or intellectual functioning in relation to, but not limited to, such factors as: failure to thrive; ability to think or reason; control of aggressive or self-destructive impulses; acting-out or misbehavior, including incorrigibility, ungovernability, or habitual truancy; provided, however that the injury must be

clearly attributable to the unwillingness or inability of the parent or other person responsible for the child's welfare to exercise a minimum degree of care toward the child. "Reasonable cause to know or suspect" child abuse or neglect is defined as "facts and circumstances based upon as accurate and reliable information as possible that would justify a reasonable person to suspect that a child is abused or neglected. The facts and circumstances may include evidence of an injury or injuries, and the statements of a person worthy of belief, even if there is no present evidence of injury".

Revisions made by the subcommittee on: 6-06-2016

WSC Approved 1st Passage on: June 29, 2016

WSC Approved 2nd Passage on: July 20, 2016

DUAL ENROLLMENT POLICY

Purpose

The purpose of this policy is to support the enrollment of Woonsocket High School students in courses designed to provide an early college experience, with the opportunity to earn college credit. This policy ensures that the Woonsocket Education Department is in full compliance with the Rhode Island Board of Education's Dual Enrollment Opportunity Act (R.I.G.L. 16-100).

Terms

Concurrent Enrollment: A student is enrolled in a dual enrollment course that is offered at the secondary school and taught by a secondary school teacher who may be approved by the post-secondary institution(s). Courses in which the potential is available to earn postsecondary credit, such as Advanced Placement and Career and Technical Center programs in which articulations agreements are available, are included.

Dual Enrollment: A student is enrolled in a secondary school while simultaneously enrolled part-time or full-time as a non-matriculating student at a postsecondary institution, such as a community college, four year college, or university.

Early College Enrollment: A senior who is accepted and enrolls as a postsecondary full-time student in a degree program may substitute that program for his/her senior year. That student must ensure that they still meet all other graduation requirements.

Eligibility

Students can qualify to be enrolled in a post-secondary institution and not need to attend Woonsocket High School on a daily basis. Students must meet the following criteria:

1. Complete all course requirements by the end of their junior year with the exception of senior English, the fourth Math related requirement and Physical Education, and have earned a minimum of 18 credits.
2. Complete all portfolio and Comprehensive Course Assessment requirements.
3. Earn a minimum GPA of 80.
4. Have the approvals of his/her guidance counselor, guidance department coordinator and principal.
5. Attendance, conduct history and post-secondary institution requirements will be considered when determining eligibility.

Grading, Course credit, and Accommodations

Grading for concurrent enrollment courses will be in accord with the Woonsocket High School grading policy. Grading for dual enrollment and early college enrollment courses will be in accord with that of the postsecondary institution. All earned credits will count toward a Woonsocket High School diploma. All grades, including dropped courses, will be reflected on high school and postsecondary transcripts.

Students must provide transcripts to the guidance office within five days of receiving grades from the post-secondary institution each semester. Failing or not completing a dual enrollment course required by Woonsocket High School will put the student in danger of not meeting graduation requirements.

The District will not be responsible for providing any accommodations that would otherwise be required to be provided by the post-secondary institution.

Financial Responsibility

Unless specifically provided for in the Woonsocket Education Department budget, all costs associated with early college, dual and concurrent enrollment courses are the responsibility of students and their families. The availability of funding from the State of Rhode Island may or may not be available to defray these costs. WED will ensure the participation of students receiving a free or reduced lunch by providing assistance in identifying funding sources. WED will not provide transportation to postsecondary institutions.

Communication

Opportunities and guidelines, including potential benefits and consequences, for participation of students in early college, dual and concurrent enrollment courses will be published in the Course Catalog.

Revisions made by the subcommittee on: 6-06-2016

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WSC Approved 2nd Passage on: July 20, 2016

HOME TUTORING POLICY

Define

Special Education Students:

- Medical Documentation must be presented.
- Process will be handled through the IEP Team.

General Education Students:

- Medical documentation must be presented to the School Nurse.
- All Medical documentations must be filed in the nurse's office.
- Principals will submit requests to the Assistant Superintendent Office.
- Once approved, principals will solicit volunteers within the building. If suitable volunteers cannot be found, principals should seek other volunteers from other buildings.

