

**2017-2018  
STUDENT/PARENT  
HANDBOOK**



**Burrillville High School  
425 East Avenue  
Harrisville, RI 02830  
(401) 568-1310**

# Table of Contents

<a href="#"><u>Bell Schedule</u></a> .....	3	
<a href="#"><u>Closing of School</u></a> .....	4	
<a href="#"><u>School Administration</u></a> .....	5	
<a href="#"><u>Mission Statement, Core Beliefs</u></a> .....	6	
<a href="#"><u>Nondiscrimination Policy</u></a> .....	7	
<a href="#"><u>Graduation Requirements</u></a> .....	8	
<a href="#"><u>Learner Expectations / ILP</u></a> .....	9	
<a href="#"><u>Grading Policy, Eligibility</u></a> .....	10	
<a href="#"><u>Promotion Requirements, Digital Portfolio</u></a> .....	11	
<a href="#"><u>Attendance</u></a> .....	12	
<a href="#"><u>Tardy to School</u></a> .....	13	
<a href="#"><u>Dismissal from School</u></a> .....	14	
<a href="#"><u>Absent from School</u></a> .....	15	
<a href="#"><u>Vacations during school days</u></a> .....	15	
<a href="#"><u>Loss of credit due to absences</u></a> .....	17	
<a href="#"><u>Truancy</u></a> .....	18	
<a href="#"><u>Transportation to/from School</u></a> .....	19	
<a href="#"><u>Student Parking</u></a> .....	20	
<a href="#"><u>Dress Code</u></a> .....	22	
<a href="#"><u>PBIS / MTSS</u></a> .....	23	
<a href="#"><u>Discipline</u></a> .....	26	
<a href="#"><u>Assault</u></a>	<a href="#"><u>Gambling</u></a>	<a href="#"><u>Loitering</u></a>
<a href="#"><u>Abusive Language</u></a>	<a href="#"><u>Harassment</u></a>	<a href="#"><u>Out of Location</u></a>
<a href="#"><u>Bullying</u></a>	<a href="#"><u>Harassment - Sexual</u></a>	<a href="#"><u>Plagiarism</u></a>
<a href="#"><u>Dangerous Items</u></a>	<a href="#"><u>Hazing</u></a>	<a href="#"><u>Skip Detention</u></a>
<a href="#"><u>Disorderly Conduct</u></a>	<a href="#"><u>Hostile Environment</u></a>	<a href="#"><u>Stealing</u></a>
<a href="#"><u>Enabling Access</u></a>	<a href="#"><u>Inappropriate Dress</u></a>	<a href="#"><u>Transfer Substances</u></a>
<a href="#"><u>False Alarm</u></a>	<a href="#"><u>Inappropriate Contact</u></a>	<a href="#"><u>Use of Skateboards</u></a>
<a href="#"><u>Food Deliveries</u></a>	<a href="#"><u>Insubordination</u></a>	<a href="#"><u>Vandalism</u></a>
<a href="#"><u>Forgery</u></a>	<a href="#"><u>Leaving Building</u></a>	
<a href="#"><u>Zero Tolerance</u></a> .....	28	

<a href="#"><u>Progressive Discipline</u></a> .....	29
<a href="#"><u>Appeals</u></a>	
<a href="#"><u>Community Service</u></a>	
<a href="#"><u>Detention</u></a>	
<a href="#"><u>Due Process</u></a>	
<a href="#"><u>Expulsion</u></a>	
<a href="#"><u>Interrogation Procedure</u></a>	
<a href="#"><u>Long Term Suspension</u></a>	
<a href="#"><u>Out of School Suspen.</u></a>	
<a href="#"><u>Saturday School</u></a>	
<a href="#"><u>Search/Seizure</u></a>	
<a href="#"><u>Social Suspension</u></a>	
<a href="#"><u>- PBGR</u></a>	
<a href="#"><u>- Administrative</u></a>	
<a href="#"><u>Tobacco / Alcohol / Substances</u></a> .....	34
<a href="#"><u>Cafeteria Guidelines</u></a> .....	38
<a href="#"><u>Student Services</u></a> .....	38
<a href="#"><u>Advisory</u></a>	
<a href="#"><u>Guidance Counselor</u></a>	
<a href="#"><u>Nurse</u></a>	
<a href="#"><u>Special Education</u></a>	
<a href="#"><u>Psych./Social Worker</u></a>	
<a href="#"><u>Student Assist. Coun.</u></a>	
<a href="#"><u>General Information</u></a> .....	43
<a href="#"><u>Accidents</u></a>	
<a href="#"><u>Announcements</u></a>	
<a href="#"><u>Books &amp; Equipment</u></a>	
<a href="#"><u>Corridor Passes</u></a>	
<a href="#"><u>Camera Surveillance</u></a>	
<a href="#"><u>Class Dues</u></a>	
<a href="#"><u>Dances</u></a>	
<a href="#"><u>Electronic Devices</u></a>	
<a href="#"><u>Emergency Cards</u></a>	
<a href="#"><u>Exams</u></a>	
<a href="#"><u>Extracurricular Activ.</u></a>	
<a href="#"><u>Field Trips</u></a>	
<a href="#"><u>Fifth Year Students</u></a>	
<a href="#"><u>Fire Drill</u></a>	
<a href="#"><u>Fundraising</u></a>	
<a href="#"><u>Health/PE Program</u></a>	
<a href="#"><u>Honor Code</u></a>	
<a href="#"><u>Honor Roll</u></a>	
<a href="#"><u>Honor Societies</u></a>	
<a href="#"><u>Insurance</u></a>	
<a href="#"><u>Interscholastic Sports</u></a>	
<a href="#"><u>Lost and Found</u></a>	
<a href="#"><u>Media Center</u></a>	
<a href="#"><u>Parent/Teacher</u></a>	
<a href="#"><u>Personal Property</u></a>	
<a href="#"><u>Photographs</u></a>	
<a href="#"><u>Shadowing</u></a>	
<a href="#"><u>School Meals</u></a>	
<a href="#"><u>Substitute Teachers</u></a>	
<a href="#"><u>Summer School</u></a>	
<a href="#"><u>Telephone Messages</u></a>	
<a href="#"><u>Federal, State and Local Regulation</u></a> .....	56
<a href="#"><u>FERPA</u></a> .....	56
<a href="#"><u>Title IX</u></a> .....	57
<a href="#"><u>Wellness Policy</u></a> .....	57
<a href="#"><u>Computer/Network Acceptable Use Policy</u></a> .....	58
<a href="#"><u>Social Media Policy</u></a> .....	61
<a href="#"><u>Anti-Bully / Teen Dating &amp; Sexual Violence Policy</u></a> .....	62
<a href="#"><u>Sexual Harassment Policy</u></a> .....	64
<a href="#"><u>School Department Forms</u></a> .....	65
<a href="#"><u>Computer/Network Use</u></a>	
<a href="#"><u>Handbook Review</u></a>	
<a href="#"><u>Photography Permission</u></a>	

## Bell Schedule

<b>7:15 – 7:30</b>	<b>Staff and Students enter BHS</b>
<b>7:30 – 8:35</b>	<b>Block 1, Attendance</b>
<b>8:39 - 9:44</b>	<b>Block 2</b>
<b>9:48 - 10:00</b>	<b>Block 3: Advisory</b>
<b>10:04- 11:09</b>	<b>Block 4</b>
<b>11:13 – 12:43</b>	<b>Block 5</b>
	<b>Lunch 1: 11:13- 11:38</b>
	<b>Lunch 2: 11:45- 12:10</b>
	<b>Lunch 3: 12:18- 12:43</b>
<b>12:47- 1:52</b>	<b>Block 6</b>

\*Each day, 2 blocks are dropped throughout the rotational schedule.  
The highlighted period is the lunch block.

## Rotating Schedule

Day	1	2	3	4	5	6	7
Period	1	6	4	2	7	5	3
Period	2	7	5	3	1	6	4
Advisory	A	A	A	A	A	A	A
Period	3	1	6	4	2	7	5
Period	4	2	7	5	3	1	6
Period	5	3	1	6	4	2	7

## Closing of School/Delayed Opening

School closing or delayed openings for emergency reasons will be publicized on the BSD website ([www.bsd-ri.net](http://www.bsd-ri.net)), the BHS website (<http://bhs.bsd-ri.net/>) and broadcast on the following television and radio stations:

### Television Stations:

WLNE-TV/ABC 6	<a href="http://www.abc6.com">www.abc6.com</a>
WJAR-TV/NBC 10	<a href="http://www.turnto10.com">www.turnto10.com</a>
WPRI-TV/CBS 12	<a href="http://www.wpri.com">www.wpri.com</a>
CW28	<a href="http://www.cw28tv.com">www.cw28tv.com</a>
RI PBS/Channel 36	<a href="http://www.ripbs.com">www.ripbs.com</a>
WNAC-FOX	<a href="http://www.fox64.com">www.fox64.com</a>

### Radio Stations:

#### FM Dial

WWLI – 105.1	<a href="http://www.litrock105fm.com">www.litrock105fm.com</a>
WPRO – 92.3FM	<a href="http://www.92profm.com">www.92profm.com</a>
WSNE – 93.3	<a href="http://www.wsne.com">www.wsne.com</a>
WHJY – 94.1	<a href="http://www.whjy.com">www.whjy.com</a>
WBRU – 95.5	<a href="http://www.wbru.com">www.wbru.com</a>
WCTK – 98.1	<a href="http://www.wctk.com">www.wctk.com</a>
WKKB – 100.3	<a href="http://www.latina1003.com">www.latina1003.com</a>
WWBB – 101.5	<a href="http://www.b101.com">www.b101.com</a>
JAZZ – 102.7	<a href="http://www.festivaljazz1027.com">www.festivaljazz1027.com</a>
WWKX – 106.3	<a href="http://www.hot1063.com">www.hot1063.com</a>

#### AM Dial

WRNI – 1290	<a href="http://www.wrni.org">www.wrni.org</a>
WPRO – 630	<a href="http://www.630wpro.com">www.630wpro.com</a>
WOON – 1240	<a href="http://www.onworldwide.com">www.onworldwide.com</a>
WARV – 1590	<a href="http://www.warv.net">www.warv.net</a>
WHJJ – 920	<a href="http://www.whjjam.com">www.whjjam.com</a>
WPMZ – 1110	<a href="http://www.poder1110.com">www.poder1110.com</a>
WCNX – 1180	<a href="http://www.wcnx1180.com">www.wcnx1180.com</a>
WADK – 1540	<a href="http://www.wadk.com">www.wadk.com</a>
WARV – 1590	<a href="http://www.warv.net">www.warv.net</a>
WLKW – 1450	<a href="http://www.wnbh.com">www.wnbh.com</a>

In addition, parents will receive a recorded telephone message from school administration via an automated messaging system.

## **School Administration**

SUPERINTENDENT OF SCHOOLS Telephone	Dr. Frank Pallotta 401-568-1301
PRINCIPAL Telephone	Dr. Michael Whaley 401-568-1310
ASSISTANT PRINCIPAL Telephone	Dr. David Alba 401-568-1310
ASSISTANT PRINCIPAL Telephone	Mr. Mitchell Cournoyer 401-568-1310

## **Additional Phone Numbers**

GUIDANCE .....	401-568-1315
SCHOOL NURSE .....	401-568-1310 x127
ATHLETIC DIRECTOR .....	401-568-1310 x132
MEDIA CENTER.....	401-568-1310 x545
CAFETERIA.....	401-568-1310 x129
SCHOOL-TO-CAREER COORDINATOR .....	401-568-1310 x116

In addition staff at BHS may be contacted through the staff directory  
at the BHS website (<http://bhs.bsd-ri.net/>)

## **SCHOOL COMMITTEE MEMBERS**

*Mark Brizard, Chairperson*

*Dorothy Cardon*

*John Michael Karmozyn*

*Alexandra LeClair*

*Silvia St. Pierre*

*Joshua Tessier*

*Donison Allen*

“Administration” refers to the Principal and Assistant Principals throughout this handbook.

**BURRILLVILLE SCHOOL SYSTEM**  
**MISSION STATEMENT**

The Mission of the Burrillville Public School System is to provide high quality education to all students in a secure, nurturing environment in which all are challenged to reach full potential as lifelong learners, responsible citizens and contributing members of society, recognizing its role as the education center of our unique and evolving community.

**BURRILLVILLE HIGH SCHOOL**  
**MISSION STATEMENT**

The mission of Burrillville High School is to create an engaging, positive, and challenging environment that empowers all students to become knowledgeable and proficient in the use of 21<sup>st</sup> century skills, and become citizens who are lifelong learners and productive members of society.

**B.R.O.N.C.O. Core Values and Beliefs**

*Students, faculty, and staff are all united as Broncos in our core values and beliefs.*

**Believe** – All students have the ability to learn and achieve.

**Responsibility** – All students learn best when they assume responsibility for their own learning.

**Opportunity** – All students are provided with challenging opportunities to develop essential 21<sup>st</sup> century skills, including problem solving, communications, and the use of digital tools.

**Nurturing** – All Broncos work to create a safe and nurturing environment where everyone is supported and encouraged to take risks and to achieve maximum potential.

**Community** – All Broncos actively and ethically engage in the community.

**Ongoing** - All Broncos pursue ongoing opportunities to improve their skills and strive toward a lifetime of learning and success.

## **NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES** **ACCREDITED MEMBER**

Burrillville High School is fully accredited by the New England Association of Schools and Colleges, Inc. (NEASC), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions.

Accreditation of an institution by the NEASC indicates that it meets or exceeds criteria for the assignment 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 NEASC is not partial but applies to the institution as a whole. 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 NEASC should be directed to the administrative staff of the school or college. Individuals may also contact the Association.

COMMISSION OF PUBLIC SECONDARY SCHOOLS  
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES  
209 BURLINGTON ROAD  
BEDFORD, MASSACHUSETTS 01730  
(781) 271-0022

## **Policy on Nondiscrimination**

It is the policy of Burrillville High School not to discriminate on the basis of age, sex, race, religion, national origin, sexual orientation, color, or handicap in its educational programs, activities, and employment practices in accordance with applicable laws and regulations. Additionally the lack of English language skills of national origin minority persons will not be a barrier to admission and participation in vocational education programs.



# **Graduation Requirements**

**The student must meet the minimum requirements for graduation established by The Rhode Island Department of Education Board of Regents. The Proficiency Based Graduation Requirements (PBGR) approved for Burrillville High School (P3510) requires that each student attending Burrillville High School must successfully complete the following requirements to obtain a Burrillville High School Diploma.**

## **Graduation from Burrillville H. S. requires: (P3510)**

1. Successful completion of 22 or more credits
2. Demonstration of proficiency by completion of a Digital Portfolio & Presentation
3. Demonstration of proficiency on Comprehensive Course Assessments

Participation in Graduation and senior activities is limited to those students who have fully completed the graduation requirements as identified in P3510 and who are in good standing at the time of graduation and have met all of their disciplinary, attendance, and financial obligations.

