

CHARIHO REGIONAL HIGH SCHOOL
CHARIHOtech

STUDENT
HANDBOOK



SCHOOL YEAR 2018 - 2019

Chariho Regional High School

453 Switch Road
Wood River Junction, RI 02894
&

CHARIHotech

459 Switch Road
Wood River Junction, RI 02894

PHONE NUMBERS

High School Main Office	(401) 364-7778
Career and Technical Center	(401) 364-6869
Guidance Department	(401) 315-2834
Attendance Line	(401) 315-2833
High School Fax	(401) 415-0436
Career and Technical Center Fax	(401) 223-9623

For further information about the policies and procedures of the Chariho Regional School District, please visit www.Chariho.k12.ri.us

The Chariho High School Mission

The Chariho Regional High School community believes that the mission of the school is to ensure that students are responsible problem-solvers and innovators who demonstrate respect for themselves and others in an increasingly diverse, global society. We are committed to facilitating relevant, engaging instruction that fosters academic rigor, technological fluency, and social, emotional and physical wellbeing. Our highly qualified staff, students, parents and community members commit to the shared responsibility for creating a safe, supportive and collaborative learning environment that celebrates success and encourages students as intellectual risk-takers, life-long learners, and valued contributors to their community.



STUDENT EXPECTATIONS

Chariho Regional High School, in partnership with the Rhode Island Department of Education and the Chariho community, aspires to achieve these expectations for student learning based on district, state, and national standards.

ACADEMIC: All students will...

- 1. acquire, analyze, and evaluate information and ideas to effectively solve problems.*
- 2. effectively utilize literacy skills: writing, listening, and speaking; reading analysis and interpretation.*
- 3. demonstrate technological literacy in all disciplines.*
- 4. develop and exhibit an understanding of culture and the arts.*
- 5. be self-directed learners effectively using ideas and information from various disciplines.*

CIVIC: All students will...

- 6. develop an understanding of their own strengths and learning styles and apply this knowledge in planning for their education and career.*

7. *analyze problems from a global perspective and contribute to society as responsible and skilled citizens.*

SOCIAL: All students will...

8. *work actively and cooperatively to achieve group goals.*
 9. *make appropriate choices affecting their physical, social, and mental well-being.*
 10. *treat others with dignity and respect.*

SCHOOL CALENDAR 2018 - 2019

Aug. 28/29	New Teacher Orientation (<i>Teachers only</i>)
Aug. 30	Professional Development (<i>Teachers only</i>)
Aug. 31	Staff Orientation
Sept. 3	Labor Day (<i>no school</i>)
Sept. 4	Students Report to School
Sept. 12	Primary Day (<i>no school</i>)
	Professional Development (<i>Teachers only</i>)
Sept. 20	Early Release Day (<i>12:45 PM</i>)
Oct. 8	Columbus Day (<i>no school</i>)
Oct. 18	Early Release Day (<i>12:45 PM</i>)
Nov. 6	Election Day (<i>no school</i>)
	Professional Development (<i>Teachers only</i>)
Nov. 12	Veterans' Day (<i>no school</i>)
Nov. 15	Early Release Day (<i>12:45 PM</i>)
Nov. 21 - 23	Thanksgiving Recess (<i>no school</i>)
Dec. 24 - Jan. 1	Holiday Recess (<i>no school</i>)
Jan. 10	Early Release Day (<i>12:45 PM</i>)
Jan. 21	Martin Luther King Day (<i>no school</i>)
Feb. 14	Early Release Day (<i>12:45 PM</i>)
Feb. 15 & 18	Winter Recess (<i>no school</i>)
March 14	Early Release Day (<i>12:45 PM</i>)
April 11	Early Release Day (<i>12:45 PM</i>)
April 15 - 19	Spring Recess (<i>no school</i>)
May 16	Early Release Day (<i>12:45 PM</i>)
May 27	Memorial Day (<i>no school</i>)
May 31	Last Instructional Day for Seniors
June 7	HS Graduation @ URI Ryan Center
June 13 (<i>or 180th Day</i>)	Schools Close
June 14 - 21	Make-Up Days (<i>if needed</i>)

ACADEMIC CALENDAR - SECONDARY

1 st Quarter	Sept. 4 - Nov. 9 Oct. 5 <i>Progress Reports Issued</i>
2 nd Quarter	Nov. 13 - Jan. 25 Dec. 14 <i>Progress Reports Issued</i>
3 rd Quarter	Jan. 28 - April 5 March 1 <i>Progress Reports Issued</i>
4 th Quarter	Apr. 8 - June 13 May 10 <i>Progress Reports Issued</i>

ADVISORY BLOCK: Students are responsible for ensuring the efficient use of their study time. Forty-five minutes of the advisory block is dedicated to working with Advisors on the Graduation Portfolio. The

rest of the block is to be used as study time. A valid pass from the classroom teacher is required to report to the library, gym, art room, music rooms, or any classrooms throughout the school. Students must be prepared to work during their advisory block.

APPEALS POLICY: The Chariho Regional School District encourages all individuals to resolve differences informally and at the lowest possible level in the chain of command. If, however, substantive differences cannot be resolved in such a manner, all individuals are entitled to seek resolution through the District's Appeal Policy found in Section 7 of the Policies and Procedures.

ATTENDANCE POLICY

PURPOSE

The purpose of the Chariho School District Attendance Policy is to bring students and teachers together so that learning can take place. Attendance at school is a serious matter and time lost from class, including tardies and early dismissals, is irretrievable. Studies show that attendance is directly related to a student's success in school. Attendance records are also part of a student's permanent record, which may be passed on to any organization seeking references. Rhode Island state law requires all students between the ages of six and sixteen years to be registered in and attend school regularly.

DEFINITIONS:

Exempt Absences

Exempt absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, a death in the family, a doctor-excused illness or injury (doctor's written excuse must be submitted no later than two (2) school days following the absence), a school nurse teacher-excused illness or injury, court appearance, military deployment event, or dismissal from school by school principal or designee. Exempt absences do not count toward attendance policy limits. (See promotion points and course credit requirements.)

Non-Exempt Absences

Non-exempt absences include all absences not listed as Exempt Absences. Non-exempt absences count toward attendance policy limits. (See promotion points and course credit requirements.)

Truancy

A student is considered truant when he/she purposely stays away from school without parent/guardian permission. Students who do miss school with parent/guardian permission, however, may be considered truant.

Grades K-12

RECORDING AND REPORTING ABSENCES, TARDIES, AND EARLY DISMISSALS:

1. All absences, tardies, and early dismissals are recorded and reported as non-exempt until an appropriate excuse is provided in writing. See definitions above for exempt and non-exempt absences.
2. A parent/guardian is required to call the school to report their child's absence. The school clerk will attempt to contact the parent/guardian regarding absences if the school has not been notified. This contact does not imply that such absences are exempt. Parent permission, in and of itself, is not recognized as a legitimate reason for absence.

3. Following four (4) non-exempt absences, which may include tardies, and/or early dismissals, the school will contact the parent/guardian to notify them of the attendance concerns and provide a copy of the attendance policy for their review. See High School specific information below.
4. Following eight (8) non-exempt absences, which may include tardies, and/or early dismissals, the school will contact the parent/guardian in writing requesting a meeting. A referral may be made to the Attendance Officer. See High School specific information below.
5. Following ten (10) non-exempt absences, which may include tardies, and/or early dismissals, a referral will be made to the Attendance Officer and/or Truancy Court. See High School specific information below.
6. Timelines indicated in #'s 3-5 above shall be proportionally adjusted for students who are enrolled for less than one hundred and eighty (180) days.
7. Appointments with doctors, dentists, etc. should be made at times other than during the school day.
8. Students with any non-exempt absence, tardy and/or early dismissal on the day of a school-related activity (e.g., dance, play) may not attend that activity.

FAMILY TRAVEL AND VACATION:

Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. All work will be provided upon return to school; students will have one day for each day missed to complete work, up to a maximum of three (3) days.

EARLY DISMISSALS:

A written request for early dismissal for medical or family reasons signed by the student's parent/guardian must be presented to the first period classroom teacher or office on the day of the early dismissal; only those individuals eighteen years of age and older specified on the Emergency Contact List may pick-up a student. Parental phone calls requesting an early dismissal must be approved by the Principal/Designee. This request must contain the date, time, reason for dismissal, telephone number for verification, and parent/guardian signature. With the exception of siblings, students may not leave with other students on the Emergency Contact List.

Grades 5-8

PROMOTION POINTS:

I. Students exceeding ten (10) non-exempt absences per year shall not receive the three points toward promotion for the following: math, science, social studies, language arts, English, foreign languages and physical education/health. For all other courses, students exceeding five (5) non-exempt absences shall not receive the promotion point. Students in grades 5-8 who attend The RYSE School lose points after accumulating ten (10) non-exempt absences per year.

