

*William M. Davies, Jr.*  
*Career & Technical High School*  
*2023-2024*



*Home of the* ***PATRIOTS!***

**2023-2024 Student/Parent Handbook**

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

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

**Mission Statement**

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

## Philosophy

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

The underlying premise is that this mission will be accomplished with an aggressive focus on providing all students with an academic and technical education in a safe learning environment grounded in multiple opportunities to succeed and enriched by a robust support system.

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

1. Academic Preparation - All students have the academic knowledge and skills necessary to pursue post-secondary education.
2. Technical Preparation - All students have access to state-of-the-art technical programs that offer theoretical knowledge and hands-on experiences.
3. Opportunity - All students have access to programs, experiences, and resources to create a personalized pathway to success.
4. Safety and Support - All students will learn in an environment where they are physically safe and fully supported.
5. Belonging - All students feel that they belong to something bigger than themselves, and that they are a part of a positive and culturally responsive community.

## LETTER FROM THE DIRECTOR

Dear Students:

Welcome to the Davies family! You have chosen to embark on a four-year journey with us that will lead you to a successful graduation armed with industry standard certifications in a technical field and a high performing academic education. You will be prepared to pursue a post-secondary degree, engage in a fulfilling career, and to become a productive member of our local, national, or global communities. The Davies team of administrators, faculty, and staff are here to ensure that you receive every opportunity to succeed and find satisfaction in your high-school experience. One additional component to your success is your engagement in your education. You have the ability to take advantage of those opportunities to excel. As we look forward to working with you on this journey, we challenge you to:

1. Demonstrate the “Three R’s” - Respect, Responsibility, and Ready to Succeed - at all times.
2. Act appropriately and conduct yourself in a manner that is respectful of yourself and others.
3. Commit to academic and technical excellence.
4. Follow all school policies, regulations, and procedures. These “rules” are set for your safety, success, and general well-being.
5. Take personal responsibility for your actions and choices.
6. Utilize the support systems that are in place to bolster your success.

This journey may seem to be long at first, but it will pass faster than you expect. This moment, albeit fleeting, is one that will shape your future. Embrace your opportunities and take advantage of what Davies has to offer. We are on this trip together, and we look forward to seeing what you will accomplish.

Welcome and best wishes,

Mary Watkins

Director

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## ROLE OF THE BOARD OF TRUSTEES

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

### Role of the Administration

#### Superintendent/Director

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

**Mary Watkins:** **x248**

#### Assistant Director of Finance & Operations

The Assistant Director of Finance and Operations supports the educational goals of the school through effective oversight of the Finance, Facilities, and Information Technology departments through effective communication with and oversight of associated independent contractors.

**Cheryl Carroll:** **x399**

#### Academic & Technical Instruction

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

**Janine Napolitano (Academics):** **x243**

**Susan Votto (Career and Technical):** **x266**

**Coordinator of Instructional Services** **x235**

#### Office of Student Management

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

**David Champagne** **x334**

**Karen Malloy/Attendance:** **x320**

#### Office of Student Supports

The Supervisor of Student Supports serves as the administrator of all activities related to the education, related services, and support services for students with disabilities; students who are multilingual learners; students who need remedial reading; students on home instruction for



medical reasons; and students who require in-school medical supports. The office serves as the McKinney-Vento liaison. The office ensures the smooth onboarding of incoming students with disabilities.

**Lisa Fratus** **x261**

**Felicia Morrobel**  
(Bilingual Parent Liaison/  
Administrative Assistant): **x304**

### **Office of Workforce Development**

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

**Kevin Callahan:** **x236**

**Coordinator of Instructional Services** **x235**

### **Business Services**

The Business Services Coordinator is responsible for all financial functions, including budgeting, purchasing, accounts payable, payroll, accounts receivable, all financial reporting as required both internally and externally, and all aspects of the student lunch program.

**Claudia Cornejo:** **x413**

### **Human Resources**

The Human Resources Development Coordinator is responsible for all personnel activities, including helping employees understand and make the most of their benefits; advocating for the Davies staff to the administration and outside offices; serving as the hiring and staffing contact; and coordinating professional development activities. All Title II and Title IX nondiscrimination policy inquiries are the responsibility of this department.

**Holly Lemieux:** **x317**

### **Information Technology**

The Information Technology Coordinator is responsible for the leadership, planning and management for the development, acquisition, implementation, and support of all aspects of IT for the Davies School.

**Susan Tierney:** **x332**

### **Marketing and Communications**

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

**Jax Adele Ventura:** **x237**

### **Facilities**

The Coordinator of the Physical Plant is responsible for building, grounds, and mechanical plant operations, ensuring that all state and federal health, safety and environmental issues and

mandates are met.

**Facilities Coordinator**

**x249**

**Guidance Office**

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

**Amie Mello (Grade 12)**

**x234**

**Amy Hitzemann (Grade 11)**

**x231**

**Jessica Plumer (Grade 10)**

**x239**

**Caitlin Whalley (Grade 9)**

**x233**

**Secretary**

**x225 Fax (401) 725-8714**

**Health Office**

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

**Nurse**

**x318 Fax (401) 722-1650**

## Teamwork

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

### Home - School Compact

As we strive for academic excellence and a high level of literacy for all of our students, we realize that an educational institution cannot accomplish this goal alone. When a partnership exists among school, family and students and the goals and responsibilities for each party are clear, student achievement will improve. The following is a compact, which is a voluntary agreement between Davies' administration and staff and our families and students with the sole purpose of helping all our students to reach their full academic potential. (As of 8/2021)

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

## EXPECTATIONS

### **Academic & Technical Expectations**

- Read, write, speak, and present effectively
- Demonstrate mathematical competency
- Demonstrate technical competency
- Use a variety of technologies and resources
- Use problem-solving skills
- Demonstrate employability skills
- Demonstrate business and entrepreneurial skills
- Exhibit professionalism, critical thinking, positive communication, collaboration, and organization

### **Behavioral & Civic Expectations**

- Take responsibility for your own behavior
- Show respect for others, the school and yourself
- Maintain self-control
- Resolve conflicts responsibly
- Commit to behaving in a manner that optimizes your educational experience
- Demonstrate the rights and responsibilities of a democratic society
- Make positive contributions to business and community organizations

### **Social & Emotional Expectations**

- Self-Awareness
- Self-Management
- Social Awareness
- Positive Relationship Skills
- Responsible Decision-Making

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

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

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

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

### **Respect for Others**

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

### **Respect for Your Environment**

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

## **YOUR EDUCATION**

### **Technical**

Technical education is what makes Davies different from a traditional high school. Davies offers nine career and technical training programs. All freshmen are required to explore these programs during the Freshman Exploration. Students are assigned to groups and 'rotate' through all nine programs. During each rotation, career and technical instructors evaluate each student using a standardized evaluation rubric. These evaluations assist guidance personnel in advising the individual student's selection of an appropriate technical program. Once students begin working and learning in their chosen technical program, they must pass their technical program every year to progress to the next grade. This includes seniors, who *must pass their technical program to graduate*. Students must pass ten (10) credits of technical education to be eligible for graduation. Here is a breakdown of course credits earned per year:

Grade 9	One (1) Credit Course
Grade 10	Three (3) Credit Course
Grade 11	Three (3) Credit Course
Grade 12	Three (3) Credit Course

### **Office of Workforce Development**

The program is administered by the Office of Workforce Development (OWD) and is aligned to the Rhode Island Department of Education CTE BOT Industry Standards, the Rhode Island Department of Labor and Training, the CTE Board of Review and the Governor's Workforce Board (GWB) Workforce Guidance. Davies shares and supports the GWB's importance and understanding of "work-based learning being an essential component of a student's career pathway, building on their classroom knowledge with practical experience in the workplace and interaction with industry and community professionals. Work-based learning allows students to

apply and develop their academic, technical, and Work-Readiness skills, shows students the relevance of their education as it connects to the real world, and prepares them for success in college and career.” Davies, as well as the GWB, has adopted a mandatory Work Based Learning (WBL) requirement for all students. All students must meet the requirement of 80 hours of WBL as a graduation requirement. Students have the opportunity to participate in work-based learning experiences during summer break and after school hours. Seniors have the opportunity to participate in work-based learning placements during their technical program class time. Students must be recommended first by their technical teacher and receive a signed Work-Based Learning (WBL) Eligibility form from that technical teacher. The Office of Student Management will then be responsible for reviewing academics, behavior, attendance, and proof of vehicle registration to determine eligibility. The senior guidance counselor will review form for eligibility. The Career Coordinator will review for final approval.

An approved WBL placement must be directly related to a student's program of study, resulting in an enhancement of industry skills that assist in creating pathways to high demand, high paying jobs. Davies has established itself as the leader in bridging the skills gap and preparing our students with the employability and industry skills in their chosen career.

OWD staff members provide the following services:

- Set up and process all paperwork for Work-Based Learning (WBL) Internships
- Monitor WBL placements to ensure that both the student and employer are meeting the goals of the Work-Based Learning Agreement
- Recruit new employers
- Maintain current partnerships with area businesses, and post-secondary institutions
- Maintain a database of each student’s placement and total WBL hours achieved

### Grades and Exams

At Davies, a passing grade is **70** and above **for all classes**. Students who earn a 3.5 GPA or higher in a quarter will receive **High Honors** for the quarter grading period; students who earn a 3.0 – 3.49 GPA will receive **Honors**. Seniors who are RI Honor Society members may be exempted from final exams. They are exempted only with a 90% average **and** at the teacher’s discretion. Students who take AP Exams may be exempt from final exams in those subject areas. Students who earn proficiency on state assessments may be exempt from final exams in those subject areas. No other students may be exempted from exams.

Davies **grading policy** is as follows:

<i>Year Course</i>	Quarter 1	22.5%	<i>Semester Course</i>	Quarter 1	45%
	Quarter 2	22.5%		Quarter 2	45%
	Quarter 3	22.5%		<u>Final Exam</u>	<u>10%</u>
	Quarter 4	22.5%		<b>Final Grade</b>	<b>100%</b>
	<u>Final Exam</u>	<u>10%</u>			
	<b>Final Grade</b>	<b>100%</b>			

Grades are not determined solely by tests and exams.

Students and parent/Guardians may access grades, class attendance, and all class assignment information through our secure online Skyward Gradebook found in our Parent or Student portal on the Davies website or directly at

<https://gradebook.davies-tech.org/Pinnacle/Gradebook/Login.aspx>. Confidential usernames and passwords issued by Davies are required to view this information.

## Graduation and Diploma Requirements

Graduation requirements are set at a level to provide students the skills and knowledge to successfully enter and complete a rigorous post-secondary academic or technical program, join the military, and/or obtain a job that leads to a rewarding and viable career. The RI Board of Education set the minimum requirements for earning a RI high school diploma as defined by Davies and aligned with appropriate high school content standards as evidenced by two sources of evidence:

1. Successful completion of all credit requirements identified by the RI Board of Education and Davies
2. Completions of at least one performance-based graduation requirement

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

During grades 9-12, all students are required to accumulate ten (10) technical credits in addition to the sixteen and one quarter ( $16 \frac{1}{4}$ ) academic credits. To graduate all students must acquire a total of twenty-six and one quarter ( $26 \frac{1}{4}$ ) credits to receive a high school diploma. Through the diploma system, students will demonstrate proficiency by:

- 1 Capitalizing on the mastery of content knowledge in academic preparation and technical training;
- 2 Integrating applied learning skills with instructional practices across content disciplines;
- 3 Integrating academic preparation and technical training across school-wide instructional practices;
- 4 Integrating and infusing technology instruction and practices across all disciplines;
- 5 Fostering a level of comprehension and application of visual arts standards through technology instruction and/or practices.

