ROGERS HIGH SCHOOL
STUDENT HANDBOOK
2019 – 2020

Rogers High School
Newport, Rhode Island

#WeAreViking

The Viking Vision
Rogers will empower students to think critically, engage with civility, and be active citizens in their community.

Rogers High School
Home of the Vikings
15 Wickham Road ♦ Newport RI 02840
Phone: 401-847-6235 ♦ Fax: 401-849-3295
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Welcome to Rogers High School. We are looking forward to your becoming a part of the outstanding tradition that was started in 1873 by Williams S. Rogers and makes us what we are today.

We expect you to meet the goals which have been set, to carry on the tradition, and to make this school and your community a better place. Participation in all aspects, whether it is academic, social and civic, of Rogers High School life will give you a richer school experience.

We are here to help when you have a question or difficulties as we actively work to make your years in high school successful, yet educationally challenging, as possible. We welcome the opportunity to assist you as you proceed through your high school career and prepare for your future.
NEWPORT SCHOOL COMMITTEE
Mr. Raymond E. Gomes - Chairperson
Mrs. Aida G. Neary - Vice Chairperson
Mrs. Louisa Boatwright
Mrs. Rebecca Bolan
Dr. Sandra J. Flowers, Ph.D
Mr. Robert J. Leary
Ms. Kathleen Silvia

Superintendent of Schools
Dr. Colleen Burns Jermain, Ed.D.

Central Office Administration
Assistant Superintendent Dr. Kimberly Behan, Ed.D.
Director of Student Services Mrs. Candace Andrade
Director of English Language Learners Dr. Ronilee Mooney, Ed.D.

Rogers High Schools Administration
Principal Mr. Jared B. Vance, M.Ed.
Assistant Principal Mr. Michael P. Monahan, M.Ed.
Director of P-Tech/NACTC Mr. Robert Young, M.Ed.
Dean of Students Mr. John Heino
Behavior Support Personnel Mr. Frank Newsome

Department Heads
Art/Music/Theater Mrs. Diane Sheehan
English Dr. Nancy Noonan, Ed.D.
Mathematics Mrs. Lisa Canole
Physical Education/Health Mr. Arthur Bell
JROTC LTC. Christopher Corbett
Science Mr. David Goodburn, NBCT
Social Studies Mrs. Coleen Turner
Special Education Mrs. Tracey Hackley
World Language Mrs. Seidy Jolly

Guidance Counselors
9th Grade and Academy Counselor Ms. Flo Hazen
10th - 12th Grade Counselor (A-L) Ms. Linda Halliday Moitoza
10th - 12th Grade Counselor (M-Z) Mr. Patrick O'Connell
HABITS OF WORK AND LEARNING (HOWL’s)

The Rogers High School Community has identified and adopted habits of work and learning that support the accomplishment of the school’s vision. Each H.O.W.L. has been voted on and approved by the faculty.

Responsibility
- I own my education;
- I hold myself accountable for my actions;
- I can and will determine my own level of success.

Growth Mindset:
- I can do it if I try;
- I believe there is always more to learn and room to grow;
- I have confidence in myself and am up for the challenge;
- I believe that making mistakes and revision are part of learning.

Collaboration:
- I will share my ideas and listen to the ideas of others;
- I will be positive and offer constructive criticism to focus on what works;
- I will work as part of a team to prepare, present to the class and help where I can.

Critical Thinking:
- I have an open mind and consider multiple perspectives;
- I analyze information and creatively solve problems by using what I learn;
- I ask questions and offer suggestions to deepen my understanding.

Engagement:
- I will be an active learner;
- I will advocate for myself;
- I will be open to feedback;
- I will be self-aware.

Kindness
- I treat others as I would like to be treated;
- I will be civil and courteous to everyone;
- I will work purposefully to include others who might be left out.

Curiosity
- I ask questions that matter to me;
- I try to find answers on my own;
- I make connections between my world and what I want to know more about.

Reflection
- I pause and think about what I am doing;
- I think about whether I did my best or not;
- I consider what I might need to do in order to improve.

Organization
- I create systems to help me get things accomplished;
- I keep track of deadlines;
- I make plans in order to fulfill my responsibilities.
CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Monday</th>
<th>Period</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tr>
<td>A</td>
<td>1</td>
<td>A</td>
<td>7:30 - 8:10 am</td>
<td>7:30 - 8:50 am</td>
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<tr>
<td>B</td>
<td>2</td>
<td>B</td>
<td>8:14 - 8:54 am</td>
<td>8:54 - 10:14 am</td>
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<td>C</td>
<td>3</td>
<td>C</td>
<td>8:58 - 9:38 am</td>
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<td>D</td>
<td>4</td>
<td>D</td>
<td>9:42 - 10:22 am</td>
<td>10:19 - 10:44 am</td>
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<td></td>
<td>5</td>
<td></td>
<td>10:26 - 11:08 am</td>
<td>10:48 am - 12:36 pm</td>
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<tr>
<td>E</td>
<td>6</td>
<td>E</td>
<td>11:12 am - 12:32 pm</td>
<td>12:40 - 2:00 pm</td>
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<tr>
<td>G</td>
<td>7</td>
<td></td>
<td>12:36 - 1:16 pm</td>
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<td>H</td>
<td>8</td>
<td></td>
<td>1:20 - 2:00 pm</td>
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<table>
<thead>
<tr>
<th>Monday</th>
<th>1st Lunch</th>
<th>11:12 - 11:36 am</th>
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<tbody>
<tr>
<td></td>
<td>2nd Lunch</td>
<td>11:40 am - 12:04 pm</td>
</tr>
<tr>
<td></td>
<td>3rd Lunch</td>
<td>12:08 - 12:32 pm</td>
</tr>
</tbody>
</table>

| Tuesday-Friday | 1st Lunch | 10:48 - 11:12 am |
|               | 2nd Lunch | 11:30 - 11:54 am |
|               | 3rd Lunch | 12:12 - 12:36 pm |

CREW

CREW is a relationship to be nurtured, NOT a curriculum to be covered. It will meet every day Tuesday through Friday for 25 minutes.

VISION OF CREW: Rogers High School Crew focuses on the development of the whole child, on building relationships, and on creating a safe, supportive, and caring school community. We do this by dedicating time to intentional small group experiences that foster relationships between advisors and advisees and promotes a growth mindset. We commit to knowing all students well and to creating a sense of belonging within our school community.

The specific purposes of Rogers advisory program are:

- To create opportunities for student voice and engagement
- To develop self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
- To learn through play and explore group dynamics
ATTENDANCE AND ELIGIBILITY POLICY

Regular and consistent attendance at school is vital to the educational process and it is important for students to be in school every day. Students who attend school have a greater chance of being prepared for college and career after high school. It is the purpose of this policy to reinforce the aforementioned statements and provide support to increase student’s daily attendance.

Students who do not maintain the minimum attendance requirements, as designated within this policy, will have privileges revoked until their attendance improves to the minimum attendance requirements.

These privileges referenced within this policy are but not limited to:
- Interscholastic Athletics
  - For example: Football, Basketball, Track, etc...
- Social Events/Activities:
  - For example: Dances, Prom, Awards Nights, Team Dinners, attending athletic events...
- Extra Curricular Activities
  - For example: Robotics, Drama, Mock Trial, Best Buddies...

The state defines truancy as missing 10% of the academic school year. This policy attempts to hold students to an attendance rate which is below the state defined truancy number.