**Any student(s) who significantly disrupts the learning environment through vandalism, pranks, or disorderly conduct may not be allowed to participate in senior activities and graduation.**

## **Student Expectations:**

All students must schedule seven credits each semester including physical education/health (1/2 credit). The 22 credits must include the following to graduate:

- Four (4) half credits in physical education/health
- Four (4) credits in English
- Four (4) credits in mathematics (one may be math related)
- Three (3) credits in science
- Three (3) credits in social studies
- One-half credit in Fine Arts
- Freshmen ½ credit in 21<sup>st</sup> Century Skills
- Sophomores ½ credit in writing

## **BHS Learner Expectations - Digital Portfolio**

The Burrillville High School Graduate will complete a Digital Portfolio that demonstrates proficiency in the following expectations:

### **1. Acquire, analyze, and evaluate information and ideas to effectively solve problems.**

- 1.1 Acquire and apply knowledge and skills within and across the curriculum
- 1.2 Work actively and cooperatively to achieve group goals
- 1.3 Apply problem solving strategies
- 1.4 Synthesize information from multiple sources and formats to complete authentic learning tasks

### **2. Communicate information clearly and effectively using a variety of 21st Century skills.**

- 2.1 Demonstrate an understanding of texts
- 2.2 Write clearly and concisely
- 2.3 Speak, listen and interpret effectively
- 2.4 Communicate through an art form (Visual, Music, Dance, Drama, Graphics)

### **3. Value and demonstrate personal and social responsibility.**

- 3.1 Make informed life and career decisions (ILP)
- 3.2 Recognize and respect the diversity, cultures and individuality of others
- 3.3 Participate in community service, leadership roles and/or school activities
- 3.4 Make appropriate choices affecting their wellness that contribute to a healthy lifestyle.

### **4. Use digital tools to access, evaluate and effectively apply information.**

- 4.1 Utilize technological tools to access information
- 4.2 Utilize technological tools to evaluate information
- 4.3 Utilize technological tools to communicate information

## **Individual Learning Plans (ILP)**

Each student will be required to keep an individual learning plan. This plan must address academic, career, and social goals of the student. Students can access learning plans and related resources at:

[www.waytogori.org](http://www.waytogori.org)

Counselors, advisors, administrators and parents are all critical in helping students to complete their ILP. Additional information will be provided through individual counseling sessions and during advisory.

## **Grading Policy (P3521)**

The grading policy of the Burrillville secondary schools will incorporate the following grades and numerical equivalents:

A – 90 to 100

B – 80 to 89

C – 70 to 79

D – 65 to 69

F – 50 to 64 /Academic Ineligibility

U – Under 50 /Academic Ineligibility

I – Incomplete (Eligibility determined once grade is received)

IA- Incomplete Attendance

(Eligibility determined once CIRP- Classroom Instruction Recovery Plan forms are completed)

WP – Withdraw Pass from course

WF –Withdraw Fail from course

M- Excessive Unexcused Absences and/or absence from exam

### **State Testing:**

All students in the 2017-2018 school year are mandated to participate in the Rhode Island State Testing program. All grade 10 students must take the PSAT and all grade 11 students must take the SAT. Both the PSAT and the SAT will be provided - at no cost to the student - by the College Board. .

## **Academic Eligibility**

Students will be eligible/ ineligible based upon the following:

Eligibility will be determined when grades can be verified as closed for the quarter, 1<sup>st</sup> quarter eligibility will be determined by the Final Average of courses in the previous year. Students attending summer school and passing summer remediation will become eligible according to the criteria below.

**No Failures:** (Incompletes count as Failures until made up): Eligible for all activities for the entire quarter.

**One Failure:** On Academic Suspension. Students are eligible to participate in any athletics/extra-curricular activities until mid-term progress reports are issued. Students must pass ALL COURSES on the mid-term progress reports to continue to participate through the end of the quarter.

**Two Failures:** Students will be ineligible to participate in any athletics/ extra-curricular activities until mid-term progress reports are issued. Students must pass ALL COURSES on the mid-term progress reports to participate through the end of the quarter.

**Three or More Failures:** Students will be ineligible for all athletics/extra-curricular activities *until grades can be verified as closed for the quarter*. (Note: Per RIIL rules students must pass 60% of courses)

### **Promotion Requirements:**

Students will be promoted to the next grade level by earning the minimum credit requirements listed below:

Sophomore:	4.5 credits
Junior:	10.5 credits
Senior:	15.5 credits

Students who fail to meet promotion requirements will stay in the previous grade level for advisory

### **Digital Portfolio:**

Students at Burrillville High School are expected to demonstrate proficiency in the learner expectations by the end of the first semester in the senior year. Students may access their digital portfolio at [www.richerpicture.com/burrillville](http://www.richerpicture.com/burrillville); parents may request a reader password by contacting the PBGR coordinator or Assistant Principal's office.

Students who fail to adhere to PBGR timelines may be socially suspended. Please refer to the Diploma Handbook for more info.

### **Comprehensive Course Assessments:**

CCAs are a combination of performance based assessments and traditional exams aligned to the grade span expectations given during the course of the year in every course. Students must demonstrate proficiency on the CCA. Multiple opportunities for students to demonstrate proficiency will be provided through the course teacher, and after-school programming such as BELLA.

Students who fail to adhere to PBGR timelines may be socially suspended. Please refer to the Diploma Handbook for more info.

# Student Attendance

**Rhode Island Law Section 16-19-1: Attendance Required.** - “Every child...shall regularly attend some public day school during all days and hours that the public schools are in session in the city or town in which the child resides...”

## School Hours

7:30 AM to 1:52 PM

Students are required to attend classes each school day. There is no supervision in the building prior to 7:15 AM and after 3:00 PM. The school is not responsible for students left at school prior to 7:15 AM and after 1:52 PM *unless under direct supervision of a staff member. Students are not to loiter in the building.* Any unsupervised student in the building must remain in the Main Office Lobby.

**Entering and Exiting the Building:** Between the hours of 7:30 AM and 1:52 PM all students and visitors must enter or exit the building through the main office.

## Tardiness to School

At 7:30 AM, the Student Entrance doors are locked and students arriving after this time have to enter the building through the Main Office and sign in with the attendance clerk.

Students tardy to school will receive three warnings without consequence per quarter. The fourth and subsequent Tardies will result in disciplinary action and possible loss of driving privileges, social suspension, and further disciplinary action. Tardies resulting in chronic class absence will be treated in accordance with the 18 absence rule. Chronic tardiness will also include mandatory parent conference with the Principal/Assistant Principal.

Any student who comes to school after 9:15 AM will be considered absent from school and is NOT eligible to participate in extracurricular activities on that day.

However, the student may be tardy *excused* if there is a valid documented reason for his/her tardiness (family emergencies, court dates, medical appointments, funeral, etc.). Documentation is required when a student arrives late to school.

The Administration shall have the option of increasing the consequences for tardies; these may include an increasing number of detentions, Saturday School, loss of privileges (senior driving privileges, etc.), out of school suspension or parent/guardian conference with Administration. Detentions are to be served as assigned by the administration.

Work and/or participation in extracurricular activities DO NOT constitute a reason for missing the detention. Students must notify the Assistant Principal, in writing, if there is a legitimate conflict on the assigned detention day and inform the Assistant Principal the day the detention will be served. At the discretion of the Administration, an amnesty day may be declared if road conditions are hazardous.

## **Penalty for Late to School per Quarter**

1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> offense – no penalty per discretion of administration

4<sup>th</sup> and 5<sup>th</sup> offense – 1 day detention

After the 5<sup>th</sup> tardy severe disciplinary action will be taken which may include multiple detentions, loss of privileges, Saturday school, out of school suspension and/or a mandatory parent conference with the principal.

## **Tardiness-to-Class**

Students are expected to arrive in their classrooms on time and be seated before the start of class. A student who reports late to class will receive an after-school detention from his/her teacher. After the third unexcused tardy to class per quarter, the student will be reported to the Administration, accompanied by a discipline referral with the previous tardies noted by date. Students will be considered cutting a class when they are more than ten minutes late to class without a pass. Students who are chronically late to classes will have a parent/ guardian contacted and a parent conference scheduled.

## **Early Dismissals**

Attendance is important for success in school; therefore, requests for dismissal should be for urgent reasons only. A note must be signed by the parent/guardian stating the time of the dismissal, the reason for dismissal, the responsible adult who will pick up the student and a daytime telephone number to verify the authenticity of the note. Both the parent/guardian's and the student's first and last name should be on the note to avoid confusion if the last names are different.

Notes requesting early dismissal must be submitted to the Main Office before the beginning of the school day at 7:30.

A parent or student who does not follow the proper procedure for dismissal (note in advance), the parent will be asked to come to school and sign their child out. Only in the event of an emergency, may a student be excused from school by a telephone call from a parent or a guardian.

A parent or guardian requesting early dismissal for a student must report to the Main Office to sign the student out of school. Students may be dismissed from school for medical appointments if necessary. However, efforts should be made to schedule such appointments after school hours.

Any student who leaves before 12:15 PM will be considered absent for the day and is NOT eligible to participate in extracurricular activities on that day.

However, the student may be dismissed *excused* if there is a valid documented reason for his/her dismissal (family emergencies, court dates, medical appointments, funeral, etc.). Documentation is required when a student is dismissed from school.

### **Dismissal from School by the School Nurse**

On occasion, a student may become ill at school. The school nurse has the authority to issue a clinical dismissal of an ill student. It becomes the parent/guardian's responsibility to transport the ill student home as soon as possible after signing him/her out in the Main Office.

### **Signing out of School**

All students must sign out at the main office anytime they leave the building before the end of the school day. Students will only be allowed to leave with a parent/ guardian present, or in the case a parent cannot be present a note and confirmation phone call from the parent/ guardian.

Permission for *18-year-old students* to write their own notes or sign permission slips will not be granted. Students 18 years of age must have notes from parent/guardian. The only exception to this will be 18 year olds who are living independently and the Principal must approve the note.

## Absences

**A parent or guardian is required to call the high school office (568-1310) and follow voice mail directions the morning of the student's absence.**

**Any student, who comes to school after 9:15 AM or leaves prior to 12:15 PM, will be considered absent for the entire day.**

The attendance clerk will monitor students listed absent for the day unless the parent has notified the school. On the day a student is absent, he/she is not allowed on school premises for any reason and is not allowed to participate in any school activities, athletic programs, extracurricular programs, or driving instruction (held on campus) unless pre-approved by the administration. Students will not be considered absent if the student attends at least four periods of school and presents signed documentation of an excusable absence.

The following are listed as **excused** absences:

- Religious holidays
- Hospitalizations
- Illness documented by a doctor's note
- Death in the immediate family
- Court appearances, or
- Approved school activity
- Discretion of the Administration

The following reasons are considered **unexcused** absences:

- Working at a job
- Waking up late
- Traffic
- Car trouble
- Family trip
- Weather
- Personal errands

Parents will receive an automated phone call from the electronic notification system notifying them of a student's absence from school. Parents/guardians are encouraged to contact the school if their child is reported absent and the parent believes them to be in school.

In order for the absence to be *excused*, written documentation must be presented by an appropriate authority (i.e. doctor, court, etc.) **A note or phone call from a parent is not automatically recorded as an excused absence.** The note or phone call from a parent merely documents that the parent has knowledge of the absence and provides information that may later be helpful.



It is the legal responsibility of the school to ensure that students are in school and engaged in learning. Therefore, a student's attendance will be closely monitored and the school will communicate via mail as the number of unexcused absences increase. When a parent receives an unexcused absence letter or a letter that references the Family Court/ Juvenile Hearing Board, the parent should call the student's guidance counselor or principal/assistant principal to discuss possible solutions to the student's poor attendance.

If the student's absences continue, the Principal and the Truant Officer will file a petition with either Family Court or the Juvenile Hearing Board. The Court will issue a complaint and summons to the parent/guardian to appear at a hearing with a judge.

### **Request for Assignments for Absent Students**

It is the student's responsibility to make arrangements directly with his/her teachers to obtain missing homework assignments or make up missed quizzes/tests when he/she is absent 1 or 2 days from school. For longer excused absences of 3 or more days, the parent/guardian or student may request homework assignments through their guidance counselor. Teachers are asked to comply with such requests within 24 hours. Work will be forwarded to the guidance department for pick-up.

Students must complete all make up work within a number of days equal to the number of days absent. Failure to comply may result in a zero for missed work.

### **Vacations during School Days**

Student absences resulting from family vacations taken at times other than the three weeks (days) identified in the school calendar are UNEXCUSED. These absences create significant learning difficulties as 90% of today's instruction involves discussion, group work and in-school practice, which cannot be replicated when a child is not in school. Assignments MAY be sent home prior to the absence at the teacher's discretion, but key assignments may be withheld during the student's absence and given to the student upon his/her return to school.

Key assignments that are not completed in an appropriate manner within one calendar week of his/her return or student learning outcomes that have not been mastered will adversely influence the student's performance level on the report card.

NOTE: Family Court/ Juvenile Hearing Board never considers family vacations as an excused absence.

### **Loss of Credit for Courses Due to Absences**

Students may not receive credit if they have missed more than eighteen (18) days of the school year for yearlong courses or nine (9) days for semester long courses as documented by the school registrar. Parents will be notified of the student's absence status on a special absence letter. After a student has accumulated eighteen (18) absences in a yearlong class or nine (9) absences in a semester long class, he/she may not receive credit for the year. In totaling absences, all absences, excused or unexcused, are counted. Absences for sickness with or without a doctor's note, extra vacation, and truancy are all totaled together.

To Maintain Credit for a course in which the student has missed more than 18 class meetings year long, nine (9) for semester long, the student will have to:

- Make up any lost instructional time after 18 absences by attending after-school tutoring, BELLA or Saturday School. Each day missed will require 5 hours and 30 minutes of after-school, BELLA or Saturday school attendance. It will be the student's responsibility to document remediation hours by having the supervising adult document the time through a note or email to the student's assigned assistant principal.
- The condition above will be applicable to tardies/ dismissals over 18 for individual courses. Time owed will be calculated based on 46 minute periods times the number of classes missed over 18.
- If the condition above is not satisfied prior to the last day of school or by the start of the 2<sup>nd</sup> semester for semester long courses, the student will be required to attend summer school/ virtual learning program at their own expense for those subjects he/she has missed more than 18 meetings. Students will receive a grade of "IA" on their report card which states a student has an incomplete in the class due to excessive absences. Students will be required to complete CIRP (Classroom Instruction Recovery Plan) forms to document time made up after school in order to remove the grade of "IA".
- Failure to complete applicable conditions as stated in the above bullets will result in loss of credit and repeat of courses.

