

# ROGERS HIGH SCHOOL

## STUDENT HANDBOOK 2014 - 2015



*This agenda is the property of:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Student ID No. \_\_\_\_\_

**Rogers High School**  
*Home of the Vikings*  
**15 Wickham Road ♦ Newport RI 02840**  
**Phone: 401-847-6237 ♦ Fax: 849-3295**

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 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.

**MISSION STATEMENT**

The mission of Rogers High School, in partnership with parents and community, is to provide a challenging and appropriate education, in a safe environment, so that all students will develop the knowledge, skills, and character essential to productive citizenship, life-long learning and the ability to adapt successfully in a rapidly changing world.

## **NEWPORT SCHOOL COMMITTEE**

Dr. Charles Shoemaker, Chairperson  
Mrs. Jo Eva Gaines, Vice Chairperson  
Dr. Sandra Flowers                      Mr. Robert Leary  
Mrs. Rebecca Bolan                      Mr. Thomas Phelan  
Dr. Robert Power

### **Superintendent of Schools**

Ms. Colleen Burns Jermain

## **ROGERS HIGH SCHOOL**

### **Administration**

Principal                                      Mr. James Nelson  
Assistant Principal                      Ms. Christianne Fisher  
Dean of Students                      Mr. Raleigh Brennan

### **Department Heads**

Art/Music/Theater	TBD
English	Mrs. Zinovia Canale
Foreign Language	Ms. Janel Paquin
Mathematics	Mr. Richard Oppel
Physical Education/Health	Mr. Arthur Bell
JROTC	LCol. Carl Cowen
Science	Mr. David Goodburn
Social Studies	Mrs. Coleen Hermes
Special Education	Mrs. JoAnne Ritchie

**STUDENT HANDBOOK**  
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**PURPOSE OF THE AGENDA BOOK**

The purpose of the Agenda Book is to serve as an assignment organization notebook, Hall Pass, and a communication tool between student, teacher and parents/guardians. This handbook defines the philosophy of our Academic, Behavior and Career expectations for every student, as well as student responsibilities in these areas. **Students are expected to have this book in their possession at all times.**

## **The 3 R's of Viking Success**

**Respect ♦ Responsibility ♦ Ready to Learn**

## Rogers High School Calendar

Teacher Orientation & Workshop	September 2, 2014
First Day of School	September 3, 2014
Teacher Professional Development Day	September 9, 2014
Primary Election – NO SCHOOL Teacher Professional Development	September 9, 2014
Midterm Progress for 1 <sup>st</sup> Qtr (20 days)	October 1, 2014
NECAP Exams – Math, Reading, Writing	October 6 – 24, 2014
Columbus Day – NO SCHOOL	October 13, 2014
PSAT for 10 <sup>th</sup> & 11 <sup>th</sup> grades	October 15, 2014
Election Day – NO SCHOOL	November 4, 2014
First Quarter Ends (45 days)	November 7, 2014
Veteran’s Day – NO SCHOOL	November 11, 2014
RHS/NACTC Parent-Teacher Conference NO SCHOOL	November 20, 2014
Thanksgiving Break – NO SCHOOL	November 26-28, 2014
Midterm Progress for 2 <sup>nd</sup> Qtr (20 days)	December 11, 2014
Holiday Break – NO SCHOOL	December 24-31, 2014
New Year’s – NO SCHOOL	January 1 & 2, 2015
Martin Luther King Jr. Day – NO SCHOOL	January 19, 2015
Second Quarter Ends (90 days)	January 28, 2015
RHS/NACTC Parent-Teacher Conference NO SCHOOL	February 12, 2015
Winter Break – NO SCHOOL	February 16-20, 2015
Midterm Progress for 3 <sup>rd</sup> Qtr (20 days)	March 4, 2015
Good Friday – NO SCHOOL	April 3, 2015
Third Quarter Ends (145 days)	April 9, 2015
Spring Break – NO SCHOOL	April 20-24, 2015
Midterm Progress for 4 <sup>th</sup> Qtr (20 days)	May 14, 2015
AP Course Exams	May 4 – 15, 2015
Memorial Day – NO SCHOOL	May 25, 2015
Senior Last Day of Class	June 3, 2015
Senior Final Exams	June 4 – 10, 2015
Class of 2015 Graduation	June 12, 2015
Undergraduate Final Exams	June 16 – 19, 2015
Last Day of School (180 days)	June 23, 2015

# ◆ READY TO LEARN ◆

## STUDENT EXPECTATIONS

The Rogers High School Community has identified and adopted four core Student Learning Expectations that support the accomplishment of the school's mission and are aligned with the standards and performance indicators identified in district and school curriculum documents.