Tardies will accumulate, turning into unexcused absences. This will occur at the rate of 3 school tardies will equal 1 unexcused absence. Class attendance will accumulate at the same rate. 3 class cuts will equal 1 unexcused absence

<table>
<thead>
<tr>
<th>Terms</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
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</thead>
<tbody>
<tr>
<td>Mid-Term</td>
<td>2 Days - Abs.</td>
<td>6 Days - Abs.</td>
<td>10 Days - Abs.</td>
<td>14 Days - Abs.</td>
</tr>
<tr>
<td></td>
<td>(23 Days)</td>
<td>(68 Days)</td>
<td>(113 Days)</td>
<td>(158 Days)</td>
</tr>
<tr>
<td>Term End</td>
<td>4 Days - Abs.</td>
<td>8 Days - Abs.</td>
<td>12 Days - Abs.</td>
<td>16 Days - Abs.</td>
</tr>
<tr>
<td></td>
<td>(45 Days)</td>
<td>(90 Days)</td>
<td>(135 Days)</td>
<td>(180 Days)</td>
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ATTENDANCE

Rhode Island State law requires the daily attendance of all students enrolled in public schools. The basic intent of the law is to give students the opportunity to receive an education that prepares them for a knowledgeable and productive life. Parents/guardians are responsible for ensuring attendance and punctuality at school as stated in RI General Law: 16-19-1, and the Newport Public Schools Policy Manual. Parents/guardians are asked to schedule appointments, such as medical or dental, after school hours. The experiences of the classroom are important to the student's education and any missed days can never be fully regained.

At all stages of this attendance policy, parents/guardians, teachers, administrators, and guidance counselors will work with the student in a positive manner to encourage the student’s attendance and address special needs.

Attendance is mandatory for anyone participating in and/or attending any school function for that day or the following weekend if absent on a Friday. For example, student’s absent from school on the day of an athletic event, dance or any other school activity may not attend those functions unless prior arrangements have been made with the administration.

Appointments are not valid reasons for absence and should be scheduled outside of school hours. If the student has a chronic condition that will require special accommodations, it is the parent/guardian's responsibility to notify the school as soon as possible to discuss the need for accommodations within the student's educational plan.
REPORTING ABSENCES
To ensure the safety and welfare of every absent student, parents shall provide the following for each of their children:

A. A call to the Dean's Office (847-6235) on the day of the absence acknowledging their awareness of the absence.
B. A note upon the student's return, verifying the absence. This note will be the basis for adjusting the attendance record to "absent excused". Attendance records will not be changed if a written excuse is not provided within two school days.
C. In case of long term absence, documentation should be provided.

MAKE UP WORK
Time granted for classroom work will coincide with the number of days absent. The classroom teacher will give appropriate academic consideration. Requests for class work during an extended absence must go through the Guidance Department. Unexcused absences will result in loss of credit for class activities, quizzes, or tests administered on the day of the unauthorized absence. (See Section III, Truancy)

EXCUSED ABSENCES
According to the policy of Newport Public Schools, students may be excused absent for the following reasons: illness, death, an illness within family, religious observances, medical appointment, school-related activities such as field trips or performances, and other absences for specific reasons that may be approved by the principal.

TARDINESS
To School: Students must report to the Dean's Office immediately upon arrival to school. Excused tardiness will occur for the following reasons: illness, illness in the family, religious observances, medical appointments, or other reasons approved by the principal. The student should bring a note explaining the reason for the tardiness upon arrival, or a phone call from the parent/guardian prior to arrival. Tardiness will be excused only if accompanied by a note from parent/guardian upon arrival, or a phone call from parent/guardian prior to arrival. A maximum of four (4) days of tardiness will be excused per term. Any unexcused tardiness will result in disciplinary action including: ISR, detention and the inability to participate in any extra-curricular activities. (See Attendance and Eligibility Policy).

To Class: Students who arrive late to class without an official excuse will be given a teacher detention. If tardiness continues (3 tardies from the same class), a Dean's detention and/or ISR will be assigned. Unexcused tardiness of fifteen (15) minutes or more will result in a class absence and no credit given for that class.

TRUANCY (Unexcused Absences)
A student who does not attend school for the entire day without a legitimate excuse is considered truant. Consequences for truancy could include, but are not limited to: parental notification, zero for class work, ISR, detentions and parent conferences with a Dean, Assistant Principal or Principal. There is a formal truancy policy that will be enforced. This policy encompasses three formal letters, referrals to outside agencies for action, and possible loss of course credit due to excessive absences. Students cannot learn if they are not in school.

LEAVING SCHOOL WITHOUT PERMISSION
Consequences for any student who leaves school grounds without permission during school hours could include, but are not limited to: ISR, detention, suspension, zeroes for class work missed due to class absence, and parental notification.

EARLY DISMISSAL
To be dismissed prior to the end of the school day, a note and phone calls initiated by the parent/guardian must be submitted to the Dean's Office on the morning of the dismissal. The parent/guardian must come in to the Dean's Office with a picture ID to sign the student out of school. All visitors/parents/guardians must enter the building using the main entrance located on Wickham Road.

Only those parent(s)/guardian(s) listed in the Aspen information system will be permitted to pick up students for early dismissal. To change contact information for pick up, please contact the Guidance Office.
VACATION/EXTENDED LEAVE – NOTIFICATION
The school strongly discourages this, but families who remove their students from school for vacations or other reasons must complete a "Vacation / Notification of Leave" form five school days prior to the student's absence of three or more days in order to receive permission to make-up missed assignments. Forms may be obtained from the Dean's Office. This form is to be returned to the Dean's Office prior to the vacation/leave. Teachers may assign work to be completed during this absence.

ACADEMIC PLACEMENT, PROMOTION AND RETENTION POLICY
Pursuant to the Newport Public Schools strategic plan of every student being proficient in reading and math by grade 3 and every student graduating high school, the following policy regarding placement, promotion and retention shall be in effect. Students not meeting standards will be supported throughout the year via mandatory intervention programs. Students not meeting grade-level standard at the end of the year shall be considered for retention.

A small number of children, however, may benefit from staying another year in the same grade. Such retention shall be considered when the student is not meeting the identified standards of the assigned grade. After consultation with parents and teachers, the final decision on the retention of a student shall rest with the principal of the school.

A parent or guardian who disagrees with the decision may appeal to the Superintendent within ten (10) days. If agreement is not reached, the Superintendent shall inform the parent or guardian of the right to request a School Committee hearing.

High School, Grades 9-12
A. Procedure
Students enrolled in High School shall progress from grade to grade up to grade 12 with their designated cohort upon entry into grade 9. Students who transfer to the high school after the start of grade 9 will be placed based on information from his or her previous school. Consideration for placement will be based on academic information such as the student's grade at the previous school, the student's coursework prior to transfer, the number of years the student has been enrolled at the high school level and the number of high school credits earned.

B. General Requirements
Credits must be met according to the graduation requirements, pathways and certification chosen by the student according to the Program of Studies.

C. Retention
Students need to complete all graduation requirements outlined in the program of studies in order to complete grade 12 and graduate. If a student in grade 12 does not complete all of the graduation requirements he or she will hold status in said grade until completion of the requirements.

D. Individualized Learning Plans
Every student shall have an account with “Xello”, an online Individualized Learning Plan (ILP) which is administered through the guidance department in accordance with the RI Board of Regents Regulations.