**After Eight (8) Absences**, in a course the parent/guardian will be notified by mail. Parents may call and forward notes for verification.

**After Twelve (12) Absences** in a course the parent/guardian will be notified by certified mail and requested to contact their child's guidance counselor or assistant principal. If the student reaches eighteen (18) days of absences, the parent/student may be required to hire (at their own expense), a tutor to coordinate make-up work, provide instruction and correct assessments.

**After Eighteen (18) Absences** in a course the parent/guardian will be notified that the student may not receive credit for the year if there is another absence. The notification will be sent by certified mail. A meeting will be established and attended by the truant officer and the Appeals Board consisting of the school nurse (when appropriate), guidance counselor (when appropriate), and Assistant Principal. Appeals denied by the Appeal Board may be appealed to the Principal.

### **Appealing an Eighteen (18) Day Absence Limit**

Loss of credit is subject to review by the Principal on an individual basis with the consideration for extenuating circumstances. A student who wishes to present evidence as to why he/she should be considered an exception to the attendance policy may request a hearing before the Principal. The student will need to document sufficient dates to demonstrate that the 18-day limit has not been abused. Therefore, if credit is denied after having his/her appeal, the student must come up with an alternative plan to receive credit and/or graduate.

The Principal reserves the right to waive any and all absences for individual student situations and to impose any or no makeup requirements

### **Truancy**

The School Department employs a truant officer whose duties include working with families whose children are truant, pursuant to Rhode Island State Law. Chronically truant students will be referred to the family court system.

Truancy is defined as absent from school for all, or a part of, the school day without a valid reason. This includes students who go to breakfast and other unauthorized locations and arrive late to school. Parents/guardians will be notified and disciplinary action will be taken.

# Transportation to/from School

## School Bus Regulations:

Transportation by school bus to and from school is a privilege for all students. The school bus is an extension of the school itself and rules regarding behavior and resulting consequences are the same as in school.

The right of all students to ride in a school bus is a qualified right dependent on their good behavior and observance of rules and regulations. The privilege of riding the bus can be revoked by the school for misconduct.

The bus driver and bus contractor are responsible for the safety, welfare, conduct, and control of the students being transported. To enforce this, the following rules and regulations will be strictly enforced:

1. Drivers will maintain posted schedules as closely as possible. Drivers will not wait for students.
2. Students who must cross the road to board or leave the bus will cross in front of the bus only on the signal of the driver or monitor.
3. Students will line up single file to pass on or off of the bus.
4. Students must take a seat upon entering and remain in it until the bus arrives at school or home. Students cannot stand up while the bus in motion. The driver may assign definite seats to pupils.
5. Students must not throw anything while on the bus.
6. Students will do nothing to distract the driver and/or create an unsafe situation.
7. Students must not put heads, hands, or arms out of the windows of the bus.
8. Aisles are to be kept free of all objects.
9. Students are not permitted to eat or drink on the bus.
10. Students will ride only the bus assigned. **Any change must be requested by a parent in writing, with the date and a contact phone number for verification. The Administration must approve any changes.**
11. Students will leave the bus only at their designated stop.
12. Students will be held responsible for any and all damage to the bus they perpetrated.
13. No student shall be put off the bus for violating the code of conduct while traveling to and from school. Parents shall be notified and the daily trip completed before the student can be removed from transportation services.
14. The bus drivers and monitors are in charge of the bus at all times, and students are expected to obey their requests or decisions pertaining to safe pupil transportation.
15. No smoking or vulgarity is allowed while on the bus.

The driver is responsible for the student's safety on the bus. A referral will be written when a student does not adhere to the rules. Each bus referral will be addressed by the Principal or Assistant Principal. The use of video cameras on school buses shall be regarded as aides to monitor bus discipline. The Superintendent or the Terminal Manager may authorize the placement of video cameras on any bus in the Burrillville Public School System.

**Late Bus** – Based on **available funding**, a late bus **may** be provided for BHS student use at 3:00 PM. Late busses will operate on Monday through Friday.

## **Student Parking**

### **Vehicle Registration/Permit Application Process**

All students enrolled at BHS who operate a motor vehicle on campus must properly register and apply for a parking permit tag before they are eligible to operate and park their vehicle on campus. Students must present a valid driver's license, complete an Automobile Parent Approval form and attach verification of insurance before they can obtain a parking permit.

All completed paperwork should be taken to the Main Office for processing and administrative approval. Seniors will have first priority in obtaining a parking space, followed by juniors.

There is a one-time registration/permit application fee of \$5.00. For those students who need to register more than one vehicle, the cost is \$1.00 per additional tag. The parking tag must be hung from the rear view mirror, and it must be in place on the first day the vehicle is parked on school grounds.

Failure to register and/or display a current tag will result in ticketing and/or towing with the loss of driving privileges for three weeks (15 school days). A second offense will result in the suspension of driving privileges for the remainder of the school year.

Tags are not transferable to other vehicles. If a car is sold or traded, the old tag must be returned to the Main Office. A new tag will be issued for the new car without any additional charge. Unregistered vehicles will be towed at the owner's expense.

## **Driving and Parking: Privileges & Regulations**

Driving to school, and school related functions, is a privilege, which will be revoked and the parent/guardian notified if a student does not follow all school rules and regulations regarding the safe and appropriate operation of a motor vehicle on school grounds. Automobiles must have a school issued permit, be parked in the designated student parking spots and should be locked.

Students, including the driver, are not allowed in vehicles during school hours, except for arrival or departure. Students who need to access their car during school hours may receive permission from the administration. Improper use of a motor vehicle on school grounds (e.g. parking in non-designated areas, reckless driving, speeding) will result in loss of privileges, towing at operator's expense or other disciplinary action. In addition, students may face legal action. Automobiles on school property are subject to search and/or removal.

1. BHS requires all operators to register their vehicles in the Main Office.
2. All city, state and BHS traffic regulations and rules governing the use of motor vehicles must be complied with on the campus through all hours of the day and night.
3. Student vehicles, on school property during the school day or during school-sponsored events, are subject to search by school officials. Searches by law enforcement officials may be conducted pursuant to a warrant or, if in plain view or under emergency circumstances, without a warrant.
4. The speed limit on campus is 5 miles per hour.
5. Pedestrians have the right-of-way at all times.
6. School buses have the right-of-way over all other vehicles.
7. BHS does not assume any responsibility for the care and/or protection of any vehicle or its contents during the time the vehicle is parked or operated on its campus or in impoundment.
8. Violations of school parking regulations include:
  - a. Not parking within the lines of marked parking spaces.
  - b. Failure to display parking stickers properly.
  - c. False registration of vehicle or failure to register vehicle.
  - d. Driving recklessly or speeding. No spinning of wheels is allowed.
  - e. Failure to heed the instructions, either written or verbal, given by BHS administration or staff.
9. Handicapped persons must register as such and display the proper sticker before parking in the handicap zone.
10. Motorcycles are subject to the same rules as automobiles. Motorcycles must park in the designated parking lot on the west side of the building.
11. If a student loans his/her car, the student owner is subject to any penalties that may be incurred.
12. Unidentified vehicles on campus are subject to impoundment.

## Dress Code

The school community at BHS believes that appropriate dress is important in maintaining a safe and effective school atmosphere conducive to teaching and learning. The following dress code is not meant to be restrictive, but is intended to guide students and their parent/guardian in choosing appropriate clothing to wear in school. Students who fail to adhere to the following guidelines will be asked to change their clothing or will be sent home. The following articles of clothing and/or items are not to be worn in school:

- Articles of clothing which advertises the use or sale of a controlled substance.
- Articles of clothing which contains sexually explicit/suggestive language or logos.
- Articles of clothing which represents gang affiliation.
- Articles of clothing that are transparent or reveals the midriff, back, upper thighs, cleavage, or undergarments.
- Pants or shorts worn below the buttocks and/or revealing under shorts, inhibiting the safe movement from place to place.
- Short shorts or skirts higher than the fingertips for the front, side and back view
- Hoodie (sweatshirt hoods)
- Bathing suits
- Articles of clothing that are too revealing such as halter-tops, tube tops, midriff tops, crop tops, spaghetti string tops, see through clothing, low cut blouses/shirts.
- Pajamas/lounge wear
- Roller sneakers. Rollerblades, skateboards
- Muscle Shirts and Tank tops must be at least 2 finger tips in width (boys and girls). No “wife beaters”.
- Items such as heavy gauge wallet, neck or wrist chains, studded belts, wrist bands or collar

**Students may wear hats in the hallways and in the cafeteria. Hats worn in the classroom are up to teacher discretion.**

All final decisions regarding Dress Code will be at the discretion of the BHS Administration. **If a student is found in violation of the Dress Code, the Parent/ guardian will be contacted and the student may be sent home for inappropriate attire.**

# **Positive Behavior Interventions and Supports**

PBIS is a systems approach to preventing and responding to classroom and school discipline problems. PBIS develops school-wide systems that support staff and students in promoting appropriate behavior in all students. By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers can teach and students can learn.

## **Purpose**

1. Increase consistent use of positive teaching and reinforcement strategies among all school staff at school-wide, classroom, and individual student levels.
2. Reduce use of reactive discipline measures in school (office referrals, class removal, detention, suspension, etc).
3. Implement effective comprehensive supports/ interventions for students who exhibit behavioral difficulties

## **Be A Bronco:**

**Be Here**

**Be Prepared**

**Be Respectful**

**Be Responsible**



## Be A Bronco: PBIS Behavioral Expectations

	<b>Be Here</b>	<b>Be Prepared</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>All Areas</b>	Arrive on time (or early)	Bring handbook and needed materials	Use appropriate language Address all adults with appropriate titles (Ms., Mrs. Mr.) Keep hands, feet, & objects to yourself (including PDA) Dress appropriately for all activities Respect the differences of others	Follow directions the first time Accept responsibility for your actions Follow the guidelines of the handbook
<b>Classroom</b>	Attend class regularly Actively participate in class activities and discussions	Bring all needed materials as instructed Read and/or complete all work before coming to class	Listen while others are speaking Use encouraging and positive language Ask permission to use materials Write only on your papers and the board (when given permission)	Hand in all assignments Remain in your seats until dismissed Recycle Clean up after yourself Recycle
<b>Hallway</b>	Keep moving to your destination	Know where you are going	Use appropriate volume Knock before entering a classroom, if it is not your own	Walk Keep cell phones and electronics stored away Avoid stopping at intersections and doorways Have your assignment pad
<b>Bathroom</b>	Take care of business in an expedient manner Report directly to the lavatory, then go straight back to class	Do your business and then head back to class	Honor the privacy of others Keep facilities clean	Wash your hands Report any messes or vandalism to a faculty member so that it can be taken care of right away

<b>Cafeteria</b>	Stay in the cafeteria until the lunch bell rings	Know what's on the menu Have money ready	Display good manners Clean up after yourself Wait your turn in line	Clean up any mess or trash you have Recycle what you can.
<b>Auditorium</b>	Enter in an organized fashion Sit where you are asked to sit	Take a seat quickly and be aware when presenter is ready to start	Remain quiet during performances Keep your feet on the floor Show your appreciation with applause	Interact when asked Pay attention If late, hold door so that it does not slam loudly
<b>Technology Labs</b>	Sit where you are asked to sit	Know what your assignment/goal is for the day and complete it first	Use the equipment carefully Only touch or use the equipment as directed by your teacher	Report any missing or damaged equipment right away. Put chairs back where they belong, clean up your area
<b>Office</b>	Go directly to and from the office Sit where directed while waiting	Be ready to tell your side of the story in a calm, understandable manner	Be polite Wait your turn Say please and thank you	Bring assignment pad Go directly to and from the office
<b>Online</b>	Visit reputable/ appropriate websites	Know your logins and what is needed to be accomplished	Treat others online the way you wish to be treated	Complete DP and ILP in free time Report any cyberbullying when seen Don't partake in cyberbullying
<b>Media Center</b>	Report directly to the media center	Know what you are looking for or ask for help to find something	Keep quiet so others can read and work	Put everything back the way you found it
<b>Off Campus/ Bus/ Extra-Curricular</b>	Enter in an organized and timely fashion	Know where to go and what to do at the event/area	Be polite, use appropriate volume, keep areas clean	Follow directions and rules of the event or activity

## Discipline

The code of conduct at Burrillville High School is to serve as a guide to students and families of the behaviors that the District, administration, faculty and staff deem inappropriate. We encourage all students to adhere to the following:

Rhode Island Law 16-2-27 states that each student, staff member, teacher and administrator has the right to attend and/or work at a school which is safe and secure, and which is conducive to learning and which is free from threat, actual or implied.

The BHS's Code of Conduct (P6402) applies to all students on school premises (building and grounds) during the school day, before and after school, **and at school sponsored or school-related events.** The use of school transportation is also considered an extension of the school day and falls under the school's Code of Conduct.

Students may be disciplined for off-campus behavior when it causes, or is likely to cause, a substantial disturbance at the school; or when it creates a threat of danger at the school; or if there is a connection between the school and the off-campus behavior.

**The following behaviors are violations of the BHS code of conduct, and may be subject to disciplinary consequences:**

**Assault (6405a):** Striking with intent to harm and/or causing bodily injury to another student, member of the faculty/staff.

**Abusive/Vulgar Language:** Addressing another student using abusive/vulgar/inappropriate language.

**Bullying (P6437a):** shall be defined as any intentional conduct by an individual or a group of any age that is perceived as threatening or designed to instill fear.

**Dangerous Items:** Possession and/or use of matches, lighters, fireworks, knives, firearms, sharp implements, billy clubs, brass knuckles, or other items with the potential of inflicting bodily harm.

**Disorderly Conduct:** If a person intentionally, knowingly, or recklessly engages in fights or directs at another person offensive words or threats, which are likely to provoke a violent reaction on the part of an average person. This includes encouraging or instigating an altercation or interfering with the ability of a staff member to get to or break up a fight.

**Enabling other's access into the building through side doors:** Between the hours of 7:30 a.m. and 1:52 p.m. all students and visitors must enter or exit the building through the main entrance.