REQUESTING REVIEWS FOR THE PURPOSE OF RECOVERING POINTS

Any student (or parent of a student) who loses promotion points due to attendance may request a review for the purpose of recovering promotion points from the course in which there were more than ten (10) non-exempt absences. During the review, the student's eligibility, based upon the existence of extenuating circumstances for the excessive absences, for a promotion point recovery plan is determined. If a plan is developed to recover promotion points, it must be fully executed by the student. Plan appeals may be filed in accord with the Appeals Policy.

II. Grades 9-12

COURSE CREDIT:

In order to receive credit for a course, students must earn a passing grade. A grade cannot be earned when a student exceeds five (5) non-exempt absences in a semester. In these situations, an "E" will be recorded on

the report card indicating a loss of credit due to excessive absences. Students in grades 9-12 who attend The RYSE School lose credit after accumulating ten (10) non-exempt absences per semester.

REQUESTING REVIEWS FOR THE PURPOSE OF RECOVERING CREDIT

Any student (or parent of a student if the student is a minor) with an “E” on a report card may request a review for the purpose of recovering credit from the course in which the “E” was assigned. During the review, the student’s eligibility, based upon the existence of extenuating circumstances for the excessive absences, for a credit recovery plan is determined. If a plan is developed to recover credit, it must be fully executed by the student. Plan appeals may be filed in accord with the Appeals Policy.

INTERVENTION:

The administration/designee will notify parents/guardians of absences in the following manner:

- If a student is absent, an automated (or personal) phone call from the school is sent to the parent/guardian notifying them of the absence. Parents/guardians will be informed that the student is in danger of receiving an “E” on the report card indicating a loss of credit due to excessive absences. Parents/guardians are reminded to provide written documentation for categorization of the absence as exempt.
- At the end of each school week, an automated (or personal) phone call from the school is sent to the parent/guardian of any student with four (4) or more non-exempt absences in a semester to provide notification of the potential loss of credit and the financial responsibility for credit recovery.
- After eight (8) or more non-exempt absences in a semester, a letter is sent to the parent/guardian to provide notification of their child’s continued absences, along with a reminder of the Attendance Policy. Parents/Guardians are strongly encouraged to schedule a conference with a Dean of Students. A referral may be made to the Attendance Officer.
Revised 3/28/17; Effective 7/1/17.

“E” Credit Review Procedure

1. School Guidance Counselors will receive a copy of an excessive absence attendance report at the end of each semester from the Attendance Clerk. Guidance Counselors will review the report and inform the Attendance Clerk of any discrepancies within three (3) days.
2. The Attendance Clerk will be responsible for entering “E” to replace the semester grade(s) and withhold credit for courses where there were attendance violation(s).
3. The Attendance Clerk will send a letter to parents/students explaining that the student has not received credit due to excessive absences. The letter will explain student options for committee credit review. Requests for review must occur within ten (10) days by contacting the student’s Guidance Counselor. The student’s Guidance Counselor will schedule a meeting with the Credit Review Committee and communicate the date and time of the meeting to the student. Students must bring any absence-related documentation to this meeting.
4. A Credit Recovery Review Committee of five (two School Counselors, one Dean, one Portfolio Coordinator or Student Support Staff, the Assistant Principal) will meet at the end of each semester (February for first semester “E” and September for second semester “E”) to determine if excessive absences were justifiable and create a credit recovery plan if approved.
5. If the committee denies the credit recovery plan, student may appeal to building principal following the procedures and timelines of the Appeals Policy.
6. Student will be responsible to complete the credit recovery plan by the established due date and return it to their School Counselor.
7. The Guidance Clerk will remove the appropriate “E” from the student’s record thereby restoring credit.

BULLYING POLICY

STATE OF RHODE ISLAND **Department of Elementary and Secondary Education** **SAFE SCHOOL ACT** **STATEWIDE BULLYING POLICY**

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

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

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

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

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

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

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

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

AT SCHOOL means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,

- e. using property or equipment provided by the school, or acts which create a material and substantial disruption of the education process or the orderly operation of the school.

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

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

INFORMATION DISSEMINATION

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

This policy shall be:

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

REPORTING

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

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

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

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

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

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

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

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

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

INVESTIGATION/RESPONSE

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

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

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

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

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

DISCIPLINARY ACTION

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

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

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

SOCIAL SERVICES/COUNSELING

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

SOCIAL NETWORKING

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

OTHER REDRESS

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

ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by 6/30/12.

CHANGE OF ADDRESS: The office must be notified immediately of any change in address or other pertinent information, such as telephone number or name of parent/guardian. A change of address to a new town in the district requires that a locator card be promptly obtained from the town hall of the new residence.

18-YEAR-OLD STUDENTS: Many students will reach the age of 18 during the school year. These students become responsible for all their actions and will be treated accordingly. Parents of 18-year-old students should inform the school administration of any arrangements made between them and the student that directs the school to confer with parents. Students who are 18 need to submit an early dismissal note prior to 7:30 am. Parents who have provided documentation that an 18 year old is still a dependent, or an 18 year old who has signed a form allowing the school to communicate with parents, must have dismissal notes signed by a parent/guardian and submitted to the office prior to 7:30 am. Approval from the Dean’s office will be required for all dismissals. See the Attendance Policy for details. Students signing out before the school day ends will receive an unexcused absence for the class(es) missed, unless documentation is provided per the Attendance Policy.

FIRE DRILLS: Exiting procedures are listed in every room and will be explained by each teacher. Alternate routes may be necessary if certain exits are blocked. After exiting the building, all students are to

move away from the building and remain in class groups to give the teachers an opportunity to take attendance. This is very important in the case of an actual emergency since this is the only way we would know that someone is missing.

GRADUATION PORTFOLIO PROGRESS BENCHMARKS: In an effort to support student success and timely completion of students' graduation portfolios, students will meet the following graduation portfolio benchmarks:

- To be a sophomore, students must have entered eight (8) portfolio items, three (3) of which must be from Expectations #1 and #2.
- To be a junior, students must have entered sixteen (16) portfolio items, six (6) of which must be from Expectations #1 and #2.
- To be a senior, students must have entered twenty-four (24) portfolio items, nine (9) of which must be from Expectations #1 and #2.

GUIDANCE SERVICES: The Chariho Guidance Program is an integral part of the total school program. All staff members, including counselors, teachers, and administrators, as well as parents, are important partners in a comprehensive guidance program. The primary purpose of the Guidance Program is to support students in their growth and development. *Guidance Counselors:*

TBA, Chairperson

Elizabeth Brennan, Keith Croteau, Patricia Dipollino, Karen Fontes, and Donald Wheeler

LIBRARY MEDIA CENTER: Students may use the library before, during, or after the school day. The library opens at 7:10 AM and remains open until 3:00 PM on Monday and Wednesday, as well as upon request by a student if a librarian is available. While in the library, students will follow all school-wide rules. Additionally, students must follow library rules: sign in and out, no eating or drinking (except for water), and maintain a respectful level of noise so that others can work. Students in the library must be engaged in academic activities, which include working on assignments, conducting research, reading, or meeting with a librarian or teacher.

PROGRESS REPORTS: Midway through each marking period progress reports are issued to all students.

REPORT CARDS: High School report cards are issued four times during the school year following the close of each quarter.

SECONDARY GRADING POLICY

Rationale: The necessity for this policy grows out of a desire to bring consistency to grading practices, to hold students accountable for the production of high quality work, and to make clear that the purpose of grading is to indicate the degree of attainment of academic expectations. Thus, grades must be related to the attainment of standards as indicated in the curriculum of the Chariho Regional School District.

Purpose of Grades: All grading practices adopted by faculty of the Chariho Regional School District will support the learning process and promote student success. The primary purpose for grading student work and eventually assigning a summative grade is to communicate achievement status against the curriculum of the Chariho Regional School District to students, parents, and others during and at the conclusion of each grading period.

Communication with Students and Parents: At the beginning of each course and following approval by the principal or his/her designee, teachers must share grading practices with students and parents. This

communication must be in writing and include (1) purpose of grades, (2) weighting of the various assessments, (3) determination of final grades, (4) assessment retake guidelines (if any), (5) late work procedures, (6) incomplete and missing work procedures, (7) homework policy, and (8) instruction for parental access to grades and the school’s learning management system. Parents must receive a logged communication from the teacher whenever the degree of attainment of academic expectations falls below 70%; communications will begin following the first significant assessment. Grades for short assignments will be recorded in PowerSchool within one week of receipt from students; grades for more substantive assignments will be recorded within two weeks of receipt from students (except when grade reporting is required for the close of a marking period). It is the responsibility of parents to access information about student grades and assignments by utilizing PowerSchool and the school’s learning management system.