EDUCATION RECORDS NOTICE
Under federal (Family Educational Rights and Privacy Act/FERPA) and state (Educational Records Bill of Rights Act) law, school districts must annually notify all parents and students 18 years of age and older of their rights regarding education records. Those rights include the following:
Parents of students and students who are 18 years of age and older, have the right to inspect and review the student’s educational records upon request. (Rhode Island law requires that parents and eligible students be allowed to inspect the student’s education records within ten (10) days of the request.) Parents
and students also have the right to a reasonable explanation and interpretation of the records, and the right to copies of the records.

Parents and students 18 years of age and older have the right to request that student's education records be amended if the parent or student believes that the information contained in them is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Schools may not release personally identifiable information contained in the student's records without the written consent of the student's parents or the student if he/she is 18 years of age. Schools may release information contained in the student's education records without parental consent when the information is designated as "directory information."

Information may be released to school officials who have a legitimate educational interest in the information or to officials of a school in which the student intends or seeks to enroll. Information may be released in connection with a student's request for or receipt of financial aid. Information may be released for the purposes of school accreditation, the auditing or evaluating of certain state or federally supported educational programs, or for the purpose of conducting certain studies on behalf of the school district. Schools may also release information to state and local juvenile justice officials and authorities and to appropriate parties in the event of a health or safety emergency. Schools must also release information requested by a judicial order or subpoena.

**GRADUATION ELIGIBILITY**

Students eligible for graduation from Rogers High School will have to meet both state and district academic and attendance requirements, and uphold a student code of behavior in accordance with student expectations.

**PARENT INVOLVEMENT**

The Newport School Committee recognizes that the education of each student is a responsibility shared by the school and the student's family. In keeping with this belief, it is the intention of the Newport School Committee to cultivate and support active parental involvement, of all parents, in student learning.

**PLAGIARISM**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are strictly prohibited. Behavior that is unacceptable includes, but is not limited to:

- copying another student’s homework;
- working with others on projects that are meant to be done individually;
- looking at or copying another student's test or quiz answers;
- allowing another student to look at or copy answers from your test or quiz;
- using any other method to get/give test or quiz answers;
- taking a test or quiz in part or in whole to use or give others;
- copying information from a source without proper attribution; and
- taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violation, and other factors. Disciplinary measures include, but are not limited to, redoing assignment, retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

**ANTI-BULLYING POLICY**

A Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The prevention of harassment, intimidation, bullying, dating violence, and sexual violence is part of the Newport Public School's Strategic Plan and school safety plan. Harassment, intimidation, bullying, dating violence, and sexual violence will not be tolerated in the Newport Public Schools.

The purpose of this policy is to raise awareness of the inappropriateness of harassment, bullying, dating
violence, and sexual violence. To prevent incidents of harassment, bullying, dating violence, and sexual violence and to provide direction in responding to any such incidents.

**Definition of Harassment, Intimidation or Bullying:** In the context of this policy, harassment, intimidation or bullying means an intentional written, electronic, verbal or physical act or threat of a physical act directed at a student that under the totality of circumstances, a reasonable person should know will have the effect of: Physically harming a student, damaging a student’s property, placing a student in reasonable fear of harm to his or her person, or the student’s property; is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, hostile or abusive educational environment for a student; materially and substantially disrupts the education process of the orderly operation of a school.

**Harassment, intimidation or bullying** occurs when a student, or group of students, while at school, intentionally assaults, batters, threatens, harass, stalks, menaces, intimidates, extorts, humiliates, or taunts another student or staff member. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or group of students maliciously spread rumors about another student. In most circumstances, bullying most often occurs as repeated behavior and is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim as a mutual fight between two students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

**Cyber-Bullying** includes tormenting, threatening, taunting, ranking, degrading, harassing, humiliating, or otherwise targeting a student or staff member through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

**Forms of cyber-bullying may include but are not limited to:** The creation of a web page or blog in which the creator assumes the identity of another person. The knowing impersonation of another person as the author of posted content or messages. Or the distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

**Dating Violence** is a pattern of behavior by which one person uses threats of, or actual uses, physical, verbal or emotional abuse to control his/her dating partner.

**Sexual Violence** includes behaviors that are attempted or perpetrated against another’s will, or when a victim cannot provide consent because of age, disability, or the influence of controlled substances. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure and may include: Unwanted contact, voyeurism, exposure to exhibitionism, exposure to pornography or public display of images that were taken in a private context or when the victim is unaware.

**At School:** In the context of this policy, the phrase “at school” includes the following places and situations: On school premises, immediately adjacent to school property. On a school bus or other school transportation vehicle, at school bus stops, while students are walking to or from school and at any school-sponsored activity or event, whether or not held on school premises.

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

**Policy Oversight and Responsibility:** The School Committee has no duty to regulate or review “not at school” Internet messages, statements, postings, or acts. However, the School Committee reserves the right to regulate, review, investigate, and discipline students for cyber-bullying or for other disciplinary
violations when such Internet statements, postings, or acts are made while on school campus or while made "not at school" and such statements, postings, or acts threaten violence against another student or a staff member or otherwise disrupt the learning environment or orderly conduct of the school, school business or school activities. The School Committee’s reservation of rights does not impose on the School Committee a duty to regulate or review “not at school” internet messages, statements, postings or acts. The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

**Disciplinary Sanctions:** Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary sanctions for violation of the bullying policy may include, but not be limited to:

- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises
- Loss of school bus transportation
- Transfer to another school
- Detention or In-school suspension
- Short term suspension (10< days) or long term suspension (≥10 days)
- Admonitions, warnings, and counseling
- Police contact.

**Reporting Harassment, Intimidation, Bullying, Dating Violence, and Sexual Violence:** The principal of each of Newport’s public schools shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of harassment, intimidation, bullying, dating violence, and sexual violence may be filed and how this report will be acted upon. The victim of harassment, intimidation, bullying, dating violence, and sexual violence, and anyone who witnessed the Harassment, intimidation, bullying, dating violence, and sexual violence, and anyone who has credible information that an act of harassment, intimidation or bullying has taken place, may file a report of harassment, intimidation or bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator. Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

**Responsibility of Staff:** School staff shall take all reasonable measures to prevent harassment, intimidation, bullying, dating violence, or sexual violence, and must report all acts of Harassment, intimidation, bullying, dating violence, or sexual violence that come to their attention. Failure to do so may result in disciplinary action. In this context the staff includes volunteers working for or with the school.

**Prevention:** Students and staff shall be given instruction in how to identify, prevent, and report harassment, intimidation, bullying, teen dating violence, and sexual violence. This instruction shall include methods of discouraging and preventing harassment, intimidation, bullying, teen dating violence, and sexual violence, along with instruction in how to file a complaint, and the disciplinary action that may be taken against those who commit acts of harassment, intimidation, bullying, teen dating violence, and sexual violence.

**Responsibility of Students:** Students who observe an act of harassment, intimidation, bullying, dating violence, and sexual violence or who have reasonable grounds to believe that such behavior is taking place, or being encouraged, must report the harassment, intimidation, bullying, dating violence, and sexual violence to school authorities. Failure to do so may result in disciplinary action. The victim of harassment, intimidation, bullying, dating violence, and sexual violence shall, however, not be subject to discipline for failure to report the harassment, intimidation or bullying.
**Social Network:** Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

**Investigation of Harassment, Intimidation, Bullying, Dating Violence, and Sexual Violence:** The principal, or his or her designee, shall promptly investigate all allegations of harassment, intimidation, bullying, dating violence, and sexual violence if the allegation is found to be credible, appropriate disciplinary sanctions, subject to any appropriate due process procedures, will be imposed. The investigation will include an assessment of what effects the harassment, bullying, dating violence, and sexual violence has had on the victim. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

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

**Prohibition against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of harassment, intimidation, bullying, dating violence, and sexual violence, those who are witnesses to such acts, those reporting such acts or those investigating an incident of harassment, intimidation, bullying, dating violence, and sexual violence shall not be tolerated. Retaliation or a threat of retaliation may result in the imposition of a short or long-term suspension and, in appropriate cases, referral to the police.