## Credits and Technical Units

All students must successfully complete twenty-six and one quarter ( $26 \frac{1}{4}$ ) units to meet core and technical area requirements.

English	4 units
Math	4 units
Science	3 units
Social Studies	3 units (1 unit must be U.S. History)
Physical and Health Education	<b><math>1 \frac{3}{4}</math> units *</b>
Electives	$\frac{1}{2}$ unit
Technical	10 units

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

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

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

Financial Literacy and Civics are RI graduation requirements. Students must earn credit in both

classes to earn a graduation diploma.

Senior students must successfully pass and complete all of their required academic courses to be eligible for graduation regardless of already accumulated credits, and all other conditions of graduation must be met.

All students are required to demonstrate proficiency in the six core areas of academic instruction and technical training. Students are required to demonstrate their acquired proficiencies through the following multiple measures: Proficiency-Based Graduation Requirement (PBGR).

Graduating seniors must demonstrate proficiency through a “performance-based” assessment. All graduating seniors must meet the following Proficiency Based Graduation Requirement (PBGR):

**Requirements:**

- A. Work-Based Learning
  - Students must complete a minimum of 80 hours of work-based learning. ([Work-based Learning: Policies and Procedures](#))
  - Non-eligible students will be required to complete a rigorous alternate assignment, approved by the Supervisor of Career and Technical Education and monitored and scored by the technical instructor.
- B. Proficient Resume
  - Students must complete a resume with support from their technical teacher and are required to update as necessary (Including new certifications; awards and recognitions and job-related information).
  - Students must achieve a cut-score of 90 for Proficiency with Distinction and a cut-score of 80 to meet Proficiency.
- C. Mock Interview
  - Students must participate in a mock interview as the final step of the performance-based exit requirement for graduation.
  - Students must achieve a cut-score of 90 to meet Proficiency with Distinction and a cut-score of 75 to meet Proficiency.

**Commissioner’s Seal Council Designation**

The Commissioner’s Seal Council Designation certifies that a student is proficient in standards aligned to high school expectations in English Language Arts and Mathematics, as confirmed by external evidence. To earn a Commissioner’s Seal, students must successfully meet the [established benchmark](#) on both an approved ELA assessment and an approved mathematics assessment.

**Pathway Endorsement Designation**

Pathway Endorsements recognize, or endorse, engagement and deep learning in a discipline. Students must complete three components successfully: (1) academic study; (2) work-based learning; and (3) application of skills demonstrated through the performance-based diploma assessment. The Pathway Endorsement Council Designation certifies that a student has accomplished deep learning in a chosen area of interest and is prepared for employment or further education in a career path. Pathway Endorsements may be earned in six discipline areas: The Arts, Business and Industry, Humanities and World Languages, Public Service, Science, Technology, Engineering and Mathematics (STEM), Teaching. [Student Requirements](#)



### **Seal of Biliteracy**

The Seal of Biliteracy celebrates students who have multilingual competence – a critical skill in today’s global society, and an asset that will prepare RI graduates for success in the local and global economy. The Seal of Biliteracy certifies that a student has demonstrated skills in the English language and one or more other world languages. Students earn a Seal of Biliteracy by demonstrating competence in English Language Arts standards as defined by the Commissioner Seal or English Proficiency standards, and nationally recognized world language standards.

To earn a Seal of Biliteracy, students must successfully meet the [established benchmark](#) on RIDE-approved assessments in English and another world language. Students may earn either a Silver Seal or a Gold Seal depending on the skill level demonstrated on the assessments. Students must meet the benchmark on both an approved English language assessment and an approved world language assessment in order to earn the Silver Seal of Biliteracy or the Gold Seal of Biliteracy.

## **Educational Supports: Students**

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

### **Positive Behavioral Interventions and Supports (PBIS)**

PBIS is a school-wide, proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on the prevention of problem behavior, development of pro-social skills, and use of data-based decision making for addressing behavioral concerns. The PBIS approach has been shown to increase the capacity of schools to educate all students using research-based, school-wide, classroom and individualized interventions.

### **Intervention Program**

The purpose of the Davies Intervention Program is to provide additional instructional time for students who may need targeted, intensive support in English and math. The hopeful outcome of the Davies Intervention Program is the enhancement and broadening of the reading, writing and math skills necessary to succeed in the core subject area(s) in which the student is demonstrating a need for extra support. Students may be assigned to participate in this program as part of an Intervention Plan. Please contact the Guidance Department if you have any questions.

### **RTI/Multi-Tiered System of Supports (MTSS)**

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

### **Informational Support: Parents/Guardians**

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

### **Academic Reports**

Reports including attendance and other school information will be provided to parents/guardians upon request.

### **Progress Reports**

Mid-term progress reports will be available each quarter. Parents/guardians may request progress reports from the Guidance Office on an as needed basis. Grades may be viewed in the Parent Grade Portal at any time.

### **Report Cards**

Report cards are finalized at the conclusion of each quarter. *\*\*Please see the school calendar.* All report cards will be available digitally after the end of each quarter. Parents/Guardians may request a hard copy of report cards from the Guidance Department at any time.

### **School Records**

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

## **Make-up Work Options**

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

### **Make-up work**

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

1. Students will have 5 class days to complete work or tests missed because of excused absences. Students will **NOT** get credit for work not made up on time.
2. It is the responsibility of the student (**NOT the teacher**) to take the initiative to arrange for make-up work.
3. Students will not be allowed to make up work when they are truant or cut class.
4. When students have excused absences, Workforce Readiness points for that day will not be deducted from their grade.
5. Students who have a number of excused absences at the end of a quarter must be given an incomplete quarter grade until they have had the opportunity to make up their work within the time frame described above.
6. Off-Campus Suspensions are not considered excused absences.
7. Students will not be permitted to hand in make-up work during Final Exam week. Any make-up work scheduled to be submitted must be done by the last academic day of the 4<sup>th</sup> Quarter on the school day before final exams begin (arranged by student and teacher if necessary). This applies to senior students, as well.

### **Homebound Instruction**

Some students may be eligible for homebound instruction or Credit Recovery classes if they are absent for more than 10 consecutive days due to a severe medical condition or other cause. Documentation is required. Please speak to guidance counselors or the Office of Student Supports to find out more.

**Academic class work** will be made up with an assigned home instructor or during Credit Recovery classes. For **practical work** missed in technical areas or science labs, a panel

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

## **Credit Recovery**

To best assist students in the attainment of competency levels for graduation, Davies will require that students who fail courses to complete the course work before being eligible to graduate. All credit recovery is designed to target any and all students who are at risk of not graduating by recovering past failed courses necessary to attain a high school diploma.

### **Credit Recovery Program**

#### **Purpose and Eligibility**

The purpose of the Davies Credit Recovery Program is to provide additional opportunities for students to recover credits lost due to course failure in the core academic subjects required for graduation. Davies offers credit recovery during the summer and during the school year.

- Students are eligible for Summer Credit Recovery with a failing average between 50 and 69, inclusive, in core academic classes.
- Students not taking advantage of Summer Credit Recovery will not be able to “double up” on courses during the school day the following academic year (i.e., they may not take English 10 and 11 concurrently).
- Students who fail academic courses below a 50 final average and/or who choose not to attend summer credit recovery, may be eligible for School Year Recovery. These students may experience delayed graduation timelines.
- Students who fail more than 2.5 credits and/or fail their technical program courses in a single school year are not eligible for credit recovery and must repeat a grade.
- Students who fail to complete a credit recovery program will not have enough credits to be eligible for graduation on their designated year-of-graduation date and should expect to repeat a grade (or more).

## **Summer**

### **Summer School Enrichment (No cost)**

Students who meet the eligibility requirements for credit recovery (see above) should first seek to complete Davies Summer School Enrichment. Davies does not accept credit recovery from sending districts.

- Program sessions run during the summer at Davies.
- Transportation and lunch are provided.
- All summer credit recovery work will be completed on premise- any outstanding work must be successfully submitted and completed by August 15th in order for the student to transition to the next level course.

### **Summer Private Tutor (Cost to Family)**

Students who meet the eligibility requirements of the Credit Recovery Policy (see above), and who are unable to attend summer school enrichment for a significant reason (per request and

follow up documentation to administration) may elect to hire a private tutor certified in the subject area(s) of failure.

- Students who choose this option must participate in thirty (30) hours of private tutoring at the student's expense.
- Requests for private tutoring must be submitted in writing to the principal in advance for approval. Supporting documentation may be required.
- Tutors must be certified teachers in the subject area to which credit is being recovered.
- Students may not be tutored by any faculty member of Davies or by any parent or relative.
- All summer credit recovery work in academics must be completed by August 15th prior to the start of the next academic year in late August/September.

### **School Year**

#### **Repeat (No cost)**

Students who fail more than 2.5 credits in a single school year and/or fail their technical program courses must repeat the grade.

Students who do not complete credit recovery and fail current courses may not be eligible to be promoted to the next grade if their total credit deficiency is over 2.5 credits.

#### **Online Credit Recovery Course (Cost to Family)**

Students who fail academic course work for the school year, and who do not successfully complete a summer credit recovery option, may have the opportunity to retake the entire course via a corresponding, online course (if available) beyond the school day. Students will take this course in addition to their regular school day course-load.

- Families will be responsible for the payment of the course, at a fee to be determined.
- Work cannot begin until the current year in which the student is failing has ended.
- For some courses, such as language or mathematics, students may not take an online course concurrently with a prerequisite course during the school day (for example, Algebra 1 during the school day and Algebra II online may not be taken concurrently).
- All credit recovery work must be successfully completed and submitted by June 1st in order that grades may be calculated and entered.
- Students will be assigned a staff member to provide communication home regarding their online course progress
- Students will have the opportunity to complete on-line work after school under the supervision of Davies staff; students will still be expected to complete a substantial portion of work at home.

### **Grading**

#### **Summer School Enrichment/Summer Private Tutor**

- Successful completion is determined on a pass/fail basis.
- Upon successful completion (Pass), students' permanent transcripts will reflect a 70% as the new adjusted grade.
- Original failed course(s) and Summer School designation will both appear on transcript.

### **Repeat/Online Credit Recovery Course**

- Successful completion is determined by earning a passing grade (70% or higher).
- Failure to achieve a passing grade will seriously jeopardize the graduation timeline.
- New and original failed course(s) will both appear on transcripts.

## **EXTRA-CURRICULAR / AFTER SCHOOL ACTIVITIES**

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

### **Dances**

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

All students must have a completed parent permission form when purchasing tickets for a dance. Guest information must be completely filled out, also.

### **Field Trips**

- Any student wishing to attend a school field trip must be academically and behaviorally qualified and have the authorization of a parent/guardian and of the teacher/supervisor, or the student will be denied. Proper attire is required for all field trips. Students can be denied the privilege to attend based on their attire.
- Students may not attend unless a completed permission slip is completed and collected on or before the designated due date for the form.
- All students must have returned a signed "Handbook Acknowledgement" form before they can attend any field trip.
- Students who have a "Handbook Acknowledgement" form that states denial of permission to participate in school-sponsored activities may not attend.
- Teachers reserve the right to deny field trip participation for a student with serious classroom attendance or discipline issues.
- The use of private transportation in lieu of assigned public carriers is prohibited.
- Students who attend or join a school field trip without proper authorization of a school official will be considered truant from school.
- Any student who leaves a field trip will be subject to discipline from school and will forfeit one's field trip privileges for the remainder of the year.
- Any student found to be under the influence of alcohol or illicit drugs while attending school related activities would forfeit the privilege of attending future school related events. Police and parents/guardians will be notified, and the student will be disciplined in school.