Home and Hospital Instruction

The Woonsocket Education Department provides home teaching for those students who because of either accident or physical, mental, or emotional disability are not able to attend regular classes. The District shall notify parents annually that (1) individual instruction is available for temporarily disabled students, and (2) when a student becomes temporarily disabled, it is the responsibility of the parent/guardian to notify the District. Location for instruction should not be further than 20 miles from the school or within the State of Rhode Island (whichever is further).

Eligibility for Home and Hospital Instruction

Students temporarily disabled by accident or by physical, mental, or emotional disability may receive individual instruction at home or other facilities. Such instruction may be given from one to five hours a week. Home or hospital instruction shall be provided only when a student is expected to be out of school for two (2) weeks or longer. A physician shall determine that the student is unable to attend school and will not expose the tutoring teacher to any contagious disease that can be transmitted by casual contact. Medical conditions which might present risk to a teacher are diseases such as measles and chickenpox. Home instruction will not be denied students with diseases such as hepatitis B, herpes, or AIDS, as long as the home observes current

preventive protocol as determined by the U.S. Centers for Disease Control. The tutoring teaching program will be terminated when the physician's report indicates that the student is physically able to attend school. The return to school might involve special provisions for rest periods; however, the school will assume the responsibility for the student's instruction once the home teaching program is terminated. In special cases in which a student is able to attend school for some period of time but has a recurring condition requiring periodic absences of several days, the home teaching program may be instituted prior to the two week waiting period.

Providers of Instruction

Home or hospital instruction shall be provided only by teachers with valid Rhode Island teaching credentials. The contract hourly wage will be paid for each hour spent tutoring the student. All teachers who are employed as WED teachers will be approved by the individual school to fulfill this function.

Procedures for Parents Requesting Home Teaching

1. A parent must contact the school of attendance to request that a student be placed on home tutoring.
2. Appropriate medical documentation must be presented to the school.
3. It is the responsibility of the parent to monitor the days and times that the home tutor will work with their child. In addition, parents are to stay informed about the progress of their child by meeting with the tutor as often as possible. Parents will also provide a clear and quiet workplace for the home tutor and student.
4. It is the responsibility of the parent to sign the teacher's timesheet to acknowledge that instruction has occurred.
5. When the physician releases the student to attend regular school, the parent must notify the school nurse and present medical documentation of the date the student will return to school.

Procedures for School Administrators

1. The principal or designee, upon receiving a request for home tutoring, a tutoring form must be filled out.
2. The school contact notifies the Assistant Superintendent Office that a student is requesting home tutoring. Whenever possible, the tutoring teacher should be a teacher in the school that the student attends to expedite determination of the course of study which the student should follow. If a teacher is not available in the school of attendance, the Principal or designee will identify an appropriate person.
3. When the completed form is returned, it is forwarded to the Assistant Superintendent Office. The site designee is responsible for directing the tutoring teacher to begin instruction.
4. Upon notification by the tutoring teacher of the date of the first day that instruction was given to the student, the attendance secretary of the school drops the student from regular attendance records as of the previous day, notifies the regular teacher(s) that the student is on home tutoring, and updates the cumulative folder of the student.
5. School personnel should cooperate with the tutoring teacher in obtaining appropriate assignments for the student so that the student is kept up-to-date on necessary classroom work to make a successful reentry into the regular school program.
6. When the student is able to return to the regular program, a release form from the physician

will be presented to the school of attendance prior to the first day that the student returns. The school attendance secretary then reenrolls the student as of the school day following the last day of home teaching.