**Prohibition against False Reports of Harassment, Intimidation or Bullying:** False reports concerning harassment, intimidation, bullying, dating violence, and sexual violence may be subject to appropriate school discipline, including short or long-term suspension from school.

**Individual School Safety Plan:** If a student is the victim of serious or persistent harassment, intimidation, bullying, dating violence, and sexual violence, the principal of the school will prepare a written school safety plan outlining what steps will be taken to provide the student with a safe educational environment. This plan will be developed, if possible, with input from the parents (guardians) of the student. Staff members who are to implement the plan will help formulate it.

**Police Notification:** When, in the opinion of the building principal, the harassment, intimidation, bullying, dating violence, and sexual violence involves conduct that may be a violation of the criminal law, the police shall be notified.

**Mediation:** The principal of any school may establish a Mediation Board to resolve complaints of harassment, intimidation, bullying, dating violence, and sexual violence 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 harassment, intimidation, bullying, dating violence, and sexual violence shall be required to participate in mediation or to accept any apology tendered by the harassing, intimidating, bullying or violent student. The decision of a victim of harassment, intimidation, bullying, dating violence, and sexual violence to not participate in a mediation program shall not diminish the obligation of the school to impose discipline against the student who had committed an act of harassment, intimidation, bullying, dating violence, and sexual violence.

**Harassment, Intimidation, Bullying, and Dating/Sexual Violence Prevention Task Force:** The principal of each school in this district shall establish a Harassment, Intimidation, Bullying, and Dating/Sexual Violence Prevention Task Force. This Task Force should include parents, school staff, law enforcement officers, as well as community members and, if age appropriate, students. The purpose of this Task Force will be to develop policies and programs to educate students and staff about the harm caused by harassment, intimidation, bullying, dating violence, and sexual violence. The program recommendations of the Task Force shall be subject to review by the School Committee before the programs are implemented. The duties of the Harassment, Intimidation, Bullying, and Dating/Sexual Violence Prevention Task Force may be assigned to the school’s student intervention team or to the school improvement team.
School Climate: Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School staff, at all times, will model correct and courteous behavior to each other, to students, and to visitors to the school. Abusive or humiliating language or demeanor, by anyone, will not be accepted. An effort will be made to ensure that each student is well known by at least one certified teacher so that the student will have someone to turn to at school if Harassment, Intimidation, Bullying, or Dating/Sexual Violence occurs.

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

Reports to the Superintendent and to the School Committee: School principals will provide the Superintendent of Schools and the School Committee with a semi-annual report on incidents of harassment, intimidation, bullying, and dating/sexual violence that occurred in the schools under their respective supervision. This report will include a statement describing what remedial action has been taken to address of harassment, intimidation, bullying, or dating/sexual violence.

BREATHALYZER POLICY
Newport Public Schools seeks to maintain a safe school environment for all students during school-sponsored events. Rogers High School reserves the right to randomly select students to submit to a breathalyzer test at school events to further a safe and secure environment.

CELL PHONE USE POLICY
Cell Phone use is restricted/prohibited within a class setting, unless the classroom teacher has given permission or is a necessary part of the educational process. Classroom teachers will warn a student regarding inappropriate classroom use, and then inform the Dean upon further inappropriate usage. Administration and/or the dean can confiscate a student’s cell phone for a period or up to a day. They also have the right to restrict a student’s cell phone usage longer. Cell phones are allowed to be used during passing time and during a student's assigned lunch period. Photographing or videoing without consent is strictly prohibited and will result in confiscation.

SOCIAL MEDIA POLICY
Users are responsible for their own behavior when communicating with social media. They will be held accountable for the content of the communications that they state/post on social media locations. Users are responsible for complying with NPS’s employee, student and guest conduct requirements. Users may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

Inappropriate communications may not be included in Users social media, including but not limited to (i) confidential, personally identifiable, and sensitive NPS information about students, employees and guests; (ii) child pornography, sexual exploitation, bullying/cyberbullying, inappropriate commercialization of childhood experiences, (iii) defamatory or discriminatory statements and images, (iv) proprietary information of NPS and/or a NPS vendor, (v) infringed upon intellectual property, such as copyright ownership, and circumvented technology protection measures (iii) terrorist threats, and (ix) illegal items and activities.

Users may not use their personal computers, devices, services, systems, and networks during the time they are required to be fulfilling their work, learning, school responsibilities, or volunteer requirements. NPS blocks all commercial social media sites on its computers, devices, servers, networks and systems, therefore Users may not use commercial social media during their work, school, and volunteer responsibilities unless approval has been granted by the Superintendent or an administrator, and the commercial social media has been opened for that person(s) and purpose only (see also relevant sections of the Acceptable Use Policy).

Where Users place their communication in “privacy” marked social media, they cannot expect that their information will not be disclosed by a person within their “private marked group”. Such information may
be disclosed by others within the “private group”, or the information may be discovered as part of the
discovery process in litigation, or it may be disclosed by other means. NPS may be provided this
information and be required to investigate it further. Information that NPS obtains may be disclosed
without limitation for purposes of investigation, litigation, internal dispute resolution, and legitimate
business purposes regardless of whether the particular User is involved.

Information that a User deleted may be recovered indefinitely by NPS

**Students are responsible for their own behavior when communicating with social media and will**
**be held accountable for the content of the communications that they state/post on social media**
**locations. Use good judgment.** Students are responsible for complying with NPS’s conduct
requirements. Students may not disrupt the learning atmosphere, educational programs, school
activities, and the rights of others.

In addition, students may be required to also comply with policies, administrative regulations, rules and
procedures at the entity and/or program in which they are assigned or in which they participate. *If a*
*student believes there is a conflict in the requirements (s)he is to comply with (s)he must bring the matter to*
*the attention of their teacher, who will in turn assist the student.*

**CHROMEBOOK USE AND CARE GUIDE**
A Resource for Students and Parents/Guardians
Version 1.0 - For the 2019-20 School Year

1. Receiving Your Chromebook
   a. Distribution Dates/Times
   Chromebook distribution dates will be established before the start of school. Dates will be communicated
   through the website and school principals.
   **Note:** If someone is unable to make one of the established distribution dates, Chromebooks will be available
   for pick-up by appointment only. Please coordinate with the Rogers High School Office Staff.

   b. Distribution of Chromebooks
   Any chromebook distributed through inventory reallocation has been inspected by the technology
department and condition has been noted.

   c. Transfer/New Student Distribution
   All transfers, new students or students that miss the summer distribution should go to the Main Office to
   obtain their Chromebook.

