

# Student Handbook

2018-2019



North Kingstown High School  
150 Fairway Drive  
North Kingstown, RI 02852

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## **MESSAGE FROM THE PRINCIPAL**

Dear Students and Families,

Welcome to North Kingstown High School! We are a comprehensive high school serving students in grades 9 through 12 in the North Kingstown and Jamestown communities. We are a *leading* school as classified by the Rhode Island Department of Education's accountability system. We have been named as one of the *top high schools in America* by US News and World Report three times (2007, 2010, and 2014). In 2011, the College Board named NKHS to its prestigious *Advanced Placement Honor Roll* in recognition of the consistent high levels of achievement by our students in those courses. We were the first high school in RI to receive this designation.

In the co-curricular realm, we have the largest athletic program of any RI high school. Our teams compete at the highest levels possible in each sport and regularly garner team and individual accolades each season. Our athletic department has been recognized as the top overall program in RI five times, the most of any high school. Our music and fine arts department produce top award winners each year at both the state and national level. We have numerous student-led and faculty-sponsored club activities that meet a broad range of student interest.

We ask that all students and their parents/guardians take the time to familiarize themselves with our Student Handbook. The guidelines and rules established in this handbook will be reviewed with students during the first weeks of school.

If you have questions or concerns at any time throughout the school year, feel free to contact the appropriate school personnel. I am looking forward to a great 2017-2018 school year!

Sincerely,

Denise Mancieri, Ed.D.  
Principal  
North Kingstown High School  
denise\_mancieri@nksd.net

Important Telephone Numbers

Main Number	268-6236	Student Services Office	268-6233
Guidance Office	268-6240	Absence/Sick Line	268-6239
Clinic	268-6278	Athletic Director	268-6281
School Resource Officer	268-6264	NKSD Administration	268-6403
Mr. Steven Clarke, Dean of Students for 10th & 12th grade			268-6277
Mr. Joseph Laramee, Dean of Students for 9th & 11th grade			268-6234
Dr. Barbara Morse, Assistant Principal for Teaching of Learning			268-6289
Mrs. Donna Sweet, Assistant Principal for Student Services			268-6266
Dr. Denise Mancieri, Principal			268-6231

For more information about North Kingstown High School, visit our school webpage at:  
[www.nksd.net](http://www.nksd.net)

Keep up to date with NKHS news on Twitter [@nkhs\\_ri](https://twitter.com/nkhs_ri)  
Follow the Student Services Office on Twitter [@MrsSweet\\_NKHS](https://twitter.com/MrsSweet_NKHS)  
Get the latest NKHS guidance information on Facebook at ***NKHS Guidance and Student Services***  
Student Services School Culture Website: [School Culture Google Site](#)

## **DAY 1 & 2 Bell Schedule**

<b>Day 1</b>	<b>Day 2</b>
<b>Period 1 - 7:15-8:35</b>	<b>Period 5 - 7:15-8:35</b>
<b>Advisory - 8:41-8:56</b>	<b>Advisory - 8:41-8:56</b>
<b>Period 2 - 9:02-10:22</b>	<b>Period 6 - 9:02-10:22</b>
<b>Period 3 - 10:28-12:18</b>	<b>Period 7 - 10:28-12:18</b>
<b>1st lunch - 10:28-10:53</b> <b>2nd lunch -11:10-11:35</b> <b>3rd lunch - 11:53-12:18</b>	
<b>Period 4 - 12:25-1:45</b>	<b>Period 8 - 12:25-1:45</b>

## **NORTH KINGSTOWN SCHOOL DEPARTMENT**

### **MISSION STATEMENT**

Our mission is to educate our students to become intellectually active adults, to inspire them to reach individual excellence, and to challenge them to become responsible members of society.

### **VISION STATEMENT**

All students of the North Kingstown School Department will achieve rigorous learning goals and will continuously improve in their academic, social, emotional, creative, and physical growth. In order to do this, we will provide a learning environment that meets the diverse needs of every student. Each student will have access to a high quality, rigorous curriculum through multiple and varied opportunities. With the help and engagement of our staff, families, and community members, our students will attain the skills, strategies, and knowledge necessary to be prepared for their college and career choices and ultimately their roles in society. We commit to using our resources to support our priorities: student learning and achievement, effective and innovative instruction, and continuous professional improvement.

### **NOTICE OF NON-DISCRIMINATION**

It is the policy of the North Kingstown School Department not to discriminate on the basis of age, sex, race, religion, national origin, ethnic origin, color, disability, status of a veteran or sexual orientation.

The May 13, 2016 guidance issued by the U.S. Departments of Education and Justice states that: As a condition of receiving Federal funds, a school agrees that it will not exclude, separate, deny benefits to, or otherwise treat differently on the basis of sex any person in its educational programs or activities unless expressly authorized to do so under Title IX or its implementing regulations. The Departments treat a student's gender identity as the student's sex for purposes of Title IX and its implementing regulations. This means that a school must not treat a transgender student differently from the way it treats other students of the same gender identity. Transgender students are allowed to access facilities according to their gender identity. At the request of the transgender student, a private changing facility and/or restroom shall be provided for purposes of privacy and comfort.



## **SEXUAL HARASSMENT**

Sexual harassment is any unwelcome physical or verbal conduct of a sexual nature; such as touching, grabbing or sexual comments, directed at another student, teacher, or staff members because of his or her gender that interferes with the ability of a student to receive an education.

Students are expected to treat their fellow students as well as all NKHS teachers and staff members with dignity, courtesy, and respect at all times. In accordance with this philosophy, sexual harassment is strictly forbidden at North Kingstown High School, on its premises, and during its programs and activities. Students are strongly encouraged to report violations of this policy to teachers and administrators.

North Kingstown High School will take prompt and fair action to fully investigate any report of sexual harassment and will take appropriate remedial steps to ensure that it will not continue. Disciplinary action will result from violations of this anti-harassment policy.

## **NORTH KINGSTOWN HIGH SCHOOL MISSION STATEMENT**

The mission of the North Kingstown High School community is to provide our young adults a learning environment, both physically and philosophically, that fosters their growth as students, citizens and individuals through opportunity, accountability, encouragement and security.

## **CORE VALUES & BELIEFS STATEMENT**

North Kingstown High School is committed to providing our students with a learning environment and experiences that foster their growth as individuals and support them in becoming:

- Effective communicators
- Problem solvers
- Independent thinkers
- Skillful collaborators
- Active citizens
- Self-directed lifelong learners

## **21<sup>st</sup> CENTURY EXPECTATIONS FOR STUDENT LEARNING**

*In order to be prepared to compete in the 21<sup>st</sup> century global economy, North Kingstown High School expects that, throughout their high school experience, students will achieve in the following areas:*

### ***ACADEMIC***

- (A1) Demonstrate personal responsibility for and a commitment to achieving their full potential.
- (A2) Use technology appropriately in all educational settings to expand knowledge and enhance skills.
- (A3) Analyze data, communicate ideas, and become informed and critical consumers of information and media.
- (A4) Think critically and reason effectively to solve complex problems.
- (A5) Practice efficient and effective time management skills in both individual and collaborative settings.
- (A6) Explore and create in the fine and performing arts and practice healthy behaviors.

### ***SOCIAL***

- (S1) Exhibit self-discipline, integrity and ethics, compassion, a sense of fairness, and respect for themselves and others at all times.
- (S2) Take advantage of opportunities to participate in elective and extracurricular activities that expand knowledge and strengthen skills.

### ***CIVIC***

- (C1) Engage in community involvement as a responsible, participatory, and/or justice-oriented citizen to develop life skills and career goals.
- (C2) Exercise responsible citizenship through adhering to school policies and following expectations outlined in the Student Handbook
- (C3) Cultivate an awareness and understanding of global issues and cultures.

### **ACADEMIC STANDING: EXTRACURRICULAR ELIGIBILITY**

In order for students to be eligible to participate in extracurricular activities, they must maintain good academic standing. Good academic standing is evidence that a student is working toward achieving the 21st Century Expectations for Student Learning. In parallel with eligibility rules for sports programs the definition of good academic standing will be as follows: [Athletics Homepage-Click on Athletic Handbook](#)

## **ACADEMIC DISHONESTY: CHEATING & PLAGIARISM**

**Academic Dishonesty:** Cheating and plagiarism are dishonest and unethical. Academic dishonesty, whether intentional or inadvertent, has no place at North Kingstown High School. Students are honor bound to do their own work and to encourage fellow students to do the same.

### **Definitions**

**Cheating** is purposely ignoring the rules surrounding any assignment or test. *Cheating may take the form of:*

- Copying another person's work on a test, quiz, classwork, project, out of class assignment or homework assignment.
- Sharing one's work with others in any form on a summative assignment or any assignment designated by the teacher as individual work.
- Any actions taken which deliberately violate the rules of a test or assignment.
- Using a cell phone, chromebook, computer, or any other means to share information about a summative or formative assessment that has already been given, or will be given.
- Taking access to information prior to teacher instruction.