## **Athletic Eligibility**

Any member of a team representing this school is subject to all regulations of the Rhode Island Interscholastic League (RIIL) and the William M. Davies, Jr. Career and Technical High School. Participating students must be full-time students taking a course load of between 6.75 and 7.0 credits per quarter.

### General Eligibility

Students must be in good standing in both behavior and school attendance. Students with chronic attendance and tardy records may not be eligible to participate in athletics.

### Academic Eligibility

- Students must secure a passing grade of 60% or more in their scheduled credits at the end of a marking period for participation during the next grading period.
  - At the end of a quarter, any student carrying 7 credits for the quarter who is failing more than 2.75 credits (more than 2.5 for those carrying 6.50 credits) is not eligible to participate in games (league and non-league) until the end of the quarter of the next marking period.
  - All 10th, 11th, or 12th grade students who fail their CTE course at the end of the quarter are automatically ineligible to participate in games (league and non-league) until the end of the quarter of the next marking period. (CTE courses are three (3) credit courses.)
  - Participation in Credit Recovery does not change or supplant these conditions. Students who fail more than 2.75 credits (or 2.5 as stated above) who are enrolled in Credit Recovery are automatically ineligible to participate in games (league and non-league) until the end of the quarter of the next marking period.
  - Uniforms, hats, and all equipment are not to be issued to ineligible athletes. In the event that an athlete becomes ineligible during the course of a season, uniforms, hats, and all equipment are to be collected immediately.
- To be eligible at the beginning of a school year, the student must have done passing work at the end of the previous school year in June of 60% of the student's credits. Final Grade in each course will be the determinate in this instance.
  - In the case of a student who devotes a considerable part of the summer to make up subjects failed during the school year and receives credit toward graduation for this make-up work, that student shall be entitled to count such credit toward eligibility provided this credit is made an official part of their school record during the first week of the fall term. In case a student fails to complete the minimum scholastic requirements for athletic eligibility at the end of a quarter due to unavoidable absence, the student shall be ineligible for the next quarter until these requirements of the preceding quarter are made-up.
  - Davies' Summer Enrichment is the only approved summer credit recovery unless otherwise noted.
- Failures or incomplete work caused by unavoidable absence may be made up at the beginning of the quarter provided it is made a matter of final record within two weeks of the first day of that quarter.
  - Students will remain ineligible at the beginning of the current marking period until these failures or incomplete grades that constitute for more than 2.75 failing credits are made up and are made an official part of their school record.
  - If these failures or incomplete grades are not made up at the completion of two weeks of the current quarter, the student will remain ineligible until the end of the quarter of that current marking period.

- The athlete shall receive no special privilege such as extra examinations, delayed marks, make-up opportunities, or other favors which are not granted on equal terms to every student in the school; with the further provision that grades for failures or incomplete work in which a make-up opportunity is granted at the end of a quarterly marking period must be made a matter of final record within two calendar weeks of the first day of the succeeding marking period.
- If the athlete repeats work for which credit has once been received, the athlete cannot count that subject a second time for eligibility.
- The athlete cannot count for eligibility points obtained in a subject taken during the summer vacation that had not previously been regularly pursued in the classroom.

## **Safety/Health & Welfare**

### **Davies Identification Badge Policy**

**All Davies staff and students are required to have their Davies issued school Identification Badge (ID) with a current photo.**

Davies ID's **must be accessible** at all times during the course of the day and will be required at school-sponsored events. Students will only be able to access building entrance doors with their badge. If asked, any student must be able to present a Davies ID. Students who do not have and ID or refuse to show one will be required to wait for entrance and are to be written up to the Office of Student Management. IDs are required to sign in late to school and to be dismissed from school. They are also required to identify students during lunch. IDs are also student bus passes. Students without ID's will not be permitted to ride their bus at the dismissal of the regular school day. Lost Badge/IDs must be reported to the office of Student Management immediately.

### **Davies Hall Pass Policy**

Hall passes are mandatory for passing in the hallways during class time. Teachers and students are responsible for using the SmartPass electronic pass system. Time and destination of students will be documented. Students may have to wait for pass availability if too many students are out of classrooms at the same time. Students may only go to where the passes are assigned. Students out of class without SmartPass authorization or exceed the designated time of the pass are subject to disciplinary consequences for violation of safety protocols.

### **Parent/Guardian Visitation**

There will be an open house held at the beginning of the school year for parents/guardians of current students for the purpose of creating program awareness and providing an opportunity to meet teachers. Individual conferences may be requested by parents/guardians through the Guidance Office. All visitors outside of Open House must request entrance at the main entrance, or if directed at the Guidance entrance. Before entering the building, visitors must present a valid form of identification and state business here at Davies. All visitors must follow directions to report to the main office or Instructional Hub and sign in to receive a visitor's pass. Visitors are subject to all rules and policies at Davies. Large bags and overly-sized clothing are not permitted for visitors. Admittance will be denied to anyone who does not meet Davies criteria for entrance. Police will be called for non-compliance.

## **Banned Substances**

### **Tobacco, Drugs and Alcohol**

The use and abuse of tobacco, drugs and/or alcohol are serious problems confronting youth. Every effort will be made to provide assistance to any student who has a substance abuse problem. However, the use, consumption, handling, sale, distribution, storage, or possession of tobacco products (including vapor or electronic cigarettes and hookah pens); illegal or legalized drugs; or alcoholic beverages while on or off campus during school or school-sponsored activities will result in disciplinary action.

Over the counter and prescription medications cannot be carried on a student's person. They must be brought to the school nurse in their original container with a note from a doctor or parent/guardian. **Any student found carrying over the counter or prescription medications will be assigned disciplinary consequences.**

### **Weapons / Incendiary Devices**

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

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

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

### **Skateboards and Skateboarding**

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

## **Safety Drills**

**Fire Drills** are an important way to ensure that we all know how to exit the building safely in case of an emergency. Because of this concern, everyone must leave the building as quickly and safely as possible. Please review the fire drill exit paths posted in your classroom. When the drill sounds, follow the appropriate path to the exit, in a quiet and orderly fashion. Once



outside, please remain in a quiet group with your teacher while **attendance is taken**. Your teacher will lead your group to the correct location and let you know when it is time to return to the building. There is **no use of electronic devices** during any type of safety drill or real emergency. This is designed for the safety of all members of the Davies family. Failure to follow safety directions will lead to disciplinary consequences. This applies to traditional fire drills and evacuations.

**Evacuations** follow the same procedure as fire drills. Upon leaving the building directions may be given to report to prescribed meeting areas instead of traditional fire drill meeting sites. Your teacher will lead your group to the correct location and let you know when it is time to return to the building. Students are to walk quietly, and there is **no use of electronic devices** so that all directions can be clearly heard. Students may be asked to move locations during the drill. Locations vary and may be at an off-campus site.

**Lockdown Drill** is another precaution we need to take to ensure safety in the building. It could be anything from a life-threatening medical emergency to an unidentified, violent, or armed person in the building. Because of the potential danger involved in such situations, everyone in the building must immediately leave the corridors and go into the nearest classroom as soon as a lockdown is announced. For safety reasons, there is no use of technology during a drill or real event.

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

## **Hazing and Harassment**

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

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

**Harassment, intimidation, or bullying** means intentional written, cyber space (i.e.: text messaging, IM, and imagery), verbal, or physical act or threat of an act or threat of a physical act that a reasonable person should know will have the effect of physically harming a student, damaging a student's property, placing a student in reasonable fear of harm to one's person or property or is sufficiently severe, persistent, or pervasive that create an intimidating, threatening, or abusive educational experience for a student. Harassment can occur in several different ways. It can be **racial, religious, ethnic, or sexually** oriented. No person should be discriminated against because of actual or perceived race, color, religion, ancestry, national origin, sexual orientation, gender identity/expression or mental, physical, or sensory disability or intellectual ability. **Any form of harassment is a violation of an individual's civil rights and is subject to legal action.** Racial, religious, ethnic, or sexual slurs, derogatory statements, epithets, posters, cartoons, drawings, innuendo, gestures, obscenities, suggestive jokes, or kidding of a lewd or offensive nature, spreading of rumors, visual luring or ogling are some, but not all, of the behaviors that constitute harassment.

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

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

For further information and the state's full policy refer to [State of RI Safe School Act – Statewide Bullying Policy \(6/30/12\)](#)

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

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

**Help for the Victim of the Bullying:** If the assessment determines the victim's mental health has been placed at risk, appropriate referrals will be made. If the bullying included a violent criminal offense, the victim will be informed of any school transfer rights the student may have under the Federal *Elementary and Secondary Education Act*. Refer to bullying complaint form.

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

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

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

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

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

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

## **Sexual Harassment**

### **General Policy**

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

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

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

### **Sexual Harassment Definition**

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

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

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

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

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

## **Dating Violence**

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

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

Legislative findings: The general assembly hereby finds, determines, and declares that when a student is a victim of dating violence, one's academic life suffers and one's safety at school is

jeopardized. The general assembly therefore finds that a policy to create an environment free of dating violence shall be part of each school district. It is the intent of the general assembly to enact legislation that would require each school district to establish a policy for responding to incidents of dating violence and to provide dating violence education to students, parents, staff, faculty, and administrators, in order to prevent dating violence and to address incidents involving dating violence. All students have a right to work and study in a safe, supportive environment that is free from harassment, intimidation, and violence.

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

### **Goals**

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

### **Procedure**

People responsible for identifying and reporting Dating Violence:

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

### **Reporting Responsibilities**

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

### **Investigation**

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

### **Disciplinary Sanctions**

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

### **Prevention**

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

### **Complaint Procedure**

Complaints relating to dating violence / relationship abuse will be responded to in a prompt manner. All employees of William M. Davies, Jr. Career and Technical High School either witnessing or privy to incidents of abuse shall report any in all pertinent information to the Office of Student Management. Third party reporting of dating violence to any adult in the building will be referred to the Office of Student management to be investigated.

## **CHILD ABUSE AND NEGLECT PREVENTION**

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

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

When any person employed by Davies has reasonable cause to know or suspect that any child, whether a student at Davies or any other child, has been abused or neglected or has been a victim of sexual abuse by an employee agent, contractor, or volunteer of an educational program, that employee shall immediately notify the director or other administrator in charge of the educational program, who will transfer that information to the Department of Children Youth and Families by calling the Child Abuse Hotline at 1-800-RI-CHILD.

All employees are mandated reporters and are required to follow the law and the Protocol for Reporting Child Abuse and Neglect as established. Mandated reporters include teachers, paraprofessionals, principals, school custodians, bus drivers, secretaries, and any other person in the school setting. As a result of these reports and referrals, protective social services will be made available to those students in an effort to safeguard their welfare and provide a means to prevent further abuse or neglect. School employees who are mandated reporters and who fail to

do so will be subject not only to the penalties provided by law, but also to disciplinary action, up to and including dismissal.