Grading Factors: Grades will accurately reflect what students know and are able to do. Unless specifically part of the curriculum, behavior, class participation and/or attendance, attitude, attendance at an event, covering books and the like will not be factored into summative quarterly, semester or end of the year grades. Grades will primarily be based upon assessments (e.g., major course assessments, quarterly common assessments, unit assessments, district assessments, performance tasks, major projects, research papers) which measure large chunks of learning. *Additional learning opportunities for extra credit may be offered to all students when these opportunities extend learning that directly aligns with course curriculum.

Student Citizenship: The citizenship grade shall include factors related to student effort, punctuality, participation, conduct, and responsibility. The citizenship grade shall be assigned for all classes according to the following scale, with phase-out of this component of the grading system in 2018-2019 at the High School and in 2019-2020 at the Middle School.

H	Honorable
G	Good
N	Needs Improvement
U	Unsatisfactory

Student Learner Qualities: The Learner Qualities rating will be implemented in 2018-2019 at the High School and in 2019-2020 at the Middle School. Students will be rated on five learner qualities in each class at the close of each semester, with a summary rating reported on student report cards. The following learner qualities will be rated as “meets” or “does not meet”:

Self-Directed Learner

Learners take initiative and are active participants in the learning process. Learners make meaning by linking their story, their new learning and their purpose. Learners carefully plan their learning journey.

Quality Producer

Learners create organized and professional products. Learners always wonder about why and how. Learners take risks and explore in order to arrive at new solutions.

Collaborative Worker

Learners work together, especially in a joint intellectual effort. Learners fight for inclusion and work to ensure all voices are represented and heard.

Respectful Citizen

Learners are positive participants who engage others in the academic and social aspects of work. Learners have a sense of belonging, of being part of a learning community at school, at work, at home, and in social networks.

Growth Mindset

Learners recognize that effort creates ability. Learners know that those who work, learn. Learners demonstrate an openness and readiness to learn and understand that they are in control of their own destiny.

Weighting of Grades: Generally, assignments fall into two categories. The first, which includes a combination of homework (no more than 15%), quizzes, daily assignments, reviews, warm-ups, and similar short assessments FOR learning, may together count for no more than 35% of the final grade. The second, which includes major course assessments (20%), quarterly common assessments, unit assessments, district assessments, performance tasks, major projects, research papers, and similar more substantive, summative assessments may together count for no less than 65% of the final grade. *There must be consistency in terms of categories into which assignments fall and to the weighting of grades.

Multiple Assessment Opportunities: *Students may be provided with more than one opportunity to show what they know and are able to do on a summative assessment. While these opportunities must be offered to all students who meet reassessment criteria, they must always follow reteaching. Grades on second chance assessments should not simply be averaged with that given on the first assessment but should accurately reflect a student's achievement status. (Reassessments for Major Course Assessments are governed by the Academic Requirements for High School Graduation Policy.)

Determination of Final Grades: Making a grading determination at the close of a quarter, semester or year involves more than calculating a simple average. Professional judgment must be used in considering the total body of achievement evidence to be certain that the final summative grade accurately measures the degree of attainment of the curriculum of the Chariho Regional School District. Therefore, with appropriate justification, teachers may override the average grade.

Meaning of Grades: Generally, grades assigned at the secondary level are determined in one of two ways. First, grades reflect percent correct. In this case, a simple numerical grade is assigned. Second, grades may be based upon a rubric or other scoring criteria. In this case, a translation to a numerical grade may be necessary. In both cases, grades are based on a 100-point scale; the possible range of scores on any individual assessment is from zero (0) to one hundred (100). For the purpose of providing definition to quarterly summative numerical report card grades, the following scale shall be used:

A	90-100
B	80-89
C	70-79
F	50-69

Homework: Homework is defined as short-term written work assigned by a teacher designed to provide students with opportunities to reinforce, practice and apply previous learning. Homework is due during the next class meeting. While other work (e.g., research, reading, test preparation, etc.) may be assigned to be completed at home, it is not considered as homework under this policy. Each teacher shall develop and communicate a homework policy that holds students accountable for the production of quality homework products. Homework, as defined by this policy, may count for no more than 15% of a student's quarterly grade.

**Incomplete and Missing Work for Students in Grades 6-12: When graded work (not including homework) is missing or incomplete (and the missing or incomplete work is not allowed by another policy), an M (missing) will be entered in the electronic grade book. Students will have until five school days before the issuance of quarterly progress reports and five school days before the end of the quarter to submit missing or incomplete work. The quarterly progress report date, as indicated on the school calendar, will apply when work is due during the first half of the quarter. The end of the quarter date, as indicated on the school calendar, will apply when work is due during the second half of the quarter. Seniors during the fourth quarter have until five days before the final instructional day. When submitted, such work will be graded so as to indicate the degree of attainment of academic expectations; a late work penalty may be applied. If missing or incomplete work remains during the period of four or fewer days before the issuance of progress reports or the end of the quarter (four or fewer days before the final instructional day for seniors during the fourth

quarter), as appropriate, or if work is not submitted when due during this period, a zero (0) will be entered for all such work.

****Student Accountability for Incomplete and Missing Work for Students in Grades 6-12:** Each secondary school will develop an internal procedure, which must be approved by the Superintendent, to minimally include the following:

1. The principal (or designee) will review a listing of all students with missing or incomplete work each school week. Homework, as defined by this policy, shall not be included. Parents will be notified.
2. The student will lose all privileges including, but not limited to, participation in extracurricular activities and use of student parking.
3. The student will be assigned detention, extended school day, guided study, or supervised work day, as is determined by the length of time needed to complete incomplete and missing work.
4. The missing work designation will be removed and privileges reinstated following the submission of a quality work product, as determined by the teacher or another member of the department.

Specific school practices and procedures for incomplete and missing work must be communicated to students and parents at the beginning of each semester.

Refusal to Complete Work: When a student is present in class and refuses to complete work, the Behavior Code will be applied.

Late Work: In no case shall the grade for late work exceed the minimum proficiency grade of 80%. This must be uniformly applied to all students; consideration must be given to other policies, such as the attendance policy.

Appeals and Exceptions: Appeals to this policy and/or exceptions due to hardship or extenuating circumstances may be requested in accord with the Appeals Policy.

*These policies must be consistently applied. Therefore, policy consensus must first be attempted at the school level. If this is not possible or practical, policy consensus must be attempted as follows and in the following order: For the Middle School, first grade, then team. For High School grades 9 -12, then department.

**These sections apply to all students enrolled in the Chariho Alternative Learning Academy.
Revised 5-22-18, Effective 7-1-18

STANDARDS FOR STUDENT BEHAVIOR

CHARIHO HIGH SCHOOL/CHARIHO CAREER AND TECHNICAL CENTER

The Standards for Student Behavior provide guidance to students in the fulfillment of their responsibilities as productive citizens of Chariho High School/Chariho Career and Technical Center. The Standards are:

- Respect and encourage the right to teach and the right to learn at all times.**
- Be actively engaged in learning, ask questions, collaborate, and seek solutions.**
- Be on time to fulfill your daily commitments.**
- Be appropriate; demonstrate behavior that is considerate of the community, the campus, and yourself.**
- Be truthful, communicate honestly.**
- Be responsible and accountable in your choices.**

This behavior code is designed to create a safe and orderly environment. Before any teaching and learning can take place, students and staff must feel safe. Time spent in the High School must be free from the distractions of inappropriate behavior. Our goal is to change the inappropriate behaviors and to help students to accept responsibility for their actions. Our attention, therefore, is focused on shaping behavior and not on the punitive nature of issuing consequences.

This code is reviewed, with faculty input, and amended periodically by the administration, the Superintendent, and approved by the School Committee. The code is to be administered consistently with equal enforcement for all.

The rules and regulations set forth by the Behavior Code are intended to follow the policies as set forth by the Chariho School Committee as well as state and federal statutes. Any changes and/or differences decreed at state or federal levels would take precedence over the Chariho High School/Chariho Career and Technical Center Behavior Code. Consequences for infractions will be assigned according to the code listed below. Any modifications of the code in the issuing of consequences will be done at the discretion of the administration and in consultation with the teachers from whom disciplinary referrals originate.

LEVELS OF DISCIPLINE

Lunch Detention (L.D.)

- One quiet lunch period in alternate location.

Teacher Detention (T.D.)

- T.D. is assigned for inappropriate classroom behavior (e.g., talking, academic non-compliance, missing work, disruptive behavior, unprepared for class, gum chewing, tardiness, uncovered books, littering, academic dishonesty).
- 24-hour notice is given.
- Late bus passes are available.

Office Detention (O.D.)

- Missing office detention due to absenteeism/suspension will result in office detention on the next day of attendance.
- Detention is held in a designated area from 2:20 to 3:05 PM.
- 24-hour notice is given.
- Late bus passes are available.
- Students must be engaged in school-related academic work during office detention; failure to do so will result in the assignment of another office detention.

Extended School Day (E.S.D.)