**False Alarm:** Participating in and/or causing a false alarm such as: fire, bomb threat, 911 calls, etc.

**Food Deliveries:** Students may not accept deliveries of food or drink at school at any point during the day.

**Forgery:** Signing another person's name and/or altering a school document

**Gambling:** Participating in any form of gambling for monetary gain such as card games, throwing die, lotteries, electronic games of chance, etc.

**Harassment (Physical, Verbal, Sexual, or Written) (P6434a-c)** Harassment takes many forms and includes physical, verbal, sexual and/or written harassment regarding a person's race, gender, sexual preference, handicap, religion, ethnic or social group, appearance, dress, learning style, interests or behaviors. When such conduct substantially interferes with a student's performance or an intimidating, bullying, hostile, or offensive environment is created, it will be deemed harassment. If harassed, students should immediately notify a counselor, teacher and/or administrator and complete a BHS Student Incident Report for submission to the Assistant Principal.

**Sexual Harassment (P6434a-c)**

- \*Unwelcome flirtation
- \*Sexual advances or propositions
- \*Continual or repeated verbal abuse of a sexual nature.
- \*Use of sexually degrading words
- \*The display in school of sexually suggestive pictures
- \*Deliberate unsolicited and unwelcome verbal comments, gestures or physical contact of a sexual nature

**Hazing (P6435)** shall be defined as any conduct by an individual or a group that require i.e., student to perform unusual actions designed to harm or humiliate him/her or conduct by an individual or group that victimizes a student by means of intimidation, threats, or physical harm.

**Hostile Environment (P6436):** The Burrillville School Department shall provide a learning environment that promotes and encourages appreciation of diversity. Creation of a hostile environment is defined as engaging in prohibited activities that tend to degrade a student's self-esteem and/or ability to learn and thrive in school and at school-related activities. Prohibited activities include, but are not limited to, harassment about race, gender, sexual preference, handicap, religion, ethnic or social group, appearance, dress, learning style, interests, or behaviors.

**Inappropriate Clothing:** Refer to Dress Code section above

**Inappropriate Physical Contact:** Making physical contact with another student with or without malicious intent (roughhousing, running, pushing, shoving, displays of personal affection, etc.)

**Insubordination:** Refusing to comply with a reasonable request from a teacher, staff member or administration.

**Leaving the Building Without Permission:** Could result in detention or suspension.

**Loitering:** Loitering on school property before/after school hours or during school without a corridor/destination pass.

**Out-of-Location:** Students arriving more than ten minutes late to class or loitering out-of-location on school grounds before/after advisory, between classes, studies or lunch periods

**Plagiarism:** The use of others' words and ideas as if they were one's own. Copying from another student's paper, utilizing written material directly from a resource without proper credit, or otherwise involved in cheating.

**Skipping Teacher Assigned Detention:** Students are expected to stay for teacher assigned detention. Failure to attend will result in referral to Administration for further action.

**Skipping Office Assigned Detention:** Will result in additional detentions or Saturday School.

**Stealing/Selling Stolen Property:** Taking without permission or knowingly accepting for sale property belonging to another person. Offering for sale property belonging to another person.

**Transfer/Possession of a Controlled Substance to Another Person (P6405a):** Having in one's possession, distributing or transferring a controlled substance to another person. Controlled substances include but are not limited to tobacco (R.I. Gen Laws Ch. 23-20, 9-5 & P6431), alcohol (P6432), marijuana, prescription drugs, toxic vapors, etc. or any illegal or harmful substance.

**Use of skateboards on school grounds is prohibited.**

**Vandalism:** Willful destruction or damage to school property or the property of another person.

## **Zero Tolerance (P6405a-b)**

Burrillville High School is committed to providing a school environment that is safe, nurturing and conducive to learning. There are behaviors deemed unacceptable which require the strictest disciplinary action. These include actions which jeopardize the health, safety and well-being of others. Often, these offenses also merit police and court action due to the serious nature of the offense.

Burrillville High School has "Zero Tolerance" for such behavior and will take immediate and forceful action to provide a safe environment that is conducive to effective teaching and learning.

Zero Tolerance offenses include but are not limited to:

- Fighting/assault/violent behavior
- Bomb threat
- Vandalism/graffiti
- Weapon possession
- Arson
- Hate crime
- Trespassing
- Use/possession/under the influence of alcohol on school property or at any school sponsored activity
- Use/possession/under the influence of illicit drugs and/or possession of drug paraphernalia on school property or at any school sponsored activity.

## **Violation of the Zero Tolerance Policy**

Violations of this policy can and most often will result will result in the some legal and/or disciplinary action. In all cases involving weapons, assault, alcohol, or other substances as defined above, local police shall be called and appropriate reports filed. All confiscated materials shall be turned over to the police department for potential legal action.

Violators of Burrillville High School's Zero Tolerance policy will be subject to some or all of the following disciplinary actions

- Suspension/possible expulsion from school
- Parent meetings and actions to be determined
- Mandatory appropriate counseling (in and outside of school)
- Loss of social/athletic/extracurricular privileges
- Involvement of legal authorities

## **Progressive Discipline**

The Principal and/or Assistant Principal are authorized by the Burrillville School Committee to implement a system of progressive discipline that encourages parent/guardian support and relies on increasing the severity of consequences according to the seriousness and/or frequency of the behavior/concern. Consequences utilized by teachers and administrations in isolation or in various combinations are:

- Conference with student and teacher
- Conference with student, parent/guardian and teacher
- Conference with student and administrator
- Conference with student, parent/guardian, teacher and administrator
- Teacher detention (s)
- Office detention(s)
- Saturday School (s)
- Confiscation of inappropriate items
- Change or covering of inappropriate clothing
- Social Suspension
- Out-of-school suspension (1 to 10 days)
- Community service work
- Loss of privileges
- Charged in Family Court with Disruption of School or Truancy
- Recommendation to school committee for a long term suspension or to expel

## **Detention**

After school detention is held from 2:00 PM until 2:30 PM on Monday through Friday. Students are expected to bring enough study materials with them to remain constructively occupied for the entire time. If there is a conflict with the assigned detention, it is the student's responsibility to notify the Administrator in writing of the day that they will make it up. Students will be allowed to reschedule an assigned detention only once. Students, who work, must make arrangements with their employer to reschedule their work hours. If a student is absent the day of their assigned detention, they must serve it the day they return. Failure to attend an Office Detention could result in multiple detentions and/or Saturday School Assignment.

## **Saturday School**

Saturday school is scheduled from 8:00 Am to 11:00 AM. This program is designed to provide consequences for disciplinary, academic and attendance problems and to encourage proper behavior in the regular high school setting. It will be the student's responsibility to come with 3 hours of academic work. A parent/guardian will be notified of the Saturday school assignment by a phone call from the school no later than the Friday before the assigned Saturday school. Students have religious or family obligations must make alternative disciplinary obligations with the administration. Students who fail to attend their assigned Saturday school may be suspended from school, and required to return with a parent/ guardian.

## **Social Suspension**

Attending and/or participating in co-curricular activities is a privilege not a right. The student is representing BHS; therefore, and student who consistently violates the rules and regulations at BHS is subject to disciplinary actions, which include a social suspension from all BHS co-curricular activities for an amount of time to be determined by the school administration.

Social suspension means that a students in not allowed to attend and/or participate in any co-curricular activity at BHS for a certain length of time. This includes, but is not limited to, any after school event at BHS (for example a drama production or concert), all athletic programs, any club or group at BHS, any class trip or activity, and the Junior/Senior Prom. If the student attempts to attend an event while on social suspension, that student will be subject to disciplinary action including suspension from school and/or extension of the social suspension.

### **Social Suspension - PBGR:**

**A student will be placed on Social Suspension if he or she is behind in completing PBGR expectations.** The PBGR Coordinator will release students from Social Suspension once the student's Digital Portfolio has been brought up-to-date.

### **Social Suspension - Administrative**

At the end of each quarter, the Administration will determine Administrative Social Suspension status for each student. Each student will be cleared from Social Suspension at the start of each quarter - or after making up missed classroom time as defined in the Classroom Instructional Recovery Plan (CIRP). (Medical excuses must be submitted in accordance with the attendance guidelines).

Administrative Social Suspension will begin once a student has accumulated any of the following:

#### Quarter 1:

- 5 or more unexcused tardies to school
- 2 or more suspensions
- 5 or more unexcused absences from school

#### Quarter 2:

- 10 or more unexcused tardies for the current school year
- 5 or more suspensions for the current school year
- 8 or more unexcused absences for the current school year

#### Quarter 3:

- 15 or more unexcused tardies to school for the current school year
- 8 or more suspensions for the current school year
- 12 or more unexcused absences from school for the current school year

#### Quarter 4:

- 20 or more unexcused tardies to school for the current school year
- 10 more suspensions for the current school year
- 18 or more unexcused absences from school for the current school year

### **Community Service**

Students/ Parents and administrators may agree that a reasonable consequence for a violation of the code of conduct may be community service. This will be an agreement between the student, parent and administrator. The number of hours and type of work will be mutually agreed upon by all parties. The community service performed as part of disciplinary consequences shall not be used to meet any PBGR requirement.

### **Out of School Suspension**

A short-term suspension, up to ten days, is the most serious action that can be taken by the Principal or Assistant Principal when conduct is of such a serious nature that it warrants immediate and appropriate action. The number of days of suspension is determined by the Principal/Assistant Principal and depends on the nature of the student's disciplinary record and seriousness of the offense.

Please note that as the frequency of infractions increases, the consequence will become more severe. Consideration shall be given to: age of the student, mitigating circumstances, previous behavior, and attitude of the student. (P6403).

The Principal/Assistant Principal will attempt immediately to telephone the parents/guardians of the student to notify them of the suspension. A letter of suspension will also be sent informing the parents/guardians of when the student may return and **requiring a parent/guardian conference before, or at the time of, the student's return to school.**



When a student receives an out-of-school suspension, he/she may not be on school grounds or attend/participate in any school related activities (athletic practices and games, field trips, after school clubs, semi-formal, proms, banquets, etc.).

It is expected that all assigned work will be completed during the suspension. It is the responsibility of the student to obtain work and complete it. Opportunity will be given to make up major tests or projects upon the student's immediate return from suspension

### **Long Term Suspension**

A student can receive a long-term suspension for any acts that constitute gross misconduct such as acts of violence or the possession of pellet or BB gun. A long-term suspension may be for a period of time determined by the School Committee. The School Committee will provide a transition plan indicating what steps the student must take to be able to return to school.

### **Suspension/Discipline Appeals**

Any decision made by the principal or Assistant Principal may be appealed in the following way:

- \*High School Assistant Principal
- \*High School Principal
- \*Superintendent of Schools
- \*Burrillville School Committee
- \*Commissioner of Education

The appeal should occur in writing with the written notification to include the reasons for the appeal and the reasons why the original decision should be changed. All appeals should occur within five school days of the original decision.

### **Expulsion**

Expulsion is determined by the School Committee Policy (DP6450). Rhode Island Gen. Laws 16-2-16 & 16-2-17 provides for an automatic expulsion if any student brings or possesses a weapon onto any school property, which includes school buses, any property owned by a School District, and any property used by a School District for school purposes.

Under the law, an expulsion for bringing a weapon to school must last a minimum of twelve (12) months unless altered by the Superintendent and the School Committee due to extraordinary circumstances. Any student who has received an expulsion from a school in this state or a school in another state for bringing a firearm onto school property or possessing a firearm on school property will not be eligible to enroll in this school during the period of expulsion.

A student who is educationally disabled and subject to potential suspension or expulsion must be afforded the protections under federal statute.

## **Reasonable Cause**

Reasonable cause is defined as having sufficient facts presented which reasonable cause one to believe that a violation of school rules has occurred. It is not necessary that a teacher or administrator witness the transgression.

## **Due Process and Grievance Procedure**

The U.S. Supreme Court in the *Goss vs. Lopez* 419 U.S.565 (1975) decision requires that, except in emergencies, students be given notice of charges against them and an opportunity provided to be heard before they are suspended from public school. Students are also entitled to certain procedural right in accordance with the Burrillville School Department Policy including the following:

**Notice:** A student will be told what rule(s) has been violated and may be given a written copy of the charge by the Assistant Principal and/or Principal.

**Hearing:** A student will be given an explanation by the Asst. Principal and/or Principal why he/she is believed to have violated a rule if the charges are denied. A student will be given a chance to tell his/her version of what happened to the Asst. Principal and/or Principal. A meeting with the Asst. Principal and/or Principal and the teacher who originated the charge may be held.

**Appeal Process:** The student, following a disciplinary conference with the Assistant principal/Principal in the presence of a parent/guardian or student advocate in which a disciplinary action is taken, may appeal that decision in writing to the next administrative level. See the above "Suspension Appeals".

## **Search and Seizure Procedures**

The Administration retains ownership over lockers and desk space used by students. The Principal or Assistant Principal has the right and duty to inspect and search students' lockers and desks if he/she has the specific knowledge from staff, other students, or the police to reasonably suspect that drugs, weapons, dangerous, illegal or prohibited matter or goods stolen from staff or another student may be found therein.

The Principal or Assistant Principal also has the right to search a student's person, their personal property and car if a high degree of suspicion exists that drugs, weapons, dangerous, illegal or prohibited matter or stolen goods are being concealed by the student.

Administration is authorized to use K-9 dogs or any technological devices whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer/handler who will be responsible for the dog's actions. Any indication by the dog or devices that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.

Searches will be carried out in accordance with the preservation of individual rights and an atmosphere conducive to the general safety of the student population. Should a search uncover any substance or contraband, such shall be confiscated by administration and/or released to appropriate authorities, and suitable disciplinary action shall be taken.

## **Interrogation Procedures**

It is the policy of the school to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility, school officials will observe the following:

- A student may not be interrogated on school premises by any outside authority without the knowledge of the Administration and/or Superintendent.
- Any interrogation must be done in private, if possible. When a parent/guardian cannot be notified, the police shall be requested to conduct the interrogation at a time when the parents are available. If this is not possible, the Administration will be present.
- A student may not be released into the custody of persons other than a parent or legal guardian, unless placed under arrest by legal authority.
- Should a student be removed from the school by legal authority, parents will be notified of this action by the Administration immediately.

## **Tobacco, Alcohol/Substance Abuse Policy (P6432)**

The Burrillville School Committee established a Tobacco Policy and Alcohol/Substance Abuse Policy to provide a tobacco, alcohol and other drug (prescription and nonprescription medications included) free school environment for its students, our employees, and the community at large.

The School Committee feels strongly that no use of tobacco, alcohol, and other drugs should take place in any building, playing field, locker room, gymnasium, bus, parking lot, or other areas designated as school property, whether owned, leased or rented, or at any school related function.