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

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

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

### **Prevention Interventions**

- Build positive connections between staff and students and a positive tone in staff student interactions.
- Provide professional development to staff and administration on signs of neglect and abuse.
- Provide education to students.
- Provide effective counseling and interactions with outside agencies in the event of neglect or abuse are suspected.
- Provide parent workshops as needed.

## **Technology Policy**

### **Responsible Use of Technology**

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

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

## Davies 1:1 Program

Davies 1:1 Program provides a Chromebook to all students in grades 9-12 for their educational use while both at school and at home. Students will be required to care for their registered devices properly while it is assigned to them. They are required to return their devices at the end of the school year or at the termination of their enrollment. Students returning the following year will be reissued the same device registered to them. Students will be invoiced for the replacement cost of any equipment they fail to return. If items are returned in a damaged or defective state, students may also be billed for parts needed to repair the device or item. Complete policies and responsibilities will be available on the Davies website at the beginning of the school year. Students unable to comply with all policies and responsibilities associated with technology use at Davies may lose temporary or permanent access to all technology and forfeit possession of student Chromebook, which does not absolve students from full responsibility of completing all schoolwork through alternative methods assigned by classroom teachers.

## Acceptable Uses

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

Davies is not a Bring Your Own Device (BYOD) school. It is expressly prohibited for any faculty, staff, or student to bring in their own personal device such as a laptop, tablet, etc. and connect to the school's network whether it be through a wired or wireless connection without the permission of the IT staff.

Any personal device authorized for school use must meet the security standards as defined by Davies IT personnel. PEDs, such as personal cell phones, may be permissible in approved settings to complete classroom tasks. These tasks include but are not limited to:

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

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

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

- Report threatening or discomfoting materials to a teacher

## **Unacceptable Uses**

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

### **1. Personal Safety**

- Users may not post, use, or store personal contact information about themselves or other people when using electronic communication forms, such as but not limited to email, chat rooms, or social media sites. Personal contact information includes the User's address, telephone, social security number, other personal data, or school address.
- Users may not provide information about Davies students, faculty, staff, or guests to any parties inside or outside of Davies.
- Students will immediately disclose to their teacher or building administrator any message they receive that is inappropriate, makes them feel uncomfortable, or is threatening.
- All other users will immediately disclose to their supervisor or building administrator any message they receive that is inappropriate, makes them feel uncomfortable, or is threatening.

### **2. Illegal Activity**

- Users may not post, submit, publish, or display harmful or inappropriate material that is harassing, insulting, threatening, or attacking any individual, including prejudicial or discriminatory attacks or insults.
- Users may not access, transmit, copy, or create any material that violates the Davies code of conduct including pornographic material, obscene images, or vulgar communications.
- Users may not vandalize, misuse, or harm, and /or steal computers, software, computer systems, or computer networks.
- Users may not participate in hacking activities or any form of unauthorized access to other accounts (online or site stored), computers, networks, or information systems.
- User may not deliberately attempt to disrupt the computer system or destroy data by uploading, downloading, or creating computer viruses.
- Users may not use the system to engage in any other illegal act, such as arranging for illegal drug activities, purchasing of alcohol, engaging in gang activity, or threatening the safety of a person.

### **3. System Security**

- Users are responsible for their individual account and may not reveal their personal computer log-on identification or those of other students or staff members.
- Students must immediately notify a teacher or other school employee if they have identified a security problem.
- All other users must immediately notify their supervisor or building administrator if they identify a security problem.
- All users are to be aware of phishing campaigns and never click on suspicious links, open questionable attachments, or provide account or personal information via email or websites.
- Users may not download software to any computer unless instructed to do so by a teacher



or building administrator.

- The system may not be used to connect personal hardware such as iPods, cell phones, or external memory devices unless it is needed for educational purposes.
- Users may not effect security breaches, cause any disruptions of network communication, or execute any form of unauthorized network monitoring
- Users may not circumvent User authentication or security of any firewall, filter, host, network or account. This includes the use of Virtual Private Networks (VPN's), proxies, anonymous browsing tools, creation of hotspots, etc. Any user who is found to be using such technologies will have their account automatically suspended, as they create open access to viruses and malware to our networks. Students are allowed to use VPNs on their personal cell phones so long as they do not try to use them while connected to the Davies-Student wireless network.
- Users shall not attempt to fraudulently conceal, forge, or otherwise falsify a User's identity in connection with use of the Internet service.

#### **4. Inappropriate Language and Behavior**

- Users may not use obscene, profane, vulgar, inflammatory, threatening, disrespectful or other inappropriate language on the system. This includes use of Davies equipment and software and any use of the Internet.
- User will not display inappropriate materials (i.e., offensive messages or pictures, obscene language references, etc.) on the system. This includes use of Davies equipment and software and any use of the Internet. This also includes the use of any and all PEDs that gain access technology outside of the Davies network.
- Users will not post, submit, or publish information that could cause damage or danger of disruption to Davies, the students, or others.

#### **5. Inappropriate Access to Materials**

- Users may not use the system to access materials that are profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards others (i.e., hate literature).
- If a student mistakenly accesses inappropriate information, they should immediately report it to their teacher. This may protect students from any claim that they have intentionally violated the policy.
- All other users who mistakenly accesses inappropriate information should immediately report it to their supervisor or building administrator.
- Messages relating to or in support of illegal, inappropriate activities are to be reported to a building administrator.

#### **6. Respecting Resources**

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

#### **7. Plagiarism and Copyright Infringement**

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

#### **8. Other Misuse:**

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

### **Disclaimer**

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

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

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

Davies will strive to protect User privacy; however, Davies will not be responsible for any damages (consequential, incidental, or otherwise), which a User may suffer arising from access to or use of the Davies computers and computer network, including damages arising as a result of the actions of Davies. These damages include loss of data and delayed, lost, or damaged electronic correspondence or files due to system or service provider interruptions and system

shutdowns for emergency or routine maintenance of the system. Use or conveyance of information via Davies computer technology is at the User's own risk.

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

## **Sexting**

"Sexting" is prohibited in school, on school grounds or in school vehicles, and at school-sponsored activities at home or away. For purposes of this policy, "Sexting" shall be defined as generating, sending, or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video, or other medium that displays sexual or provocative content.

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

## **Electronic Devices**

Inappropriate use of access to technology and/or the inappropriate use of PEDs as defined in the *Responsible Use of Technology Policy* will lead to disciplinary consequences. The possession and use of PEDs is not necessary for educational success at Davies, as access to school technology is sufficient to accommodate every student. The use of these devices must not endanger persons or properties, disrupt the educational process, or violate any school, state, or federal law or policy. It is the understanding that any electronic information is not guaranteed to be private. Use of PEDs at Davies is at the user's own risk. Davies is not responsible for any damage, loss, or theft of any PED or its data. Davies is not responsible for any financial responsibilities that occur due to inappropriate use of PEDs and their access.

Students are permitted to possess PEDs in school. All technology use is at each teacher's discretion. Individual classroom rules prohibiting the use of technology are to be honored at all times. Receiving and/or making phone calls during classes, emergency drills, or in lieu of attending classes are not permitted at any time in the building. PEDs are permitted for use in the Cafetorium before release to Period 1 in the mornings and during lunch times. PEDs may be used in the hallways during passing time between classes, after dismissal from the Cafetorium on the way to Period 1 and traveling to or from lunch. Bluetooth devices or external speakers are not to be used at any time in the building; therefore, listening to any device must be done with headphones/earbuds in a manner that is not externally audible during use. External speakers of any kind are not permitted in the building at any time. Any device used to communicate, receive, send, store, record, playback, or listen to voice, text, digital, audio, video, photo, electronic or internet/cyberspace data, images and/or information including, but not limited to, cellular phones, portable music players, game players, cameras, laser pointers, video cameras, lap tops, tablets, e-reader, walkie-talkies, personal digital assistants, pagers, etc. are not to be used or visible in any setting outside of permissible areas as designated by color-coded system. Devices are to be turned off or silent during the entirety of the school day outside of those instances.

The color-coded system is as follows:

- **All Use (GREEN)** includes research, texting, listening to music with earbuds, accessing school Wi-Fi, or any other silent activity that does not disturb others or violate the

*Responsible Use of Technology Policy.* Receiving and making phone calls are not permitted in the building. External speakers are not permitted.

- **Quiet Use (BLUE)** allows for students to listen to music through earbuds/headphones. No audio headphones which can be heard externally, Bluetooth devices, or external speakers are allowed. Receiving and making phone calls are not permitted in the building. Quiet use of devices is expected. If a staff member requests that a student remove earbuds/headphone, the student must comply. During all safety drills, all devices must be put away and earbuds/headphones removed.
- **No Use (RED)** does not allow for any use of PEDs by students. Safety, privacy, and courtesy prohibit the use of these devices in any instance.

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

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

### **Lost Books, Equipment and Fees**

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

## **Transportation**

### **Transportation/Personal Vehicles**

Driving a car to school is a privilege. If you have a car and want permission to drive it to school and park it in the parking lot, you must go to the Office of Student management and request a vehicle permit. If you are given permission to drive your car to school, enter the school grounds through the front gate and park your car in the student lot on the right when you enter the grounds. Secondary parking is to the left as you enter the grounds in the first 5 rows furthest away from the school building, which is separated from staff parking by a red line in that parking lot. Then enter the school through the Main Entrance. All students are expected to conduct themselves and their vehicles in a safe manner in the parking lot.

Administrators have the authority to search a student's automobile on school property in the presence of the owner. In the event a student is not agreeable, the administrator shall have the right to detain the student until the proper authorities arrive to conduct the search. Students are not to park in areas designated for staff or visitors.

### **Parking Rules and Disciplinary Consequences**

Cars are for transportation to and from school. Any students operating their vehicle in a hazardous manner on school property, including but not limited to loitering, are subject to having their vehicle privileges revoked. To ensure a safe parking lot area, all cars that do not have a permit or are inappropriately parked will be towed at the owner's expense.

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

also be towed. Authorized students may park in the smaller parking lot in the front of the building or in the last 5 rows of the larger parking lot.

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

### **Student Conduct during Transportation on School Buses or Other Vehicles**

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

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

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

foregoing rules may result in discipline, including Off-Campus Suspension or loss of bus privileges.

19. Student, parents, and guardians are encouraged and expected to report any violation of the foregoing rules immediately to the Office of Student Management.

## **Bus Transportation**

1. **SPECIAL TRIPS:** A teacher or coach must accompany each group of students making a special trip. Students will dress appropriately when making special trips.
2. **LATE TRANSPORTATION:** Transportation will be provided only for students who must stay after school for extra help, make-up work, Credit Recovery, or extra-curricular activities. Late buses will leave at 3:15 p.m. on Tuesdays, Wednesdays, and Thursdays. Transportation will be provided for students who must stay after school for Office detention on these buses. Late buses will leave at 4:15 p.m. on Tuesdays, Wednesdays, and Thursdays to accommodate late detentions, sports, or other late activities. Students assigned to Teacher Detention must ride the 3:15 bus home, unless prior arrangements are made to be picked up at the conclusion of teacher detention. All students must have been in an approved program in order to be permitted to ride the late bus. These bus routes are not identical to the regular routes. Students must make their own arrangements to get home after the bus returns them to their home community.

Students **who do not** stay after school for extra help, make-up work, detention, or extra-curricular activities are not permitted to ride late buses. Those students are required to leave campus at the conclusion of the regular school day or wait in the main entrance area for a ride. They are not to be in the building unsupervised.