- ESD is held after school hours, from 2:20 to 5:20 PM, and on Saturday morning from 8:00 to 11:00 AM, in a designated area.
- 24-hour notice is given.
- Parents/Students are responsible for transportation.
- Missing ESD due to absenteeism/suspension will result in ESD the next day of attendance.
- Students must be engaged in school-related academic work during ESD; failure to do so will result in the assignment of another ESD.

In-school Suspension (I.S.S.)

- Serious violations of the behavior code will result in in-school suspension (ISS)
- Suspensions will start the day of or the day after the violation.
- Students will complete classwork as assigned by the Dean of Students.
- Suspensions may be held at a central location on the Chariho campus.

- Failure to successfully complete an In-school Suspension will result in additional discipline.

Out-of-School Suspension (O.S.S.)

- Serious violations of the behavior code will result in out-of-school suspension (OSS).
- Suspensions start the day of or the day after the violation.
- A parental (guardian) meeting must occur prior to readmission.
- Serious or excessive violations may result in a referral to the Superintendent for further consequences.

Saturday Service: An Alternative to Out-of-School and In-School Suspensions

The principal or designee shall have the option, as a means of reducing lost instructional time, of assigning students to perform community or school service as an alternative to out-of-school and in-school suspensions of one day.

- Service shall be assigned on a Saturday at the rate of three (3) hours of service per day of out-of-school suspension. Saturday Service may be assigned in lieu of E.S.D.
- Failure of a student to report or to meaningfully participate in the service requirement will result in a parent-administrative conference plus make-up of the Saturday Service.
- Service may be assigned for violations of the discipline code related to a) class disruption, b) cutting class, c) damage, theft, vandalism of property, d) disruptive or unsafe devices, e) distribution of unauthorized material, f) ESD violations, g) insubordination, defiance, disrespectful behavior, h) leaving school without permission, i) lunchroom misconduct, j) recreational equipment, k) smoking and possession of tobacco products, l) vulgarity, obscene gestures, pornography, and m) technology.

<i>Standards for Student Behavior Infraction</i>	<i>Frequency of Infraction</i>	<i>Consequence</i>
I. Academic		
A. Cheating, Forgery, Plagiarism	All Violations	Dependent upon the severity of the offense, one of the following will be imposed: 1. Grade Reduction and 1-3 E.S.D. Assignment(s) 2. Grade of Zero and 1-3 E.S.D. Assignment(s) In either case, the original assignment must be redone.
B. Academic Non-Compliance	1 st , 2 nd , & 3 rd Violation(s)	1 T.D. Assignment
	4 th Violation	1-3 O.D. Assignment(s)
	5 th Violation	Parent-Teacher Conference
	Subsequent Violations	1-3 E.S.D. Assignment(s) and Parent-Administrative Conference
II. Accountability		
A. Cutting, Removal from, or Leaving Class or Lunch	1 st Violation	1-3 O.D. Assignment(s)
	2 nd & Subsequent Violations	1-3 E.S.D. Assignment(s)
B. Cutting, Removal from, or Leaving ESD	All Violations	Parent/Guardian -Administrative Conference, Make-up of E.S.D.(s)
C. Cutting, Removal from, or Leaving Office Detention	All Violations	1 E.S.D. Assignment

D. Cutting, Removal from, or Leaving Teacher or Lunch Detention	All Violations	1 O.D. Assignments
E. Cutting, Removal from, or Leaving Saturday Service	All Violations	Parent/Guardian -Administrative Conference; Make-up of Saturday Service
F. Leaving Chariho Campus	1 st Violation	1 E.S.D. Assignment
	2 nd Violation	1-3 E.S.D. Assignment(s)
	3 rd & Subsequent Violations	1-3 I.S.S. Assignment(s)
G. Tardy to Class, Lunch or Other Assigned Area	1 st & 2 nd Violations	Warning
	3 rd & 4th Violations	1 T.D. (class) or O.D. Assignment
	5 th & Subsequent Violations	1 E.S.D. Assignment
H. Tardy to School	1 st Violation	Warning
	2 nd , 3 rd & 4th Violations	1 L.D. Assignment
	5 th & Subsequent Violations	1 O.D. Assignment
I. Truancy	All Violations	1-3 E.S.D. Assignment(s)
III. Behavior		
A. Bus Behavior Code Infractions (Class III - V)	All Violations	In addition to consequences imposed under the Bus Behavior Code and dependent upon the severity of the offense, one or more of the following may be imposed: 1-3 O.D.; 1-3 E.S.D.; 1-5 I.S.S.; 3-10 Hrs. of Community Service; Restitution; Police Contact; Referral to Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
B. Class Disruption	1 st Violation	1-3 T.D. Assignment
	2 nd Violation	1-3 O.D. Assignment(s)
	3 rd & Subsequent Violations	1-3 E.S.D. Assignment(s)
C. Damage, Theft, Intrusion, Vandalism of Property	All Violations	Dependent upon the severity of the offense, one or more of the following may be imposed: 1-3 O.D.; 1-3 E.S.D.; 1-5 I.S.S.; 3-10 Hrs. of Community Service; Restitution, Police Contact; Loss of Parking Permit Until Restitution is Made; Referral to Superintendent and/or School Committee for Additional Discipline and Intervention,

		Which May Include Indefinite Suspension from School
D. Possession and/or Use of Disruptive or Potentially Unsafe Devices (e.g., stink bombs, water pistols, air horns, lighters, etc.)	1 st Violation	1-3 E.S.D. Assignment(s)
	2 nd Violation	1 I.S.S. or 3-10 Hrs. of Community Service
	3 rd & Subsequent Violations	2-3 I.S.S. Assignment(s) and 3-10 Hrs. of Community Service
E. Insubordination, Defiance, Disrespectful Behavior	1 st Violation	1-3 O.D. Assignment(s)
	2 nd Violation	1-3 E.S.D. Assignment(s)
	3 rd & Subsequent Violations	1-3 I.S.S. Assignment(s) and/or 3 Hrs. of Community Service
F. Lunchroom and Corridor Misconduct		
	All Violations	1-10 L.D. Assignment(s)
G. Physically or Verbally Aggressive Behavior, which may include Intimidation and Harassment	1 st Violation	1-3 O.D. Assignments
	2 nd Violation	1-3 E.S.D. Assignment(s)
	3 rd & Subsequent Violations	1-5 I.S.S. Assignments and/or 3-10 Hrs. of Community Service, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
H. Vulgarity, Obscene Gestures, Pornography	1 st Violation	1-3 E.S.D. Assignment(s), Possible Police Contact
	2 nd & Subsequent Violations	1-3 O.S.S. Assignment(s), Possible Police Contact
I. Vulgarity, Obscene Gestures, Pornography Directed at an Individual	All Violations	1-3 I.S.S. Assignment(s), Possible Police Contact
IV. Endangering Behavior		
A. Threatening Behavior (e.g., threats of arson and bombs, threats to individuals) <i>Please note: Persons making threats involving substantial harm to others will be referred to the school psychologist</i>	All Violations	3-10 O.S.S. Assignments, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School.
B. Assault (including date-related assault), Arson, Bomb	All Violations	5-10 O.S.S. Assignments, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School.
C. Fighting (or instigating a fight even if a fight does not result)		
	1 st Violation	1-3 E.S.D. Assignments or 1-3 O.S.S. Assignment(s), Possible Police Contact
	2 nd & Subsequent Violations	3-10 O. S. S. Assignments, Police Contact, Referral to the Superintendent and/or School Committee for

		Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
D. Bullying or Hazing	All Violations	Dependent Upon the Severity of the Offense, Consequences May Include Admonitions and Warnings, T.D., O.D., E.S.D., O.S.S, Loss of Student Parking Privileges, Loss of Opportunity to Participate in Extra-Curricular and/or Social Activities, Loss of Opportunity to Participate in Graduation Exercises, Police Contact, Referral to Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School.
E. Sexual Harassment	1 st Violation	1-3 O.S.S. Assignment(s), Possible Police Contact
	2 nd & Subsequent Violations	3-10 O. S. S. Assignments, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
F. Dating Violence (other than assault)/Electronic Dating Violence	All Violations	Dependent Upon the Severity of the Offense, Consequences May Include Admonitions and Warnings, T.D., O.D., E.S.D., O.S.S, Loss of Student Parking Privileges, Loss of Opportunity to Participate in Extracurricular and/or Social Activities, Loss of Opportunity to Participate in Graduation Exercises, Police Contact, Referral to Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School.
G. Possession of Weapons, Bullets, Facsimile or Potentially Unsafe Devices	All Violations	1-10 O.S.S. Assignments, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
H. False Alarm and/or False 911	All Violations	1-3 I.S.S. Assignment(s) and/or 3-10 Hrs. of Community Service, Restitution, Possible Police Contact, and Possible Referral to Superintendent and/or School Committee for Additional Discipline and Intervention, Which May