The following interdisciplinary expectations encompass academic, civic, and social outcomes and identify what a Rogers High School student should know and be able to do.

### **Students will demonstrate the acquisition of a body of knowledge as contained in the RHS academic curricula by:**

- Integrating and applying acquired skills and knowledge;
- Applying research skills;
- Using a variety of technology tools;
- Implementing academic and career decision-making skills.

### **Students will communicate effectively by:**

- Writing clearly and concisely;
- Listening for understanding in a variety of settings;
- Speaking clearly;
- Reading for understanding;
- Using other forms of expression.

### **Students will demonstrate the ability to think critically and to work cooperatively and independently to solve problems by:**

- Defining the problem accurately;
- Collecting, organizing, and analyzing information;
- Identifying and evaluating appropriate strategies;
- Selecting, implementing, and evaluating a plan of action;
- Drawing logical, in-depth conclusions.

### **Students will demonstrate a knowledge and understanding of the rights and responsibilities necessary to learn, live, and work in a culturally**

## **diverse and democratic society by:**

- Contributing to the well-being of the school and community;
- Taking responsibility for personal and academic choices;
- Exhibiting integrity and a high level of effort toward goal attainment;
- Recognizing and respecting the diversity and individuality of others.

It is this fourth Learning Expectation around which the philosophy for the Academic, Behavior and Career expectations for every student has been developed. This is the framework from which the policies for discipline, attendance, and tardiness derive. Indicators of successful accomplishment for this student rights and responsibility expectation are listed under each section. These accomplishments are on a continuum; the highest level is presented here.

- Contributing to the well-being of the school and community:
  - Always engages in meaningful service to community and/or school environment;
  - Participates in promoting a safe school environment;
  - Contributes to leadership within the school environment;
  - Follows all guidelines for school disciplinary policy.
- Taking responsibility for personal and academic choices:
  - Takes and completes all State Assessments;
  - Makes informed career and life decisions;
  - Always applies body of knowledge and problem solving approaches in each course of study;
  - Understands and accepts benefits and consequences of personal behavior;
  - Carries through with responsibilities and completion of tasks;
  - Embraces self-evaluation and reflection;
  - Sets challenging and realistic goals
- Exhibiting integrity and a high level of effort toward goal attainment:
  - Works responsibly in groups and as an individual;
  - Demonstrates satisfactory or above in effort and academic grad attainment;

- Demonstrates the use of existing and emerging technology;
- Assumes continuous responsibility for personal learning by:
  - Coming to class on time
  - Completing assignments on time
  - Utilizing extra help when offered
  - Initiating arrangements to complete missing work
- Recognizing and respecting the diversity and individuality of others:
  - Respects the rights of all people;
  - Learns about the differences among people, religions, and cultures through course study and school assemblies/events;
  - Collaborates and works with ALL students regardless of background;
  - Compares and contrasts social systems in local, state, and international settings.

### **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, students 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/guardians responsibility to notify the school as soon as possible to discuss the need for accommodations within the student's educational plan.

## **I. 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 three 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.

## **II. 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: detention and the inability to participate in extra-curricular activities.

**Note:** In cases of excused tardiness after 9:25 a.m. (M & F) and 10 a.m. (T,W,R), the student may not participate in any after school activity that day (or the entire weekend if occurring on a Friday) and is marked as "absent excused" for the entire day.

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

### **III. 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, 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.

### **IV. LEAVING SCHOOL WITHOUT PERMISSION**

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

### **V. EARLY DISMISSAL**

- a) To be dismissed prior to the end of the school day, a note **and** phone call 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 to sign the student out of school.**

- b) 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.