3. **BUS:** Regulations for bus students: The school day begins when students leave their home for the bus stop and ends when they return home in the afternoon. Students come under the jurisdiction of the school administration during this entire period. **REMEMBER, IT IS A PRIVILEGE TO RIDE THE SCHOOL BUS.** If students are not well behaved or courteous, and if their behavior endangers the health or safety of other students, this privilege will be taken away. **The bus driver has the same authority on the bus as a teacher has in the classroom or technical area.**
4. **All students must have their Davies student ID with them and visible in order to ride the bus.** If a student does not have his ID, that student will not be permitted to ride the bus.

## **Video Cameras in School Buses**

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

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

Video tape shall be available for viewing consistent with applicable law and the Board and the

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

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

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

## **Attendance**

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

**Chronic Absenteeism:** The Rhode Island Department of Education has determined that students who are absent for 10% or more of the school year are classified as chronically absent and subject to investigation to determine truancy. The total number of absences considered is both excused and unexcused absences combined.

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

*\*\*For additional information on the legal obligations for parents, guardians and students please read [RI General Law 16-19-1](#).*

## **Absences**

**Excused absences** include:

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

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

1. Students and parents/guardians will be notified through the automated voice messaging system on a daily basis of unexcused absences and tardiness to school.
2. When a student has 10% or more of unexcused absences at any time during the school year, the student and parent/guardian will be notified by a letter, and a conference involving the Supervisor of Student Management and the Guidance Counselor will occur.
3. In addition, students with 10% or more of unexcused absences at any point during the year may not participate in **any student activities** such as interscholastic sports events, class dances such as the prom, or at any activity in which the student represents the school. Any exceptions to this policy are at the discretion of the Director and the Supervisor of Student Management.
4. Students who are absent from school may not participate or take part in practice sessions or activities or attend any school function on the same day they are absent unless they have received prior approval from the Office of Student Management.
5. Students with chronic unexcused absenteeism will be identified as truant.
6. Students may lose the privilege of attending WBL due to chronic absenteeism.

## **Tardiness**

**All students must be in Period 1 before the bell rings at 7:30 am. After 7:30 students are late to school. All students who are not in Period 1 by the bell must report to the Office of Student Management to sign in to school in order to be admitted to classes. Not reporting to Period 1 or not signing in to school will result in disciplinary action.**

## **Tardiness**

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

- 5 times tardy.....Letter home
- 10 times tardy.....Phone call from the Office of Student Management
- 15 times tardy..... Parent conference with the Supervisor of Student Management and the Guidance Counselor
- 20 times tardy .....Loss of School Privileges, Conference with the Office of Student Management, and further intervention
- More than 20 tardies ..... Investigation into Truancy

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

**Special Note: Students must be present for at least half a day to participate in any after-school activities, including athletic events, proms, and dances. The half-day time is 10:30; that means the student must report to school by 10:30 and stay for the rest of the day. If students arrive on time in the morning, they must stay in school until at least 11:00 for their attendance to be counted as a half day.**

## **Truancy**

A student is considered truant if that student willfully and habitually absents oneself from



attending school for part or all of scheduled virtual or in-person school days with or without the knowledge of a parent/guardian.

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

## **Dismissals**

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

***Parent/Guardian Responsibility.*** If a parent/guardian wishes to dismiss a student from school, that student must submit a written request that is to be submitted to the Office of Student Management before 7:45 a.m. on the day of the dismissal. Parents/guardians of students who drive to school must also contact the Office of Student Management by phone (X320) to give permission for the student to leave campus independently. Unless a student has established Independent Status, that student may not dismiss oneself from school regardless of age.

***Student Responsibility.*** If a parent/guardian wishes to dismiss a student from school for a professional appointment (such as doctor, dentist, job interview etc.), it is considered an excused dismissal only if the appointment is verified with documentation upon the student's return. Forms of verification must be presented to the Office of Student Management before 7:15 a.m. on the day of the return to school.

***School Responsibility.*** The school nurse may authorize dismissals from school due to an illness or injury during the school day. Such dismissals will constitute an excused dismissal. The nurse shall notify the Office of Student Management of the reported excused dismissal. Students are not to use cell phones or school phones to call parents/guardians in order to be dismissed. The nurse, the Office of Student Management, or Guidance will call if a student is sick, or another emergency occurs. Any student found using a cell phone to call a parent/guardian will receive disciplinary consequences.

## **Family Vacation Policy**

Family vacations during scheduled school days will be considered unexcused absences. Students should notify their teachers before they leave for vacation. If work is permitted, they must have their work completed and submitted to their teachers the day they return from vacation. If assessments are able to be made up, the teacher dictates the schedule. Davies strongly discourages the use of school days for family vacations.

# **Student Conduct**

## **Rights and Responsibilities of Students**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The Davies school shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly and comply with rules established for the orderly conduct of Davies educational mission. Davies rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate the school rules shall be subject to disciplinary

measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community. Students have a responsibility for achieving a positive learning environment at school or school-related activities. Each student is expected to:

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

### **School Property/ Grounds**

At Davies, respect for the learning environment is taken very seriously. Any student engaging in or supporting the destruction, vandalism, or otherwise negative or damaging action to school property will be subject to school discipline, and if deemed appropriate, law enforcement authorities will be notified as outlined in RI General Laws 11-44-12 and 11-44-15. Davies school and grounds and the equipment within it are the property of the State of Rhode Island. Thus, damage or intent to damage school property will be taken very seriously. Video recordings may be used in any disciplinary action, civil action, or criminal or administrative proceeding. These video recordings are the sole property of Davies and may not be viewed by non-Davies personnel without police or court documentation.

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

### **Professionalism in Dress and Grooming**

The purpose of education and training at Davies is to prepare students to be young professionals ready to enter the environment of business and industry. An important component of this preparation is functioning in a professional atmosphere. To prepare students for this post-high school transition, students are expected to act in a professional manner and are encouraged to meet responsible dress and grooming requirements while attending school and participating in any school-sponsored or related activities. This presents the professional, growth-oriented atmosphere expected which supports the 21st century skills being taught across all content areas and shows respect for the school and work environment. If students are not properly dressed and equipped to participate in school activities, they will not be allowed to participate in the activities for that day, and they will receive a zero for the daily grade.

## **All Areas**

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

- Clothing should fit the student. Pants, sweaters, shirts, shorts, etc., may not be oversized or undersized to the point where, in the opinion of the school administration, the clothes present a health/safety concern, distraction, or is inappropriate for the school setting.
- No clothing may be worn in a manner that exposes underwear. This includes sagging of pants that exposes underwear or other undergarments and shirts that reveal bras or other undergarments. Absolutely no part of any undergarment is to be exposed at any time.
- No pajamas, slippers, or unsafe footwear.
- Clothing deemed inappropriate for the school setting are not to be worn in school, such as, but not limited to revealing tank and halter tops, very low V-necks, see-through clothing, spaghetti strap shirts, and shirts excessively exposing bare midriffs, along with open back shirts and dresses.
- Clothing depicting messages pertaining to alcohol, drugs, tobacco, illicit activities, profanity, pornography, or any other material offensive to others or disruptive to the educational environment is not acceptable in school. This includes any gang-related or suggestive clothing.
- Hoods, bandanas, or any other headgear that hides a student's identity are not allowed in the building, **unless approved by the school administration**. Classroom teachers can require that all headgear be removed while in their classroom. This includes sunglasses and non-medical face coverings.
- Clothing or accessories (i.e., glasses, pens, etc.) that house or have the ability to record images, video, or audio, whether through a spy cam, wearable camera, or mini cam device, are never permitted on school property.
- Clothing or accessories that may be deemed unsafe or may cause school damage (i.e., spiked jewelry, wallet chains, extreme piercings)
- If a student is deemed inappropriately dressed for or any school event, the parent/guardian will be notified, and the inappropriate clothing must be changed or covered and not be worn again in school or at a school event. If a student refuses to change or cover the inappropriate clothing, or if it is not possible to do so, the student will be sent home. If a Parent/Guardian cannot be reached, the student will remain in the Office of Student Management or the Director's Conference Room until dismissal.
- All religious and cultural attire is respected. All safety compliance is considered.

## **Technical Areas**

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

## **Physical Education Classes**

Students must be appropriately dressed for each school environment. There are no official

colors or gym uniforms. Every student is expected to report to class with a jersey, shorts, socks and sneakers or other appropriate attire as determined by the physical education instructor because of health and safety regulations. Students are not allowed to participate in physical education classes if jewelry and piercing create a safety concern.

### **Assemblies**

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

### **Elevators**

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

### **Lockers and Care of Personal Property**

Each student is responsible for one's personal property. **Large sums of money, expensive items, and any type of electronic equipment should be left at home. Davies High School is not responsible for lost or stolen articles.**

- Lockers are school property and are available to students for their use.
- Students are to provide their own combination or keyed heavy-duty locks.
- Books and other material recognized by the school as having educational value may be stored in the locker.
- Outer garments may be kept in the locker.
- The school principal or a designee shall reserve the right to inspect any locker at any time, with or without the student's presence or consent.
- Every student must use assigned locker in technical area.
- The locker is not to be considered personal property.
- Broken lockers should be reported to the Office of Student Management.
- Sharing of lockers is not recommended.

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

### **Cafetorium / Food Policy**

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

The only exception to this rule is when an alternative setting is made available to accommodate

students observing religious practices or to provide approved students a setting which adheres to accommodations prescribed in educational, behavioral, or safety plans.

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

Students are not allowed to leave campus at any time of the day including breakfast or lunch periods for the purpose of obtaining food or drink off campus. At no time is it permissible to order food to be delivered to campus. Any food deliveries arriving at the school will be turned away.

Once students report to campus in the morning, students are to remain on campus. Leaving campus to walk to a store or meet someone off campus is not permitted. Open containers are not permitted to be brought into the building unless the contents are consumed and discarded before students are dismissed from the Cafetorium at 7:40 am.

## **Student Management**

A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action. School rules and the authority of the school to administer discipline apply whenever the interest of Davies is involved, on or off school grounds, in conjunction with or independent of classes and school sponsored activities.

Davies has disciplinary authority over a student:

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

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

In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw

on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Administration reserves the right to interpret and act upon discipline that may or may not be covered in this handbook. Students exhibiting a continued pattern of behavior may be subject to intervention procedures through the Office of Student Management and coordinating departments.

Disciplinary infractions are divided into three levels of severity. The teacher will handle all Level 1 infractions occurring in instructional settings. Repeated Level 1 infractions will be referred to the Office of Student Management. Level 2 and 3 infractions will be referred to the Office of Student Management for action. **Level 3 infractions are a serious threat to the Davies community and will be dealt with severely.** Students assigned to teacher detention will not be permitted to take the late student activity bus home unless they are supervised until the bus arrives. They will have to either arrange for a ride or remain in the office detention room until the detention bus arrives. Students are not to stay in an unsupervised part of the building once dismissed.

Those students who have multiple detentions, skipped detentions, assigned Off-Campus-Suspension, or any discipline infraction that administration deems: such students will be placed on the Davies ineligibly list. The Office of Student Management maintains this list and only the Office of Student Management can **place or remove** students. Students on this list will not be allowed to participate in or attend the following, but not limited to athletics, dances, field trips, work-based learning, pep rallies, and outside events sponsored by the school.