**Plagiarism** is using the ideas or writings of another person as one's own. It includes copying or imitating the language, ideas and thoughts of another author and making them appear as one's own original work. The administration and faculty of North Kingstown High School will ensure that all students are given the necessary instruction each year on how to avoid plagiarism. Students must ensure that they clearly understand how to properly cite others' works and thoughts or seek assistance to clarify these procedures.

*Plagiarism may take the form of:*

- A paper partly or entirely written for the student by another person.
- A paper bought or secured over the internet or by other means.
- Unattributed or un-footnoted direct quotations.
- Unattributed or un-footnoted paraphrases.
- Material taken from the Internet or any other electronic source is governed by the same rules for referencing another person's work as any other written source of material.

### Consequences:

- Upon determination of cheating or plagiarism, parents/guardians will be notified.
- No credit will be given for all formative assignments when cheating or plagiarism has occurred. For summative assignments, the teacher will consult with his or her department chair before the determination is made and the teacher will then notify the parents/guardians.
- The teacher will make a referral in ASPEN and the infraction will become part of the student's academic file.
- The teacher will also make a referral to the Assistant Principal for Teaching and Learning. The Assistant Principal, will review the infraction with the teacher and department head, will decide if further consequences are warranted, which may include detention, community service, social probation and an opportunity (and conditions) for the student to complete the assignment.
- **In all cases the NKHS National Honor Society, Leadership Academy advisors and Athletic Director will be notified, and a letter will be placed in the student's file. Eligibility to remain in the organization (or as a Captain for an athletic team) will be determined by advisors, Athletic Director and administration as it is applicable.**

As with any decision at the building level, a final appeal may be made to the principal.

### ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) became a federal law (P.L. 93-380) in 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Information on who may have access to student records and how to request permission to review these records may be obtained from the guidance office.

### ADULT STUDENTS

Those students who reach their 18th birthday while still attending NKHS have the right to become their own guardian. Students must have a signed letter of intent when they are acting as their own educational advocate. Doing so excludes the parent(s) from access to any academic, attendance, or conduct records, including progress to graduation. Parents are encouraged to contact the Student Services Office for more information.

18 year old students that dismiss themselves early or arrive late to school without a validated reason (see verified absences) will be marked as an unvalidated absence and are therefore subject to behavior and academic consequences for missed work. In the case of cut classes or unverified absences, students are not able to make up missed work, tests, or quizzes and an automatic zero is awarded for said grades. The missed class is considered a class cut.

## **ADVISORY PROCEDURES**

Advisory meets each day after periods 1 and 5 of the day. Students are assigned an advisory as freshmen and stay with those same students and teacher/advisor for their four years at NKHS. The main purpose of the NKHS advisory period is to aid in personalization (making a large school such as ours feel smaller for students). The following procedures need to be followed during advisory:

1. Report to your assigned advisory every day at the scheduled time.
2. Students are not to be out of advisory without permission from their advisor and a signed planner. Passes going to other teachers should be filled out ahead of time and ready for the advisory teacher to simply sign.
3. Students should be quiet and respectful for morning exercises and announcements.
4. Students participate in all advisory activities.
5. Food or drink (other than water) is allowed in advisory only at the discretion of the individual advisor. Your individual advisory teacher sets their own policies on food, drinks, and cell phones. Students are required to follow the teacher of record's directives on these three items.
6. Any food or drink allowed or offered to students during advisory or the school day should comply with the district wellness policy: **JL-GBGC**

## **ATTENDANCE**

In order to obtain the best possible education, it is important for students to attend every class every day. Classroom instruction is the most important activity at North Kingstown High School. Absences and tardiness disrupt the access to classroom instruction.

### **Tardy to School:**

Students who arrive late to school miss valuable instructional time. Students who arrive later than 7:15am to school must sign in at the Student Services Office or to a Dean if visible. We understand that on occasion incidents happen, upon the fifth tardy of the quarter, consequences will be applied. Doors will be locked at 7:15 and students can only access school via the Main Office entrance.

Consequences (by quarter) for unverified tardiness/dismissal to school

1. **Fourth unverified tardy/dismissal**: Students will be assigned a one-hour office detention.
2. **On the 6th unverified tardy/dismissal**: A parent will be notified, and a one-hour office detention will be assigned, up to 10 unverified tardy/dismissals.
3. **On the 10th unverified tardy/dismissal**: An attendance plan will be developed with the student, parent and the Dean. Students on an attendance plan will potentially incur social probation, loss of parking and eligibility for athletics, clubs and activities.

Extra-curricular activities, work, and athletics are not valid excuses to miss detention. School is every student's first job and priority. Making up work comes before after school jobs, sports, and clubs. Students will meet with the Dean to set the date of the assigned detention. Students are expected to contact the appropriate dean, in advance, if they are unable to attend their assigned detention. Detention lists will be shared with club advisors, the Athletic Director and coaches.

### **School Absences:**

When a student is not able to attend school, parents must notify the school attendance line (268-6239) that their child is going to be absent for that day.

1. A medical note or other documentation needs to be provided within 3 days of the absence in order for the absence to be considered verified.
2. Students are only allowed to make up work and assessments missed during verified absences.
3. Parents will be notified by the automated telephone system each time their son/daughter is absent without verification.
4. Beginning with the eighth cumulative absence, an attendance letter will be sent and a parent meeting may be required.
5. The fifteenth cumulative unverified absence will result in an automatic referral to Truancy Court or when student reaches 10% chronic absences.
6. Each unverified tardy or dismissal counts as one quarter of an absence. For example, four tardies or dismissals would equal one full day absence.
7. Extraordinary medical or personal circumstances should be brought to the attention of the NKHS Administration and school nurse. Chronic illnesses may need the intervention of a 504 plan.

### **Verified absences definitions:**

1. School sponsored field trips
2. Suspensions
3. School mandated meetings
4. Advanced announced religious observances
5. Verified court obligations
6. Verified college and military visits (seniors only) by advanced approval from the AP for Student Services (notes due within 3 days of event), not to be in excess of three absences. Midterms and Finals are not acceptable times for these types of visits.
7. Verified medical illness for specific dates (notes due within 3 days of illness)
8. Verified doctor's appointment (notes due within 3 days of illness)
9. Verified family bereavement, please call the Assistant Principal for Student Services

Family vacations are NOT encouraged during non-school vacation times and are not considered verified absences unless approved in advance by the Administration.

Students must be in school by 8:00 am in order to be eligible for any athletic practice, game or other school activity (excluding academic events such as ARC, extra help) that day unless a waiver is granted by the Athletic Director, Dean or administration. Acceptable reasons may include medical, bereavement, religious or emergencies. Exception to this rule is for seniors that have earned the privilege of a delayed start to their day.

## **BACKPACKS, OVERSIZED BAGS AND/OR PURSES**

Backpacks, bags and purses are expected to be placed in student lockers during the school day and are not to be carried or worn during school hours with the exception of periods 4 and 8, after the lunch block has ended. Students will be allowed to bring their backpacks or bags to their last period class only to facilitate dismissal time. Students are expected to comply with teacher direction as to where to place these items in the classroom during last period.

A backpack is defined as any article that is larger than a string bag. Therefore all bags used to carry books or personal items should not exceed \_\_\_\_\_

*Backpacks and bags, like any student item, are subject to search and seizure by the NKHS Administration or Deans at any time.*

## **BULLYING/HARASSMENT**

Bullying or harassment occurs when a student(s) threatens, assaults, harasses, menaces, intimidates, organizes a campaign to shun, humiliates or taunts another student(s) or teacher or staff member or uses technology or social media for any of these purposes over a duration of time. Any of these actions can seriously impact the ability of students to concentrate on their academic work and may even endanger their physical and mental well-being while in school. Students and/or parents should notify the appropriate Dean if bullying or harassment occurs in school or outside of school as these matters often spill into the school day. These matters will be handled with utmost discretion towards the person reporting the incident. Bullying or harassment of any kind will NOT be tolerated and will be dealt with severely.

The following RI Law and NKSD School Committee policy guides how NKHS handles bullying/harassment issues. This information should be reviewed carefully by students and parents: [NKSD Policy - JBA](#)

## **CLINIC/HEALTH SERVICES**

A student who becomes ill should have her/his assignment planner signed from his or her classroom teacher and report to the clinic. Students will not be allowed into the clinic without a pass, including during passing and lunch period, unless it is an emergency. No student under the age of 18 will be dismissed for medical reasons during the school day without the authorization of a parent/guardian. The student's home will be called from the clinic. **Students should not call, text, or email a parent on their own to pick them up in lieu of going home through the clinic, as all dismissals from school must be recorded by the clinic or Student Services Office.** Dismissals from the clinic are considered verified if the school nurse deems the student is too ill to remain in school.