**The policy includes, but is not limited to, any and all equipment and/or devices that can be used to smoke, inhale or ingest a potentially harmful substance including nicotine or nicotine substitutes.**

The purpose of these enforcement regulations is to prohibit the use, transfer, or being under the influence of tobacco, alcohol or other drugs (prescription and/or nonprescription medications without authorization of a physician are included).

Using, transferring, and/or being under the influence of any such tobacco, alcohol or other drugs is hereby prohibited. Non-students are at all times prohibited from use or transfer of tobacco products.

This prohibition includes school and non-school events held on school property, 24 hours per day, 7 days per week, by any person, student, employee, or guest of the school department. The school nurse/teacher is authorized to dispense medication when needed by a student.

**Controlled substances** – as defined or referred to in R. I.C. L. SS21.2&1o2-2.o9

**Tobacco (product use)** - as defined or referred to in REGL.SS23-20-9-4 (4)

**Alcohol beverage** – as defined or referred to in RIC.LSS3-1-1

**Alcohol intoxicating beverage** – as defined or referred to in RLG.L. 53-1-1

### **BHS Drug/Alcohol Testing Procedures**

Alcohol testing may be used at school or at school activities, with reasonable cause and on an as needed basis. Administrators will be responsible for determining appropriate use (i.e., upon indication of slurred speech, odor of alcohol, glassy eyes and/or impaired motor skills). Students refusing to take a test will not be admitted to the school activity or may be removed from the activity. The administration will make the decision whether to detain the individual and will contact a parent/guardian. A student failing the test will be supervised by school personnel until they can be released to a parent/guardian. The student will be disciplined for attending a school function under the influence of alcohol.

In certain circumstances with the explicit approval of parents of students under 17, and the student 17 or over, drug tests may be administered by school personnel. The following guidelines shall be followed when the drug test is administered:

- The test to be used will be approved by the school district's medical office.
- The testing kits and test paraphernalia shall be kept in the office of the principal.
- Tests shall not be administered without explicit consent of the parent, or the student if he or she is 17 or over in age and without the approval of the building principal.
- The test shall be administered by trained staff members.

### **Student Penalties**

Possession or Being under the Influence of Tobacco (including any and all equipment or device that can be used to ingest or inhale a potentially harmful substance), Alcohol or Controlled Substances as Defined by Rhode Island State Law.

#### **First/Second Offense:**

A student found to have possessed, or been under the influence of tobacco, alcohol and/or other drugs (prescription and/or nonprescription medications without authorization from a physician), or other controlled substances as defined by Rhode Island law, will be suspended out-of-school for ten (10) school days. The Burrillville Police Department will be asked to assist the Principal in investigating all cases involving alcohol or drug abuse. The Principal or Assistant Principal will attempt to immediately contact by telephone the student's parent/guardian. A letter will be mailed to the student's home address asking the parent/guardian to meet with the Principal or Assistant Principal within the next five (5) school days if contact by telephone is not made.

During the conference, the Principal or Assistant Principal will offer the student a referral to counseling services offered by the Student Assistance Counselor. If the referral is agreeable to the parent/guardian and the student promises to cooperate with the Student Assistance Counselor, then the student's consequences may be reduced. A student, who does not complete his/her counseling and community service obligations within the time schedule established by the Student Assistance Counselor, will be held to the original consequences as determined by the Principal/Assistant Principal.

**First Offense- Students will have to complete no less than 5 sessions each with the student assistance counselor, and no less than 10 hours of community service. Parent will have to phone conference with the Substance Abuse Counselor. Students will be socially suspended from all extracurricular activities for no less than 4 weeks. Failure to comply will result of enforcement of 10 day suspension.**

**Second Offense- Students will have to complete no less than 10 sessions with the student assistance counselor, and no less than 30 hours of community service. Parent will have to attend no less than 2 meetings with Substance Abuse Counselor. Students will be socially suspended from all extracurricular activities for no less than 12 weeks.**

**Third Offense:**

A student who has violated these policies for a third time will be suspended out-of-school for ten (10) days. A letter will be mailed to the student's home address asking the parent/guardian to contact the Principal to determine a mutually convenient time to schedule a hearing. If the family refuses intervention, the student will be given a ten (10) day out-of-school suspension with recommendation to School Committee to expel.

**Third Offense- Students will have to complete no less than 15 sessions with the student assistance counselor, and no less than 60 hours of community service. Parent will have to attend no less than 5 meetings with Substance Abuse Counselor. Students will be socially suspended from all extracurricular activities for the remainder of the school year.**

Rhode Island Law 23-30.6 prohibits smoking in all public places. Rhode Island Law 11-9-14 prohibits students under the age of 18 from possessing or smoking in a public place.

## **Transfer of a Controlled Substance to Another Person**

### **First Offense:**

A student found for the first time to have distributed or transferred to another person alcohol, tobacco, prescription and/or nonprescription medications, or other controlled substance as defined by Rhode Island law, will be suspended out-of-school for ten (10) days. The Burrillville Police Department will be asked to assist the Principal or Assistant Principal in investigating all cases involving the distribution or transfer of either alcohol or other controlled substances.

The Principal or Assistant Principal will attempt to immediately contact by telephone the student's parent/guardian. A letter will be mailed to the student's home address asking the parent/guardian to meet with the Principal or Assistant Principal within the next five (5) days if contact by phone is not made.

During the conference, held before the return to school, the Principal or Assistant Principal will offer the student a referral to counseling services offered by the Student Assistance Counselor. If the referral is agreeable to the parent/guardian and the student promises to cooperate with the Student Assistance Counselor, then the student's consequences may be reduced.

A student, who does not complete his/her counseling and community service obligations within the time schedule established by the Student Assistance Counselor, will be held to the original consequences as determined by the Principal /Assistant Principal.

**First Offense- Students will have to complete no less than 5 sessions with the student assistance counselor, and no less than 20 hours of community service. Parent will have to phone conference with the Substance Abuse Counselor. Students will be socially suspended from all extracurricular activities for no less than 16 weeks. Failure to comply will result of enforcement of 10 day suspension.**

### **Second Offense:**

A student found for the second time to have distributed or transferred to another person alcohol, tobacco, prescription and/or nonprescription medications, or other controlled substances will be suspended out-of-school for ten (10) days. The Burrillville Police Department will be asked to assist the Principal or Assistant Principal in investigating all cases involving the distribution or transfer of either alcohol or other controlled substances. A letter will be mailed to the student's home address asking the parent/guardian to contact the Principal to establish a mutually convenient time for a hearing.

A student found for a second time to have distributed or transferred to any person, alcohol or a controlled substance may be suspended from school for up to forty-five (45) days with a recommendation to the School Committee to expel.

The entire policy that governs school employees, guests, and organizations using school facilities is available from the Office of the Principal. Any person who commits a violation of policies related to tobacco, alcohol, and the use of other substances will be held liable for any monetary fine imposed upon the governing body.

## **Guidelines for the Cafeteria and Food/Drink Consumption**

The school cafeteria encourages good nutrition by offering a well-balanced breakfast and lunch at reasonable prices. It is expected that all students will:

1. Courteous behavior and manners are expected at all times
2. Deposit all litter in the trash receptacles
3. Leave the table and floor around their place in a clean condition for others
4. No food may be taken out of the cafeteria
5. Securely sealed non-glass water bottles may be carried in the corridors during passing time. Consumption of the beverage during class time requires individual teacher permission.
6. Hot beverages are not allowed under any circumstances. Coffee cups and plastic cups with standard lids are not considered securely sealed and, therefore, not allowed.
7. Food throwing and/or inciting any type of disturbance in the cafeteria is prohibited.
8. Teachers at their discretion may allow students to eat healthy snacks in the classroom. Students are to place all trash in the trash receptacle in the classroom. The student's must adhere to the class and school rules. Failure to do so may result in a referral for insubordination.

## **Student Services**

### **Counseling Program/ School to Career**

Each student will be assigned to a specific Guidance Counselor who will follow the student for the duration of his/her high school career. The student's counselor will be concerned with helping the student solve any problems he/she may have, whether academic, social or emotional. The counselors are instrumental in helping the students complete their individual learning plans. **Teachers may request that counselors speak to their student rather than refer them to the office for discipline.** The guidance counselor may speak to the student about making better choices. His/her counselor will also assist the student in course selection, educational and vocational planning, test interpretation, and college admissions.

### **College Information**

Burrillville High School seniors will be invited to attend an annual college fair each fall to receive preliminary information from college representatives. The Guidance Department will also sponsor a Financial Aid Night to provide seniors and their parents with relevant information regarding financial aid.

### **Adding/Dropping a Course**

If a student is changing their schedule, it is important that the student use the **ADD/DROP** form properly. All students are required to **ADD** the new course and obtain the teacher's signature on the form before dropping a course, which also requires a teacher signature. The completed form with teacher signatures is to be returned to their Guidance Counselor. **Schedule changes are only allowed in the first two weeks of each semester.**



## **Home/School Communication**

The Counseling Center also serves to coordinate many programs to support students and their families as well as facilitate communication between parents/guardians and teachers. You can contact your child's Guidance Counselor through the Main Office 568-1315. Guidance Counselors are:

Kristin Abbate: A-F  
Mary Lou Tupper: G-M  
Peter Berthelette: N-Z

## **Working Papers**

Working papers, for those students who have a job, are eighteen or under, and who require them, may be obtained in the Guidance Office. All applications must be accompanied by an acceptable proof of age, such as birth certificate, passport, etc.

# **Burrillville High School Advisory Program**

## **Advisory**

The Purpose of advisory is to improve academic performance and enhance the high school experience by scheduling a small group of students to interact with an adult on an individual level throughout their high school experience.

## **The Advisory Vision**

Students at BHS will form meaningful, structured, relationships with adults through interactions in advisory. This will allow all students the opportunity to feel that there is at least one adult at BHS that they can connect with who will help to create a safe, positive learning environment that is conducive to academic achievement.

Remember in Advisory:

- Advisory follows school rules. You cannot be late, and you cannot skip. You will be written up by your advisor if you skip advisory. We want you there!
- Advisories can do lots of things that are fun. Work together to create an advisory that is fun.
- Make connections with other students in your advisory so you may discuss school issues that you may have in common.
- Your advisor is there to help you. If you have a concern, ask your advisor for assistance.



## **Student Support Services**

### **Special Education**

The High School provides a complete range of Special Education services. Information concerning Special Education may be obtained from the student's Guidance Counselor, the Principal or by calling the student's Special Education Case Manager at 568-1310.

### **School Psychologist & School Social Worker**

In addition to Guidance Counselors, there are several other services available to all students at the high school. The school psychologist and school social worker provide social-emotional support and counseling services to individuals and groups around issues that may be affecting students in school. They also help students develop coping strategies to foster success in school.

Other aspects of their roles include working with teachers, parents, and community agencies, attending student support meetings and conducting evaluations, as needed.

If a student needs to speak with the School Psychologist or Social Worker, they can contact them through the Guidance Office. Parents/guardians can reach them through email or the school voice mail. Students can also refer a peer for counseling. Parent/Guardian permission is required before meeting with students for counseling, unless the situation is of an emergency/crisis nature.

Discussions in counseling are kept confidential unless there is a concern about your child's safety or the safety of others. The School Psychologist and Social Worker are also available for teacher and parent consultation on a variety of issues.

### **Student Assistance Program**

The Student Assistance Program (SAP) provides confidential services to students whose personal concerns may be affecting their ability to succeed at school, get along with family and friends, or achieve their goals. The focus of the program is to help students develop healthy coping skills, make positive lifestyle choices, and avoid problems associated with substance abuse. While students access the program for a wide variety of concerns, the Student Assistance Counselor specializes in providing information and resources for substance abuse related issues. For many students substance abuse, their own or that of someone they care about, is a major barrier to success. The SAP is an "at school" resource to begin addressing these and other personal concerns. Students can access the program by requesting an appointment with the counselor. Additionally, parents, teachers, and administrators can make referrals directly to the student assistance program.

### **School Nurse/Health Services**

The school nurse is available in school from 7:15 AM until 1:52 PM daily. The School nurse sees students who become ill during school and in case of injury during school hours.

In addition to assessment of illness and injury and maintaining student health record, the nurse provides individual counseling and education to students and staff. The medical emergency form sent home at the beginning of each school year, must be filled out and signed by a parent or guardian. This form must be updated every year with current information that will allow the nurse to contact parents/guardians in the event of an emergency.

Every student visiting the nurse must have a pass from their classroom teacher in order to be seen by the nurse. Students are to report to class first, unless it is an emergency. The classroom teacher will notify the nurse by calling x127 and give the student a pass. If the nurse is not available, students will be instructed to report to the Main Office where necessary actions will be taken.

Students who cannot stay awake in class will be sent to the nurse, parents will be called, and students may be sent home with parents. Repeated incidents will result in the parent being advised to take the student to a doctor for health and/or other concerns.

### **Dispensing Medications**

The school nurse is authorized to dispense medication when needed by a student. In order that the school nurse may safely dispense medication prescribed by a physician or over the counter medication for a student attending school, the following steps must be taken:

1. All medications must be in their original container
2. Written permission must be received from the parent
3. Written permission (physician's order) must be obtained from the physician that specifies the following:
  - a. The name of the student
  - b. The specific prescription medication or over the counter medication
  - c. The specific medical need
  - d. The dosage
  - e. The predetermined period of time
4. Parents assume the responsibility to see that medication is safely delivered to school
5. Medication will remain in school for the duration that the medication is to be given and will not be sent home each day with the student.
6. Students are not allowed to carry or distribute medications (prescription or over the counter, emergency inhalers included). The nurse must distribute all medications. This includes over the counter medication such as aspirin, cold tablets, etc.
7. State of RI Rules and Regulations for School Health Programs Section 18:10 – Inhalers states: “Children who need to carry said inhalers shall provide the school with medical documentation that the inhaler has been legitimately prescribed and that the said child needs to carry it on his/her person due to a medical condition”.

## **Proof of Immunizations**

Rhode Island law 12-I-IMM requires that each student enrolled must have proof of immunizations. Non-compliance with this legislation will result in a **student's exclusion** from school unless either of the following is forwarded to the school nurse in documented form:

1. Proof that all immunizations are current and up to date

**OR**

2. Proof that an immunization appointment has been scheduled with a health care provider

When option #2 has been exercised, follow-up proof of full immunization must be forwarded to the school nurse in a timely fashion.