   **Students & parent/guardian must sign the Chromebook Loan Agreement prior to picking up a Chromebook.**

2. Returning Your Chromebook
   a. End of Year
   At the end of the school year, students must turn in their Chromebooks, cases, power supplies, and any
   other equipment issued with the Chromebook. Students and asset tags will be referenced with the collected
   Chromebooks. Failure to turn in a Chromebook will result in the student being charged the full replacement
cost. There will also be a charge for any missing peripheral equipment such as the case or power supply.
The District may also file a report of stolen property with the local law enforcement agency for equipment
not returned.

   b. Transferring/Withdrawing Students
   Students transferring out of or withdrawing from the Newport Public Schools must turn in their
Chromebooks, cases, power supplies, and any other equipment issued with the Chromebook by or on their
last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full
replacement cost. There will also be a charge for any missing peripheral equipment such as the case or
power supply. The District may also file a report of stolen property with the local law enforcement agency
for equipment not returned.
3. Taking Care of Your Chromebook
Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Department, as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended.

a. General Precautions
- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be exposed to extreme temperatures, such as leaving it in a car overnight during the winter.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Heavy objects should never be placed on top of Chromebooks.

b. Cases
- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student’s responsibility to care for and protect his/her device.

c. Carrying Chromebooks
- Always transport Chromebooks with care and in Newport-issued protective cases.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d. Screen Care
The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, earbuds or storage devices).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags
- All Chromebooks will be labeled with a Newport Public Schools asset tag. The asset tag indicates the Chromebook is property of the Newport Public Schools and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset tag or turning in a Chromebook without an asset tag.

4. Using Your Chromebook At School
Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Chromebook to school
- There are a limited number of loaner devices available for distribution. Priority for loaners will be given to students that have devices being repaired. A student is not guaranteed to receive a loaner if they forget their device or forget to charge their device.
- Multiple occurrences of coming to school without one’s Chromebook may result in disciplinary action.
- Students that obtain a loaner will be responsible for returning the borrowed device to the Main Office before 2:00 p.m.
b. **Chromebooks being repaired**
   - Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair with the Technology Department.
   - Chromebooks on loan to students who are having their device repaired may be taken home.
   - Students must return loaner devices promptly after receiving notification. Any payments for repairs are also expected to be made at this time.
   - The loaner device will be disabled if not returned within five days of notification.

c. **Charging Chromebooks**
   - Chromebooks must be brought to school each day with a full charge.
   - Students should charge their Chromebooks at home every evening.
   - There is a limited amount of charging stations available to students.

d. **Backgrounds and Themes**
   - Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. **Sound**
   - Sound must be muted at all times unless permission is obtained from a teacher.
   - Headphones may be used at the discretion of the teachers.
   - Students should have their own personal set of headphones for sanitary reasons.

f. **Printing**
   - Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. There will be limited printing available in school.
   - Students will be able to print from their Chromebooks to designated printers. There will be a quota set on the number of pages each student can print in any given year. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home.

g. **Logging into a Chromebook**
   - Students will log into their Chromebooks using their school-issued Google Apps for Education account.
   - Students should never share their account passwords with others, including faculty and staff.

h. **Managing and Saving Your Digital Work With a Chromebook**
   - The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
   - Some files may be stored on the Chromebook’s hard drive.
   - Students should always remember to save frequently when working on digital media.
   - The district will not be responsible for the loss of any student work.
   - Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. **Using Your Chromebook Outside of School**
   Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Newport Public Schools Responsible Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks. Students are responsible for all aspects of network connection and printing outside of school.

6. **Operating System and Security**
   Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.
   a. **Updates**
      - The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
b. Virus Protection
- There is no need for additional virus protection.

7. Content Filter
The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or a member of the Technology staff to request that the site be unblocked.

8. Software
a. Google Apps for Education
- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions
- Students may be allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Requests for appropriate apps or extensions that may be currently blocked can be submitted to the NPS Technology Department.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification
a. Records
- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

10. Repairing/Replacing Your Chromebook
a. Repairs/Replacements
- The District shall repair or replace equipment breakages due to manufacturer defect or mechanical breakdown. The cost of all other breakages, accidental or intentional, shall be the responsibility of the student/parent/guardian. These instances shall be reviewed on a case by case basis. The District shall make its best attempt to repair or replace the device at the best possible price.
- Loss or theft of the device is the responsibility of the student/parent/guardian and shall result in the student/parent/guardian being charged the full replacement cost.

b. Optional Insurance
- Optional insurance through a third party provider shall be made available for students and their families to purchase, if they so choose.

11. Privacy Expectations
School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

a. On Campus Chromebook Use
   1. All devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children’s Internet Protection Act (CIPA).

b. Off Campus Chromebook Use
   1. Chromebooks will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds.

At no time will any member of the Newport Public School staff have the ability to manipulate the Chromebook webcam in any way. The webcam will never be remotely activated by the Newport Public Schools.
Remote access to student devices off campus will be limited to the following:

- There is reasonable suspicion that the student has engaged in a specified misconduct and there is reasonable suspicion related to the health and safety of a student
- Access is necessary to address technological threats to the school computer system or to update or upgrade the device’s software
- A warrant will be obtained if the search is designed to look for evidence of criminal activity
- The parent has given consent to search on an individualized basis

A physical search of the contents of a student’s device will be limited to the same reasons stated to obtain remote access, or for legitimate educationally related reasons.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the NPS Responsible Use Policy and all of its corresponding administrative procedures at all times.

**ACCEPTABLE USE POLICY:** Computer, Technology, Internet and Google Instruction – Instructional Resources and Materials

This policy governs the access and use of all means and methods of communications including but not limited to telephone, voice mail, electronic mail, mail, computers, handheld devices, mobile phones, faxes and the use of the internet, sent by or received by a member of NPS community (staff, scholar, parents, volunteers, students) using Newport Public School communication and computer systems (“Systems”). This policy also applies to the electronic disclosure of student information, such as names, photos or videos.

The use of these systems is intended for business use only. Use of these systems for any other reason is prohibited. All information transmitted, received or stored using these systems is the property of the NPS. Newport Public Schools’ management reserves the right to monitor its systems and the content, including all emails. You should not have an expectation that the information in the system, or in any system at NPS or at all connected to NPS, is confidential or private.

You may not use our systems in any way that may be seen as offensive, harmful, insulting or disruptive. You may not use the systems to (cyberbully): send derogatory, threatening, insulting or harassing remarks, sexually explicit messages, cartoon, jokes or other potentially offensive material; access pornography or other offensive sites; gain access to others computers; steal computer files, or to damage in any way NPS systems or any other system or computer; or junk mail, or other documents not related to business.

Newport Public School district reserves the right to restrict website access either through content filtering or written notice. **You absolutely may not post anywhere online, particularly to any social networking site, any name or image or video of a NPS student or former student.** Photographs and videos may be posted if a student’s parent/guardian has signed the appropriate FERPA form.

Computer software on NPS systems may not be downloaded, copied, reproduced, altered or used by an employee without prior authorization. The violation of copyright laws may result in a fine and imprisonment, as well as termination of employment. NPS will cooperate with software vendors in prosecuting those who violate copyright. NPS prohibits the use of any “pirated” or “bootleg” software on its systems.

You may not store confidential information that includes student, staff, and personal information such as social security numbers, date of birth, address etc. on storage devices such as flash drives, external portable drives, thumb drives, or CDs, cloud or software service not approved NPS.

Access to NPS communication systems is permitted by using any NPS provided device or you can access the system with your personal device. If at the school/s you may connect your personal device to the **GUEST** data network only to access the communication systems. Any equipment which is brought to school is done so at the risk of the individual. NPS will not be responsible for any lost, stolen or damaged personal property.