A medical form is part of the beginning of the year online packet. -This form must be returned to the clinic. It provides the nurse with an update of the student's medical needs as well as permission to self-carry medication and for the nurse to administer acetaminophen (Tylenol brand). The nurse is not able to administer acetaminophen without written parent/guardian permission.

**Note: Any student with a fever of 100° or higher is not allowed to attend school. Students must be fever free, without fever reducing medication, for 24 hours before returning to school.**

High school students will be allowed to carry and administer **over-the-counter** medications during the school day. The student must carry only one day's supply of the medication in its original labeled container. Students at the high school are allowed to carry and administer their own *Epipens* and inhalers. It is essential that the nurse is made aware of all students requiring this accommodation.

All other **prescription** medication must be administered by the school nurse. These medications must initially be brought to school by a parent/guardian in their original labeled container and must be authorized by the student's physician and parent/guardian and renewed annually. All controlled substances must be brought to school by a parent or guardian. With the exception of controlled substances, in the case of extenuating circumstances, the nurse may grant permission for the student to self-carry/administer a prescription medication, e.g. migraine medication.

Students are prohibited from sharing, transferring or diverting their own medication to any other student. The School Department reserves the right to revoke self carry/administer privileges if a student is found to violate this policy regarding the safe administration of medication.

Although every effort will be made to avoid the need for students to carry controlled substances on a **field trip**, extenuating circumstances may be necessary. Students will be allowed to carry/administer a day's supply of a controlled substance only during a field trip. This medication must be provided by the parent/guardian in the original labeled container.

**According to state law, the school nurse is not allowed to provide the medication from the clinic supply.** A written agreement must be signed by the student, parent, teacher, HCP and school principal.

**Elevator:** Students with mobility limitations must obtain an elevator pass from the school nurse.

### **COLLEGE/MILITARY RECRUITER ACCESS**

NKHS is in compliance with the National Defense Authorization Act, FY 2002 (Public Law 107-107, 115 stat 1012, Dec. 28, 2001, sec. 544 Military Recruiter Access to Secondary School students) and **No Child Left Behind Act of 2001** (Sec 9528 Armed Forces Recruiter Access to Students and Student Recruiting information). In summary, each local educational agency (school) receiving assistance under the General Education Provisions Act of 1965 shall provide, on request by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings. A secondary school student or the parent of a student may request that the student's names, address and telephone number not be released without prior written parental consent.



## **COMPREHENSIVE COURSE ASSESSMENTS (CCA)**

Comprehensive Course Assessment (CCA) is one of the Performance Based Graduation Requirements at North Kingstown High School.

### **NKHS CCA Requirements**

<b>COURSE</b>	<b># OF CCAs</b>
<b>ENGLISH</b>	<b>*4</b>
<b>MATH</b>	<b>*4</b>
<b>SCIENCE</b>	<b>*3</b>
<b>SOCIAL STUDIES</b>	<b>3</b>
<b>PE/HEALTH</b>	<b>2</b>
<b>TECHNOLOGY READINESS</b>	<b>1</b>
<b>FINE ARTS</b>	<b>1</b>
<b>ELECTIVES</b>	<b>4</b>
<b>TOTAL</b>	<b>22</b>

### **Sequence for completion of 22 CCAs**

#### **FRESHMAN YEAR (7)**

**1 ENGLISH**

**1 Math**

**1 Social Studies**

**1 Science**

**1 Emerging Technology**

**1 PE/Health**

**1 Fine Arts**

#### **SOPHOMORE YEAR (6)**

**1 ENGLISH**

**1 Math**

**1 Science**

**1 Social Studies**

**1 PE/Health**

**1 Electives**

#### **JUNIOR YEAR (5)**

**1 ENGLISH**

**1 Math**

**1 Science**

**1 Social Studies**

**1 Elective**

**SENIOR YEAR (4)**

**1 ENGLISH**

**1 Math Related**

**2 Electives**

- The NKHS CCA system is based on Validated Tasks.
- Every NKHS course requires at least one CCA per semester (two for a full-year course).
- Students will be able to remediate required CCAs after courses are completed for graduation requirement only, not course credit.
- Students must complete at least an English and Math or Math related CCA in senior year, plus 2 other CCA (student choice).
- It is strongly suggested that students keep a cumulative folder (electronic or paper) for CCAs successfully completed throughout four years.

**Comprehensive Course Assignment (CCA) graduation requirement policy:**

All students are required to be proficient in the NKHS CCA requirements each year. These yearly requirements are listed above and on the NKHS website under the "students" menu. **Students who do not complete the required number of CCAs by the end of each school year will not be eligible to obtain a parking pass on campus the next school year until the requirements are met, provided there are spaces still available.**

Students will also be mandated to attend after school CCA remediation sessions on Tuesdays and Thursdays from 2:00 -4:00 p.m. until the requirements are met. Attendance at these sessions is mandatory and will take precedence over any after school activities (sports, drama, music, clubs, etc.). Failure to attend these sessions may result in social probation per the Assistant Principal for Student Services, Dean of Students, or Athletic Director.

## **CREDIT REMEDIATION**

In order for students to receive credit for a course the passing grade is a 70. Courses successfully remediated for credit in summer school or on-line will receive a final grade of 70 on the student's transcript. The following grading scale is in effect:

- A – 90 to 100
- B – 80 to 89
- C – 70 to 79
- F – 0 to 69

Students may be afforded the opportunity to remediate a course for credit in summer school if they earned a final course grade between 60–69. Counselors will contact eligible students after the close of school.

Opportunities for credit recovery and/or remediation through online programs are also afforded to students on an individual basis, after a review of class attendance, discipline, and effort, with priority given to seniors. In order to recover and/or remediate any North Kingstown High School course for credit, students must have taken the original course, unless otherwise authorized by the North Kingstown High School administration.

## **DISCIPLINE ITEMS AND ACTIONS**

The following is an explanation of terms as used within the North Kingstown High School discipline code. It is intended for the mutual understanding of school personnel, students, parents, and other interested parties.

### **Teacher Detention**

Students may be assigned detention for certain classroom infractions by individual teachers. Teacher detention is used at the discretion of individual teachers. Twenty-four hour notice will be given. Transportation, work and extracurricular events are not acceptable excuses for missing an assigned teacher detention. Students who skip teacher detentions are automatically referred to the Student Services Office.

### **Office Detention (One Hour)**

Students are assigned office detention through the Student Services Office. Transportation, work and extracurricular events are not acceptable excuses. One hour office detention begins at 1:55 pm and ends at 2:55 pm. Office detentions are scheduled for days when late buses are available and 24 hour notice is given. Students are expected to serve the detention on the next available detention day. A skipped office detention will escalate to a two hour detention. If the detention is not served on the next available detention day, students cannot participate in extracurricular activities until the disciplinary consequence is fulfilled.

### **Office Detention (Two Hour) (If available)**

Students are assigned office detention through the Student Services Office. Transportation, work and extracurricular events are not acceptable excuses. Office detention begins at 1:55pm and ends at 3:55 pm. Office detentions are scheduled for days when late buses are available and 24 hour notice is given. A skipped two hour detention will escalate to a day of PASS. If the detention is not served on the assigned day, students cannot participate in extracurricular activities until the disciplinary consequence is fulfilled.

### **Out of School Suspension**

Suspension is the temporary exclusion of a student from regular school programs and activities; not to exceed ten days for a single suspension. All suspension decisions will provide for procedural due process. Students who are suspended from school will not be allowed to participate in extracurricular activities, including athletics, during the duration of the suspension and the social probation period that applies. Individual Education Plans (IEP) that contain special provisions regarding behavior and consequences will be considered during this process. Parents/guardians will be notified of a suspension, the reason, and the duration. A written notice will also be sent home. A parent will need to accompany their student to school upon the end of a period of suspension to meet with the Assistant Principal to discuss the conditions of return. The intent is to work as a collaborative group to prevent further infractions and to assist students with resources they may need to support positive behavior.

### **P.A.S.S. (Positive Alternative to School Suspension) Program**

Students may be assigned to the PASS program for certain infractions at the discretion of the Dean or Assistant Principal. The PASS program will operate during the regular school day in a location separate from the student's regular classroom setting. Students who refuse to report to PASS will be referred to the Student Services Office and a parent meeting will be scheduled.

### **Restorative Practices**

NKHS employs the system of Restorative practices. In this model, we will work with students to repair the harm that discipline matters have caused. It also allows a student due process and access to services as needed to help the student grow as a member of school community. Restorative practices helps to open conversation, hold all parties responsible and accountable to their actions.

### **Social Probation**

Students will lose the privilege of participation in after school extracurricular or athletic activity scheduled outside of the regular school day, except after school detention or extra academic help. Social Probation is at the discretion of the NKHS Deans and Administration and may result in the loss of attending extracurricular events based on the severity of the infraction. The probation period can range from 1-4 weeks based on the severity and frequency of the offense.