Procedures for Tutoring Teachers

1. When notified by the site designee that the student is eligible to begin home tutoring, the tutoring teacher must call the home and set up an appointment.
2. It is the responsibility of the tutoring teacher to notify the attendance secretary of the school of attendance of the date of the first day of instruction so that the school can drop the student as of the previous day.
3. The student's attendance record is kept by the tutoring teacher while a student is having home tutoring.
4. At the end of each attendance period, the teacher must submit a timesheet to the office. Timesheets must be signed by the student's parent or guardian to verify the time spent in the home both for verifying attendance and hours for which the teacher is eligible for payment.
5. The tutoring teacher will consult with the student's current classroom teacher(s) to provide a continuity of instruction that enables the student to keep up with the regular school program. The tutoring teacher will act as a liaison in order to gather assignments. Completed work should be returned to the appropriate teacher.
6. It is the responsibility of the tutoring teacher to set the amount of time which is to be spent weekly (maximum five hours) according to the student's tolerance level and to set specific times with the student and parent for the instruction to take place.
7. When the student is able to return to school, the tutoring teacher must give the parent a release form to be completed by the physician. The student must present this signed form to the school when he or she returns.
8. The tutoring teacher will expedite the return of the student to the regular school by notifying the student's counselor or attendance clerk of the student's imminent return, instructing the student to report first to the counselor or school secretary for reregistering, and submitting current grades in writing to each teacher involved.
9. Upon completion of the assignment, the tutoring teacher must notify the school site and turn in the attendance.

Revisions made by the subcommittee on: 6-06-2016

WSC Approved 1st Passage on: June 29, 2016

WSC Approved 2nd Passage on: July 20, 2016

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”

Woonsocket High School

Student-Parent

Athletic Handbook

&

Extra-curricular Activity Policy

Sign-off Form

Please complete and sign lines below indicating that you and the student-athlete have reviewed the contents of the Woonsocket High School Student-Parent Athletic Handbook and Extra-Curricular Activity Policy.

Student's Name _____ **Grade** _____
(Print)

Student's Signature _____

Parent/Guardian's Name _____
(Print)

Parent/Guardian's Signature _____

Date _____

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Woonsocket Education Department
Google Apps for Education: Student Account Expectations

Google Account: Applications and Tools

Google Apps for Education (GAFE) offers a free (and ad-free) set of customizable tools that enable teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment. Students will use Google for educational purposes. The Google account assigned to your child was created by the school and assigned to your child. No student personal information was collected by Google in creating these accounts. As per school policies, all activities requiring Internet access are supervised by the teacher during the school day. The school is in control of which Google services it provides for student use. As part of our educational technology plan, internet safety is a main component of technology use. Teacher supervision, school filters, and spot checking student accounts will be used to ensure that students' use of digital tools follow expectations detailed in this document.

Students will use these GAFE apps made available by the district:

- Calendar to enter school assignments and activities
- Drive: Individual or shared online Docs (*similar to Microsoft Word*), Slides (*similar to PowerPoint*) and Sheets (*similar to Excel*)
- Classroom to receive assignments and access assignments
- **NOTE: Restricted Email is included.** Students will not have access to email other woonsocketschools.com users and ALL emails are archived and saved. Access to other school districts may be opened for collaborative projects. **NOTE: WHS/ WACTC accounts** can send and receive emails to domains outside of WED.

These free tools provided by Google are available to students at school and at home. It does not matter whether a student is working on Apple products (Mac computer, iPhone, iPad, iPod Touch), Windows products (PC computer), Android devices (most non-iOS tablets and most non-iOS phones), and of course Google Chromebooks. These tools help students keep organized, prevent lost homework, and allow students to work individually or collaboratively on school assignments. When using Google Apps and Tools, students work in a safe environment because people in the outside world can NOT participate in the discussion or assignment. In order to participate in an assignment, a person must be added to the site as a "shared collaborator".

The District has a registered Google domain and students will be monitored when using Google Apps and Tools at school. The administrator of the domain can turn off any student's services based on the items stated in this document. These rules and expectations extend to all students

for the duration of their enrollment at any Woonsocket school. This document must be read and signed before a student will be given a school hosted Google Account.

Proper and Ethical Use *Students provided a WED domain account must:*

- Practice appropriate ethical use of Google Apps and abide by the accepted rules of network etiquette.
- Accept responsibility for reporting any misuse of the Google Apps to a principal, vice-principal or any teacher.
- Accept that harassing, bullying or making fun of other students is strictly prohibited.