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

### **Office Detention Policy**

The Supervisor of Student Management is responsible for administering and supervising Detention period on Tuesdays, and Thursdays from 2:15 to 3:45. Buses will be provided at dismissal of Detention. Students not taking the bus must have transportation arranged in advance. Students will not be allowed to go to lockers during or after Detention and must exit the building immediately upon the conclusion of the period at 3:45. Students are not allowed in unsupervised parts of the building or campus once dismissed from detention.

### **Rules of Office Detention**

- Office Detention begins at 2:15 and ends at 3:45 on Tuesdays and Thursdays.
- Location will be determined in advance.
- Students will sign in upon arrival and will not be permitted to leave until 3:45.
- Students must report with writing materials, books, bags, coats, etc., as they will not be permitted to go to lockers or any other part of the building during or after Detention.
- Students must either bring work to detention or complete work that is assigned by the Office of Student Management.
- Students tardy to Office Detention will incur further disciplinary actions.
- Students will not be permitted to be dismissed early from Office Detention.
- There will be no sleeping or resting of one's head on the desk.

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

## **Disciplinary Consequences**

### **Level 1**

#### **Cheating: Cheating/ Plagiarism/Falsifying Information**

*Discipline:*     **Level 1**

- REFLECTED IN GRADE / TEACHER MANAGED DISCIPLINE
- PARENT/GUARDIAN NOTIFIED
- REFER TO THE OFFICE OF STUDENT MANAGEMENT

#### **Cheating: Stealing an Exam/Test**

*Discipline:*     **Level 1**

- REFLECTED IN GRADE / TEACHER MANAGED DISCIPLINE
- PARENT/GUARDIAN NOTIFIED
- REFER TO THE OFFICE OF STUDENT MANAGEMENT

#### **Class: Failure to Return Davies' Forms**

*Discipline:*     **Level 1**

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

#### **Class: Late to Class**

*Discipline:*     **Level 1**

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

**Class: Not Prepared for Class:** This includes incomplete assignments, no technical area uniform, or appropriate tools, not identifying oneself to a staff member, disruption of the learning process: excessive talking, eating, or drinking in the class, late to class, sleeping, disruption at a

school assembly, etc.

*Discipline:*     **Level 1**

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

### **Disrespectful Behavior**

*Discipline:*     **Level 1**

- FIRST OFFENSE: TEACHER MANAGED DISCIPLINE
- SECOND OFFENSE: OFFICE DETENTION / PARENT/GUARDIAN CONFERENCE
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

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

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

### **Inappropriate Behavior/Horse Play/Play Fighting**

*Discipline:*     **Level 1**

- WARNING
- TEACHER MANAGED DISCIPLINE / TEACHER DETENTION
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

### **Inappropriate Language**

*Discipline:*     **Level 1**

- WARNING
- REFLECTED IN GRADE
- TEACHER MANAGED DISCIPLINE / TEACHER DETENTION
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE

### **Insubordination/Refusal to Identify Yourself**

*Discipline:*     **Level 1**

- WARNING
- TEACHER MANAGED DISCIPLINE / TEACHER DETENTION
- OFFICE DETENTION

### **Littering/Spitting on School Grounds**

*Discipline:*     **Level 1**

- VERBAL WARNING
- TEACHER MANAGED DISCIPLINE / TEACHER DETENTION
- OFFICE DETENTION



## **No ID**

*Discipline:*     **Level 1**

- WARNING
- TEACHER MANAGED DISCIPLINE / TEACHER DETENTION
- PARENT/GUARDIAN NOTIFIED
- LOSS OF PRIVILEGES
- OFFICE DETENTION

## **Level 2**

### **Attendance: Excessive Class Cuts**

*Discipline:*     **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- LOSS OF PRIVILEGES

### **Attendance: Leaving Campus**

*Discipline:*     **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS-SUSPENSION

### **Attendance: MULTIPLE CUTS/TIME UNACCOUNTED FOR**

*Discipline:*     **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- LOSS OF PRIVILEGES
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

### **Attendance: Not Reporting to Assigned Destination**

*Discipline:*     **Level 2**

- PARENT/GUARDIAN NOTIFIED
- LOSS OF PRIVILEGES
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

### **Attendance: Not Signing in to School**

*Discipline:*     **Level 2**

- PARENT/GUARDIAN NOTIFIED
- OFFICE DETENTION
- LOSS OF PRIVILEGES
- NON-SUSPENSION ALTERNATIVE DISCIPLINE

- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Attendance: Truancy**

*Discipline:* **Level 2**

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

**Bus: Bus Misconduct**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- TEMPORARY LOSS OF BUS PRIVILEGES
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- PERMANENT LOSS OF BUS PRIVILEGES
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Cafetorium: Disruption in Cafetorium**

*Discipline:* **Level 2**

- WARNING
- PARENTS/GUARDIANS NOTIFIED
- LOSS OF PRIVILEGES
- OFFICE DETENTION(S)
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Cafetorium: Food/Drink Outside Cafetorium**

*Discipline:* **Level 2**

- WARNING
- OFFICE DETENTION
- PARENTS/GUARDIANS NOTIFIED

**Cafetorium: Throwing Objects/Food/Liquids**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Class: Cutting Class**

*Discipline:* **Level 2**

- REFER TO THE OFFICE OF STUDENT MANAGEMENT
- OFFICE DETENTION

**Class: Left Class without Permission**

*Discipline:*     **Level 2**

- REFER TO THE OFFICE OF STUDENT MANAGEMENT
- OFFICE DETENTION

### **Disruptive Behavior: Repeated Occurrences**

*Discipline:*     **Level 2**

- LOSS OF PRIVILEGES
- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

### **Driving: Reckless Driving**

*Discipline:*     **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- TEMPORARY LOSS OF DRIVING PRIVILEGES
- OFFICE DETENTION
- SUBSEQUENT OFFENSES: PERMANENT LOSS OF PRIVILEGES
- POLICE NOTIFICATION
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

### **Forgery**

*Discipline:*     **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- LOSS OF PRIVILEGES
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

### **Gambling**

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

*Discipline:*     **Level 2**

- WARNING
- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)
- POLICE NOTIFIED (DEGREE OF OFFENSE)

### **Gang Activity**

*Discipline:*     **Level 2**

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

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

*Discipline:*     **Level 2**

- WARNING
- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- LOSS OF PRIVILEGES
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)
- POLICE NOTIFIED (DEGREE OF OFFENSE)

### **Harassment/Hazing/Bullying/Cyber Bullying**

*Discipline:*     **Level 2**

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

### **Harassment: Dating Violence**

*Discipline:*     **Level 2**

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

### **Harassment: Sexual Harassment**

*Discipline:*     **Level 2**

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

### **Inciting a Fight/Knowledge of/Spreading Rumors**

*Discipline:*     **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

### **Indecent Exposure**

*Discipline:* **Level 2**

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

### **Insubordination: Staff Member**

*Discipline:* **Level 2**

- LOSS OF PRIVILEGES
- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

### **Insubordination: Substitute Teacher**

*Discipline:* **Level 2**

- LOSS OF PRIVILEGES
- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

### **Lying to Administrator/Teacher**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

### **Misuse: Elevator**

*Discipline:* **Level 2.**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

### **Misuse: School Equipment**

*Discipline:* **Level 2**

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

### **Multiple Behavior Referrals for the same/similar offense**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- LOSS OF PRIVILEGES
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Obscene Gestures/Behaviors**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Office Detention: Skipped/Disruptive**

*Discipline:* **Level 2**

- RESCHEDULE/ADDITIONAL OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE

**Pornography/Inappropriate Computer Use**

*Discipline:* **Level 2**

- LOSS OF PRIVILEGES
- PARENTS/GUARDIANS NOTIFIED
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- POLICE NOTIFIED (DEGREE OF OFFENSE)
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Safety: Activity or Conduct Deemed Unsafe to Self or Others**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- LOSS OF PRIVILEGES
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Safety: Endangering Person (i.e., pushing someone on the stairs, violating safety rules in technical area/lab, etc.)**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- LOSS OF PRIVILEGES
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Safety: Snowballs or Ice Balls**

*Discipline:* **Level 2**

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

**Secure/Unauthorized Area without Permission**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

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

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- RESTITUTION
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Teacher Detention: Disruption**

*Discipline:* **Level 2**

- OFFICE DETENTION

**Teacher Detention: Skipped**

*Discipline:* **Level 2**

- OFFICE DETENTION

**Threat: Student or Staff**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- LOSS OF PRIVILEGES
- POLICE NOTIFIED (DEGREE OF OFFENSE)
- OFF-CAMPUS SUSPENSION
- EXIT HEARING SCHEDULED (DEGREE OF OFFENSE)

**Vulgarity**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS NOTIFIED
- OFFICE DETENTION
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Weapon: Possession/Discharge of Sulfur Capsule**

*Discipline:* **Level 2**

- PARENTS/GUARDIANS AND POLICE/FIRE NOTIFIED
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL

- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Weapon: Possession of Incendiary Device(s)**

*Discipline:* **Level 2**

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

**Level 3**

**Alcohol: Possession/Distribution/Consumption/Intoxication**

*Discipline:* **Level 3**

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

**Assault: Of a Staff Member**

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

*Discipline:* **Level 3**

- PARENTS/GUARDIANS AND POLICE NOTIFIED, **AND**
- LOSS OF PRIVILEGES, **AND**
- REFERRAL TO EDUCATIONAL SUPPORT PERSONNEL, **AND**
- OFF-CAMPUS SUSPENSION, **AND**
- EXIT HEARING SCHEDULED

**Assault: Of a Student**

*Discipline:* **Level 3**

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

**Assault: With Bodily Fluids (spitting, etc.)**

*Discipline:* **Level 3**

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



## **False Alarm/Bomb Threat**

*Discipline:*     **Level 3**

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

## **Fighting**

Fighting is not considered a civil way to settle differences and is not allowed at the Davies school. If situations arise where there are differences in opinion or a quarrel is in the making, students are advised to seek adult intervention. **All** involved are subject to disciplinary consequences. This is a serious safety issue.