### **Suspensions for 10 Days or Fewer**

The student will be given oral and written notice of the charge(s) against her/him and an explanation of the evidence the school possesses. The student will be given the opportunity to present his/her version, along with presenting evidence or witnesses that mitigate the charges. In most cases, these steps will occur prior to the student's removal from school since the process will usually occur immediately after the incident. However, if prior notice and hearing are not feasible, as in instances where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practical. Parents/guardians will be notified of a suspension, the reason, and the duration. A written notice will also be sent home. Parents will need to accompany their child to school upon the end of a period of suspension to discuss the conditions of return.

## **Suspensions for More than 10 Days or Expulsion**

Prior to suspension or expulsion, except for such time as not feasible (when the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school) the necessary notice of a hearing to be held by the Superintendent, Assistant Superintendent or the School Committee shall follow as soon as practicable, the student and parents/guardians shall be afforded the following.

1. A clear, written statement of the reason for suspension or expulsion.
2. Notice of the right to prompt public or private hearing, at the student's election, and the right to be represented by counsel at such hearing.
3. If a hearing is requested, the student shall be given a prompt notice setting the time and place of such hearing; said time and place to be reasonably set so as to allow sufficient time for preparation.

*NOTE: In the event a student has not attained the age of majority (18 years), the parent or guardian shall be afforded the procedures stated in sections 1, 2 and 3 above.*

4. The student shall be afforded a hearing at which the student shall have the right to representation and participation by counsel and to cross-examine witnesses and to present witnesses in his or her behalf.
5. There shall be a complete and accurate (stenographic or electronic) record of the hearing including all exhibits. The record shall be preserved for transmission to the Commissioner of Education as soon as possible in the event of an appeal.
6. The student shall be furnished with a copy of the record without cost.
7. A written decision shall be rendered, within a reasonable time, based exclusively on the record detailing the reasons and factual basis thereof and the student shall promptly be provided with a copy of said decision.
8. A copy of the decision, together with the record, shall be forwarded to the Commissioner of Education if there is an appeal.

During suspensions of ten or more days or after ten cumulative days, the North Kingstown School District will provide an appropriate alternative interim educational placement to allow the student to continue to make academic progress.

## **Disciplinary Breaches**

Disciplinary measures taken by the Administrative team and Deans in response to violations of school rules will be fair, measured, immediate and progressive with regard to the seriousness and frequency of the violations. Parents and students have the right to appeal such measures per the North Kingstown High School Conflict Resolution Process. The Principal makes the final decision on all appeals at the building level.

Parents and students should be aware that administration is within its legal right to search lockers, students, and cars on school grounds under the presence of reasonable cause. Parking and lockers are provided by NKSD and are considered school property. Any measures to prevent searches will immediately result in a loss of privileges and subsequent consequences.

## ***Behavior Breach***

Students who violate the behavior expectations in our school community will receive consequences. Teachers are encouraged to manage student behavior within the classroom and in the the halls. When students are unable to conduct themselves in the expected manner, the deans and administration will intervene.

Breaches in conduct include, but are not limited to:

- Assault to other students (verbal/physical)
- Assault to Faculty or Staff (verbal/physical)
- Breaching security measures (opening exterior doors, accessing restricted areas, etc.)
- Cell phone/Ear bud violation
- Cheating Plagiarism
- Discrimination and discriminatory language (hate crimes, racism, etc)
- Disorderly Conduct that disrupts a learning environment
- Food delivery to school grounds
- Foul or offensive language
- Failure to report to adult directed instructions (to the office, Guidance, etc)
- Gambling
- Inappropriate display of affection
- Insubordination to any NKHS Faculty of Staff member
- Leaving Class without permission
- Leaving School Grounds
- Parking violation or misuse of parking privilege
- Possession or use of weapons or devices used as a weapon
- Possession or use of nicotine products, vape pens, pods JUULs, cigarettes, dip etc.
- Possession, use or under the influence of alcohol or drugs
- Posting of inappropriate material during school hours to social media, etc
- Refusal to surrender prohibited items (hats, devices, cell phones, etc...)
- Refusal to place items in locker
- Selling or distribution of drugs, alcohol, controlled substances or nicotine products
- Skipped classes without permission
- Skipped teacher (teacher or office)
- Student removal from class
- Tampering with school property
- Theft of any kind
- Threat of harm to other students
- Threat of harm to adults
- Unauthorized photographs, video recording or audio recording of staff and students
- Vandalism of school property or the property of others
- Videotaping altercations or fights

## ***Chronic Discipline***

Chronic Discipline includes those students who acquire 6 or more non-tardy disciplinary infractions within a semester. A parent meeting will be required upon the 6th non-tardy or attendance disciplinary infraction. A Behavior Plan will be developed in conjunction with district specialists for those students who acquire 6 non-tardy or attendance disciplinary infractions within a semester.

## DRESS CODE

School is a place of learning and we ask all members of our learning community to dress with that in mind. As in the adult world, dress expectations are determined by employers. All members of our learning community should dress in a manner that is tasteful, hygienic, comfortable and functional.

1. Decency: Students may not dress in a fashion that over exposes the human body or wear clothing which portrays suggestive or obscene graphics or words (guns/weapons, alcohol, sex, drugs, profanity, hate-crimes or any suggestive inappropriate subject). Students must wear properly fitting clothing and undergarments. Clothing that is not fitting properly, includes but is not limited to bottoms that are worn low showing skin/underwear and clothing which shows the navel and/or any part of the chest. This applies to all genders.
2. Inappropriate Attire: Includes but is not limited to: bathing suits, bare midriffs, strapless or backless clothing, and sheer clothing or clothing that leaves a visible gap between the top and bottom articles of clothing. This includes muscle shirts and shirts that have been modified. This applies to all genders.
3. Shorts/Skirts/Pants:. Students must wear lower body garments in the proper position, at the waist, with no undergarments showing.
4. Headgear: No hats, sunglasses, visors, hoods (up on sweatshirts) may be worn in school. Hats must be kept in school lockers (not carried on person).
5. Health: Proper footwear must be worn at all times.
6. Safety: No garment or accessories shall be worn which can contribute to unsafe classroom conditions, or which are designed as potential weapons; e.g., no spiked bracelets/collars, razor blades, or safety pins.

\*All final decisions regarding Dress Code will be at the discretion of the NKHS Deans and Administration.

**Note: Students will be provided with temporary appropriate attire from a Dean or Administrator; students will receive their inappropriate attire back when they return the temporary attire at the end of the school day. If a student refuses to change their inappropriate attire, parents will be contacted and/or students will be sent home.**



## **EARLY DISMISSAL**

Every effort should be made to schedule medical and personal appointments outside of school hours.

With the exception of cases pertaining to health or emergency, students will not be dismissed from school during the school day without permission from parents/guardians. Students should bring early dismissal requests to the Student Services Office before the first class begins. These requests should include a telephone number at which a parent/guardian may be reached for verification reasons. Students will then be issued an early dismissal pass. The students must report to the Student Services Office at the time of dismissal to meet with their parent/guardian **who must sign out the student before leaving the campus**. Students must sign back in if returning to school before the school day ends.

Students who are dismissed for medical, dental, or court appointment must bring verification to the Student Services Office upon returning to school. Otherwise, this dismissal will be considered unverified and will not be subject to the NKHS make-up policy for missed work.

On days of events, including but not limited to proms, dances, athletic participation, drama or music performances, etc, students will not be granted an early dismissal unless for medical or emergency reasons. Evidence of such must be provided before participation will be considered.

If a student is dismissed from school early at any time they are not allowed to participate in an athletic practice, game or other club activities that day unless a waiver is granted by the athletic director or administrator. Acceptable reasons would include medical appointments, bereavement, court appointments or emergencies.

See Athletic portion of the handbook for policies related to early dismissal.

Students 18 years of age who sign themselves out of school prior to school dismissal may only return to school that same day with proper documentation for medical, dental, or court appointments.

18 year old students signing out for unverified reasons is considered an unverified dismissal and is subject to defined consequences. Students will receive a zero for the class(es) they are cutting and a school consequence will be applied.

## **ELECTRONIC DEVICES**

The use of cell phones and other electronic devices in the classroom can be disruptive to the educational process. Therefore, the use of cell phones and other electronic devices including headphones/earbuds is prohibited in the classroom (including the Media Center, the gyms, and the auditorium) unless otherwise designated by the teacher for a specific academic purpose. Upon entering the classroom, all electronic devices such as cell phones, and earphones must be turned off and put away. When directed by any teacher, students must put away all electronic devices such as chromebooks or cell phones without question or arguments. Students who violate this rule in a classroom will be required to surrender the device, which will be retained in the Student Services Office. The cell phone/device will be held in the Student Services office and returned to the students at the end of the school day.

Students will receive a one hour detention for the first offense, a second offense is a two hour detention, the third offense is a two hour detention and parent must pick up the device. Students who refuse to surrender their device will be subject to further disciplinary action. Students also may not use electronic devices during class time while out of the class; e.g., on lav pass or going to locker.