Rules of Etiquette

- Be polite at all times
- Use appropriate "school" language at all times
- Don't type abusive, hurtful or gossip-type messages
- Respect other student's privacy. In other words, don't reveal the name, home address, email address, or phone number of yourself or another student.
- Respect all security issues. Don't share passwords with other students.
- Don't delete another student's data without that student's knowledge

Student Acknowledgements

The use of a Google account will be in support of and consistent with the educational goals of Woonsocket schools. The use of Google will also follow the guidelines of the student handbook. Therefore, I will abide by the following:

- I will not use Google Apps to post any web pages for commercial activities, product advertisement, or political advocacy.
- I will not use Google Apps to post any obscene, discriminatory or offensive material. All material posted will relate to classroom assignments.
- I understand that district and school employees have the right to monitor all postings and work.
- I will only share and collaborate on projects that have been assigned to me by a teacher.
- I will respect the collaborative work of my teachers and peers. In other words, I will not delete the work of others unless I have their permission.

Information Literacy Issues: Plagiarism and Fair Use

A variety of sources are used to conduct research. The purpose of research is to learn more about a topic and share that information with others in a variety of ways. When participating in a research or collaborative project, follow these guidelines:

*Plagiarism will not be tolerated. Copying a paragraph and then just changing a few words is blatant plagiarism! Plagiarism also includes using someone else's ideas without giving credit.

*Providing sources for media, data and information is required.

*If found to be copied from anyone else, any work the student indicates as his or her own will cause the student to get zero credit for the entire project. Disciplinary consequences might also occur as outlined in the student handbook.

STUDENT/PARENT/GUARDIAN INFORMATION AND POLICIES AGREEMENT FORM
THIS FORM IS TO BE RETURNED BY ALL STUDENTS

Please type or print except where signature is asked for:

Student ID # _____

Student Name: _____ Date of Birth: _____
(last) (First) (M)

WACTC Program: _____ Period: 1 2 3 4 5 6 7
(If Applicable) (Circle One)

Sending District (circle one): Burrilville Cumberland N. Smithfield Woonsocket

Student Street Address: _____

City/Town: _____ Zip Code: _____

Student Lives With: _____ Relationship: _____

Parent/Guardian Telephone #: _____

Sex: (M or F) _____ Race/Ethnicity: _____ A=American Indian/Alaskan Native B=Asian
C=Black/African American D=Hispanic/Latino E=White F=Pacific Islander/Native Hawaiian

.....
PART I INSURANCE (WACTC STUDENTS ONLY)

We strongly urge all students attending the Woonsocket Area Career & Technical Center to carry adequate insurance. WACTC does provide a blanket policy which covers students participating in all school related activities, except sports. Please indicate below the necessary information:

() My child has adequate medical coverage. Type _____

() We choose not to purchase any additional medical coverage/insurance other than that provided by WACTC. WACTC is released from any further liability or litigation not covered by the WACTC policy in the event of accidental injury which may occur while working on a school project or while he/she is working on a school sponsored training site.

.....
PART II MEDICAL TREATMENT CONSENT

I, _____, parent/legal guardian of _____, hereby authorize the Woonsocket Education Department, acting by or through any one of its principals or teachers, to authorize and give consent to emergency medical or surgical care to said child, when such is needed, provided such principal or teacher makes reasonable effort first to notify the undersigned at the telephone numbers listed in this document. If such efforts to notify the undersigned are unsuccessful, I authorize such principal or teacher to take such actions and give such consent on behalf of the undersigned as such person's judgment dictates.

.....
PART III HEALTH INFORMATION

Serious Health Concerns: _____

List Allergies: _____

(please complete back of form)

Father/Guardian Name: _____ Cell Phone: _____
Street Address: _____ Home Phone: _____
City/Town/Zip: _____ Work Phone: _____
Email Address: _____
.....

Mother/Guardian Name: _____ Cell Phone: _____
Street Address: _____ Home Phone: _____
City/Town/Zip: _____ Work Phone: _____
Email Address: _____
.....

Contact in Case of Emergency: _____ Relationship _____ Cell Phone: _____
to Student
Street Address: _____ Home Phone: _____
City/Town/Zip: _____ Work Phone: _____
.....

Contact in Case of Emergency: _____ Relationship _____ Cell Phone: _____
to Student
Street Address: _____ Home Phone: _____
City/Town/Zip: _____ Work Phone: _____
.....

MEDIA RELEASE

The Woonsocket Education Department is seeking your consent to permit authorized media organizations to print, photograph, and record your child for publication in digital and/or printed media features about Woonsocket High School and the Woonsocket Area Career and Technical Center and it's Students. If you do not wish to give this consent, please leave the space below blank.