## **Vaccinate Before you Graduate**

This program offers free vaccinations to all high school seniors. Many of Rhode Island's teenagers are not fully vaccinated and therefore not protected against serious diseases such as Hepatitis B, Varicella, Human Papillomavirus, MMR, Meningitis, Tetanus, Diphtheria, Polio, etc. ***The Rhode Island Department of Health has issued a new state law requiring all incoming seniors (Class of 2018) to have received a meningitis vaccine OR have completed an exemption form prior to entering school in August 2017.***

Students who have not received the required immunizations by August 1, 2017 shall be excluded from school and all school activities, pending the completion of the required doses) of vaccine(s). Many jobs and colleges require vaccinations against these diseases. Through "**Vaccinate Before You Graduate**", a student can receive all the vaccinations he or she needs to be healthy, for no cost at the high school.

Please contact the school nurse for more information.

# General Information

## Accidents

It is imperative that all accidents in school be reported to the nurse within twenty-four (24) hours or the next school day so that the necessary information can be reported on an accident form provided for this purpose.

## Announcements

No outside literature, posters, announcements, flyers or the like are to be posted without the permission of the Principal. General, school wide announcements will be posted in the classroom, the BHS website, and announced.

## Books & School Equipment

Each student is responsible for the condition of all school textbooks, materials, and equipment used. Students will be held financially accountable for the replacement value and or repair costs of damaged or lost school books, materials, and equipment they are assigned or use. This includes textbooks, library books, shop equipment, home economics equipment, laboratory equipment, business education equipment, calculators, band uniforms, instruments, athletic equipment, desks and lockers. The cost for these items and/or repairs must be paid to the Main Office at the time of damage or loss. A receipt will be issued. A record of all obligations will be carried over from year to year or until they are fulfilled. **Students will not receive their Athletic Card, seniors will not be eligible for senior privileges and graduating seniors will not be allowed to participate in graduation exercises until all financial obligations are met.**

## Corridor Passes

The student is not allowed out of class without an official pass written in ink, dated and signed by his/her classroom teacher, the pass should be written in the student agenda book. Students must completely fill in the information on the pass in ink and have the classroom teacher initial it. **Students are not allowed out of class the last 15 minutes of the school day, and the last 5 minutes of class.**

## Camera Surveillance

Surveillance cameras are located throughout the building and parking lot to provide a safe and secure environment.

## Class Dues

Each year, class dues are collected from each student and placed in escrow in the class account. Rather than collect a large amount of money in their senior year, a smaller amount is collected each school year. The dues are collected for activities such as Senior Class T-shirts, Senior Class Trip, Senior Banquet, Class day, graduation expenses, yearbook and any other class expenses. The students and parents are notified by the class advisors as to the amount to be collected each year. Class fund-raisers also help defray the cost of the expenses that are incurred in the senior year. Transfer students and foreign exchange students are expected to pay the full amount collected over the four years because the money is used in the senior year.

## Dances

Dances sponsored by organizations of BHS will adhere to the following protocols:

- Students will NOT be allowed to attend school dances if he/she is absent, suspended or on social suspension.
- School dances are limited to BHS students and their guests.
- No student below the 9<sup>th</sup> grade will be allowed to attend the high school dances
- Each BHS student may invite one student from another school (9<sup>th</sup> through 12<sup>th</sup> grade) or an older student. All guests must be approved by the Administration one day prior to the date of the dance (BHS student must complete the “External Student Information” form available in main office). This includes the semi-formal and prom.
- The behavior of a guest is the responsibility of the sponsoring BHS student.
- All school policies and rules shall apply.
- Once students have entered the dance, they must remain in the designated area. Students leaving a dance will not be allowed to re-enter and parents will be notified.
- Students who want to leave the dance prior to the end of the dance must have administrative and parental approval.
- Students will be permitted to enter a dance for up to one hour only after the doors open. Exceptions will be granted by the Administration only (ex: work hours).
- Students are not allowed to come to a dance under the influence of a controlled substance. No tobacco, alcohol or drugs are allowed on school property.
- **Inappropriate behavior/dancing (such as back to front dancing) will result in student removal from activity and disciplined as outlined in the student handbook discipline code.**
- Failure to comply with rules, directions of chaperones, staff members or police officers will result in removal from the dance and possible suspension.

## Emergency Information Cards

All students receive an Emergency Information Card on the first day of school that is to be completed by their parent/guardian and returned within the first week of school to the Guidance Office. It is **extremely important** that parents/guardians provide this essential information which ensures that the school has accurate data necessary for the health and safety of your child. Parents/guardians are asked to update this information with the Guidance Office every time there is a change of address, phone number, or other pertinent information.

In an effort to quickly and efficiently inform parents of school emergencies or other time sensitive information, the school department has implemented an electronic telephone alert system. Its effectiveness will require **accurate telephone** numbers and **emergency contacts** for every student. Also, current address information ensures that confidential paperwork is mailed to the correct address and received in a timely fashion.

## Electronic Devices

At BHS we believe that in order to educate students in the 21<sup>st</sup> century, we need to utilize 21<sup>st</sup> century tools and technologies. To that end electronic devices will be permitted under the following conditions:

- Student use of electronic devices will be considered a privilege, and students who can't follow the rules, or inappropriately use technology will lose the privilege and have any devices confiscated to be returned at the administrator's discretion.
- Administrators will designate those areas in the building which electronic devices will be allowed.
- Classroom use of electronic devices will be at the discretion of the teacher.
- Failure to comply with the request of any staff member will be treated as insubordination and handled according to the BHS discipline code.

The Rhode Island Safe Schools Act also prohibits students from accessing social networking sites during school hours to harass and bully other students, faculty members or staff and directs school officials to notify the local police department of any student or students using social networking sites as a means to bully other students.

- Any student who uses social media to post comments about another student or BHS staff member that are inappropriate, threatening, harassing, or bullying will be disciplined severely, and a police report will be filed.

Burrillville High School also considers the use of electronic devices that are used to photograph, record or film other students or faculty members without their express consent is a breach of privacy. Students will be disciplined and the police department contacted in accordance with the RI Safe School Act.

## Exams/Open Campus

**Exams (mid-term & final)** – The midterm and final exam grade as part of the comprehensive course assessment will be computed so as not to exceed 20% of the student's midterm and final grade. Teachers may petition the Principal to provide an alternative culminating activity to be averaged as a final exam with the understanding that the student will be present during the exam block. Project grades may replace an exam grade on the report card if prior approval by administration is given.

- All **seniors** must take final exams **except** those students that have a ninety (90) percent or higher for the year in their scheduled courses, with no less than a ninety for the fourth quarter in those subjects.
- Final exams will be up to two hours in length and should be comprehensive for at least that second semester.
- Any student talking during a midterm or final exam will receive a zero.
- Students may not leave a midterm or a final exam prior to the end of the two-hour exam period. Students who walk out of an exam prior to the scheduled time will receive a zero (0).
- Students must take their exam on the scheduled day. No excuses will be accepted for missing an exam at the scheduled time. Exceptions due to illness or court dates will be granted upon receipt of a proper note excusing the student from school at that time.
- Students must report to exams on time. Students will not be admitted to class late unless they have a pass from the administration.

**Open Campus** means that students must either leave the building after their exam or report to the Media Center to study for the next exam. No students are allowed to wander the building and/or parking lot unsupervised.

\*\*Bus transportation will be provided after the end of the examination day, and at the conclusion of the school day.

## **Extracurricular Activities**

Student participation in extracurricular activities including athletics, and clubs is a privilege, not a right and students may be disciplined for on or off campus violations of the BHS code of conduct This will include students participating in extracurricular/ athletic activities and using social media to make post relating to the use of illegal substances BSD Substance Abuse Policy or posting comments that violate the BSD Social Media Policy.

Burrillville High School makes available to its students a wide variety of opportunities to participate in afterschool programs including sports, clubs, Student Council, and class-related committees. All students are invited and encouraged to take part in one or more of these activities as a way to develop personal strengths, such as a sense of competence, affiliation and pride; leadership and team skills; communication and problem solving skills; respect for authority and diversity; character, commitment and accountability; confidence, sportsmanship, physical fitness, and general happiness. We view these activities as a unifying force within the school community affecting not just those who take an active part in the program, but the entire community.

***However, participation in extracurricular activities is a privilege and any student determined to be a habitual school offender may be restricted from participation.***

**Student Organizations:** Students interested in forming a new organization must adhere to the following:

- All organizations must be approved by the Administration and not be discriminatory or secret in nature.
- All organizations must have a Faculty Advisor who will be present at all meetings and sponsored events. The Advisor must be the last person to leave the event.
- Student activity funds will be the responsibility of the Administration.
- Social events must always be chaperoned and the planned program for any events must have the prior approval of the Administration.

**Non-sponsored Activities:** - BHS makes the school facility available to the community for activities on a case-by-case basis. Participation in such activities is unrelated to the School Department, which assumes no responsibility.

**After School Supervision:** - Students are not allowed to stay after school unless supervised by a staff member. Students who are unsupervised will be asked to leave the building. Students participating in activities are to take all books and personal items with them to the activities.



## **Field Trips**

During the school year students will have the opportunity to participate in extended classroom activities to explore on-site topics in science and language arts as well as in other subject areas. These field trip activities are school functions and should be considered a part of the student's school day. As a result, students are required to attend and demonstrate good behavior. Students with chronic misbehavior may be excluded from these activities.

Any student losing their privilege to attend a field trip may lose any money paid. In every instance when a student does not attend a field trip, attendance in school is mandatory. A full school day program will be provided.

No students will be allowed on a field trip without the proper form filled out by a parent/guardian including insurance information. Students attending a field trip must have the approval of all their teachers.

**Students on academic suspension, social suspension, and/or with excessive absences/ tardies may not be eligible to attend a field trip per administration.**

## **Fifth Year Student/Reduced Schedule**

Students must receive approval from the Administration to return for a fifth year to complete their diploma requirements. Lack of engagement in academics or discipline problems can result in a loss of Fifth Year Student Status. All Fifth Year Students or students with a reduced schedule are held to all the rules, regulations, and expectations of the Student/Parent Handbook.

Students who have been granted a reduced schedule shall not be eligible for extracurricular and/or athletic activities and will be required to exit the campus when they are not in assigned classes. These students must enter/exit the building through the Main Entrance and sign in and out of the Main Office with the Attendance Clerk.

## **Fire Drill**

Fire drills are conducted for everyone's protection. It is expected that all students will participate in a quiet and orderly manner and will follow the direction of staff members. Student cooperation in treating these drills seriously could save their life and others. Fire exits are posted in each room. Attendance will be taken prior to reentering the building.

- When the fire alarm sounds, all students and personnel will leave the school building.
- Windows and corridor doors shall be closed.
- Silence is required throughout the drill.
- Everyone is to exit as quickly as possible.
- The drill should be treated as a real emergency.
- If any exit is blocked, leave by the next closest exit.
- Be aware of the location of fire extinguishers.
- Directions for the fire drill procedures are posted in each classroom.



## **Fundraising**

The Burrillville School Committee recognizes the need for fundraising to support opportunities that enhance the educational program. Nevertheless, students may not be used, under the auspices or jurisdiction of a school, to sell items or circulate advertising related to commercial materials.

School groups interested in fundraising activities must submit requests to the Principal's Office. **Requests for Fundraising Activity Forms** are available at the Main Office and must be submitted by an Advisor. The request includes:

- An explanation of the fundraising activity
- An estimate of the amount of monies to be raised
- If solicitations are involved, a list of the types of solicitations that are proposed.
- A list of fundraising activities and their approximate dates.
- All fundraising activities, without exception, must be reviewed and approved by the Administration and the Superintendent of Schools before any fundraising can begin.

## **Health/Physical Education Program**

Students are required to bring a change of clothes suitable for the day's activities and dress for each physical education class. For reasons of hygiene, as well as freedom of movement, specifically identified gym clothing is required for physical education. Suggestions for clothing may include stretch shorts, sweat pants, warm-up suits, T-shirts, white socks, etc. **Sneakers are required.**

A student without gym clothes will not be able to participate in class and will receive a zero for the day. Repeated occurrences will result in a failing grade.

Excuse notes from parents/guardians or the school nurse shall be honored for short periods of time only. For any permanent or lengthy period of time, a doctor's note is required with a date/time when the student may resume activities.

Any student absent from Physical Education/Health is required to complete any make-up work for the missed class to receive credit. It will be the student's responsibility to see the teacher to obtain this work.

## Honor Code

Burrillville High School encourages students to demonstrate the highest standard of personal honesty and integrity in their academic work, in their interpersonal relationships with other members of the school community, and in their participation in all school activities. Any form of dishonesty, plagiarism, or cheating violates the Burrillville High School Honor Code. The following include, but are not limited to, examples of violations of the Honor Code:

- **Lying** – to state an oral or written untruth with the intent to deceive
- **Copying** someone else’s class work, homework, quizzes, composition, or test by manual or electronic means (i.e., computer, data disk, printout or any process of duplication)
- **Having someone else** do his/her work by manual or electronic means
- **Allowing someone to copy** his/her work by manual or electronic means
- **Looking at someone else’s paper** or computer screen during a quiz, test, or examination - allowing another student to look at his/her work or making a copy or printout for another person
- **Using a textbook**, class notes, or prepared “cheat notes” on a closed –book test
- **Exchanging** papers with another student during a test
- **Giving or receiving** written or oral answers from another student during test
- **Securing a copy** of a test, answer key, or other testing materials from the classroom without permission
- **Relaying information** or accepting information concerning test items and/or format
- **Plagiarizing** – using or copying material or ideas from another source and submitting it as his/her own work
- **Taking a test** for another student
- **Falsifying data** (scientific, experimental, bibliographic, etc.)
- **Communication in any form** to a fellow student during a test or quiz without prior permission from the classroom teacher
- **Changing a student’s name** on a printout or hard copy

## Honor Roll

Each quarter an honor roll will be published listing the students who make **High Honors** (grade average of 90 to 100 % or above, with no grade below 80%), **First Honors** (grade average 85 to 89%, with no grade below 80%) and **Second Honors**, (grade average 80 to 84%, with no more than one grade between 75-80%). The Guidance Office will publish the Honor Roll in the local newspaper. The Honor Roll will be determined on the basis of all grades submitted in an unweighted scale for all full time students.

1. All grade averages are rounded to the nearest whole number. Example: 79.44 rounded to 79 – 79.50 rounded to 80.
2. ½ credit courses receive ½ the weight of 1-credit courses. Example 74 in Physical Education which is a ½ credit course and 89 in Science which is a full credit course has an average of  $(74+89+89)/3=84$ .