*Discipline:*     **Level 3**

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

## **Illegal Substances: Over-the-Counter Medication**

*Discipline:*     **Level 3**

- PARENTS/GUARDIANS NOTIFIED
- LOSS OF PRIVILEGES
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

## **Illegal Substances: Possession/Distribution/Purchase/Use**

*Discipline:*     **Level 3**

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

## **Liquid/Chemical Substances Causing Harm/Damage**

*Discipline:*     **Level 3**

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

## **Marijuana: Possession/Distribution/Purchase/Use**

*Discipline:*     **Level 3**

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

**Theft and/or Possession/Distribution of Stolen Goods**

*Discipline:*     **Level 3**

- PARENTS/GUARDIANS NOTIFIED
- LOSS OF PRIVILEGES
- RESTITUTION
- OVER \$500.00 POLICE NOTIFIED
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Tobacco: Possession/Distribution/Smoking**

*Discipline:*     **Level 3**

- PARENTS/GUARDIANS NOTIFIED
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Vandalism**

*Discipline:*     **Level 3**

- PARENTS/GUARDIANS NOTIFIED
- LOSS OF PRIVILEGES
- RESTITUTION
- OVER \$500.00 POLICE NOTIFIED
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Vaping (non-drug)**

*Discipline:*     **Level 3**

- PARENTS/GUARDIANS NOTIFIED
- NON-SUSPENSION ALTERNATIVE DISCIPLINE
- OFF-CAMPUS SUSPENSION (DEGREE OF OFFENSE)

**Weapons: Possession/Distribution/Purchase/Use**

*Discipline:*     **Level 3**

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

## Definitions

- Warning – Verbal or Written Warning is given to student and documented in student file.
- Loss of Privileges – Participation in school or extracurricular activities is a privilege. Privileges may be withheld temporarily or permanently as a disciplinary consequence. Privileges may be individually withheld or entirely revoked. As a consequence, students may not attend and/or participate in school or extracurricular activities identified by the Office of Student Management on or off campus before, during, or after school. Activities may include but are not exclusive to: Assemblies, Field Trips, Sports (Participating/Attending), Contests, Spirit Week Events, Dances, Proms, Pep Rallies, Presentations, Work-Based Learning, Senior Activities, and/or other extracurricular activities. This is also known as Social Suspension.
- Teacher-Managed Discipline – Teachers will take action to correct student behavior. All Teacher Managed Discipline is documented on a Teacher Discipline Referral Form. Consequences may include but are not exclusive to: Apologies, Behavior Plan with Student, Classroom Community Service, Conference with Student, Family Contact, Loss of Classroom Privileges, Referral to Nurse or Guidance, Teacher Detention or Writing Assignment, Loss of Workforce Readiness points (Technical Area Only), or other Teacher directed consequence.
- Reflected in Grade – Students may lose Workforce Readiness points (Technical area only) for behavior that is deemed unprofessional in a career setting. In the Academic setting, students may receive no credit for work that is copied, plagiarized, or permitted to be copied.
- Refer to Office of Student Management – Teachers will document student behavior on an Office Discipline Referral Form or electronically through the student information system. The Office of Student Management will be responsible for issuing consequences.
- Parent/Guardian Notified – Parents/Guardians will be notified by mail, phone, or in person.
- Conference – A conference between a Parent/Guardian and school personnel will take place in person or virtually.
- Restitution – The restoration or recompense of an item must be resolved to bring an issue to an end.
- Office Detention – Office Detention is held on school grounds after school hours. Students are expected to report to the designated Detention Room at the assigned date and time.
- Referral to Educational Support Personnel – The student is referred to support personnel available. Educational Support Personnel includes Guidance Counselors, Social Workers, Teacher Mentors, Office of Student Supports, Nurse, RTI Team, Office of Student Management, or other designated personnel.
- Non-Suspension Alternative Discipline – The student is given a consequence designed to reflect upon and correct undesired behavior. The results become part of the student's permanent record and may be discussed in educational meetings regarding that student. This may include, but is not exclusive to, Reflective Practices, Community Service, Restorative Justice Practices, Intervention, Directed Counseling, Mediation, Directed Program Assignment, Temporary/Permanent Location Reassignment, Behavior Monitoring/Plans, Skills Coaching/Training.
- Referral to Human Resources – Human Resources assists in circumstances that may have police or legal involvement.
- Police Notified – The Lincoln Police will be notified. The Lincoln Police will decide the next course of action.

Off-Campus –  
Suspension

Student is not permitted on school grounds during the period of Off-Campus Suspension. This is not considered an excused absence.

Exit Hearing –

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

## **Exit Hearings and Expulsion**

### **A. Procedure:**

1. An administrator, including the Director, may request expulsion of a student in a case where the administrator has cause to believe the student's conduct endangers persons or property or is seriously disruptive to the educational process. The Director must request expulsion for one full year for a pupil who has brought onto school premises or is in possession on school premises of a firearm consistent with Rhode Island General Law [16-21-18](#).
2. Requests for expulsion are to be directed to the Board of Trustees through the Director.
3. Upon receipt of an expulsion request, the Director shall conduct an inquiry within two (2) school days of this request.
4. If after the inquiry the Director, or designee, determines that a student ought to be expelled, that person shall forward such request to the Board of Trustees within five (5) days of the request from the administrator. If expulsion is not recommended, a report shall be made to the administrator and Board of Trustees. If expulsion is a result of bringing onto school premises or being in possession on school premises of a firearm, then the Director may recommend shortening the one-year term of suspension.
5. Except in an emergency situation requiring the student's immediate removal, the Board of Trustees shall, prior to expelling the student, conduct a hearing to be governed by the following procedure:
  - a. The student and the student's parent(s) or guardian(s) must be given notice by certified mail prior to the date of the hearing.
  - b. The notice shall contain:
    - i. The date, time, and location of the scheduled hearing.
    - ii. The details of the grounds for the proposed expulsion, including a narrative of the events leading to the expulsion, the names of any witnesses against the student, copies of any statements or affidavits of those witnesses, a summary of any other information to be used in support of expulsion, including any record of past offenses or misbehavior, and whether any prior warnings or suspensions have been given, and the proposed penalty.
    - iii. The statement of the student's rights as enumerated in this policy under A (6) through (12).

6. At the hearing, the student shall have the right to testify and produce witnesses and other evidence in one's defense. The student shall have the right to demand that any witnesses against the student appear in person to answer all questions.
7. A student has the right to be represented by legal counsel.
8. A student is entitled to the services of a translator, to be provided by Davies High School, whenever a student or a student's parent(s) or guardian(s) do not speak the English language.
9. The Board of Trustees shall keep a verbatim record of the hearing, and the student or student's parent or guardian shall be entitled to a copy of that record at one's own expense.
10. The Board of Trustees shall report its final decision in writing without cost to the student, stating the reason on which the decision is based and the penalty to be imposed. Said decision shall be based solely on the evidence derived at the hearing.
11. Within forty-eight (48) hours after its decision, the Director on behalf of the Board of Trustees shall notify the parent(s) or guardian(s) of any minor student of such action.
12. A copy of the decision, together with the record, shall be promptly forwarded to the Commissioner of Education if there is an appeal.

**B. Return to Davies from expulsion is only by appeal through the following:**

1. A hearing by the Director, who then makes a recommendation to the Board of Trustees.
2. Recommendation to the Board of Trustees by the Director that a student be allowed to return to Davies.
3. Approval by the Board of Trustees on the Director's recommendation.
4. If a student is readmitted to Davies, the school retains the right to place certain conditions upon that return (i.e., return on trial basis, return to a particular schedule, etc.)

**C. The Director shall, at the beginning of each school year and at such other times as they may deem appropriate, provide an effective means of informing students, parents, and/or guardians of this policy governing exit hearings and expulsion.**

**D. Procedure governing students with disabilities:**

1. These procedures apply to students with disabilities to the extent permitted by the Individuals with Disabilities Education Act (IDEA), the regulations of the Rhode Island Council on Elementary and Secondary Education governing the Education of Children with Disabilities, and Section 504 of the Rehabilitation Act of 1973.
2. Students with disabilities under applicable federal and state laws and regulations are entitled to additional protections afforded by those laws and regulations.



**WILLIAM M. DAVIES, JR.  
CAREER & TECHNICAL HIGH SCHOOL**

50 Jenckes Hill Road  
Lincoln, Rhode Island 02865  
Phone: (401) 728-1500 Fax: (401) 728-8910

*Educating Innovators for the  
Twenty-First Century*

Mary Watkins  
Director

<b>BELL SCHEDULE 2023-2024 School Year</b>
--

7:25 Teachers in Rooms; Students dismissed from Caf

7:30 Late Bell; Classes begin

Students are late to school once bell rings at 7:30. All students must sign into the building at the Attendance Office after the 7:30 bell.

7:30 - 8:18 Period 1 (Official school day attendance will be taken.)

8:22 - 9:10 Period 2

9:14 - 10:02 Period 3

10:06 - 10:28	Lunch 1
10:32 - 11:20	Period 4
11:24 - 12:12	Period 5

10:06 - 10:32	Period 4A
10:32 - 10:54	Lunch 2
10:58 - 11:20	Period 4B
11:24 - 12:12	Period 5

10:06 - 10:54	Period 4
10:58 - 11:20	Lunch 3
11:24 - 12:12	Period 5

10:06 - 10:54	Period 4
10:58 - 11:46	Period 5
11:50 - 12:12	Lunch 4

12:16 - 1:04 Period 6

1:08 - 1:56 Period 7

# Frequently Asked Questions

## FAQ's & Quick Reference

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

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

## Accidents/Emergencies

**Q** What do I do if I hurt myself?

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

**Q** How do I know who to call if I get sick or hurt at school?

**A** It is very important that you properly fill out all of your school forms. This includes information on your parent/guardian. Keeping this information accurate ensures that the school can contact the right person, quickly. To update information, contact the Guidance Office at extension 225.

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

**A** Yes. School accident insurance is available to all students. It will be available at the beginning of each school year at a minimal cost. This medical insurance will cover students to and from school and during school hours. Additional medical insurance coverage on a 24-hour basis may be obtained at an additional cost.

Students who participate in school sports or the School-to-Career program **MUST** have school insurance or be covered by a comparable insurance plan of their parent/guardian. For additional information contact the Health Office at extension 318.

## Attendance

**Q** What do I do if I know I am going to miss school?

**A** Parent/guardian must contact the Office of Student Management at x320 (24hrs a day).

## Cancellation of School

- Q** How do I find out if school is going to be cancelled?
- A** Unfortunately, inclement weather and other emergencies necessitate the closing of school buildings for travel safety reasons. If you think that school building may be closed, please tune in to any of the radio or TV stations (or view their websites) listed below to check. Davies website and all social media outlets will have information. The announcements may begin as early as 6:00 a.m. Please look specifically for **William M. Davies, Jr. Career and Technical High School**. The school building is only cancelled if the station announces that **Davies** is closed. **Please do not call the school.** Homes may also be contacted by the automated voice messaging system. The days the school building is closed due to inclement weather or other reasons there will be a mandatory virtual learning day on that day. All students are expected to attend school virtually and will be accountable for all attendance and work done for those days.

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

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

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

## Discrimination and Harassment

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

## Learning

- Q** What should I do if I need extra help in a class?
- A** Talk to your teacher or guidance counselor. They are here to help you succeed.
- Q** What activities can students participate in after school?



**A** Davies has a number of sports teams, athletic clubs, and artistic, creative, and academic activities after school. You can find out more information on any of these by asking your guidance counselor, advisors, or teachers.

**Q** Is there transportation provided?

**A** Yes, there are **late buses** on Tuesdays, Wednesdays, and Thursdays to afford students the opportunity to stay after school for all co-curricular and athletic-activity participants.

**Q** When do we get grades? When are report cards sent out?

**A** The school calendar has all of these important dates on it.

### **School Nurse/Health Office**

**Q** If I am diagnosed with HIV or another serious health condition, do I have to tell anyone?

**A** If you have tested positive for HIV, it is your choice whether you want to inform anyone at school. If you do want to let the school know, please go directly to the Director. All information concerning HIV-positive students/employees is kept confidential, in accordance with RIGL 23-6-17; 5-37.3-7; and the Americans with Disabilities Act.

**Q** What do I do if I have to take medicine on a regular basis?

**A** If you are diagnosed with any health condition that requires any special attention, including taking medicine, please inform the nurse. Any student requiring *any* medication in school must have a note from the doctor and the parent/guardian to take such medicine in school. This includes prescription as well as over-the-counter medications. All pills must be kept in the nurse's office in the original container, **not in baggies**.

-Any student who has asthma and requires an inhaler must have a note from the doctor which states: "May carry and self-medicate."

***-Students who have allergic reactions and require the use of an EPI-PEN must provide a doctor's note and CARRY the EPI-PEN on their person.***

-All students trying out for a sports team must have a yearly physical on file with the school nurse.

**-Parents/Guardians:** If for any reason at any time you take your child to the doctor, please provide a doctor's note to the nurse so records may be updated. Notes from doctors are required for absences to be excused.