By signing below, I hereby give the Woonsocket Education Department and it's employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital, and printed media. I further release and relieve the Woonsocket Education Department, it's employees, and other representatives from any liabilities, known or unknown, arising out of the use of this material.

I understand that this consent may be revoked by notifying the Woonsocket Education Department of my intent to do so. Such revocation will indicate my wish that the Woonsocket Education Department refrain from releasing my child's personally identifiable information for any of the reasons listed in the above paragraph. I understand that such revocation will not cause my child to be penalized in any way whatsoever.

SIGNATURES

Signature of student: _____ Date: _____

Signature of Father/Guardian: _____ Date: _____

Signature of Mother/Guardian: _____ Date: _____

"EVERY GREAT JOURNEY BEGINS WITH A STEP - MAKE TODAY YOUR FIRST!"

Woonsocket High School and the Woonsocket Area Career and Technical Center do not discriminate on the basis of age, sex, gender, sexual orientation, race, religion, national origin, color or disability in accordance with applicable laws and regulations.

WOONSOCKET EDUCATION DEPARTMENT

AUTHORIZATION / PARENTAL CONSENT FOR OVER-THE-COUNTER MEDICATION

Student's Last Name: _____ First Name: _____

School: _____ Grade: _____ HR: _____ DOB: ____/____/____

ALLERGIES: _____

I give my permission for _____ to take the following over-the-counter medication(s) during the school day (Check below). Student age and weight will be factored into appropriate dose.

ACETAMINOPHEN

IBUPROFEN

AUTHORIZATION:

My child will be given the above medicines in accordance with the Woonsocket Education Department Medication Policy. I understand that the school is rendering a service, and I retain full responsibility for any effects resulting from the administration of said medication.

PLEASE NOTE: Your child will not receive any of the above medications until a permission sheet from the parent/guardian is on file.

Parent/Guardian Signature _____ Date _____

VACCINATE BEFORE YOU GRADUATE

Dear Parent/ Guardian,

Is your teen up-to-date on all their vaccinations? Vaccinate Before You Graduate is a free adolescent vaccination program offered by the RI Department of Health. Flu vaccination clinics and clinics for other recommended vaccines (if needed) are given during the school day at the High School.

There is no out-of-pocket charge for students. The insurance information of students who have insurance will be collected at clinics, but no student will be turned away for a lack of insurance.

If you would like your child to receive a flu or other vaccine:

Register you child on line:

Go to www.thewellcomp.com > Click on Register Now (right side of page) > Click on FLU-VBYG Student Events

-----OF-----

Complete the following information and have your child return this form to the school nurse's office. A registration packet will be provided.

____ YES, I want my child to get the needed vaccines at school. Please provide a registration packet.

Please PRINT the following information:

Parent/Guardian Name: _____

Child's Name: _____ Grade _____

Mailing Address: _____

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Woonsocket Education Department

Department of Special Education

108 High Street

Woonsocket, RI 02895

401-767-4600

PARENT/GUARDIAN CONSENT TO ACCESS MEDICAID FUNDS

Student's Name	Birth Date (DOB)	Grade	Today's Date
Parent/Guardian Name	Parent/Guardian Address		

Background:

The Woonsocket Education Department provides special education and related services as a free and appropriate public education (FAPE), **at no cost to the parents**, in the least restrictive environment (LRE). The Woonsocket Education Department can seek reimbursement through Medicaid for some special education services for students who are eligible for Medicaid benefits. Section 300.154 of the Rhode Island Board of Education's Regulations Governing the Education of Children with Disabilities Education requires that the Woonsocket Education Department receive your **written informed consent** in order to seek Medicaid reimbursement for certain special education services. Before you give or deny consent, please read the following:

Please check all of the following (this is informed consent):

I understand that giving my consent to the district to access Medicaid reimbursement for services provided to my child **will not impact** my ability to access these services for my child outside the school setting.

I understand this consent **does not include consent for assistive technology devices**. The district needs a **separate consent form** when accessing reimbursement for any assistive technology device.