Students may use personal electronic devices (cell phones) before and after school, during passing time, and during lunchtime. **At no time should the use of electronic devices cause a disruption to the school or interfere with the learning of others, or teacher's lesson, or else students will be required to surrender the device.** Students bringing such devices to school do so at their own risk. NKHS is not responsible for the loss of such devices. The NKHS Administration will continually review student adherence to the rules for the acceptable use of electronic devices and reserves the right to revoke this privilege at any time.

Students must use only the school issued chromebooks during the course of the school day. Students are not allowed to bring their own devices in lieu of the school issued chromebook. These devices are monitored using GoGuardian. Students can be given consequences for using their device during school time for researching or sharing explicit information. All electronic device use must be used within the purview of the agreed upon Electronic Use form. Inappropriate use of school issued chromebooks are subject to discipline measures.

### **Exceptions**

#### Cameras and video/audio recorders

Cameras and video recorders should be used only for educational purposes when authorized by school personnel. Students who violate this rule will be required to surrender the device, which will be retained in the Student Services Office. This device will only be released to a parent/guardian after the student has served the appropriate consequence. For example, this would include photography classes or com class.

**At no time ever should a student videotape, photograph, or audio record a teacher or another student without their permission.** Students who violate the personal rights of staff or other students will be subject to disciplinary consequences and any audio or visual recordings will be seized and deleted.

## **EXTRA-CURRICULAR ACTIVITIES**

North Kingstown High School attempts to make available to students a wide variety of extracurricular activities which serve to broaden the student's awareness and to serve social and recreational needs. Students are encouraged to get involved in one of our many elective and after school activities.

For the most up-to-date list of clubs and organizations each school year, visit: [www.nksd.net](http://www.nksd.net)

The school administration encourages students to suggest new and different activities which would add to or supplement those already in existence. Students should follow this procedure for creating a new activity:

1. Develop a written proposal detailing the activities of the new organization.
2. Record at least 10 signatures of current students who would be interested in joining the organization.
3. Submit the proposal, with signatures, to the Assistant Principal for Student Services for administrative approval.
4. Upon approval of school administration, recruit a faculty advisor, draw up final charter, and elect responsible officers.

\*Clubs must have a faculty advisor and at least 10 members to be considered active.

## **FIELD TRIPS/PUBLIC EVENTS**

When off school grounds on a field trip, attending a local or state meeting/function, NKHS students will adhere to all rules in this handbook. Our students must conduct themselves with proper etiquette and behavior at all times as they serve as ambassadors of our school, town and state.

It is recognized that school-sponsored trips are important components of a student's education and development. Besides supplementing and enriching classroom-learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. Students are responsible for all missing work on the day of field trip.

Students must obtain a signed parental permission slip in advance of all field trips. Students are responsible for their missing work when attending a field trip. All missed assignments are expected to be submitted on time. A long-term assignment that is due the day of a field trip must be handed in prior to the field trip. A field trip is not a valid excuse for not completing or turning in any assignments.

Families who require financial assistance for their student should contact the Principal's Office (268-6231).

## **FIRE DRILL/EVACUATION**

Fire drill procedures and exits are posted in each classroom area. Upon hearing the fire alarm or announcement, students should quickly and quietly respond to the directions of teachers, and report to designated areas until notification that it is safe to return to classes. Silence during an alarm ensures the safety of students, teachers and staff, and enables all to hear special announcements. Students are NOT to be using any electronic devices during the fire drill as this creates an extreme hazard for all persons trying to evacuate the buildings and focus on directions/ instructions. Students should be hands free while walking down the stairwells and outside. Cell phones should not be in your hands and you should be paying attention to your surrounding, as well as listening for any instructions. No ear buds are allowed. The purpose of this is to evacuate the building as quickly as possible. Students are not to be walking around during fire drills and are to stand only with their assigned advisory or staff member. At no time are students allowed to go into their cars. No students are to be eating food or drinking during first drills.

### **Four types of safety drills that are practiced:**

1. **Fire Drills**: This is when the entire building clears the building because of a temporary need to exit so a contained area of the building is to be inspected. Upon further investigation, it may be necessary to relocate to another area. Students and staff will be prompted by a sound alarm.
2. **Lock Down Mode**: All classrooms and offices will be secured from the inside. No student may enter or leave under any circumstances. Instructions will be announced over the intercom. Once secured, the lock down mode will be lifted.
3. **Evacuation**: In the event a situation exists where students must be moved to another off-campus location, the evacuation will be to a designated location. Busses will be dispatched from there in case of a true emergency.
4. **Shelter In Place**: In the event of an external threat, students will be directed to remain where they are. If needed, in an advanced Shelter-in-Place students will be dismissed over the PA to the appropriate holding areas. These areas may include the auditorium or gymnasium. All doors will be locked. Ventilation and heating system will be shut down. NKFD will advise of evacuation procedures if needed.

## **FOOD/DRINK**

Food and drinks other than water are only allowed in the advisory and classroom at individual teacher discretion. Students are to adhere to the teacher of records policies. Plain water is allowed at all times. The [NKSD Wellness Policy JL-GBGC](#) must be followed any time that food or drink is offered throughout the school day.

## GRADUATION CEREMONY

Graduating from high school is a milestone in life. Although fulfilling graduation requirements enables a student to receive a diploma, participation in a graduation ceremony is a privilege. A graduation ceremony acknowledges the efforts of students, their families, and the community throughout the collective thirteen-year educational experience.

Only those students who have completed all of their graduation requirements, as defined below, will be eligible to participate in the June graduation ceremony. A summer ceremony is held in August for those seniors who were able to make up any outstanding requirements.

Individual roles in senior week and graduation exercises are at the discretion of the senior class advisors, who will take input from the class executive board, and subject to final approval by the NKHS Graduation Committee.

Graduation is an honor and there are expectations for both behavior and for dress. Students are expected to dress professionally and to adhere to expectations in order to participate. Seniors will receive a contract in the spring of their senior year that explains these expectations.

## GRADUATION REQUIREMENTS

**Twenty-four credits** are required to earn a diploma from NKHS. The required credits must include:

<b>English</b>	4 credits (Must take 1 credit of English each year)
<b>Math</b>	4 credits (Must take 1 credit of math or math related course each year)
<b>Social Studies</b>	3.5 credits (Includes .5 credit of Democracy)
<b>Science</b>	3 credits
<b>PE/Health</b>	2 credits (Must take .5 credit of PE/Health each year)
<b>Fine Arts</b>	.5 credit
<b>Emerging Tech</b>	.5 credit
<b>Electives</b>	6.5 credits (Can include World Languages courses)

In addition to passing the minimum number of credits as stated above, all students must also demonstrate proficiency in English, math, social studies, science, fine arts, and technology in order to graduate. More than simply passing a class, students graduating from North Kingstown High School will be able to showcase what they know and what they are able to do through a portfolio of student work and a culminating senior exhibition(project) .

State Assessment: All students must participate in the required state assessment program for their designated grade or course.

Comprehensive Course Assessments: A minimum number of proficient Comprehensive Course Assignments each year.

Senior Project: Research, annotated bibliography, a project, and presentation undertaken during senior year.

For questions or additional information please visit our school webpage at [www.nksd.net](http://www.nksd.net) or contact your student's guidance counselor at 268-6240.

## **GUIDANCE SERVICES**

### Class of 2019

Mrs. Erin Ward	A - Co
Mrs. Mia Toro	Cr - Ma
Mrs. Emily Bell	Mc - Z

### Class of 2020

Mrs. Elizabeth Parvo-Brown	A - Ha
Mrs. Erin Ward	He--I
Mrs. Cindy Normand	J-Mo
TBD	Mu - Z

### Class of 2021

Mrs. Mia Toro	A-J
Mrs. Emily Bell	K-Z

### Class of 2022

Mrs. Parvo Brown	A-G
Mrs. Cindy Normand	H-Ma
TBD	Mc-Z

\*\*\*Mrs. Erin Ward has all CTE students on her caseload.

Please refer to the NKHS webpage at [www.nksd.net](http://www.nksd.net) for more details on the counselor assignments or call the Guidance Office at: 268-6240

The Guidance Career Center contains college and career information and is open during the school day and during the lunch period or other times by appointment.

## **HALL/LAV PASSES**

Students who for any reason find it necessary to leave their assigned class during the school day must both sign out on the classroom sign-out sheet and have a yellow pass signed by their teachers. This permission is proof that the student is authorized to be out of class. Students found out of their assigned class without a valid yellow pass or who are absent from class for more than 15 minutes will be referred to their Dean.

## **HONOR ROLL**

Each quarter the following two honor rolls are established:

### **Principal's Honor Roll**

Composed of students who achieve a scholastic average of 90 or above with no failures or Incompletes.

### **Honor Roll:**

Composed of students who achieve a scholastic average of 85 or above with no failures or Incompletes.