		Include Indefinite Suspension from School
I. Video Voyeurism	All Violations	1-10 O.S.S. Assignments, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
V. Other		
A. Cell Phones/Recreational Equipment	1 st Violation	Confiscation; Return at End of Day
	2 nd Violation	Confiscation; Parent/Guardian Pick Up and Request to Review; 1-3 O.D. Assignments
	3 rd & Subsequent Violations	Confiscation; Parent/Guardian Pick Up and Request to Review; 1-3 E.S.D. Assignments; No Further Possession in School
B. Dress Code Violations	1 st Violation	Warning, Replacement of Clothing
	2 ⁿ Violation	1-3 O.D. Assignment(s), Replacement of Clothing
	3 rd & Subsequent Violations	1-3 E.S.D. Assignment(s), Replacement of Clothing
C. Distribution of Unauthorized Material	1 st Violation	1-3 O.D. Assignment(s)
	2 nd Violation	1-3 E.S.D. Assignment(s)
	3 rd & Subsequent Violations	1-3 I.S.S. Assignment(s) and/or 3-10 Hrs. of Community Service, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
D. Gambling	1 st Violation	1-3 O.D. Assignment(s), Possible Police Contact
	2 nd Violation	1-3 E.S.D. Assignment(s), Possible Police Contact
	3 rd & Subsequent Violations	1-5 I.S.S. Assignment(s) and/or 3-10 Hrs. of Community Service, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
E. Overt Display of Affection	1 st Violation	Warning
	2 nd Violation	1-3 O.D. Assignment(s)

	3 rd & Subsequent Violations	1-3 E.S.D. Assignment(s)
F. Retailing	1 st Violation	1-3 O.D. Assignment(s)
	2 nd & Subsequent Violations	1-3 E.S.D. Assignment(s)
VI. Substance Abuse		
A. Use/Possession of Tobacco Products, Including Electronic and Non-Combustible Smoking Devices	1 st Violation	2 E.S.D. Assignment(s)
	2 nd & Subsequent Violations	1-3 I.S.S. Assignments, 5-10 Hrs. Community Service, Referral to Student Assistance Counselor
B. Possession, Use, and/or Under the Influence of a Controlled Substance, including Unauthorized Prescription Drugs, Drug Derivatives (i.e., edibles), Natural or Synthetic Substances, or Alcohol	All Violations	3-10 O.S.S. Assignments, 10 Hours of Community Service, Referral to Student Assistance Counselor, Completion of Student and Parent/Guardian Evidence-based Online *Prevention Program, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
C. Distribution, Solicitation, Sale, or Intent of Sale of Controlled Substances, including Unauthorized Prescription Drugs, Drug Derivatives (i.e., edibles), Natural or Synthetic Substances, or Alcohol	All Violations	10 O.S.S. Assignments, 10 Hours of Community Service, Referral to Student Assistance Counselor, Completion of Student and Parent/Guardian Evidence-based Online *Prevention Program, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
D. Possession/Distribution or Sale of Paraphernalia	All Violations	3-10 O.S.S. Assignments, 10 Hours of Community Service, Referral to Student Assistance Counselor, Completion of Student and Parent/Guardian Evidence-based Online *Prevention Program, Police Contact, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
E. False Presentation	1 st Violation	2 O.S.S. Assignments, Police Contact, Completion of Student and Parent/Guardian Evidence-based Online *Prevention Program, 10 Hours of Community Service, Referral to the

		Student Assistance Counselor
	2 nd & Subsequent Violations	3-10 O.S.S. Assignments, Police Contact, 10 Hours of Community Service, Referral to the Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School

All Section VI infractions will result in seizure and destruction of products, unless said products are required as part of a police investigation. Products will not be returned.

***Online programs for students and parents by 3rd Millennium Classrooms are funded by the Chariho Tri-Town Task Force on Substance Abuse Prevention**

Any two substance abuse offenses over the course of a student's high school career will result in police notification; 10 O.S.S. assignments; and referral to the Superintendent and/or School Committee for additional discipline and intervention, which may include indefinite suspension from school. The Superintendent, at his/her discretion, may implement this segment of the policy when two substance abuse offenses occur between grades five and twelve.

VII. Technology

A. Violations of the Expectations for Care of the Laptop (See 1:1 link at www.chariho.k12.ri.us)	1 st Violation	1-3 T.D. Assignment (for classroom occurrence) or 1-3 O.D. Assignment (for common area occurrence)
B. Attempting to Access Programs (including games), Directories or Files on the System without Permission	2 nd Violation	3-5 O.D. Assignment(s) and 5-10 Day Restricted Use of Device
C. Unauthorized Use of Communication Tools, Including but Not Limited to Email, Chat Rooms, and Texting	3 rd & Subsequent Violations	1-3 E.S.D. Assignment and 5-10 Day Suspended Use of Device
D. Unauthorized Use of Printers		
E. Unauthorized Access, Including but Not Limited to Attempted or Successful Logging in with Another Student's, Teacher's or Administrator's ID	All Violations	1-5 I.S.S. Assignments and/or 3-10 Hrs. of Community Service, Possible Police Contact, Restitution, 5-180 Day Restricted or Suspended Use of Device, Possible Referral to Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
F. Engaging in Prohibited Uses as Outlined in the Responsible Use of Technology Policy (See www.chariho.k12.ri.us/policy .)		
G. Failure to Monitor Personal Access and to Use Sound Judgment		
H. Accessing or Deleting Data or Programs to Interfere with the Operation of the Network	All Violations	5-10 I.S.S. Assignments and/or 3-10 Hrs. of Community Service, Possible Police Contact, Restitution, 5-180 Day Suspended Use of Device, Possible Referral to Superintendent and/or School Committee for Additional Discipline and Intervention, Which May Include Indefinite Suspension from School
I. Accessing Data or Programs with the Intent of Modifying or Deleting Confidential Information		
J. Distribution of Malicious Software		
K. Distribution of Copyrighted Materials		

L. Deletion or Substitution of Administrator Account		
VIII. Transportation		
A. Motor Vehicle Violations (e.g., speeding, reckless driving, not following directions of traffic/bus supervisors, parking in a restricted area, parking in another student's spot, etc.)	1 st Violation	Loss of Parking for Two Weeks Possible Police Contact
	2 nd Violation	Permanent Loss of Parking, Possible Police Contact
B. Parking Without Permission	All Violations	1-3 E.S.D. or Saturday Service Assignment(s), Car May be Towed at Owners Expense
C. Unauthorized Transfer of Parking Permit to Another Individual	All Violations	Permanent Loss of Parking
Students who are issued a parking permit under the Parking on the Chariho Campus Policy are bound by the terms and conditions of that Policy, as well as those indicated in this Policy, including in the Definitions section.		

Out-of-School Suspensions in Excess of Ten Days
Any out-of-school suspension in excess of ten days shall involve the implementation of an alternative plan as required by R.I. General Laws 16-21-27. The Superintendent, or his designee, shall develop such plans on an individual case-by case basis which may include, but not be limited to, placement in an alternative setting, tutoring, counseling, and computer-assisted instruction.

DEFINITIONS

Arson	Unlawful and intentional damage, or attempt to damage any public, private, or personal property by fire or incendiary device.
Bullying	See Policy Against Bullying
Cheating, Forgery and Plagiarism	<p>Academic dishonesty in any form is a serious offense in any institution of learning. Students who choose to be academically dishonest cheat not only themselves and their teachers, but also all other students who show integrity in their efforts.</p> <p>Plagiarism is the use of and representation of other people's words and/or ideas, in whole or in part, as one's own work. This definition applies to words or ideas taken without proper acknowledgement from any published or unpublished source, including books, periodicals, Internet sites, and essays or other works of fellow students. Teachers will inform students at the beginning of a course as to the grading procedures to be applied in their particular courses.</p> <p>Plagiarism may take many forms, including, but not limited to, the following:</p> <ol style="list-style-type: none"> 1. Copying word for word from any outside source without proper acknowledgement. This applies to the use of an entire paper, to the use of entire sections and paragraphs, and to the use of a few words, phrases, and/or structure. This also includes non-textual material, including musical and artistic copyrighted