Failure to follow this policy may result in disciplinary action.
DISTRICT FORMS AND EXTRACURRICULAR ELIGIBILITY
The following forms need to be signed and completed by a parent/guardian and returned to school in order to maintain eligibility for all extracurricular activities, social events, and athletics. Not all forms are distributed at the beginning of the school year, once forms are, they need to be returned in the allotted time.

- Impact Aid Program Survey Form (Typically distributed to students in October)
- Federal Free and Reduced Lunch Form (Whether a family qualifies or not)
- Family/Parental/Guardian Contact Form (Updated with accurate information)

DISCIPLINARY POLICIES
Self-discipline is the only real discipline. Students who follow these simple guidelines will encounter no difficulties within school.

- Be on time and prepared for school and class.
- Remain attentive during the full class period.
- Be considerate of the rights and feelings of others.
- Follow the directions of teachers/staff members.

REASON FOR DETENTION, SUSPENSION AND/OR EXPULSION*
The following conduct will be considered reason for expulsion, suspension, ISR, and/or detention:

1. Opposition to school authority
2. Violence toward another person (fighting)
3. Verbal assault, threats
4. Violence, verbal assaults or threats towards a faculty or staff member (mandatory 5-day suspension)
5. Arson, vandalism, theft
6. Possession of weapons/fireworks on school grounds
7. Possession of illegal substances
8. Defacing public property
9. Inappropriate language, use of profane or obscene materials
10. Inappropriate behavior at school activities or school-sponsored activities
11. Smoking
12. Truancy, persistent/chronic tardiness to class or school
13. Sexual harassment or hazing
14. Improper dress
15. Unauthorized use of radios, tape players, beepers, electronic equipment
16. Committing any act that substantially disrupts the orderly conduct of school including terrorism hoaxes, bomb scares, pulling fire alarms.
17. Tardy to school

NOTE: This list is to be used as a sampling of the types of inappropriate behavior that would warrant discipline. This is not to be considered a complete list.

SUSPENSION OF STUDENTS
Suspension may be issued by the administration for a period of one to five days. In cases of severe student misbehavior, the Principal may refer the student to the Superintendent of Schools for additional penalties. Due process of student rights will be observed in all suspension cases. The student will be responsible for class work missed during suspension. Time granted for make-up of classroom work will coincide with the length of suspension. Students who are suspended are not allowed to participate in any school activities during the period of suspension, including weekend activities. Parents/guardians will be notified of suspension, stating the dates of suspension. Parents must accompany their student upon returning to school. The Superintendent will be notified of repeated offenses or severe infractions.

DETENTION OF STUDENTS – 2:00 PM TO 2:45 PM
EXTENDED DETENTION OF STUDENTS - 2:00 PM TO 3:30 PM
Dean's Detention can only be assigned by the Dean. This detention is held in the ISR Room. The Dean’s Detention takes precedence over any school activities and/or work commitment. Failure to attend Dean’s detention will result in further disciplinary action including but not limited to ISR and/or out-of-school suspension. Students will have the opportunity to receive academic support during ISR.
DRESS CODE POLICY
The following dress and grooming code is not meant to be restrictive, but it is intended to guide students and their parents/guardians in choosing clothing that is safe and appropriate to wear in school. Students who violate the dress code policy will be required to call home for a change of clothing or be sent home in the event they refuse to follow the policy.

The following articles of clothing shall not be worn in school:
- Inappropriate jewelry or adornment such as chains, dog collars, studded bracelets
- Hats, headgear, hoods*
- Sunglasses (unless medically warranted)*
- Articles of clothing (including socks) with designs or wording that is obscene, vulgar, lewd, lascivious or violent, or words referring to alcohol or drugs, including tobacco products
- Articles of clothing that depict, in any form, acts of violence
- Tank tops, strapless dresses, midriff blouses/shirts, halter tops, tube tops, see-through clothing, low cut blouses/shirts
- Shorts or skirts shorter than approximately halfway to the knees or which allow undergarments to be visible
- Trousers which allow undergarments to become visible and/or rest below the hips.

*These items must be stowed out of sight in lockers or backpacks, or they will be subject to confiscation by any faculty member. They will be returned at the end of the school day at the discretion of the Dean and/or faculty member. Continued violation of the dress code may result in a parent conference.

DRUG/ALCOHOL POLICY (ILLEGAL SUBSTANCES)
Rogers High School is committed to providing a drug and alcohol free environment for all students. Individuals seeking assistance or education about substance abuse issues can self-refer to the substance abuse counselor or guidance counselor. Through this approach, students can examine alcohol and drug issues in a confidential and non-punitive environment.

- Possessing* or consuming any amount of alcohol or drug(s), excluding personally prescribed medication, prior to or during school hours, any school-sponsored event, or on school-sponsored trips is prohibited and subject to disciplinary actions as determined by the Principal or his/her designee.

*Possession includes constructive possession per the Attorney General.

- Possession of any type of drug paraphernalia on school grounds or any school sponsored trips, events or activities are prohibited and subject to disciplinary actions.

Coaches and advisors are expected to follow the Alcohol and Drug Policy, but have the option to add additional consequences, due to compliance to RI Interscholastic League requirements. Coaches and advisors will instruct students of their additional standards and consequences at the beginning of the season and/or school year. Students will have the right to due process in all policy violation cases.

DUE PROCESS
As a result of the Goss v. Lopez court case, students are guaranteed "due process" before certain disciplinary action is taken. The student will be told of the charges, given an explanation of the evidence, and provided an opportunity to present an explanation of what happened.

GENERAL APPEAL PROCESS
In order to begin the appeal process, parents/guardians may call Rogers High School at 401-847-6235 to arrange a meeting with the Principal.

GRIEVANCES
Any student with a personal grievance alleging that a rule is unfair, discriminates against students, or that school personnel used an unfair procedure should present the grievance to the Principal or his/her designee.
ILLEGAL HARASSMENT POLICY
In accordance with its policy of Nondiscrimination, the Newport School Department (Policy #5330) prohibits harassment based on race, color, creed, national or ethnic origin, religion, disability, age, sexual orientation, or citizenship status. Complaints about illegal harassment will be responded to promptly. Retaliation against an individual bringing a complaint of illegal harassment constitutes a violation of School Department policy as well as State and Federal law. An individual found guilty of illegal harassment or retaliation, or any individual who initiates a fraudulent claim of harassment, shall be subject to disciplinary action.

NONDISCRIMINATION POLICY
Pursuant to the philosophy of the Newport School Committee and its administration (Policy #5325), the Newport School Department does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, age, sexual orientation, disabled veteran, veteran of the Vietnam Era, or citizenship status. This nondiscrimination policy encompasses the operation of the school department's educational programs and activities including admissions policies, athletic and other School Department-administered programs. It also encompasses the employment of School Department personnel and contracting by the School Department for goods and services.

SEXUAL HARASSMENT POLICY
Rogers High School prohibits any form of sexual harassment on school property or at school-sponsored events. Sexual harassment refers to unwelcome behavior of a sexual nature, which is personally offensive, which debilitates morale, and which interferes with the working and learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint through an Assistant Principal or the Principal pursuant to this policy. Sexual harassment is a form of gender discrimination and is a violation of State and Federal law.

SMOKING/TOBACCO POLICY
State law prohibits smoking in any public building. The Newport School Department's policy states that smoking is not permitted on the school grounds. Anyone caught smoking is subject to disciplinary action and smoking cessation counseling. This disciplinary action is contingent upon individual student behaviors. Copies of the Newport School Department's Smoking Policy are on file in the Main Office and Dean’s Office. This policy is inclusive of, but not limited to Smokeless Tobacco, Cigars, Cigarettes and any electronic nicotine delivery technology such as JUUL’s and Vapes.