## **LOST AND FOUND**

Students seeking lost items should check with the main Office staff and look in the cafeteria on the Lost and Found tables. It is highly recommended that students keep property secure in their school and/or PE locker at all times. Unsecure items will be considered lost, not stolen. NKHS is not responsible for the loss of student property.

## **LUNCH/CAFETERIA**

There are three lunches scheduled for the cafeteria during the school day. Students will be notified by their teachers as to their assigned lunch.

### **Rules and Regulations during lunch:**

1. **Senior Row, the Courtyard and the tables on the 2nd and 3rd floors are for seniors only.** All other students should be in the cafeteria during lunchtime. Students need permission from a teacher, Dean or Administrator to go to any other area.
2. Students may not sit on the floor of the cafeteria. There is ample seating for all students.
3. Students are responsible for keeping their area clean and throwing their own trash away during lunchtime.
4. Students caught throwing food or leaving trays/trash behind will incur a loss of cafeteria privileges as determined by the Dean/Administration.
5. Students may not leave the building during lunch without approval from a Dean/Administrator.
6. Students cannot have food delivery at any time during the school day.

## MAKE-UP POLICY

Students who have excused absences (see below) will have five school days to make-up tests or quizzes. Students should assume responsibility for seeing teachers, in person at appropriate times, to obtain any work missed and, if needed, schedule a time for making up tests or quizzes. It is the responsibility of the student to contact the teacher of record within the five day make up window and to complete the missed work or assessments. Formative assignments should be turned in at the start of the very next class day that the student is present in order to receive full credit. Summative assignments with long-term due dates turned in past the published due date will automatically be assessed a penalty of ten points off per school day that the assignment is late. Such assignments will be due at least one week prior to the end of a quarter. **No credit will be given for work missed during an absence due to a willful cutting of a class; appeals can be made to the North Kingstown High School administration. 18 year old seniors signing themselves out of school before dismissal for reasons other than those listed as verified will be considered an unverified absence and zero credit will be awarded for all work, tests, quizzes, etc.**

Absences that are considered verified with proper documentation: observance of religious holiday; medical appointment; prolonged illness; surgery/hospitalization; death in the family/extenuating family emergency; college visits; court appointment; DMV driver's test; or school sponsored field trip. Absences warranted by unusual circumstances must be approved by the Assistant Principal for Teaching and Learning. Student attendance can be reviewed in Aspen, the student information system, at any time. Students are responsible for obtaining any assignments missed during verified absences.

## MEDIA CENTER

The Media Center staff welcomes students, extending to them the ever increasing resources of books, reference materials, online services, magazines and newspapers. Hours of operation are posted at the main door and extend beyond the regular school day. Media specialists are available to assist students with research, assignments and projects. Some materials, like markers and rulers, are available at the circulation desk for student use. Books are checked out at the circulation desk for three week periods. A book may be renewed if no one else is waiting for it. Overdue notices are distributed through email and occasionally in print through advisory. A book return drop is at the circulation desk. Lost materials must be paid for.

The Media Center also loans out chromebooks up to three times per quarter to students who have forgotten their chromebooks or have forgotten to charge their chromebooks. If students believe they have lost their chromebook, they should report it to the Media Center, so that it can be traced. Students with lost chromebooks may continue to borrow chromebooks on a daily basis for up to the allowed three times per quarter, but if their chromebook has not been located students will be required to pay for their chromebook. If students' chromebooks are broken, they should bring them to the Media Center for repair. Students may borrow a chromebook on a daily basis while their chromebook is out for repair without it counting towards the three allowed borrows per quarter. However, if a student does not return a borrowed chromebook at the end of the school day, it counts as a second day of borrowing. All communication about chromebooks occurs via email, so students should check their email regularly.



During the school day, including lunch time, a student who wishes to use the Media Center for academic purposes must get permission *before leaving the cafeteria*. Students are also required to sign the attendance sheet located at the circulation desk, providing name, date and time of arrival. During lunchtime, students are required to remain in the Media Center until that lunch has ended.

Using the Media Center is a privilege. Inappropriate behavior by students will result in suspension of Media Center privileges. Food and beverages are not allowed. Students should read the “Technology Acceptable Use Policy” for information on the appropriate use of technology. Passes out of a PTL to the Media Center must be obtained by the student ahead of time. Students must see the Media Center specialists/librarians prior to check for availability and to obtain a valid passes. PLT teachers are not responsible to write passes to the Media Center for the student on demand. This is the individual responsibility of the student. This is the same for borrowing/returning a chromebook or power cable needs.

### **NATIONAL HONOR SOCIETY**

The North Kingstown Chapter of the National Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. Membership is by invitation to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected on behalf of the faculty of our school each fall.

The NKHS Chapter of the National Honor Society is governed by the faculty council and student executive board. All decisions regarding eligibility and membership are made by the faculty council. Final decisions of appeals rest with the principal. The following criteria will be used to determine student eligibility to apply for membership into the NKHS National Honor Society Chapter:

- Must be a member of the junior or senior class and must have been in attendance at North Kingstown High School for the equivalent of one semester.
- Weighted GPA 4.0
- No disciplinary actions that are a violation of the core values of the NHS.

\*must meet all three requirements in order to be invited to apply

Students in the 11th and 12th grades are considered for membership in the fall based on their academic performance from the previous years. Eligible candidates will receive an invitation to apply to the North Kingstown Chapter of the NHS. The faculty council will evaluate the candidate’s character, service and leadership with input from the entire faculty. The council will review all applications and will make all decisions regarding membership by majority vote.

A formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held in the morning before school each month during the school year, and participation in individual and group service project(s).

***\*Pending eligibility changes to be announced in fall of 2018 for the 2019 school year***

## **PARENT-TEACHER CONFERENCES**

An Open House is scheduled at the beginning of each school year. This evening provides an overview of the class (curriculum, expectations, materials needed) for the parents from each teacher. Parents may call the Guidance Office (268-6240) to arrange a parent/teacher conference to discuss student progress at any time. Respectful communication, and courtesy, are paramount.

## **PERSONALIZED LEARNING TIME**

Personalized Learning Time (PLT) is an opportunity for students to access alternative curriculum that might not have otherwise been available to students. In addition, this block of time can be used for skill development, access to academic interventions and opportunity to have dedicated time to additional school work. PLT time can also be utilized to access school support staff to include, but not limited to Guidance Services, School Psychologist, School Resource Officer or the Student Assistance Counselor. Students are expected to report on time, work quietly and follow all school rules. Passes to the Media Center are required prior to the assigned PLT. It is the responsibility of the student to obtain any passes needed before attending PLT.

## **RHODE ISLAND HONOR SOCIETY (Grade 12 Only)**

Seniors must have achieved a minimum weighted GPA of 3.50 to be eligible; the GPA is not rounded. This is based on seven semesters of schooling with all courses at CP level or above and no final grade below a 70.

## **SCHOOL DANCES**

### **NKHS Dance/Prom Expectations**

1. Students must be in school the entire day of the dance or prom if the dance or prom is held on a school day.
2. Students must be in full day attendance the day prior to a school dance or prom.
3. Students will follow all school rules.
4. Administration reserves the right to randomly breathalyze/metal detect students to ensure personal safety.
5. Students will be respectful and courteous to all students and chaperones.
6. The manner of dancing will be appropriate for a school function.
7. Sexually suggestive/explicit dancing is not allowed, all dancers must remain upright at all times.
8. Inappropriate dancing may result in a student being removed from the event. Parents will be notified.
9. All school rules apply to school sanctioned events, especially regarding safety and use of alcohol, tobacco, drugs and vaping devices.

### **Dance/Prom Procedures**

1. Students who wish to attend school dances or proms must present a student ID.
2. Guests must also present picture identification and have a completed Guest Pass on file.
3. All students and their guests attending school dances and proms may be required to take a random breathalyzer before entering the event. In addition to the random breathalyzer prior to entry to the dance or prom, school officials may use a breathalyzer to determine if attendees may be under the influence of alcohol should their behavior warrant such an action.
4. Students must enter the dance or prom no later than 30 minutes after the doors open and leave no sooner than 30 minutes before closing. Students arriving later than 30 minutes will not be allowed to enter. Students leaving the dance or prom early must be picked up by a parent. Students leaving without permission will not be allowed to re-enter and will be subjected to 30 days social probation and other disciplinary consequences.
5. School dances are held between 7 p.m. and 10 p.m. in one of the school gyms, except the Junior and Senior Proms which are held from off campus.
6. All tickets are pre-sold; there will not be any tickets for sale at the dance or prom.
7. A coat room will be provided at NKHS dances. Students must check their coats, bags, backpacks, and purses in the coat room. No outside jackets, coats, bags, backpacks or purses will be allowed into school dances.
8. Only students in good standing are allowed to attend dances. Students cannot have outstanding detentions or be on social probation.
9. Students must have full day attendance on the day of a dance or prom. If the events falls on a weekend, they must have full day attendance the day prior or permission from an administrator.
10. Students cannot attend if they have outstanding suspensions or detentions.