	<p>compositions as well as theatrical and dance choreography.</p> <ol style="list-style-type: none"> 2. Intentionally paraphrasing ideas from any outside source without proper acknowledgement. 3. Submitting in whole, or in part, the work of another student. 4. Submitting in whole, or in part, an assignment written for another course by someone else. 5. Intentionally allowing one's essay, assignment, or test answers to be copied by another student.
Physically Aggressive Behavior	Behavior that is unsafe or results in injury, throwing or pushing objects, or moving in an unsafe manner.
Damage to School Property	Students are issued various materials throughout the year (laptops, textbooks, calculators, etc.) for which they are responsible. In the event that school property is destroyed, defaced or lost, the student will be required to make restitution. Destruction or defacement of school property in any form will result in serious disciplinary action. Should materials become lost during the school year, students are to report this to their teacher and make arrangements to pay for the replacement. Students will be allowed to take exams, but will receive an incomplete until restitution is made. Report cards, transcripts, and diplomas will be withheld until restitution is made.
Dating Violence	The Lindsay Ann Burke Act (16-85) requires the creation of policy that fosters a school environment that is free of dating violence. Dating violence will not be tolerated at Chariho High School/Chariho Career and Technical Center and shall be immediately reported to a Dean of Students or school administrator; all reports of dating violence will be investigated. Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal or emotional abuse to control his or her dating partner. Guidelines apply to events that occur on school premises, on a school bus, at a school stop, or at any school-sponsored event.
Distribution of Unauthorized Material	Any student who willfully and knowingly distributes any petitions, circulars, newspapers and other printed matter; wears any button, badge, or other insignia; or posts on a bulletin board any item in violation of school committee policy may be suspended or indefinitely suspended or otherwise penalized, depending on the severity of the violation, and in accordance with the established disciplinary procedures.
Dress Code	Students are expected to be neatly dressed and groomed. Respect for Chariho, as well as one's self, demands appropriate dress at all times. Safety considerations require prohibition of bare feet and sunglasses in buildings; other items may be specified by specialized programs. Bathing suits; hats, hoods, or other headwear; sleepwear, including one-piece pajamas and bottoms; muscle shirts; halter tops; shorts, spandex, and skirts that fall shorter than fingertip length; clothing that exposes the torso or that which is excessively torn; display of undergarments; or attire that promotes suggestive/profane messages, alcohol, drugs, or violence which lead to the disruption of normal school activities are also prohibited. If dress is disruptive to learning, school authorities will have the prerogative to take corrective action. Inappropriately dressed students will be asked by school personnel to change or cover themselves to conform to these expectations.
Drug Paraphernalia	Any object or device used, intended for use, or designed for use in ingesting, inhaling, injecting, or otherwise introducing controlled or

	restricted substances into the human body (e.g., hookah pens, vape pens, bong, pipes, roach clips, cocaine spoons, crack vials, tobacco rolling papers) or any object or container used, intended for use, or designed for use in storing, concealing, or distributing controlled substances.
Electronic Dating Violence	Electronic Dating Violence occurs when the offender prohibits the use of a communication device to seek assistance, threatens his/her partner in a text message, uploads or shares humiliating or harassing pictures online or through a cell phone, and/or posts something online to make fun of, threaten, or embarrass.
Fighting	Students and staff have the right to a safe and orderly environment to be productive and to maximize their potential. Fighting interferes with these expectations. Fighting is defined as an aggressive physical act between two or more students. It results in hostile contact that could include hitting, pushing, kicking, etc. This behavior is inappropriate, disruptive, and threatens the safety of all students and staff. Students need to develop skills to deal with conflict in ways other than physical contact.
Forgery	Forging or tampering with school documents, such as changing grades or signing notes.
Hazing	A method of initiation into any organization, group, club, etc., which causes or is likely to cause bodily danger, harm, personal degradation, disgrace, humiliation, or mental harm.
Insubordination/Defiance	Students and staff should expect to be treated with respect. These offenses are categorized by disrespectful behavior and/or refusal to follow school rules.
Lunchroom Behavior	Disciplinary action will be taken when a student violates the lunchroom rules or exhibits disrespectful behavior towards cafeteria workers, lunchroom supervisors or other students while in the cafeteria. All students will: <ol style="list-style-type: none"> 1. Remain seated, talk quietly, 2. Behave in a courteous manner at all times, 3. Clean table area and return tray to its proper place, 4. Refrain from taking food/drink from the cafeteria without permission, and 5. Refrain from asking other students for money.
Parking	Limited student parking is allowed on campus for seniors. Permits to park on campus must be obtained at the Deans' Office. To obtain a permit, a student must present a valid copy of his / her license, current registration, and insurance policy, as well as an application signed by the parents granting permission for the student to drive to school. Students must park in the student parking lot in a designated numbered space. When available, one-day temporary permits may be granted by the Deans' Office provided all other permit requirements are met. Parking on campus is a privilege and students may forfeit that privilege if school rules are not followed (see Parking on the Chariho Campus Policy). The administration reserves the right to search a student vehicle on campus if there is a reasonable suspicion that the vehicle contains evidence related to a violation of the behavior code. The following violations will result in OSS, ESD, detention, and/or temporary or permanent loss of parking privileges. <ol style="list-style-type: none"> 1. Parking on campus without a permit. 2. Damage to school property with restitution. 3. Parking in other than assigned parking space.

	<ol style="list-style-type: none"> 4. Speeding and/or reckless driving on school property. 5. Unauthorized use/transfer of a parking permit. 6. 3rd and subsequent tardy to school per semester. 7. Leaving the Chariho campus without permission. 8. A combination of 3 ESD/OSS per semester will result in loss of parking pass for the school year. 9. Failure to make restitution.
Recreational Equipment	Recreational equipment includes items that are generally unrelated to and unnecessary for the instructional program; items include, but are not limited to, audio equipment, computer games, cards, toys and skateboards. Only when these items are used for the instructional program and authorized by the principal may they be brought to school. Otherwise, if brought to school and/or used inappropriately, items will be confiscated and reviewed, if applicable.
Sexual Harassment	<p>It is the policy of the Chariho Regional School District, as well as state, federal and local law, (including, but not limited to, Title VII of the Civil Rights Act of 1964 As Amended, Title IX of the Education Amendments of 1972, Rhode Island General Law 28-5.1, Fair Employment Practices Act, Rhode Island Public Law Title 16-38-1.1, and the Carl Perkins Act) that sexual harassment of a student, present or prospective employee, or visitor shall not be tolerated. Violation of this policy and of the law, if proven, will result in disciplinary action. Any person who believes that he/she has been the recipient of sexual harassment may seek redress through the Chariho Regional School District's Harassment Policy.</p> <p><i>Sexual harassment is defined as:</i> Unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or success as a student; 2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or 3. Such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment. <p>Refer to separate school committee policy for specific explanation of considerations and grievance procedures (www.Chariho.k12.ri.us).</p>
Theft (personal or school property, or from vehicle on school property)	The taking, carrying, leading or riding away of property of another person without threat, violence or bodily harm.
Threat (physical, electronic or verbal)	Placement of another person in fear of bodily harm through verbal threats with or without the mention of a weapon or subjecting the person to actual physical attack.
Tobacco Products	Rhode Island State Law prohibits the use of tobacco products on public school campuses. In order to comply with state law, to provide a safe and healthy learning environment, and to establish a positive role model for good health habits, it is necessary that the Chariho Regional School District use all of its power and authority to insure that tobacco products are not used on any of its campuses, or any other location under the

	<p>school district's jurisdiction. Students are, at all times, prohibited from the use, possession, purchase, sale, or other transfer of tobacco products. Tobacco products include any product containing and made, or derived from, tobacco or nicotine that is intended for human consumption, including but not limited to cigarettes, cigars, little cigars, pipe tobacco, spitting tobacco, chewing tobacco, dipping tobacco, powdered tobacco, loose tobacco, snus, pouches, pellets, nicotine toothpicks, nicotine orbs, nicotine gel or lotion, or electronic cigarettes, electronic cigars, electronic pipes, or other similar products that rely on vaporization or aerosolization, or bidi cigarettes which can be used for, but whose use is not limited to smoking, sniffing, chewing, vaporizing, inhaling, absorbing, dissolving, or spitting and ingestion by any other means of the product. Tobacco products do not include any product that has been approved by the US Food and Drug Administration for sale as a tobacco cessation product and is being used, marketed and sold solely for the approved purpose. This policy applies to all school and non-school events held on all school property, whether owned, leased, or rented, 24 hours per day, 7 days per week.</p>
Vandalism	<p>The willful and/or malicious destruction, damage or defacement of public, private or personal property without the consent of the owner or the person having custody or control of it. This category includes graffiti.</p>
Video Voyeurism	<p>Video voyeurism occurs when a person uses, installs, or permits the use or installation of an imaging device to capture, record, store, or transmit visual images of the intimate areas of another person.</p>
Weapons	<p>The School Committee acknowledges the importance of respect for authority within the schools. The Committee requires that a student's first violation of Endangering Behavior and Weapons sections of the codes involving a staff member will cause an immediate referral to the Committee for disciplinary action which may include indefinite suspension from school. A weapon (or facsimile) includes any item that may be used to cause harm.</p>
<p><i>A second violation in one school year of the Unlawful Endangering Behavior and/or Weapons section of the code will cause the student to be immediately referred to the School Committee for discipline which may include indefinite suspension. In accordance with SEC 4141 – The Gun Free School Act of the Elementary and Secondary Education Act and RI General Law, 16-21-18 – Relating to a Gun Free School, a one-year suspension will be imposed upon any student who is in possession of a weapon on school grounds. The term of suspension may be shortened by the Superintendent on a case-by-case basis.</i></p>	

GENERAL NOTATIONS

1. Parents/Guardians will be notified of all infractions of the behavior code. All suspensions require parental/guardian contact by letter.
2. Length of suspension invoked by building administrators is limited to a five-day maximum, except as specifically noted in this policy. Students will be assigned to an alternative educational setting, most likely In-School Suspension, on the 11th day of cumulative suspension; nothing in this policy prohibits the assignment to an alternative educational setting prior to the 11th day of cumulative suspension. In-School Suspension may be held in a single location on the Chariho campus.
3. Consequences may be adjusted, in consultation with the Superintendent (or designee), based upon the severity of the offense.