#### **VI. 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.

#### **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.

## ◆ RESPONSIBILITY ◆

### AGENDAS

Students must have a signed agenda book while in the hallways during class time. **This book shall be used as a pass for lavatory, locker, and Nurse's visits.** Time and destination will be filled out and initialed by the classroom teacher on the Hall Pass pages located at the back of the agenda. Agendas must be legible and readily available. **Students in the hall without an agenda will be sent to the Dean's Office, and subject to disciplinary action.** Lost or destroyed agenda's may be replaced through the purchase of a new one from the Dean's Office.

### ANNOUNCEMENTS

Announcements are read over the intercom at the end 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.

### CELL PHONES and other DEVICES PROHIBITED

According to Rhode Island General Law 16-21.2-11:

- a) **Any student** enrolled in any secondary or elementary school shall be prohibited from carrying, possessing or using a paging device of any kind or a laser pointer of any kind on school property, except with the written consent of the principal of the school in which the student is enrolled.
- b) The penalties for violation of this policy include but are not limited to: confiscation, detention, suspension and parental contact.

As a consequence of this law, any type of cellular phone, beeper, or laser pointer will be confiscated. Return of any devices will be entirely at the discretion of the Dean, Assistant Principal or Principal. Repeat offenders may forfeit the device.

### **CAFETERIA / FOOD and BEVERAGES**

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 consequence.

Food and beverages brought to school must be transported **out of sight** and are not to be consumed in the hallways or classrooms. 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.**

### **ELECTRONIC EQUIPMENT**

Radios, tape recorders, CD players, and games must be stowed in lockers or backpacks during school hours. These items will be subject to confiscation if used in school, and will be returned at the discretion of the Dean, Assistant Principal or Principal. RHS is not responsible for lost or stolen items.

**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**



## **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.

## **FREEDOM OF EXPRESSION**

Freedom of speech and expression for high school students is protected by the courts, with certain reservations based on reason and need.

Students may freely express their points of view provided they:

1. Do not coerce others to join their mode of expression;
2. Do not intrude upon the rights of others;
3. Recognize that those not sharing that opinion must be equally protected;
4. Do not create a disturbance by expressing themselves with obscene or offensive language.

Wearing provocative buttons and/or clothing or distributing controversial literature during school hours, at school sponsored functions, or on school grounds will not be permitted. This includes pornographic pictures and use of offensive language.

## **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.

### **LIBRARY**

The George H. Norman Library is open before school, during school, and after the school day. Overdue books must be returned before checking out new books.

### **LOCKERS**

Lockers are the property of the Newport School Department and, as such, lockers and their contents are subject to inspection as per search and seizure laws. Advisory teachers or physical education instructors assign lockers to students. Students are not to exchange lockers. Lockers are to be kept clean at all times. Students are responsible for safeguarding their personal property and for providing their own locks. Students may not put a lock on any unassigned locker or share lockers. RHS is not responsible for students' possessions should they violate this policy. Student lockers shall be cleaned out before the end of the year and inspected by Advisory teachers.

### **LOST & FOUND**

Items found on school grounds and turned in to the school will be kept in the Main 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. 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**

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. Students will register their car license number with the Dean's Office. Unregistered cars may be towed. 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 and substitute teachers** 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 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.**

## **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.

### **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.

### **COURSE WEIGHTING SYSTEM**

A revision of the weighted grading system took effect on July 1, 2003. This revision has the endorsement of the School Improvement Team, Department Heads, and Administration of Rogers High School. It is believed that this step will lead to increasing the academic rigor for all students at Rogers High School.

### **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.

### **STUDENT ACTIVITIES**

Students are encouraged to participate in extracurricular activities that help fulfill and round out their educational experience. However, 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.**

◆ RESPECT ◆

### 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 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 – 2:00PM TO 2:45PM**

### **EXTENDED DETENTION OF STUDENTS – 2:00PM TO 3:30PM**

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 in-school suspension and/or out-of-school suspension. Students will have the opportunity to receive academic support during detention.