I understand that services in my child's IEP must be provided at **no cost** to me, whether or not I give consent to bill Medicaid. [If I refuse consent or if I revoke (withdraw) this consent, the school district is still responsible to provide special education and any related services identified for my child through the special education eligibility processes and these services will be provided at **no cost** to me. This includes no costs for co-pays, deductibles, loss of eligibility or impact on lifetime benefits.]

I understand that my consent is voluntary and I may revoke (withdraw) my consent **in writing** at anytime after it is given. If I revoke (withdraw) my consent, the school department will no longer bill Medicaid from the date the written revocation (withdrawal) of consent is received by the district.

I understand that the district follows both the Health Insurance Portability and Accountability Act (HIPAA -- the federal health privacy act) and the Family Educational Rights and Privacy Act (FERPA -- the federal education privacy act) requirements to protect my confidential information and that Medicaid funds received by the district directly support education in our district.

Permission given or denied (please check one):

I give permission to the district to share information about my child with the state Medicaid Agency, its fiscal agent, and the district's Medicaid billing agent. The information shared may include my child's name, date of birth, address, primary special education disability, Medical Assistance Identification number (MID), and the type and amount of health services provided. Services may include personal care, assistive technology services, day program treatment, residential program treatment, child outreach screening, transportation, and services and/or evaluations provided by physical therapists, occupational therapists, speech, hearing and language therapists, licensed psychologists, social workers and nurses.

I do not give permission to the district to share information about my child in order to seek Medicaid reimbursement for services provided to my child.

Parent/Guardian Signature

Date

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City of Woonsocket

EDUCATION DEPARTMENT
108 High Street

Woonsocket, Rhode Island 02895-4348

Telephone (401) 767-4608

Fax (401) 767-4647

Email: pmcgee@woonsocketschools.com



RELAY RHODE ISLAND
1-800-745-5555 (TTY)
1-800-745-6575 (Voice)

AT&T SPANISH RELAY
(Servicio de Relevo de AT&T)
1-800-855-2884 (TTY)
1-800-855-2885 (Voice)

*Patrick McGee, Ed.D.
Superintendent*

Dear Students and Parents/Guardians:

Bullying has become a national issue and the Woonsocket Education Department will not tolerate any kind of bullying as defined by the Rhode Island Department of Elementary and Secondary Education Statewide Bullying Policy. In order to strengthen the community awareness of how bullying negatively affects students in their learning, we are submitting to you the Woonsocket School Committee approved Safe School Act – Statewide Bullying Policy. Kindly read and discuss with your child(ren) and indicate having done this by signing and returning the bottom portion of this letter to your home school. This policy is yours to keep and refer to. Thank you for partnering with the School Department to make it a bully free learning environment for all.

Sincerely,
Patrick McGee, Ed.D.
Superintendent of Schools

PLEASE RETURN THIS SIGN-OFF PAGE TO THE CHILD’S HOME SCHOOL

By signing this pledge, the STUDENT agrees to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school’s policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

Print Student Name:	Student Signature:	Date:
_____	_____	_____

SCHOOL: _____ **GRADE:** _____

By signing this pledge, the PARENT/GUARDIAN agrees to:

1. Keep themselves and their children informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with their children their feelings about schoolwork, friendships and relationships.
4. Inform faculty of changes in their children’s behavior or circumstances at home that may change a child’s behavior at school
5. Alert faculty if any bullying has occurred.

Print Parent/Guardian Name:	Parent/Guardian Signature:	Date:
_____	_____	_____

“Empowering all learners to shape and enrich their changing world”

The Woonsocket Education Department does not discriminate on the basis of age, sex, race, religion, national

**WOONSOCKET HIGH SCHOOL
STUDENT/PARENT AWARENESS FORM**

We have received a copy of the 2017-2018 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 ATHLETIC & CURRICULAR POLICY
- GOOGLE APP EXPECTATIONS (A.U.P.) POLICY
- 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

Advisory

Parent's/Guardian's Signature

Parent's/Guardian's Work Phone Number

Home Address

Home Phone Number

E-Mail (Optional) _____

THIS COMPLETED FORM IS TO BE RETURNED TO THE STUDENT'S ADVISORY TEACHER BY THURSDAY, SEPTEMBER 14, 2017 .

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.