4. Appeals related to this policy must be filed within 48 hours of parental notification. Procedures and timelines detailed in the Appeals Policy will be followed.
5. If a student is suspended on a Friday, he/she is precluded from attending or participating in extracurricular or sporting events which occur during that weekend. Students may not attend or participate in extracurricular or sporting events on any day during which a suspension occurs. Suspensions include those which are conducted in school, out-of-school, and in alternative settings.
6. In the event that a student, without the permission of school authorities, does not fulfill the assignment of a disciplinary consequence, the student will lose all privileges including, but not limited to, participation in and attendance at extracurricular activities and use of student parking, until the requirement to fulfill the disciplinary consequence is complete.
7. At school-sponsored events, all behavior code provisions are applicable and students are subject to the authority of school personnel.
8. In accord with Section 300.532, a manifestation hearing will be conducted for students with IEPs and 504 Plans to determine if behaviors causing suspensions in excess of ten cumulative days are a manifestation of a student's disability.
9. In accord with 16-19-6, students who persistently violate rules and regulations and who persistently misbehave in school may be referred to Truancy Court. In addition, students with chronic behavior issues may be referred to the Superintendent and/or School Committee for additional discipline.
10. Students who are excessively out of class may be placed on pass restriction at the discretion of the deans and/or administrators.
11. In rare cases, even after multiple attempts to constructively change poor behavior, students continue to negatively impact the learning environment. In these instances, at the discretion of the principal and when positive results are likely to occur, parents/guardians may be required to attend school with their children.
12. Administrators, or their designees, have the authority to discipline students when unlawful acts under Rhode Island law are committed that do not fall within the confines of this discipline code.
13. Except as provided by law, all rights and responsibilities of a student's parents/guardians transfer to the student on the student's eighteenth birthday. A parent/guardian may, however, obtain access to the student's records if the student is claimed as a dependent on the parent's/guardian's most recent federal tax return. In such cases, the parent/guardian must present the tax return to the principal.
14. In any case where restitution or payment is required but not submitted, all possible legal and/or collection remedies will be pursued. *Revised 5/8/18; Effective 7/1/18.*

RESPONSIBLE USE OF TECHNOLOGY POLICY

Purpose and Expectations

The Chariho Regional School District ("District") uses technology as one tool to support our mission of ensuring that all students meet high academic standards and are prepared for lifelong learning and productive global citizenship. The District supports the notion that students and educators should have ready access to the vast instructional potential of technological tools.

The District's Responsible Use of Technology Policy (RUTP) provides guidance to students ("users") and District employees ("providers") in the responsible use of technology for educational purposes, research and communication. This policy provides guidelines but does not attempt to state all permitted or prohibited activities. The District has the right to prohibit any District technology use by providers and users not stated in this policy.

Every user needs technology skills and knowledge to succeed as an effective and productive citizen. Every provider needs access to technological tools to provide users with the best possible opportunity for success. The 21st century learning environment includes all types of resources including computing devices, Internet sites and software. Users and providers have access to personal technology including, but not limited to, computers and cell phones and District technology which includes local network resources, Internet service, and a variety of digital devices including, but not limited to, laptops, tablets, desktop computers, smart boards and software. All use of District technology is intended to support the effective implementation of the Chariho Regional School District's curriculum, standards and business requirements.

Only educational software and digital tools approved by the District may be used for instructional purposes.

Internet Safety, CIPA and Personal Use

The District complies with the Children's Internet Protection Act ("CIPA"). The District uses technology protection measures to block or filter, to the extent practicable, access to content or transmission of visual depictions, communications or otherwise, that are obscene, pornographic, and harmful to minors over the network. Providers, even when they allow access for educational reasons to sites normally blocked or filtered, also provide reasonable monitoring of users Internet use. It is the responsibility of all to monitor his/her own access and use sound judgment in matters related to potentially obscene, pornographic, and/or harmful materials. The District's content filter will be frequently updated and be active when any District device is used outside of school and when any personal device accesses the Internet via the District's network.

This policy applies regardless of whether such use occurs on or off school property and it applies to all District technological resources including, but not limited to, computer networks and connections; the resources, tools, and learning environments made available by or on the network; and all devices that connect to those networks. When issued a mobile computing device by the District, users and providers may use it at school or at home. The District permits personal use so long as it occurs on personal time, complies with this policy and CIPA. Personal use should not interfere with District activities and other established policies and procedures. Users and providers are responsible for their actions and activities involving District technology, networks, and Internet services and for keeping their files, passwords, and accounts secure. Users and providers accessing the Internet via District technology assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by the policy or accompanying guidelines. Damage, malfunction, theft, or similar event to an issued and assigned device must be reported within twenty-four (24) hours of the event.

Unauthorized Software and Hardware Modifications

Providers and users shall not install software or hardware on the District-issued devices that can monitor or record the Internet activity, access the files or electronic communications, or capture any data transmissions from other District or non-District-issued equipment. Additionally, hardware installation, repairs, and hardware configuration of the District-issued devices will be performed by the District IT staff or by authorized users or providers under the direct supervision and responsibility of District IT staff. All District technology, which includes software, is subject to District IT oversight and control.

Social Media

Personal or private use of social media may have unintended consequences. Social media is defined as Internet-based applications including, but not limited to, Facebook, Twitter, chat rooms, instant messaging, blogs, wiki's, etc., that turn communication into interactive online dialogue.

With regard to Providers, postings to social media should be done in a manner sensitive to the providers' professional responsibilities and should maintain an appropriate professional relationship with users. The District authorizes providers to access social media from the District's network provided such access has an educational purpose.

With regard to Users, social media may not be used in a way that undermines the District's mission or causes a substantial disruption to the school environment. Providers and Users are also bound by other Chariho policies, such as the Personnel Management System Policy and the Standards for Student Behavior Policy.

Personal access and use of social media from the District's network and Internet service by users and providers is prohibited during instructional time, unless specifically intended for educational purposes.

All use of technology resources, including accessing social media with District property or during school-sanctioned events, shall be in accordance with all provisions of this policy.

No Expectation of Privacy with District Technology, Networks, or Internet Services

The District retains control, custody and supervision of all technology, networks and Internet services owned or financed by the District. The District reserves the right to monitor all usage including Internet usage of the District-issued equipment. Users and providers shall have no expectation of privacy with regard to the use of District technology and District property including network, Internet access or files and email. No expectation of privacy extends to all files stored on the District-issued device including email and Internet usage of the device.

The District reserves the right to monitor users' and providers' online activities accessed through District technology, including networks or Internet services. The District can access, review, copy, store or delete any electronic communication or files and disclose them to parents, guardians, teachers, administrators or law enforcement authorities as the District deems necessary or mandated by law.

The District will not make use of any camera or microphone on District technology for remote monitoring purposes. The District can monitor devices not issued by the District that are using the District network or Internet services.

Other Guidelines for Users

A. Technology Use is at the Discretion of the District

Use of District technology, networks and Internet services can be restricted or prohibited. Users must also follow this policy when using allowable personal digital devices including, but not limited to, laptop computers, tablets and cell phones while on District property, at school-activities and/or riding District-provided transportation.

B. Responsible Use

1. Users are expected to use District technology primarily for educational purposes.
2. Users are expected to comply with this policy and when using technology outlined in this policy.
3. Users are responsible for their actions and activities involving District technology, networks and Internet services and for keeping their files, passwords and accounts secure.
4. Users shall not use personal devices during instructional time without permission.
5. Users should promptly inform their teacher or school administrator if they are aware of any technology issue that is contrary to this policy.
6. Users are expected to comply with any District requests to limit use of the District technology.

C. Prohibited Uses

While technology can be a valuable resource in an academic setting, it has the potential for misuse. Prohibited use will result in disciplinary action as defined by the appropriate Standards for Student Behavior Policy and other applicable policies and may also include loss of use of District technology.