### **BULLYING POLICY**

Bullying is prohibited in the Newport Public Schools, and is subject to disciplinary action. The complete definition of bullying, the responsibilities for preventing and reporting bullying, and the methods for dealing with bullying, including disciplinary sanctions, are detailed in the "Anti-Bullying Policy" (#5560) established by the Newport School Department.

### **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 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.

### **INTERNET USE POLICY - NPS #5335**

The Newport Public Schools is committed to actively pursue making advanced technology and increased learning opportunities available to our students, staff, and community. The District believes that Internet access offers our educational community valuable resources for learning and communication with others. At the same time, we are aware that material on the Internet is uncensored and we can make no guarantees that information found on the Internet will be valuable, reliable, or inoffensive. However, we firmly believe that, with proper supervision, the vast amount of information available and the interaction with other people made possible via the Internet far outweigh the risks. To the degree possible, instruction on and access to the Internet will be designed in a manner, which points students to those resources, which have been reviewed and evaluated prior to student use. As required by CIPA, Children's Internet Protection Act, Newport Public Schools employs a combination of filtering, and a firewall, to maximize our efforts to prevent access to undesirable sites.

Access to the Internet within the Newport Public Schools is viewed as a privilege, not a right. That access entails responsibility. We expect all users of Newport Public Schools' who access the Internet will do so in a

responsible manner and will be considerate of all other users. Students utilizing District-provided Internet access must have the permission of and be supervised by the Newport Public Schools professional staff.

Internet use areas will be treated like class work and school lockers. Network administrators may view files, communications and sites visited to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files accessed or stored on district computers will be private. The district will not be held liable for any lost, damaged, or unavailable information due to technical or other difficulties.

Before access is granted to any user (student, staff, or community member) the user must annually read and sign the attached agreement for acceptable use of the Internet in the Newport Public Schools. Student access will also require the signature of a parent/guardian. While we realize that accidental access to unsuitable Internet areas may occur on occasion, repeated or intentionally inappropriate Internet use will result in suspension or revocation of that privilege and may result in further disciplinary and/or legal action.

The following will also apply to Internet use within the Newport Public Schools:

- 1.) All users of Internet within the Newport Public Schools are responsible for appropriate behavior on the Internet just as they are when involved in any school activity. General District and school rules and policies apply to all Internet activity and communication.
- 2.) The purpose of Internet access at school is to support research and educational goals. Use of the Internet must always support those goals.
- 3.) Unless explicit permission is granted, games and chat lines may not be used. Accessing personal sites such as MySpace, Facebook, is expressly forbidden.
- 4.) Implementation of web sites, proxy servers or similar items with the intent to bypass district filtering and firewall is grounds for disciplinary actions.
- 5.) Internet users must never:
  - Reveal personal addresses or phone numbers
  - Send or display offensive messages, data, graphics, or pictures
  - Use inappropriate language
  - Use another person's password or account

- Violate copyright law by copying or using unauthorized copies of programs
- Access other people's folders, files, or programs without permission
- Use information without giving proper credit to the author
- Harass, insult, or attack other Internet users
- Use the Internet for any commercial purposes
- Willfully destroy or vandalize other people's work, computers, or computer programs and files

Adopted: 12/9/97

Revised: 3/30/11

Newport Public Schools

### **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 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.

### **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**

- a) 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, nun chucks; 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, night stick, 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.

- b) **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.
- c) **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**

- a) 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.
- b) 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**

- a) 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.
- b) 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.

**ROGERS HIGH SCHOOL  
AGENDA BOOK ACKNOWLEDGEMENT FORM**

*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 days** of receipt of this handbook.*

The purpose of the Agenda Book is to serve as an assignment organization notebook, hall pass, and a communication tool between student, teacher and parent/guardian. This handbook defines the philosophy of our Academic, Behavior and Career expectations for every student, as well as student responsibilities in these areas.

**Students are expected to have this book in their possession at all times while in school.**

I, \_\_\_\_\_, have read and I understand all contents of this agenda, including my responsibilities toward maintaining a safe and appropriate learning environment.

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**Student's Name (Please Print)**

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**Student's Signature**

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**Date**

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**Parent's or Guardian's Name (Please Print)**

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**Parent's or Guardian's Signature**

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**Date**