THREAT/INTIMIDATION POLICY
Rogers High School prohibits physical or verbal threat, or intimidation, which unlawfully places another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Bullying, which is targeting a specific individual with repeated negative behaviors either physical or mental, is also prohibited. These negative behaviors may include, but are not limited to, threats, verbal or written abuse, physical abuse, harassment, ethnic or gender slurs, and targeting a specific victim.

VANDALISM POLICY
Payment for damages incurred to school property as a result of vandalism must be remitted within thirty days of billing. After 30 days, the matter will be referred to a collection agency unless an appeal has been made to the Superintendent.

WEAPONS/VIOLENCE POLICY – NPS #5635
1. Policy Statement
The purpose of this policy is to ensure a school environment that is conducive to learning. The underlying belief of this policy is that all children have the right to be educated in a safe and nurturing environment. Rogers High School shall enforce a policy of zero tolerance for weapons and violence in school.

2. Definitions
➢ The term "weapons" shall include, by way of illustration, the following: any loaded or unloaded firearm including, but not limited to pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun; any knife including, but not limited to Bowie, dirk, lock-blade, hunting, pen, pocket, switchblade, utility; any razor including, but not limited to straight, regular, retractable; any
defensive weapon including, but not limited to, gas repellent, mace, stun gun; any martial arts device including, but not limited to, Chinese stars, nunchucks; any explosive device; or any tool or instrument which school staff could reasonably conclude as being capable of inflicting bodily harm, including, but not limited to, blackjack, chain, club knuckles, nightstick, pipe, studded bracelet; or which by virtue of its shape or design gives the appearance of any of the aforementioned including, but not limited to, air pistol, air rifle, bb gun, toy gun or water gun. In addition, any animal which could be used to inflict bodily harm will also be considered in this category.

➢ **Assault** is defined as an act of physical violence or an aggravated threat of physical violence to another, whether student, staff member, or any other person on school grounds. The term "school grounds" includes, but is not limited to, the actual property owned by the school, areas around the school, parking lots, school sponsored events whether on or off school property, school buses and school bus stops. When considering what constitutes aggravated assault, the factors to be weighed include: age of student involved, seriousness of bodily injury, the apparent state of mind of the individual involved, and any other factors deemed relevant to the school principal or appointed designee.

➢ **Suspension** is defined as that act by a school administrator or by a school committee that removes a student from school for a specified period of time, not more than one hundred eighty (180) days.
   i. A short-term suspension is removal from a school for up to ten days, the first five days of which may be imposed by a designated building administrator and up to five additional days by the system’s superintendent or designee.
   ii. A long-term suspension is removal from a school for more than ten days and must be approved by the School Committee.

3. Police Involvement
   ➢ In all cases involving weapons or aggravated assault in schools or on school grounds, local police shall be called. All confiscated weapons will be turned over to the police department.
   ➢ A log of all confiscated weapons will be kept and will be available to the local police department.

4. Statement on Enforcement
   This policy will be implemented according to the due process provisions applicable to regular and special education students. For students with disabilities, this policy will be in accordance with approved local procedures, as well as state and federal regulations governing the suspension or removal of such students from school.

5. **Enforcement of Zero Tolerance for Weapons and Violence Policy**
   ➢ Any student found to be in possession of a weapon or involved in an aggravated assault, as defined herein, will immediately be suspended in accordance with applicable due process provisions. During this suspension, the administration will take the necessary steps in determining any additional action, which may include a recommendation for long-term suspension.
   ➢ Decisions regarding the specific length of a student's suspension will be made by the appropriate authority. Any student suspended from school cannot participate in school functions or be on school premises.

**GUIDANCE DEPARTMENT**
Guidance in the school setting focuses on the student’s personal development and is based on the belief that each individual is unique and is capable of personal growth and self-direction. All students will be assigned a specific counselor while at Rogers.

The counselor will be available to:
- assist with career and college information, personal problems, and advise on the student's course of study;
- administer tests and interpret test results;
- provide information on college scholarships and write letters of recommendation;
- process transfers to other schools, and
- arrange assignments for "short term" absences.

To help students with the college and career-planning component of Academic, Behavior, and Career
expectations, the Guidance Department has information about:

- Colleges, financial aid & scholarships
- Career information
- Choices-career interest inventory
- Student portfolios
- Resumes
- Assistance with job applications, college applications, SAT preparation, and career counseling
- Using the Internet to gain information about colleges and career

Guidance continues throughout the high school years through individual conferences, assemblies, small group guidance sessions and classroom presentations. An appointment to see a counselor is made by filling out a card in the Guidance Office or in the Advisory period. Permission must be granted by the classroom teacher for a student to see a counselor during class.

Parents wishing to arrange an appointment to confer with counselors or other staff may call 847-6235.

**ANCILLARY STAFF**

Additional staff is available to assist students with any problems they may have. These individuals include the Nurse, Social Worker, Home Teaching Coordinator, School Psychologist, and Speech Pathologist.

**PERMANENT RECORDS**

This record is kept for an indefinite period of time. An unofficial transcript for personal use may be obtained. Release of a transcript will be honored after a request in writing giving your name, date of birth and date of graduation. This transcript contains:

1. Basic identifying information, student and parents' names and addresses, birth date and place, and gender.
2. Academic record, including grades, credits, class rank, grade point average, and scores on college entrance exams.
3. Attendance record, including date of entry and graduation or leaving school.

**REQUESTS FOR CLASSWORK DURING EXTENDED ABSENCES**

Parents/guardians must call the Guidance Department to request class work missed during absence. An extended absence is five or more days in length, which has been excused. A 24-hour collection time is required by the Guidance Department.

**SCHOOL RECORDS**

All school records pertaining to students are considered confidential. Permission to release any such records must be obtained from the parents/guardians or from students, if they have reached the age of 18.

**Note:** Rogers High School is in compliance with the National Defense Authorization Act, FY2002 (Public law 107-107, 115 stat 1012, Dec. 28, 2001, Sec 544 Military Recruiter Access to Secondary School Students) and No Child Left Behind Act of 2001 (Sec 9528 Armed Forces Recruiter Access to Students and Student Recruiting Information). In summary, each local educational agency (school), receiving assistance under the general Education Provisions Act of 1965 shall provide, on request by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. A secondary school student or the parent of the student may request that the student's name, address, and telephone listing NOT be released without prior written parental consent.

**HEALTH SERVICES**

Many students come to school with unique medical conditions. It is the responsibility of the parent/guardian to notify the school of these situations: e.g., medications, allergic reactions, diabetes, epilepsy, recent surgery, etc. Unless the school is made aware of these conditions, we may not be able to respond to the student's needs. Parents of students who must take prescription medicine during the school day should contact the School Nurse to obtain a medication form. This form must be completed by the parent/guardian in order for a student to take medication.

Per R.I. State Law – All students must provide documentation of the following immunizations: (Diphtheria, Pertussis and Tetanus), Polio, Hepatitis B, (Measles, Mumps and Rubella), Tdap, Meningitis and Varicella (or documentation of disease).

**Physical Exams** – required yearly if participating in a sport and for students entering from out of state.
Students must have a pass signed by the classroom teacher before admission to the Nurse's Office will be allowed. If the teacher is not in the classroom, any administrator may issue a pass. The Nurse will excuse an ill student **only** when a parent has been notified and permission is obtained for the student to go home.