Guests: NKHS students may bring one guest under the age of 21 to the dance or prom. Middle school students are not allowed to attend NKHS dances or proms. The NKHS student assumes responsibility for his/her guest. Guest permission forms can be picked up in the Student Services Office and must be filled out and approved by NKHS administration before the tickets are purchased.

### **Dance/Prom Consequences for Inappropriate Behavior**

1. Students under the influence of drugs or alcohol will be removed from the dance or prom. Parents will be notified and expected to pick up their student and appropriate consequences applied.
2. Students who are dancing inappropriately will be warned and may be subsequently removed from the dance or prom.
3. No refunds will be given if a student is directed to leave before the end of the dance or prom.

### **SCHOOL INSURANCE**

The North Kingstown School Department, through a contract with a commercial insurance company, makes available to all students low cost accident insurance coverage. Two types of policies are offered. The school time plan provides protection during the school day, during travel to and from school and during participation in all school related activities with the exception of interscholastic football. The 24 hour plan extends the same coverage beyond the school day and school activities. All students who wish to participate in intramural and extramural activities must obtain school insurance or its equivalent.

### **SCHOOL RESOURCE OFFICER**

A North Kingstown police officer will be on duty at North Kingstown High School during each school day. This Officer will be involved in assisting administration, teachers, support staff, students, parents and community members in the daily operation of the school. The ultimate goal of this program is to improve the level of safety in and around the high school and maintain a positive relationship between students and the North Kingstown Police Department. **Our School Resource Officer can be reached at 268-6264**

## **SCHOOL SAFETY and SECURITY**

In order to maintain a safe and secure learning environment for all NKHS students and staff members the following procedures must followed at all times:

1. Anyone looking to enter the building during the school day must come to the main entrance (Fairway Drive) and use the intercom system to request access.
2. Any person looking to gain access into the building during school hours must state their name and reason for seeking entrance.
3. If access into the building is granted, individuals must then check into the main office.
4. Visitors **must** sign in and will be given a visitor pass which must be clearly displayed at all times.
5. Visitors must also sign out in the main office when their school business is finished.
6. No individuals will be allowed to “visit” students or staff members during the school day.
7. At no time should individuals ask students or staff members to grant them access into the school building through any entrance other than the procedures outlined above.
8. Students should never open outside doors for any persons trying to gain access to the school at any time during the day or after school hours.
9. Students who grant unauthorized access to any individual will be subject to disciplinary consequences.

Any person with knowledge or concern of any threat to the safety and security of NKHS is obligated to immediately report this information to the NKHS Deans, Administration, or School Resource Officer.

## **SENIOR PRIVILEGES**

NKHS seniors are afforded the following senior privileges which will be continuously reviewed and may be revoked at any time by the NKHS Administration for lack of compliance with school rules:

1. Priority in obtaining parking passes up until the first day of school. Parking after that time will be based on availability.
2. The opportunity to have a truncated schedule based on academic achievement, conduct and attendance and is subject to be revoked. Eligible students may be given permission to arrive late or leave early with proper school permission.
3. Students allowed to arrive late to school must report to the rear doors no later than 8:30am to be allowed in by a teacher. Only students on the Off-Roll roster will be allowed in this area. All other students must report to the Main Office entrance. Off Roll students not arriving by 8:30am will have to access the Main Office entrance and will be marked late to class.
4. The use of senior row, the courtyard (weather permitting) and tables on the second and third floor spine area during lunch.
5. Internship opportunities for credit.
6. Community service opportunities for credit.
7. Exempted from exams in semester courses if grade is 90 or above at the discretion of department and/or teacher.

## **STUDENT ID CARDS**

All students in grades 9-12 will be issued a North Kingstown High School ID card within the first few weeks of school. Students are expected to carry their ID card on them at all times both in school and at school related activities and must show or surrender their card to any faculty/staff member upon request. Students will need their ID cards to perform certain functions and take part in school related activities. Any student who loses his/her ID card will be required to purchase a replacement card. **Students who “swap their identity” on picture day will have a consequence and pay restitution to have the correct ID reproduced.**

## **STUDENT LOCKERS**

Lockers and school locks are assigned to all students at the beginning of the school year for storing academic materials. The Physical Education Department will assign a locker and a lock to each individual student to store their clothing for Physical Education class. Only school issued locks may be used on school lockers. Students are responsible for their locker and for the school and personal property left within. NKHS is not responsible for the loss of student property. Students may not change their assigned lockers or locks. School lockers and their contents are subject to inspection by the NKHS Administration or Deans at any time.

**NOTE:** At the start of their freshman year students will be issued a school lock which they will use for four years. In the event a student loses his/her lock, they are responsible to purchase another lock for \$5.00 (non-refundable).

## STUDENT PARKING

1. Incoming seniors with at least 17 credits, who are up to date with their CCA requirements, and do not have any outstanding detentions or other outstanding debts, may apply for a parking pass at the end of their junior year, providing that the student has a registered vehicle, valid license and proof of insurance.
2. The student and his/her parent or guardian must sign a parking permit contract.
3. Upon approval of a parking contract, students will be issued a parking sticker with an assigned numbered parking space. Students can only park in their assigned space. Students who violate this policy risk losing parking privileges and will serve a two hour detention.
4. Students with an assigned space who drive a car other than their stickered vehicle must register this license plate in the Student Services Office immediately upon arriving to school that day. Students unable to use their space are not allowed to give their space to another driver. Please inform the Student Services Office or the next eligible student will have access to the space.
5. After the first five days, all eligible non-senior students will be allowed to apply for any available parking space, provided they have a valid license and proof of insurance, and they fulfill requirements #2 and 3.
6. Parking is a privilege which may be revoked at the discretion of the NKHS Administration. Students who have a parking pass will lose that privilege if they reach the following: Any combination of 20 unexcused absences, partial or full day absences. Partial day absences include unexcused tardies or unexcused dismissals. \*See the section regarding verified vs. unverified absences. **Students need to submit proper documentation within 3 school days in order to be considered.**

For example, a student with 8 unverified absences, 7 unverified tardies and 5 unexcused dismissals would lose their parking for the year
7. Once all student parking spaces have been assigned, a waiting list will be generated by date of completed application and all other requirements met.
8. Students who have assigned spots in the lower lot are forewarned that because of after school activities and sporting events, that vehicles in that area are prone to unforeseeable damage. Therefore, students with lower lot privileges are advised to move their vehicle immediately after school during sport seasons.
9. Students observed driving recklessly through the parking lots or main roads at a high rates of speed or are driving recklessly will automatically lose parking privileges. Driving infractions can be referred to the NKPD.
10. We reserve the right to tow cars at the owner's expense if students violate the school expectations for parking.
11. Students should take extra caution if they are parked in the lower lot as that is a shared area with IT and with the Town Hall.
12. Students are assessed a parking fee at the time a sticker is granted.
13. School Committee Policy on parking: [Student Parking](#)

**NKSD is not responsible for any damages to personal property that may occur at any time.**

**NOTE: Students who park a vehicle on campus without authorization will be subject to disciplinary consequences and risk of having their vehicle towed at the owner's expense.**

## **STUDENT SUPPORT SERVICES**

The School Psychologist, School Social Worker, and Student Assistance Counselor provide short-term counseling services and coordinate with other support service personnel in addressing the needs of our students. Serving as a member of the Student Support Services Team and Student Crisis Intervention Team are additional components of the School Psychologist, School Social Worker and Student Assistant Counselor responsibilities.

## **SURVEILLANCE CAMERAS**

In an effort to protect students and property, please be aware that video surveillance cameras are in use in the high school per school committee policy. These cameras have the ability to record and store information. The NKHS administration will use this video surveillance information as needed. Starting with the 2018-2019 school year, additional cameras have been installed to ensure optimal safety of the building. Students are not to tamper with these cameras in any way.

## **TECHNOLOGY USE POLICY**

The North Kingstown School Committee believes that the internet and the school department's network system offer vast, diverse and unique resources to all users. The school department's goal in providing this service is to promote educational excellence in schools by providing resource sharing, communications, project development and research capabilities afforded through online services.

The School Committee recognizes however, that access to computers and to people all over the world also provides access to material that may not be considered to be of educational value in the context of the school setting. The Committee further notes that on a global network, it is impossible to control all materials and that an industrious user may violate this policy and discover some material that is inappropriate, offensive or controversial.

Please refer to the NKSD School Committee policy on acceptable technology use for further information: [School Committee Policy](#)

E-Mail etiquette: When sending an e-mail to a teacher or a staff member, students will be respectful and address e-mails with proper titles; e. g. Ms., Mrs., Mr.