## **Honor Societies**

**National Honor Society:** The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in students. The National Honor Society is under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP). Selection for membership is by a majority vote of a faculty council and is based on outstanding scholarship, leadership, service and character. To be eligible for membership, the candidate must be a member of the Junior or Senior class and have been in attendance at BHS at least the equivalent of one semester. The selection process is as follows:

1. Candidates must have achieved a cumulative scholarship average of 3.70 (on a 4.0 scale) as defined in the National Honor Society Handbook.
2. Candidates will complete a Student Activity Information Form to provide information regarding leadership, service, and character. These forms should not be considered “applications” for membership but working documents for use by the faculty council.
3. Faculty evaluations will be used to supplement the Student Activity Information Forms to support the strength of a student’s candidacy.
4. Candidates who receive a majority vote of acceptance by the faculty council will be inducted into the National Honor Society.

Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service and character. Members are required to attend regular meeting and participate in both chapter and individual service projects.

A National Honor Society member who transfer to BHS and brings a letter from the former principal or chapter advisor shall be accepted automatically as a member of the BHS chapter. Transfer members must meet the new chapter’s standards within one semester in order to retain membership or its benefits.

**Rhode Island Honor Society:** Membership in the Rhode Island Honor Society is an honor bestowed upon members of the senior class who has been in attendance at the school the equivalent of one semester. Selection for membership is based on outstanding character and scholarship. Each candidate for membership must have a minimum cumulative average of 3.5 on a 4.0 scale in all full time subjects by the end of the first semester of his/her senior year.

## **Insurance**

School Insurance is available to all students. A packet will be sent home for parents to review. Purchase of the insurance is optional. However, it is an inexpensive way to provide valuable coverage for your child.

In order for students to participate in any Interscholastic Sport, they must carry Health and Accident Insurance. A copy of the insurance Certificate or Policy must be kept on file with the Athletic Director. School Health and Accidental Insurance is an additional option. If this presents a financial burden, students should see the Athletic Director to make arrangements. A student will not participate in practices or events until this condition is met.

## **Interscholastic Athletics**

The mission of the Interscholastic Athletic Department of Burrillville High School exemplifies the qualities of good sportsmanship, high moral and ethical behavior, respect, discipline, leadership, persistence, self-confidence, responsibility and teamwork. These goals will be reached while the importance of good academic performance is stressed. Participation in an Interscholastic Athletics at Burrillville High School is an outstanding opportunity to foster a positive work ethic, physical well-being and social skills that will allow a student to become a successful contributor and participant in society.

Burrillville High School believes strongly in the benefits derived by the students who are members of teams competing in the Rhode Island Interscholastic League. Several studies have indicated that students who take advantage of extracurricular activities, have better grades, attend school on a more regular basis, and have higher rates of graduation. Please refer to the Athletic Handbook for further information.

Parents and students should be aware that many of the athletic teams at Burrillville High School require a tryout period. Candidates are given a fair opportunity to demonstrate their skill before the final selection process is completed.

All athletes at Burrillville High School are required to obtain an Athletic Participation Registration Card before they will be allowed to practice or tryout with any athletic team. The athletic card will provide information regarding the athlete's name, age, address, telephone number, date of last physical, parental permission and year of graduation. It will also indicate to the coach that the student is in good academic standing.

Each coach will explain his/her expectations to the athletes. Parents and students should realize that the time required for participation in sports at the high school level is substantial. Practices and games are mandatory and usually involve several practice days and game days each week.

Athletes are reminded that the Rhode Island Interscholastic League rules governing eligibility apply in all cases for participation in the athletic programs at Burrillville High School.

## **Lockers**

Lockers are the property of the Burrillville School Department and are assigned to each student for his/her use. The locker must be kept clean and neat at all times. Sharing of lockers with other students is prohibited except for Physical Education.

1. Lockers should be kept locked at all times, and the combinations should not be disclosed to another student. Students are instructed to keep their locker combinations confidential. A student is financially responsible for any articles or books lost or stolen from his/her locker. Any matters pertaining to lockers must be reported to the Assistant Principal.
2. A student may go to his/her locker before the start of the school day and during *passing* periods. A student may request permission from his/her classroom teacher to go to his/her locker at other times except during the first period and the last fifteen minutes of the school day. Students are to have a pass from their teacher before they can leave class.
3. The right of inspection of lockers and/or desks is inherent in the authority vested in the administration of schools in order to maintain a safe school. BHS reserves the right to search a student, his/her locker, or belongings. Although a search may occur at any time for any reason, it is usually conducted on reasonable suspicion of a possible violation of school regulations, policies, and/or state law.
4. Students are cautioned about bringing money or other valuables (including electronic devices) to school and keeping them in their locker.

**Physical Education Lockers:** Gym lockers are available for use during the physical education period only. Students must provide their own lock. Students without a gym locker should give any valuables to the physical education teacher for safekeeping until the end of the period. **Under no conditions** should personal possessions be left unattended in the locker room. **The school is not responsible for valuables lost, stolen, or misplaced** Locks left on lockers beyond the end of the period may be cut off at the discretion of the physical education teachers. Lockers will be cleaned every Friday during the school year, any lock left on a locker will be cut, and possession will be bagged and held for 2 weeks. Anything left in lockers at the end of the school year will be donated to charity or disposed of.

## **Lost and Found**

Lost and found is located in the main office. Articles of clothing or other personal items may be turned into the Main Office. Any unclaimed items from lost and found will be donated to a charitable organization at the end of the school year. In addition, any found textbooks should be put into the mailbox of the appropriate teacher or department chairperson.

## **Media Center**

The goals and objectives of the Media Center are to provide an environment suitable for study and research.

1. Students in the Media Center will maintain an atmosphere of quiet study.
2. Students will be required to make restitution for any lost books or materials.
3. Assignments, which do not require the use of library resources, should be completed in the classroom.
4. A student violating Media Center rules will lose Media Center privileges.
5. Students going to the Media Center must remain there for entire period.

## **Parent/Guardian/Teacher Communication**

An Open House will be scheduled in October along with two Parent/Teacher Conference Nights scheduled in November and March. The purpose is to encourage the development of positive relationships between home and school.

Report Cards are posted on the student and parent portals on Skyward at the end of each quarter listing course grades along with pertinent comments. Please refer to the actual dates, as posted on the BSD's official school calendar.

Progress Reports are posted on the student and parent portals on Skyward at the five week mark of each quarter. These dates are also posted on the BSD official school calendar.

Individual Parent/Teacher Conference: Parents should call their child's Guidance Counselor at 568-1315 to schedule an individual conference with a teacher.

## **Personal Property**

A student's right to personal property is respected. Some items may be taken by a teacher or administrator for good reasons. The reasons include items found to be obscene or objectionable, items found to be potentially dangerous or distracting, items found to be a health or safety factor. The item will be returned to the parent or the student after parent notification.

The administration reserves the right to determine inappropriate personal property.

**Students who bring electronic devices or large sums of money to school do so at their own risk.** If an electronic device or money is stolen, families may report the theft to the police department for investigation. **BHS will not investigate the theft.**

## **Photographs**

Throughout the school year coaches and classroom teachers look for opportunities to showcase the good work of students. One means by which we may choose to showcase the work of students is to attempt to include an article and/or photograph in either statewide, local or school publications.

We do not routinely distribute student photos. Burrillville High school uses student photos for positive situations, such as athletic events, winning a special award, or conducting a significant act of kindness.

In today's society, parents/guardians may be dealing with situations that would be aggravated by the distribution of student's picture. If you do not want your child's picture to be included as part of his/her accomplishment, please indicate this on the form, which will be distributed at the beginning of the school year, that is to be signed and returned to the main office within the first week of school.

## **Shadowing/Alumni/Visitor Policy**

Visitors, including alumni, must secure permission from the principal in writing, before the planned visitation is to occur. It is also important to secure the permission of any involved staff members to ensure that the time and date of the visit are convenient. Requests for shadowing a Burrillville student must have an educational intent and will be approved by the Principal on an individual basis. Visitors not following the procedures described below will be asked to leave and may be liable for trespassing as covered by the law.

- Visitors will use the main entrance only.
- Visitors will not be allowed into the building without Administrative approval.
- Visitors will stop at the main office to sign the visitor's log and receive a visitor's pass.
- All visitors must sign out at the main office upon leaving school grounds.
- All alumni must follow visitor procedures.

## **School Meals**

The nutrition office assigns a confidential keypad number to all students to use when making any purchases at mealtime. This keypad number remains the same as long as a student is enrolled at the high school. Keypad number reminders are distributed in the homeroom on the first day of school. This number should be memorized and considered confidential. Giving a keypad number to another student to use is prohibited. If a student forgets his/her number, stop by the kitchen in-between meal times for help.

Prepayment whether by check or cash is encouraged. Checks should be delivered by the student to the kitchen before the start of the school day. If, on occasion, a student forgets their meal money, they may get administrative approval to charge a meal. Payment must be made the next day.

### **Free & Reduced Price Meal Application**

When a student enters high school many eligible families stop completing the application either due to their children) working and contributing to paying for his/her school meals or due to concerns regarding confidentiality. Please be aware that the cafeteria's point of sale system protects the confidentiality of your child's eligibility.

The percentage of students in our school and district that are eligible for free and/or reduced price meals determines additional government funding for education as well as qualifies our school/district for certain grant funds. We urge you to complete this application each year if you believe you may be eligible, even if your child chooses not to participate. There are income guidelines in the application packet to help you complete the application. All completed applications should be returned to school (hand delivered or mailed).

## **Substitute Teachers**

Students are expected to attend classes when there is a substitute, engage in the lesson or activity presented and acts appropriately. Students cannot request a pass to another class or destination.

## **Summer School**

To be eligible to attend summer school and earn BHS credits at summer school, or attend an approved Community College of Rhode Island (CCRI) course, or an approved summer school out of district, a student must have a minimum final grade of 55%. Students who choose to attend summer school at other institutions or receive tutoring must have written permission from the BHS guidance/administration in advance.

Successful completion of an approved summer school program will translate into a final grade of 65% in the course taken and will be represented as a 65% on transcripts. Credit earned in an approved summer school program will be at the traditional course level (not standard or advanced) and may be applied toward graduation requirements.

## **Telephone Messages**

Parents and students are encouraged to communicate at home so as to not interrupt the student's instructional program. Please make every effort to coordinate messages with your child prior to, or after, the school day. Office policy is never to interrupt classes to deliver messages to students, except in emergencies. Messages will be taken for emergencies and teacher contact only. Students will not be permitted to use an office phone for outgoing calls or dismissals, unless circumstances are of an urgent or emergency nature. **We strongly urge parents to not call a student's cell phone while school is in session. This can disrupt the learning environment and create conflict between the student and teacher as cell phones are prohibited at BHS. We appreciate you cooperation in this matter.**



# Federal, State, and Local Regulations

## 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 educational records. They are:

The right to inspect and review the student's education records within 45 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 an 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 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. **(Optional)** Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. **(Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)**

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, SW  
Washington, DC 20202-4605

## **Title IX Policy**

Definition of Title IX of the Education Amendments of 1972:

No person in the U.S. shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX requires an agency or institution for “the establishment and maintenance of a mechanism whereby students and employees may seek an end to and redress from illegal sex discrimination, including sexual harassment, and whereby the agency or institution may continually be apprised of and evaluate possible discriminatory practices and policies and develop its own strategies or programs for the correction of discrimination.”

## **Wellness Policy**

Burrillville High School shall promote a healthy school by supporting wellness, good nutrition, and regular physical exercise through the following actions: (refer to P7314)

Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

Support and promote proper dietary habits contributing to student’s health status and academic performance.

Commit to improved academic performance in high-risk groups so no child is left behind.

## **BSD's Computer and Network Acceptable Use Policy**

**Introduction:** The “information superhighway” is a reality. From school or home computer you can travel all over the world to gather information. The Network is a vast collection of computers and users that have the ability to share information. Each computer that is connected then becomes part of this global network, allowing individuals to send and receive a wealth of multimedia resources quite easily. Network use enables teachers to bring experts right into the classroom, offering tremendous educational advantages.

**Terms and Conditions:** The “Network” shall be used to describe the Internet (World Wide Web), the LAN (Local Area Network) and the WAN (Wide Area Network) contained in and for the use of the Burrillville School District and any of its facilities.

This policy is designed to facilitate and set guidelines for exploring and using the network as a tool for learning. In making decisions regarding student access to the Network, the Burrillville School Department considers its own stated educational mission, goals and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines.

Electronic information research skills are not fundamental to preparation of citizens and future employees. Access to the Network enables students to explore thousands of libraries, databases, bulletin boards and other global resources.

Students wishing to utilize Burrillville School Department provided Network access must first have the written permission of a parent or guardian. Students will also need the permission of and must be supervised by *a member of* the Burrillville School Department professional staff. Students utilizing school-provided Network access *are expected to act as responsibly* on-line as they are in a classroom or other area of the school.

The purpose of Burrillville School Department provided network access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support and consistent with the educational objectives of the Burrillville School Department. Access is a privilege, not a right. Access entails responsibility.

Any computer or network storage areas will be treated like school lockers. Network administrators may review files, communications and Network sites visited to maintain system integrity and to insure that users are responsible in using the system. All users should not expect that files stored on Burrillville School Department servers would be private.

## **Computer and Network Acceptable Use**

The Burrillville School Department is pleased to offer its students access to the Network. The Network is an electronic highway connecting users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world and significantly expand their available information base. The Network is a tool for lifelong learning.

Families should be aware that some material accessible via the Network might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Network, which could result in, unwanted financial obligations for which a student's parent/guardian would be liable.

While the Burrillville School District's intent is to make Network access available in order to further educational goals and objectives, students may find ways to access other materials as well. Should the Burrillville School Department institute technical methods or systems to regulate students' Network access, those methods could not guarantee compliance with the Burrillville School Department's acceptable use policy.

That notwithstanding, the Burrillville School Department believes that the benefit to students with access to the Network exceeds any disadvantages. Ultimately, however, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Therefore, use of the network facilities of the Burrillville School Department will be permitted upon agreement of the following:

- Network use will reflect educational purposes consistent with the policies and objectives of the Burrillville School Department.
- The network will not be used in ways that are potentially harmful to oneself or others. Personal data, including, but not limited to: addresses, phone numbers, and financial information shall not be included in network communication or the posting of anonymous messages.
- Only the authorized owner of the account shall use network account. No attempt to gain unauthorized access to accounts on the Network is permitted.
- Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems (e.g. "hacking" is prohibited).
- Use of Network games, MUDs (Multi User Dungeons), and IRCs (Network Relay Chats) is not allowed.
- Transmission of any material in violation of any local, state, or federal law is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene, pornographic, or sexually explicit material, or material protected by trade secrets.
- Permission for network access is at the discretion of staff members and/or supervising teachers. Consideration of others while on the computer network is expected. Immediately report any problems or breaches of Network policies to the supervising staff member.
- Passwords must be kept private and should be changed frequently.