**ANNOUNCEMENTS**
Announcements are read over the intercom at the beginning of first period each morning. These notices are posted daily to the school website and sent out on the parent/guardian list-serv.

**BUS CONDUCT**
Transportation by school buses, which is to be considered an extension of the school, is a privilege given to each eligible student. **Full** cooperation and considerate behavior must be given to the driver and fellow students at all times for both safety reasons and common courtesy. School and police officials will investigate reports of inappropriate behavior; the consequences of which may result in the loss of bus privileges or suspension from school.

**CAFETERIA PURCHASES/ FOOD and BEVERAGES**
Meal purchases may be made with cash, check or charged to a student account if utilizing a pre-paid plan such as, myschoolbucks.com. No student will be able to carry a negative balance on his/her school account greater than what is equal to five (5) meal purchases. Students are not allowed to charge a la carte items to their meal account.

Food and beverages are to be consumed **only** within the cafeteria area, and **may not be transported beyond the cafeteria limits**. Students are responsible for clearing their eating area before leaving the cafeteria. Any student who does not clean his /her eating area, will be subject to disciplinary consequences.

Food and beverages brought to school must be transported **out of sight** and are not to be consumed in the hallways or classrooms. Note: This includes ‘Dunkin’ Donut’ beverages. If openly carried, food or beverages may be **confiscated** by any faculty member. They may be returned at the discretion of the faculty member. Repeat offenders may be subject to disciplinary consequences.

**Note:** **Bottled water** may be consumed in classrooms if permitted by the classroom teacher. The bottle must be secured and stowed out of sight before leaving the classroom. **Under no circumstances shall water, food, or other type of beverage, be allowed near any computer.**

**DEBTS**
Students are responsible for all school materials (academic, athletic and extracurricular). If items are not returned or paid for, teachers and coaches will submit an "owe slip" and restitution must be made before records/grades are released at the end of the school year. **Seniors will not be allowed to participate in the graduation ceremony without fulfilling all such obligations.**

**FIRE DRILLS / EVACUATIONS / LOCKDOWNS**
Fire drills, evacuation drills and lockdowns are required by law and are an important safety precaution. During a fire drill or evacuation it is essential that everyone obeys orders promptly and the building is cleared as quickly as possible. Teachers will provide instructions to students regarding all safety procedures.

**LOST & FOUND**
Items found on school grounds and turned in to the school will be kept in the Dean’s Office. This will be cleaned out every nine weeks.

**MAKE UP WORK**
Students are responsible to make up missed work due to absence and/or field trips. Work must be completed within the same number of days as the absence. This also includes absences due to suspension. Make up work shall not be accepted for credit unless the absence is an excused absence.

**NO SCHOOL**
When appropriate, "no school" announcements will be sent out via Connect-Ed calls from the district, as well as located on the district website and administrations Social Media Accounts. It will also be broadcast
over AM radio stations, WADK, WHJJ, WEAN, and WPRO as well as reported on local station websites. Please refrain from calling the school so as not to tie up telephone lines.

**PARKING**

In order to park on campus students must register their vehicle with the Dean’s office and receive a parking sticker. All unregistered cars will be towed. Students are expected to follow all traffic rules and directions for safety. **Students may only park in the numbered parking spaces in the Student Parking Lot next to the school auditorium.** This is the only authorized student parking area on the Rogers High School campus. Driving to school and parking on school property is considered a privilege and any student not safely operating a vehicle, using it to leave school for unauthorized reasons, or caught vandalizing the property of others will have this privilege revoked.

Parking for visitors will be in the unmarked spaces in front of the school. After school hours, student-athletes may only park in the numbered parking spaces in the Faculty Parking lot next to the Tennis Courts.

**POSTERS**

All posters or announcements must be approved and initialed by the Principal or Assistant Principal, prior to display. Posters must be displayed in designated areas only. Removal of the posters must occur immediately after the event date.

**STUDENT ACTIVITIES**

Students are encouraged to participate in extracurricular activities that help fulfill and round out their educational experience. However, attendance at school and academics must be the first priority for every student.

**Eligibility Policy**

Rogers High School recognizes the value of student participation in the extracurricular and co-curricular activities that provide students with educational and recreational experiences that are not normally part of the regular academic program. In order to participate in these activities, students must remain academically eligible.

The following rules will govern academic eligibility for student participation in all extracurricular activities. In order to remain eligible for extracurricular activities, both high school and middle school students must show an effort to pass all courses.

- Students who are given warning at the mid-quarter progress report that they are in danger of failing and who subsequently receive a failing grade for that quarter will become immediately ineligible for extracurricular activities. At a minimum, this ineligibility will continue until the mid-quarter progress report of the next quarter, at which time the student, if he/she receives notification that he/she is passing, once again becomes eligible. If however the student’s mid-quarter progress report does not give notification that he or she is achieving a passing grade, the student will continue to be ineligible at least until the end of the quarter.

- If a student fails a course at the end of a quarter but was not given mid-quarter notice of being in danger of failing, that student will remain eligible up until the next mid-quarter progress report. If that report indicates that the student has a passing grade, the student will remain eligible. If however the next mid-quarter progress report indicates that the student continues to have a failing grade in the course, the student will become immediately ineligible and remain ineligible until at least the end of the quarter.

Students who are declared academically ineligible to participate in extracurricular/co-curricular activities will be prohibited from attending field trips or any other school sponsored activity that would require their absence from regularly scheduled classes. Students may also be barred from participation in extra-curricular activities for violation of the student code of conduct or violation of the district/school attendance policy.

Copies of the complete eligibility policy are available through the Main Office and Athletic Department.
There is a code of student conduct at all school functions by all students and guests that ban lewd gestures, inappropriate comments, foul language, and suggestive or vulgar movements.

**STUDENT VALUABLES**  
Students are responsible for safeguarding their personal property. Students are strongly encouraged to purchase locks for their lockers. **RHS is not responsible for unsecured personal property, including cell phones or other electronic devices.**

ROGERS HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS, INCLUDING CELL PHONES AND ANY OTHER ELECTRONIC DEVICE(S). RHS IS ALSO NOT RESPONSIBLE FOR THE INVESTIGATION IN THE LOSE OR THEFT OF SAID ARTICLE(S). PARENTS/GUARDIANS MAY REPORT THE THEFT TO THE NEWPORT POLICE DEPARTMENT.

**VISITORS**  
Rogers High School does not allow students to have guests accompany them to school unless the visit is of educational value. Prior approval, including a two-week notice, must be obtained from an Assistant Principal or Principal and classroom teachers to be visited. Any person entering Rogers High other than registered students and staff must report to the Main Office to sign in and be issued a pass.

**WORK PERMITS**  
Work permits will be issued through the Guidance Department.
This form must be signed by the student and a parent or guardian and is to be returned to the Dean’s Office within **five (5) days**.

The purpose of this handbook defines the philosophy of our Academic, Behavior and Career expectations for every student, as well as student responsibilities in these areas.

I, _________________________________________________, have read and I understand all the contents of this handbook, including my responsibilities toward maintaining a safe and appropriate learning environment.

________________________________________________________________________________________

Student’s Name (Please Print)

________________________________________________________________________________________

Student’s Signature                                              Date

________________________________________________________________________________________

Parent’s or Guardian’s Name (Please Print)

________________________________________________________________________________________

Parent’s or Guardian’s Signature                                              Date