Students who are found to be in violation of the NKSD policy on acceptable technology use will lose technology privileges during school hours for a time period determined by the NKHS Deans and Administration. Students are asked to address all teachers, administrators, and staff in a respectful manner at all times when corresponding via email. All emails should start with an address to the party you are contacting, and end with the student signing their name. Please refer to all policies relevant to the technology agreement for the rollout to 1:1 devices.



## TOBACCO PRODUCTS

It is illegal to possess or use any tobacco products in North Kingstown High School or on school grounds at any time pursuant to RI General Law 23-20.9-3 regardless if the student is 18. These restrictions include, but are not limited to, chewing tobacco, electronic devices, vaping devices, vape juice, pipes, or any other devices used for nicotine delivery. The NKHS Administration will have the final say in determining whether a device or product is appropriate for school grounds.

## TRANSPORTATION

Riding a school bus is a privilege, not a right. A student will be permitted to ride school buses only so long as his or her conduct is acceptable. For safety reasons, large items that cannot safely be held on one's lap may not be brought on the bus. Large items cannot be safely secured in empty seats and may become hazards in the event the bus stops short, or is involved in an accident. The bus driver has the authority to prevent unsafe items from being brought on the bus.

Note: School bus and bus stops are an extension of NHKS and all rules apply. Listed below are the rules each student riding a bus is required to follow:

### **DO:**

1. Leave home early enough to arrive at the bus stop five minutes before the normal pick-up time.
2. Enter and leave the bus only when the door is fully open and never when the bus is in motion.
3. Take your seat promptly on entering the bus and remain in it until you arrive at your destination.
4. Avoid loud, boisterous or lewd talk and other noises or other actions that might distract the driver.
5. Conduct yourself on the bus as you would in school.
6. Cross the highway at least 10 feet in front of the school bus.
7. Be respectful to your bus drivers; they have an important job to do and need your help.

### **DO NOT:**

1. Push or shove upon entering or exiting the bus.
2. Project your hands, arms or other parts of your body from the bus.
3. Throw anything out of the windows of the bus.
4. Enter into conversation with the bus driver while the bus is in motion except to report an emergency.
5. Bring anything that could cause injury to anyone, e. g. sticks, breakable containers, or firearms.
6. Cross highway until given consent by the bus driver.

Bus privileges may be suspended or revoked by the NKHS Administration at any time for inappropriate behavior.

A student wishing to ride a different bus home must present a dated note, signed by a parent. The request must be approved by an Assistant Principal or Dean and then a bus pass will then be issued to the student. Jamestown buses are insured to transport Jamestown students only.

### **UNAUTHORIZED PRESENCE IN SCHOOL**

Any student in the building after dismissal must be with a teacher, coach, advisor, or other staff member. If students are in the building without supervision, it will be considered an unauthorized presence and the student will be asked to leave the building. Students who are after school and no longer requiring teacher assistance, should wait with a Dean until their transportation home arrives. Students that cannot adhere to behavior expectations after school or on premises solely for social purposes will be prohibited from late bus days.

Students and the general public do not have permission to use athletic facilities without permission, NKPD will be notified and a trespassing order will be placed.

### **WITHDRAWAL FROM NKHS**

Any student withdrawing from school must contact the Guidance office, fill out the release form and return all property belonging to the school. Students will be billed for any outstanding unreturned items including chromebooks.

### **WORKING PAPERS**

Any student between the ages of 14–17 who wishes to work must first obtain working papers. These may be obtained from the Student Services Office at NKHS and should then be returned to the same office after you have a promise of employment and forms signed by potential employer. In order to change jobs, new papers must be obtained with an acceptable proof of age (birth cert, license etc).

## **ZERO TOLERANCE**

There are unacceptable behaviors which require the strictest of disciplinary action. These include any actions which jeopardize the health and safety of others, as well as the good order of the school. Often, these offenses also merit police and court action due to the serious nature of the offense. North Kingstown High School has “zero tolerance” for such abhorrent behavior and will deal with it immediately and forcefully; to ensure the safety of all in the building and to provide an atmosphere conducive to effective teaching and learning.

Violations of our Zero Tolerance Policy will result in the application of some or all of the following disciplinary actions:

- Suspension/possible expulsion from school
- NKPD/juvenile agency notification/action
- Parent meetings and actions to be determined
- Loss of social/athletic/extracurricular privileges
- Mandatory appropriate counseling, in and outside of school

### **Zero Tolerance offenses include but are not limited to:**

- |  |  |
|--|--|
| * possession of drug related paraphernalia   | * fighting/assault/violent behavior      |
| * possession of fireworks  | * bomb threat                            |
| * hate crimes  | * vandalism/graffiti                     |
| * trespassing  | * weapon possession                      |
| * disorderly conduct   | * arson                                  |
| * threats to any teacher or staff member   | * assault of any teacher or staff member |
| * use/possession/under the influence of alcohol and/or other illicit drugs on school property to any school sponsored activity |  |

**All final decisions regarding zero tolerance offenses will be at the discretion of the NKHS Administration.**

## **GENERAL QUESTIONS/CONCERNS**

Please feel free to contact school personnel at any time with questions or concerns. Email addresses for all school department employees are available on the district website. All inquiries, by phone or email, will be returned in a timely manner.

Discussion of a student's progress in a certain class or classes usually requires that an appointment be made with the teacher or teachers. Such an appointment can be arranged by calling the main office (268-6236) or by calling the appropriate department chair:

Careers: Mr. Kevin Gormley – 268-6286

English: Ms. Michelle Neri – 268-6216

Fine Arts: Ms. Toni Silveira – 268-6275

Guidance: Ms. Cindy Normand – 268-6261

World Languages: Mr. Mark DeLucia – 268-6255

Science: Mr. Rick Powell – 268-6273

Social Studies: Mr. Larry Verria – 268-6282

Special Ed: Ms. Amy Messerlian - 268-6291

Math: Mr. John Boutcher – 268-6283

PE/Health: Julie Maguire – 268-6259

## **APPEAL PROCESS/CONFLICT RESOLUTION PROCEDURE**

From time to time, questions or concerns may arise which require resolution. Often times these questions or concerns are most easily resolved at the lowest level. It is strongly suggested that students speak with teachers or other staff members directly when questions or concerns arise. Open and honest communication fosters trust and responsibility. If matters cannot be resolved between students and teachers/staff members, the following chain of command should be followed for resolution:

### **Academic Concerns (Teaching and Learning Issues)**

- 1) Parent/guardian should first contact the teacher of record [matter pertaining to a particular course] and/or Guidance Counselor [matter pertaining to multiple courses or a scheduling concern]. If necessary, a meeting will be held between the parent/guardian, student, and the teacher and/or Guidance Counselor and the department chair. All meetings will be held using meeting guidelines with regard to respect and courtesy.
- 2) If matter is not resolved, parent/guardian should contact the Assistant Principal for Teaching and Learning. If necessary, a meeting will be held between the parent/guardian, student, the teacher and/or Guidance Counselor, and the Assistant Principal for Teaching and Learning.
- 3) If matter is not resolved, parent/guardian should put concerns in writing to the Principal. Please refer to NKSD School Committee Policy for Appeals - [NSBA#JII](#)
- 4) If necessary, a meeting will be held between the parent/guardian, student, the teacher and/or Guidance Counselor, the Assistant Principal for Teaching and Learning, and the Principal. All meetings will be held using meeting guidelines with regard to respect and courtesy.
- 5) The Principal will make a final ruling on matter at the building level and will put this decision in writing to the parent/guardian. Any further inquiries regarding an academic concern should be directed to the Assistant Superintendent of Schools.

### **Discipline Concerns**

- 1) Parent/guardian should initially contact the teacher of record [matters pertaining to a particular class] and/or Dean [matter pertaining to multiple classes or larger concern]. If necessary, a meeting will be held between the parent/guardian, student, and the teacher and/or Dean.

\*We ask that all parents/adults address our teachers and staff in a respectful manner at all times, as we would want your children to as well.

Our teachers and staff are professionals who care about your children and endeavor each and every day to delivery a quality program to each member of the NKHS Learning Community.

They are worthy of your respect in all correspondence. Aggressive behavior, posturing, or unprofessional emails directed at teachers and staff are unacceptable.

2) If matter is not resolved, parent/guardian should contact the Assistant Principal for Student Services. If necessary, a meeting will be held between the parent/guardian, student, the teacher and/or Dean, and the Assistant Principal for Student Services. All meetings will be held using meeting guidelines with regard to respect and courtesy.

3) If matter is not resolved, parent/guardian should put concerns in writing to the Principal. Please refer to NKSD School Committee Policy for Appeals

4) If necessary, a meeting will be held between the parent/guardian, student, the teacher and/or Dean, the Assistant Principal for Student Services, and the Principal. All meetings will be held using meeting guidelines with regard to respect and courtesy.

5) The Principal will make a final ruling on matter at the building level and will put this decision in writing to the parent/guardian. Any further inquiries regarding a discipline concern should be directed to the Superintendent of Schools.