- Network use for commercial purposes, financial gain, personal business, product advertisement, or political lobby (including student body elections) is prohibited.
- To disrupt and/or degrade computer networks, supporting equipment, or information available on them, including but not limited to tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information on networks will be viewed as criminal activity under applicable state and federal law.

**Vandalism:** Vandalism is defined as a willful or ignorant defacing, disabling, or destruction of computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. “Computer Viruses” are programs that have been developed as pranks and can destroy valuable programs and data and are considered vandalism.

Due to the complexity and cost of technology within the Burrillville School Department, when any student act of vandalism results in damage to electronic equipment or computer software, all costs incurred for repair will be the responsibility of the student and/or parent/guardian. Any vandalism will result in the loss of network privileges, disciplinary action, and/or possible legal referral.

Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

If parental permission is given, the student agrees to abide by the terms of the Burrillville School Department Acceptable Use Policy.

If parental permission is not secured or denied, it is the responsibility of the student to refrain from accessing the Network in accordance with his/her parent/guardian wishes.

Students who access the Burrillville School Department provided Network without parent/guardian and/or teacher permission or students have permission and allow other students to access who do not have parent/guardian and/or teacher permission will be subject to disciplinary action as outlined above.

The Burrillville School Department makes no warranties of any kind, neither expressed nor implied, for the Network access it is providing. The Burrillville School Department will not be responsible for any damages users suffer, including – but limited to – loss of data resulting from delays or interruptions in service.

The Burrillville School Department will not be responsible for the accuracy, nature, or quality of information stored on Burrillville School Department diskettes, hard drives, or servers; nor the accuracy, nature, or quality of information gathered through Burrillville School Department provided Network access. The Burrillville School Department will not be responsible for personal property used to access Burrillville School Department computers or networks or for Burrillville School Department provided Network access. The Burrillville School Department will not be responsible for unauthorized financial obligations resulting from Burrillville School Department provided access to the Network.

## **Burrillville School Department Social Media Policy**

### **Purpose**

The Burrillville School Department (“Department”) recognizes the increasingly important role that technology plays in the educational process as well as in the personal lives of students, their families, faculty, and staff.

Communication and online discourse through technology, including the use of email, chat, blogging, social networking, social media, text messaging, and the like empowers educators and students in the scope of their respective interactions. The Burrillville School Department respects the importance of this open exchange and any learning related to enhancing the educational environment. Within this context, it is important that all participants feel free to express appropriate thoughts and ideas in a manner that does not disrupt the educational process, create unnecessary distractions, or adversely impact the interpersonal relationships between students, faculty and staff.

This Policy is intended to foster a thoughtful, responsible use of social networking and related technological communication tools that will minimize risk and be appropriately professional and respectful. Further, the purpose of this Policy is to protect and maintain professionalism in the workplace for all School Personnel and to avoid, wherever possible, the appearance of impropriety in School Personnel-Student and School Personnel-School Personnel relationships.

### **Best Practice Guidelines**

Because technology and social networking services are dynamic and evolve quickly by nature, the Burrillville School Department has assembled “best practice” guidelines to help School personnel use these communication tools effectively, protect professional and personal relationships, safeguard student information, and follow district policies.

The keys to success in using social networking, social media, and other communication tools are for; School Personnel and Students to be transparent and honest about their identities when using these communication tools; be thoughtful prior to composing a message or post; be respectful of the people and issues involved in any communication.

### **Policy Guidelines**

No student, employee, faculty or staff member of the Burrillville School Department ("School Personnel") shall post, forward, or otherwise disseminate any data, documents, photos, images, videos, or other information using any technology medium, including, but not limited to, social networking websites or services, which might result in a disruption of classroom activity or the educational process. Fraternalization, including, but not limited to, stalking, sexual harassment, and other objectively inappropriate behavior enabled by a position of authority, via the Internet, instant messaging, text messaging, or otherwise between School Personnel and students (whether by mobile telephone, computer, or other communication medium) is prohibited. Students are prohibited from engaging in stalking, sexual harassment, bullying, and other objectively inappropriate behavior among and/or between fellow Students, via the Internet, instant messaging, text messaging, or otherwise (whether by mobile telephone, computer, or other communication medium). Any violation of this policy by School Personnel will be subject to those disciplinary sanctions included in the Collective Bargaining Agreement applicable to said Personnel. Any violation of this policy by Students will be subject to those disciplinary sanctions included in the Student Handbook. Nothing in this policy prohibits School Personnel or students from using educational websites and services or the Burrillville School Department's websites and services. These sites are used solely for educational purposes.

## **Anti-Bullying, Teen Dating Violence, and Sexual Violence District Policy (P6437)**

Bullying, Teen Dating Violence, and Sexual Violence is prohibited in the public schools of Burrillville, RI [R.I.G.L. §§ 16-21-26, 16-21-30]

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

It is the policy of the Burrillville Public Schools that all students be treated with respect. Neither sexual harassment or harassment on the basis of race, religion, national origin, gender, ancestry, age, handicap, sexual orientation, or color will be tolerated may also be punishable under the Burrillville School District Harassment Policy, and that the victim also has the option of proceeding under that harassment policy.

**General Definitions:** Harassment, intimidation, or bullying means intentional written, verbal, electronic, or physical act or threat of an act or threat of a physical act that is under a totality of the circumstances a reasonable person should know will have the effect of physically harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property or is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational experience for a student.

**Definition of Bullying:** Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. Bullying also occurs when a student or group of students maliciously spread rumors about another student

**Definition of Cyberbullying:** Cyberbullying is the use of modern communication technologies and online forums (such as instant messaging, text messaging, blogs, email, chat rooms, and social networks) to embarrass, humiliate, threaten, or intimidate an individual in the attempt to gain power and control over them.

**Dating Violence:** Dating violence is a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal or emotional abuse to control his/her dating partner.

**Sexual Assault:** Sexual Assault includes behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure and may include intentional touching of someone in ways that are unwanted, voyeurism, exposure to exhibitionism, undesired exposure to pornography, or public display of images that were taken in a private context or when the victim was unaware.



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

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

**Disciplinary Sanctions:** As a school community, we believe in progressive discipline to educate our students. Repeated offenses will result in more severe consequences. Disciplinary consequences will be determined on a case-by-case basis and reflect the number and severity of disciplinary issues. Disciplinary sanctions for bullying, teen dating violence, and sexual violence may include:

- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises
- Loss of school bus transportation
- Assignment of additional community/school service
- Classroom exclusion
- Short-term (10 or fewer days) school suspension or long-term suspension (suspension of more than 10 days)
- Admonitions, warnings, and counseling

**Reporting Procedures:** Burrillville Public Schools shall establish a procedure for reporting, filing and acting upon reports of incidents of bullying, teen dating violence, and sexual violence. The procedure will be publicized to staff, parents, students, and volunteers. The persons responsible for reporting are:

- The victim
- Anyone who witnessed any act covered by this policy
- Anyone with credible information that an act covered by this policy is or has taken place

A complaint form is found in every classroom, guidance office and Principal's office at Burrillville High School. Reports should be made to adult within the school system.

**Responsibility of Students:** Students who observe any act covered by this policy or have reasonable grounds to believe an act is taking or has taken place in violation of the policy are obligated to report the incident to school authorities. Failure to do so may result in disciplinary action. The victim of the bullying shall however, not be subject to discipline for failure to report the bullying.



## **Sexual Harassment Policy (P6434)**

The Burrillville School Department shall provide an educational environment free of sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined by this policy and by law.

It shall be a violation of this policy for any student to sexually harass another student or any employee or volunteer or other person connected with the School Department through conduct or communication of a sexual nature as defined by this policy. Retaliation against a student for filing a complaint of sexual harassment or for assisting in an investigation of sexual harassment is also a violation of School Committee policy. Any student who knowingly violates this policy will be subject to disciplinary action up to and including suspension and/or expulsion.

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

1. Submission to or rejection of the advances, requests for sexual favors, or other verbal or physical conduct is made a term or condition of the provision of educational benefits, privileges, or placement services, or is used as a basis for evaluation of a student's academic achievement.
  - i.
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education.
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with a student's education by creating an intimidating, hostile, humiliating, or sexually offensive employment or educational environment.

Sexual harassment may include, but not be limited to, the following types of activities:

- Sexually oriented verbal harassment or abuse.
- Subtle pressure for sexual activity.
- Inappropriate patting or pinching or other physical contact.
- Intentional brushing against a student's or employee's body.
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment.
- Any sexually motivated touching.
- Displaying sexually suggestive pictures, objects, cartoons, posters.
- Sexual remarks or jokes, proffered verbally, in writing, or electronically.
- References to sexual orientation.
- Second party harassment, i.e., words or actions that may not be considered harassment by consenting parties but that are considered offensive to an observer.

Any student who believes that he or she has been the victim of sexual harassment shall report the alleged sexual harassment according to established procedures to the supervisor of the alleged offender or an administrator.

# **BURRILLVILLE SCHOOL DEPARTMENT**

## **COMPUTER NETWORK AND NETWORK ACCESS**

### **User Permission and Waiver Form**

We are pleased to offer students of the Burrillville School Department access to the district computer network for electronic mail and the Network. To gain access to e-mail and the Network, all students under the age of 18 must obtain parental or guardian permission and must sign and return this form.

By signing this User Permission and Waiver form, I \_\_\_\_\_ (print name) and my parent(s) or guardian(s) agree to abide by the Burrillville School Department Acceptable Use Policy. I have discussed the Burrillville School Department Acceptable Use Policy with my parent(s) or guardian(s).

Further, my parent(s) or guardian(s) and I have been advised that the Burrillville School Department and its employees do not have control of the information available on the Network. Some sites that are available may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the Burrillville School Department's intent is to make Network access available in order to further its educational goals and objectives, account holders may attempt to access other materials as well.

The Burrillville School Department believes that the benefits to students and educators from access to the Network, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying standards that their children should follow. To that end, the Burrillville School Department supports and respects each family's right to decide whether or not to apply for computer network and Network access.

Any questions should be directed to the school principal or district technology coordinator. The District's complete Network policy and procedures are available on request for review by all parents and guardians. In addition the option of requesting for their minor children alternative activities not requiring Network use will be provided.

The student and his/her parent(s) guardian(s) must understand that student access to the computing networks and Network connections exist to support the Burrillville School Department's educational responsibilities and mission. The specific conditions and services that are offered will change from time to time. IN addition, the Burrillville School Department makes no warranties with respect to the computer network or Network connection, and it specifically assumes no responsibility for:

1. The content of any advice or information received by a student from sources outside the school district, or any costs or charges incurred as a result of seeing or accepting such information;
2. Any costs, liability, or damages caused by the way the student chooses to use his/her Burrillville School Department network access;
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Burrillville School Department.

**BURRILLVILLE SCHOOL DEPARTMENT  
COMPUTER AND NETWORK ACCEPTABLE USE POLICY**

**STUDENT ACCEPTANCE AND PERMISSION**

**The Student** (user): I, \_\_\_\_\_, have received my parent(s)/guardian(s) permission and I have read the Burrillville School Department “Computer and Network Acceptable Use Policy”. I understand and agree to all the provisions, rules and regulations outlined within. I understand that any violation of the Burrillville School Department Computer and Network Acceptable Use Policy will result in immediate suspension of my Network privileges and that as a result of such violation further disciplinary measures may be taken.

**Print Student’s Name:** \_\_\_\_\_

**Student’s Signature:** \_\_\_\_\_

**School Name:** Burrillville High School **Grade:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PARENT/GUARDIAN ACCEPTANCE AND PERMISSION**

**The Parent/Guardian:**

As the parent(s) / guardian(s) of the above named student, I have read the Burrillville School Department “Computer and Network Acceptable Use Policy” and I understand and agree to all the provisions, rules and regulations outlined within. I hereby give permission for my child to use the Network service provided by the Burrillville School Department. I do understand that my child is required to follow this policy. I further understand that there is a potential for my son/daughter to access information on the Network that is inappropriate for students and that every reasonable effort will be made on the part of the faculty and staff of the Burrillville School Department to monitor access to such information, but that my son/daughter is ultimately responsible for restricting himself/herself from inappropriate information.

**I give permission for my son/daughter to be granted Network access.**

**Print Parent/Guardian’s Name:** \_\_\_\_\_

**Parent/Guardian’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**IMPORTANT:**

Please sign this form, remove this page from the handbook, and return it to the High School by the end of the first week of school or earlier.

**BURRILLVILLE HIGH SCHOOL**

**PARENT/GUARDIAN REVIEW FORM 2017-2018**

We ask that you review this handbook with your son/daughter. It contains important information about BHS policies, activities, and expectations. Following your review of this handbook, both the **student and parent/guardian MUST sign and return** this form to the student’s advisor during their scheduled advisory period by the end of the first week of school or earlier.

**I HAVE RECEIVED AND REVIEWED MY COPY OF THE 2017-2018 STUDENT/PARENT/GUARDIAN HANDBOOK.**

**PRINT - Student’s First & Last Name:** \_\_\_\_\_

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PRINT – Parent/Guardian’s First & Last Name:** \_\_\_\_\_

**Parent/Guardian’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Student’s Advisor/Advisee** \_\_\_\_\_

**Room Number:** \_\_\_\_\_

**IMPORTANT:** Please sign this form, remove this page from the handbook and return it to the High School by the end of the first week of school or earlier.

## Permission to be Photographed & Filmed

The Burrillville School Department is making a concentrated effort to promote the positive activities, honors and work of our staff and students. Throughout the school year, pictures may be taken of students as they are engaged in the events or our schools.

These pictures, videos and/or students names may be used by the professional staff in presentations to public groups about what our schools do. They may also be used as part of the website, or a news release to area newspapers and other media concerning special activities or awards involving our students and/or our school. Student's names and/or pictures may also be used in our school newsletters posted online.

Your permission is necessary. Please read and complete the bottom portion of this form giving permission for your student's name and/or photograph to be used, or not used. Please return this completed form to your child's classroom/homeroom teacher.

Once the form is on file, we will honor your request in all situations under our control.

\_\_\_\_\_ **I DO NOT** give permission for the school to use my child's picture.

\_\_\_\_\_ **I DO** give permission for their name to be printed on an honor roll list or in an article published in the media or online.

\_\_\_\_\_ **I DO NOT** give the school permission to include my child's name **OR** picture in any news releases, publications, online publications (including honor roll) or other media.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian's Name: (Please Print)

\_\_\_\_\_  
Parent/Guardian's Signature:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Note: If a form is not returned, we will assume consent is given.*