1. Inappropriate Material: Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
2. Illegal Activities: Using District technology, networks and/or Internet services for any illegal activity or activity that violates other District policies, procedures and/or school rules.
3. Violation of Copyrights: Copying or downloading copyrighted materials without the owner's permission or any other activity that violates other District policies regarding copyrighted material.
4. Non-School-Related Uses: Using District technology, networks or Internet services for private financial gain, commercial, political, religious, advertising or solicitation purposes is prohibited.
5. Misuse of Passwords/Unauthorized Access: Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts or providers' accounts.
6. Malicious Use/Vandalism: Any malicious use, disruption or harm to District technology, including, but not limited to, modifying or uninstalling device configurations, hacking activities and creation/uploading of computer viruses. Vandalism includes damaging computer equipment, files, data or the network in any way.
7. Unauthorized Access of Electronic Communication Tools: Accessing resources such as email, chat, social networking sites, texting and telephone services without specific authorization from instructional staff.

D. Personalization of Issued and Assigned Devices

1. Users are allowed to personalize devices within the parameters of this policy. Personalization must not impede the instructional and educational use of the device and may not be any form of non-digital customization including, but not limited to, stickers, decals or artwork.
2. Users are not allowed to make configuration changes that may interfere with maintenance, software installation, or software upgrades.
3. Personalization must conform to all other applicable policies of the District. No use of media prohibited by other policies is allowed.
4. The District assumes no liability or responsibility for personal electronic property saved to a device. This includes, but is not limited to, personal software, files, games, eBooks, and other media.
5. The District assumes no liability or responsibility for unauthorized charges made by users that may include, but are not limited to, credit card charges, long distance telephone charges, and electronic payment services.
6. In the event that device internal memory is insufficient for the download or use of required educational content, the provider will be required to remove personal files.

E. Communication of Policy

This policy shall be provided to all users and parents/guardians on an annual basis. All users shall be provided with instruction regarding this policy.

Other Guidelines for Providers

A. Primary Intent

District technology is made available to providers to allow for the enhancement, enrichment, and expansion of educational opportunities for users. Its primary use is for educational purposes.

B. Responsible Use

1. Providers are expected to use District technology primarily for educational purposes.
2. Providers are expected to comply with this policy and when using technology outlined in this policy.
3. Providers are responsible for their actions and activities involving District technology which includes networks and Internet services, and for keeping their files, passwords and accounts secure.
4. Providers should promptly inform District IT staff or school administration if they are aware of any technology use or issue that is contrary to this policy.
5. Providers are expected to comply with any District requests to limit use of District technology.
6. Providers should understand that they are held to a higher standard than the general public and are expected to set the example with regard to policy adherence, standards of conduct and ethics. Reference should be made to other Chariho policies, including the Personnel Management System Policy.

C. Prohibited Uses

1. Inappropriate Material: Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
2. Illegal Activities: Using District technology, networks and/or Internet services for illegal activity or activity that violates other District policies, procedures, and/or school rules.
3. Violation of Copyrights: Copying or downloading copyrighted materials without the owner's permission or any other activity that violates other District policies regarding copyrighted material. Under no circumstance may software purchased by the District be copied or distributed.
4. Non-School-Related Uses: Using District technology, including networks or Internet services for private financial gain, commercial, political, religious, advertising or solicitation purposes is prohibited.
5. Misuse of Passwords/Unauthorized Access: Sharing passwords, using other providers' passwords without permission and/or accessing other providers' or users' accounts.

D. Personalization of Issued and Assigned Devices

1. Providers are allowed to personalize devices within the parameters of this policy. Personalization must not impede the instructional and educational use of the device.
2. Providers are not allowed to make configuration changes that may interfere with maintenance, software installation, or software upgrades.
3. Personalization must conform to all other applicable policies of the District. No use of media prohibited by other policies is allowed.
4. The District assumes no liability or responsibility for personal electronic property saved to a device. This includes, but is not limited to, personal software, files, games, eBooks, and other media.
5. The District assumes no liability or responsibility for unauthorized charges made by providers that may include, but are not limited to, credit card charges, long distance telephone charges, and electronic payment services.
6. In the event that device internal memory is insufficient for the download or use of required educational content, the provider will be required to remove personal files.

E. Communication of Policy

All providers shall be given instruction regarding this policy. *Revised 5/12/15; Effective 7/1/15.*



Chariho Regional School District

Expectations for Care of Laptop

Students are expected to follow all of the specific guidelines listed in this document and take any additional common sense precautions to protect the assigned device. Loss or damage resulting from failure to abide by these guidelines or from willful neglect will result in full financial responsibility.

Damage & Theft: Report damage within twenty-four (24) hours to the Help Desk located in the library. Stolen devices should be reported immediately to the Help Desk. If the device is stolen outside of school, report it immediately to the local police and come back to school with the offense number from the police report.

General Guidelines:

1. Changing the physical structure of the device such as engraving, marking, applying stickers or other items, etc. is prohibited. Stickers may be applied over a protective cover.
2. Only the student to whom the device is assigned may use the device; do not exchange passwords with others.
3. The device must be kept free and clean of debris. Use an anti-static cloth to clean the screen and air duster to clean the keyboard. Visit <http://www.apple.com/support/macbook/care> or <http://www.dell.com/support/article/us/en/19/SLN180697>, as appropriate, for more information about laptop care.
4. Keep the device safe and secure at all times (e.g., lock the devices in a locker during lunch and physical education.)
5. Use care when inserting and removing cords, cables, and removable storage.
6. Use the device on a solid, sturdy surface.
7. Do not carry the device while the screen is open.
8. Store the device in the case provided or other protective covering. If other than the school-issued case is used, the school-issued case must be returned to the Help Desk. Make use of a keyboard protector for MacBook Airs, which may be purchased at school.
9. Food, drink, or other liquids should not be consumed or used in the vicinity of the device. Do not carry liquid, even in a sealed container, with your device.
10. Never leave the device unattended.
11. Back up your data. Never consider data to be safe when it is stored on only one device. Data on the desktop will not be saved if there are system or network interruptions and data stored on a hard drive can be lost if there is a hard drive failure. To be safer, save important information using at least two methods.
12. Read all care and safety warnings included with your device.
13. Report to every class with a charged device.
14. The police will be notified of theft, vandalism and intentional damage.
15. All matters related to failure to return or damage to a laptop and all outstanding balances must be remedied prior to the issuance of a diploma or the transfer of transcripts.
16. Immediately surrender the device upon request from the school. Understand that there is no expectation of privacy when using the District network and devices. (See the Responsible Use of Technology Policy for privacy details.)

17. Be knowledgeable about and follow the Responsible Use of Technology Policy.

Home Care:

1. Fully charge the device every night. Use a surge protector when charging.
2. Unplug the device when severe weather is expected.
3. Store the device on a desk or table, but not on the floor.
4. Protect the device from pets, heat and cold, small children, and food and drink.
5. Parents should feel free to establish home guidelines for device and internet use.
6. Check on coverage provided by insurance, including homeowners.

Traveling:

1. Place the device in the case provided or other protective covering.
2. Do not carry in a bag or backpack containing heavy books, food, or liquids.
3. Do not use the device in a moving vehicle.
4. Keep the device safe and secure at all times.

STUDENT LOCKERS: All incoming freshmen will be assigned a locker. Students in Grades 10 – 12 may request a locker by obtaining a form outside the Main Office, filling it out completely, and turning it into the clerks at the Main Office. Students will be notified of their locker assignments when the request form has been processed. It is strongly recommended that students lock their belongings in a locker. The school will assume no responsibility for lost or stolen articles. The administration may, when there is reasonable suspicion of illegal activity or violation of school rules, search student lockers.

STUDENT PARKING: The Parking on the Chariho Campus Policy governs student parking. Limited parking spaces are assigned in accord with this policy. Academic standing, attendance, citizenship, and other factors are considered. Vehicles may be searched in the event of reasonable suspicion of illegal activity.

TELEPHONE: Office phones are for school business only and thus, cannot be used by students for personal calls. Cell phones should be turned off and out of sight during the school day and may be used, with permission, only in cases of emergency and in the foyer of the main entrance. Students cannot receive phone calls while in school. Only messages of an emergency nature will be given to students by the office personnel at the discretion of the administration.

VIDEO CAMERAS: In an effort to protect students and property, students should be aware that video cameras are in use in the high school and surrounding areas.

VISITORS: Upon their arrival on campus, all visitors to the school must report to the main office in either the High School or Career and Technical Center buildings to obtain a visitor's pass. Chariho students are not permitted to invite other guests for all day visits or to visit during school hours. Exceptions to this rule will be considered when a visitor request form is completed at least two days before the expected visit. This form can be obtained in the Deans' office. Students will not be called from class to talk with unexpected visitors except in emergency situations where relatives are involved.

WITHDRAWAL FROM SCHOOL: The guidance counselor should be contacted when a student is considering withdrawing from school. Withdrawal will be reviewed and necessary papers prepared if the withdrawal becomes a reality. Transcripts will be issued only after all obligations have been met in returning books and other loaned materials.