#### ***Additional information about the Health Office:***

-The services of a registered nurse are available to any student in the case of sudden illness or accident. First aid will be administered, and an attempt will be made to notify a parent/guardian.

-First aid is immediate, temporary care, which excludes the administration of medication. Please note that the school nurse does not treat illness or accidents that have occurred outside the school's jurisdiction.

-An emergency health form will be given to each student. It must be completed by the parent/guardian and immediately returned to the nurse's office.

-Students should only report to the nurse's office during the school day when summoned, or when absolutely necessary due to illness or accident. It is the student's responsibility to receive permission and a corridor pass from the student's teacher in order to go the nurse's office.

-In order for a student to be granted a medical excuse from any course(s), including physical education, a physician's certificate designating the length of time and the reason must be presented to the nurse's office.

### **Telephone Calls**

- Q** What procedure should be followed if my parent or legal guardian wants to contact me during the school day, OR if I want to call them?
- A** Students are PROHIBITED from using telephones in technical areas/classrooms. Students using phones **MUST** have prior approval from the Office of Student Management. **STUDENTS ARE NEVER CALLED TO THE OFFICE TO RECEIVE TELEPHONE CALLS.** Parents who wish to contact their children in an **EMERGENCY** should telephone the Operator. Please **DO NOT** plan to receive special messages from employers or friends by telephone. Cell phones are not to be used in school for purpose of contacting anyone or receiving call from anyone outside of the building without permission.

### **Translation Services**

- Q** What if my parent or legal guardian does not speak English as a first language, but needs to contact the school?
- A** Contact the Parent Liaison Office at X304.

### **Visitors**

- Q** What is the school policy on visitors and visitation?
- A** Students are expected to treat all authorized visitors with respect.
- A** Students are not allowed to bring visitors to Davies.
- A** Under no circumstances will children or infants be permitted in the school without the express consent of the Office of Student Management.
- For the protection of all members of the Davies School, no student is to permit an outsider into the school. Any visitor must report to the Main Office for a pass. All students have the responsibility to report the presence of an outsider immediately to a teacher and/or administrator.
- A** Visitors are to present a valid picture ID and state a valid purpose for entering the building before they are allowed to enter. They must follow all directions upon entering. No visitor will be allowed into the building with large bags, overly-sized clothing, or other people who do not pertain to the business at hand. Entrance will be denied to anyone who does not meet Davies criteria. Police will be called for non-compliance.

### **Parking**

- Q** Where do I park when I get to the school?

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

This handbook and its policies are subject to changes, updates, and addendum. As of August 16, 2021, all alterations to this handbook will be reflected in the electronic version found on our website ([www.daviestech.org](http://www.daviestech.org)). As all students and families are held accountable for this handbook and its policies, we ask that you review this document periodically.

**All regulations from the Rhode Island Department of Health may supersede any policies here within this document at any time where *Davies Handbook* is in direct contradiction with said regulations.**

**Plans and policies implemented during emergency scenarios will supersede any policies here within this document at any time where *Davies Handbook* is in direct contradiction with said plans and policies.**

## **Rhode Island General Laws Governing Education**

If you would like additional information on the laws governing education in Rhode Island, you can find it in the following locations:

- Online: <http://www.rilin.state.ri.us/statutes/statutes.html>
- Hard copy: Available for review in the Office of Student Management
- Davies' Equal Employment Opportunity/ Affirmative Action Plan are also available for review in Davies' Human Resources Office

In addition to the law cited below, please note Title 11 (Criminal Offenses) and Title 16 (Education) are the basis of a number of Davies' policies. If you need additional assistance with any of this information, please contact the Office of Student Management at (401)728-1500 x320. Thank you.

**§ 16-2-17 Right to a Safe School**. – (a) Each student, staff member, teacher, and administrator has a right to attend and/or work at a school which is safe and secure, and which is conducive to learning, and which is free from the threat, actual or implied, of physical harm by a disruptive student....

(b) The school committee, or a school principal as designated by the school committee, may suspend all pupils found guilty of this conduct or of violation of those school regulations which relate to the rights set forth in subsection (a), or where a student represents a threat to those rights of students, teachers or administrators, as described in subsection (a). Nothing in this section shall relieve the school committee or school principals from following all procedures required by state and federal law regarding discipline of students with disabilities.

**§ 16-21-18 Students prohibited from bringing or possessing firearms on school premises**

- The school penalty for bringing or possessing a weapon as defined in 18 U.S.C. § 921, a firearm or realistic replica of a firearm within school premises, premises being used for school purposes or activities, into a vehicle used for school transportation, or onto a roadway or path along which school children or teachers are walking to school shall be suspension from school for one year. This penalty will also be incurred when a student is not on school premises but when that person aims a firearm or realistic replica of a firearm at school premises, school vehicles, or students, staff, or visitors attending school or in transit to or from school. This term of suspension may be shortened by the superintendent of schools on a case-by-case basis and under guidelines to be developed by the school committee with broad parent, teacher, and community involvement.

**§ 16-19-1 Attendance required**. – (a) Every child who has completed or will have completed six (6) years of life on or before September 1 of any school year and has not completed sixteen (18) years of life shall regularly attend some public day school during all the days and hours that the public schools are in session in the city or town in which the child resides. Every person having under one's control a child as described in this section shall cause the child to attend school as required by this section, and for every neglect of this duty the person having control of the child shall be fined not exceeding fifty dollars (\$50.00) for each day or part of a day that the child fails to attend school, and if the total of these days is more than thirty (30) school days during any school year, then the person shall, upon conviction, be imprisoned not exceeding six (6) months or shall be fined not more than five hundred dollars (\$500), or both; provided, that if the person so charged shall prove that the child has attended for the required period of time a private day school approved by the commissioner of elementary and secondary education pursuant to § 16-60-6(10), or a course of at-home instruction approved by the school committee of the town where the child resides, or that the physical or mental condition of the child was such as to render that child's attendance at school inexpedient or impracticable, or

that the child was excluded from school by virtue of some general law or regulation, then attendance shall not be obligatory nor shall the penalty be incurred. (b) A waiver to the compulsory attendance requirement may be granted by the superintendent only upon proof that the pupil is sixteen (16) years of age or older and has an alternative learning plan for obtaining either a high school diploma or equivalent. (c) Nothing in this section shall be deemed to limit or otherwise interfere with the rights of teachers and other school employees to collectively bargain pursuant to chapters 9.3 and 9.4 of title 28 or to allow any school committee to abrogate any agreement reached by collective bargaining.



## Appendix A

### **PHOTO AND MEDIA RELEASE**

*Davies wants to celebrate our students' accomplishments.*

*Photography and audio/video recordings are an important way for us to share school activities with both you and the community.*

As parent/guardian of a student at the William M. Davies, Jr. Career and Technical High School, I hereby authorize or for Davies and any of its employees, agents, or representatives to photograph or record, or to arrange to have photographed or recorded, my child while my child is engaged in school-related activities. I understand that signing the Handbook Acknowledgement form returned to the school at the beginning of each school year acts as a blanket permission form. I understand that any such photographs or recordings may be used in connection with publicity for the school and its activities, with local or regional press releases, promotional brochures, or for publication on the Internet in school-related websites.

Signing the Student Handbook Acknowledgement form gives full consent to all photo and media release provisions. If for any reason a parent/guardian does not want to allow permission, parents/guardians are to check the "Opt Out" box next to "Photo and Release" on the Student Handbook Acknowledgement form.

## Appendix B

### **PERMISSION TO PARTICIPATE IN SCHOOL-SPONSORED ACTIVITIES**

My student has my permission to take part in any school-sponsored activity for which they are eligible during the current school year. Transportation will be provided by school bus or the school-owned van. I understand that signing the Handbook Acknowledgement form returned to the school at the beginning of each school year acts as a blanket permission form for in-house activities. Permission slips for activities after school hours or off school grounds will be required.

Eligibility to participate in school-sponsored activities may be based upon grades, classroom performance, behavior and/or attendance.

Signing the Student Handbook Acknowledgement form gives full consent to all student permission to participate in all school-sponsored activities. If for any reason a parent/guardian does not want to allow permission, parents/guardians are to check the "Opt Out" box next to "Permission to Participate in School-Sponsored Activities" on the Student Handbook Acknowledgement form.

## Appendix C

### **“EVERY STUDENT SUCCEEDS ACT” Military Recruitment**

Certain provisions of the *Every Student Succeeds Act* of 2015 require the release of student recruiting information on the request of military recruiters or an institution of higher education. Students’ names, addresses and phone listings must be released upon the request of military recruiters or representatives of an institution of higher education.

A secondary school student who is 18 years of age or the parent of a minor student may request that the student’s name, address, and telephone listing not be released. I understand that not signing the “Opt Out” option in the Handbook Acknowledgement form returned to the school at the beginning of the year will determine my consent for the release of information for the entirety of this school year.

Signing the Student Handbook Acknowledgement form gives full consent to all military recruitment release provisions. If for any reason a parent/guardian does not want to allow permission, parents/guardians are to check the “Opt Out” box next to “Every Student Succeeds Act” on the Student Handbook Acknowledgement form.



## Appendix D

### **Student and Parent/Guardian Responsibilities for 1:1 Program**

Davies envisions a technology enhanced teaching and learning environments for all students and educators. To that end, Davies will distribute a Chromebook to every student in grades 9-12. It is the school's intent that students will have access to high quality blended learning opportunities so that they have more control over the pace, space, and content of their learning. Students are expected to demonstrate appropriate and responsible technology use that enhances, rather than detracts from teaching and learning.

The students, along with their parents/guardian's support and oversight, recognize the following:

- Chromebooks are to be used for educational purposes only
- Davies retains ownership of the device and any peripheral components such as its case and power cord
- Davies retains ownership of the student issued Google Apps accounts
- Davies can access a student's account IF there is a school related issue or technical problem
- Davies will NOT remotely access the Chromebook camera or microphone at ANY time
- Students will keep their passwords private, with the exception of parents/guardians
- Students will be the only person to use the Chromebook assigned to them
- Students will respect and protect themselves and others online
- Students will respect and protect what belongs to them and others
- Students will responsibly care for the Chromebook and peripherals assigned to them as described in the [Technology Device Care and Use Policy Guide](#) found on our website
- Students will only be able to download school approved apps or extensions
- Students will NOT tamper with or remove any asset tags from Chromebooks or peripherals
- Chromebooks may be brought home during the year, but students are expected to return them to Davies if they leave the school or at the end of the school year
- Students are expected to charge their device at home and bring it to school fully charged
- Chromebooks will be filtered in accordance with the Children's Internet Protection Act (CIPA) even when they are used outside of school
- Chromebooks are to be kept in their protective cases at all times and secured in lockers when not needed in class
- Cases do not prevent damage, so students are expected to treat them with care
  - Always carry the Chromebook with a closed lid
  - Be sure there is never anything, like a pen or pencil on the keypad before closing lid
  - Never put heavy objects on top of the Chromebook
- Keep Chromebooks away from all food, drinks, pets
- Students and parents/guardians must agree to and sign off on all relevant policies prior to receiving a device. A complete list can be found on the school's [1:1 Technology Policy](#) page on Davies website.
- Students and/or parents/guardians will be responsible for repeated damage, neglect, lost or stolen Chromebooks
- Optional insurance will be available for purchase

# AGENDA 2023-2024



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**2023-2024 Student/Parent Handbook**