

Faculty Handbook

2019-2020



North Kingstown High School

150 Fairway Drive

North Kingstown, RI 02852

Barbara Morse, Ed.D., Principal

Donna Sweet, Assistant Principal for Teaching & Learning

Eric Anderson, Assistant Principal for Student Services

August 2019

Dear NKHS teacher,

This handbook is meant to serve as an addendum to the student handbook. You will find most NKHS policies and procedures in the student handbook. This teacher handbook is meant to address specifically the items that pertain to faculty members. All NKSD district policies can be located on the NKSD website at www.nksd.net.

As always, if you have any questions or concerns please do not hesitate to bring them to myself or the other members of the NKHS administrative team. I am looking forward to another great year at NKHS!

Sincerely,

Barbara Morse

Barbara Morse, Ed.D.

Principal

NKSD SCHOOL COMMITTEE

Mr. Gregory Blasbalg, Chairperson	267-8040
Mr. Robert Jones	294-6142
Ms. Jennifer Hoskins	667-2579
Ms. Sally Schott (Jamestown)	862-9499
Ms. Amy Healey, School Committee Clerk	268-6442

NKSD CENTRAL ADMINISTRATION

Dr. Philip Auger, Superintendent	268-6400
Dr. Denise Macieri, Assistant Superintendent	268-6431
Ms. Mary King, Director of Administrative Services	268-6410
Dr. Kimberly Carson, Director of Pupil Personnel Services	336-3122
Ms. Mary-Ellen Rossi, Asst. Director of Pupil Personnel Services	336-3117
Ms. Debbie Gardiner, Supervisor of Human Resources	268-6440
Ms. Patricia Cawley, Supervisor of Cafeteria Services	268-6514
Mr. John Horan, Director of Transportation	268-6510

NORTH KINGSTOWN SCHOOL DEPARTMENT NOTICE OF NON-DISCRIMINATION

"It is the policy of the North Kingstown School Department not to discriminate on the basis of race, color, religion, sex, national origin, age, or handicap in its educational programs, services, activities, or employment practices as required by the General Laws of Rhode Island, Title IX of the 1972 Educational Amendments, and Section 504 of the Rehabilitation Act of 1973."

Inquiries concerning the application of the non-discrimination policies may be referred to the Principal of the appropriate school or to the Director of Human Resources, who are designated within the school system as the coordinators for compliance with Title IX, Section 504, and Title VI, and may also be referred to State and Federal officials.

Dr. Barbara Morse, Principal- 268-6230

Debbie Gardiner, Supervisor of Human Resources- 268-6440

ADA

Ms. Debbie Gardiner
Supervisor of Human Resources
100 Romano Vineyard Way
North Kingstown, RI 02852
268-6440 M-F 8:00am – 4:00pm

504

Dr. Kimberly Carson
Director of Pupil Services
50 East Ct.
North Kingstown, RI 02852
336-3121 7:30am – 3:30pm

NORTH KINGSTOWN HIGH SCHOOL ADMINISTRATION

Dr. Barbara Morse, Principal..... 268-6230
Donna Sweet, Assistant Principal for Teaching and Learning.....268-6289
Eric Anderson, Assistant Principal for Student Services.....268-6266

DEANS

Bradford Martin, Grades 10 & 12.....268-6277
Kathie Deluca, Grades 9 & 11.....268-6263

NORTH KINGSTOWN HIGH SCHOOL PHILOSOPHY

North Kingstown Senior High School is a four-year comprehensive high school which educates students who reside in the communities of North Kingstown and Jamestown. Our school population is composed of students who demonstrate a broad range of ability levels, backgrounds and interests. The faculty, administration and community must work together to provide multiple opportunities for our students to develop intellectually, emotionally, aesthetically, socially, and physically.

By accomplishing our task as an educational institution, we can expect our students to be responsible young adults who will be prepared to join the larger society as productive citizens, lifetime learners and concerned individuals. This philosophy statement will be monitored and updated on an ongoing basis to ensure that the goals and objectives are attained and implemented.

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GENERAL INFORMATION FOR TEACHERS

STUDENT SCHOOL DAY 7:15am – 1:45pm

TEACHER SCHOOL DAY 7:05am-1:55pm

Attendance Teachers shall be required to report to their classrooms/designated areas 10 minutes prior to instruction at 7:15 AM and to remain after the official closing of school as long as is reasonably necessary to fulfill their obligation relating to special help for students, parent conferences, staff meetings, and to fulfill all scheduled duties assigned by the principal or supervisor. It is expected that teachers will arrive on time and not leave the high school prior to the end of the student day.

During Advisory, teachers must know where their students are at all times. Students are not allowed to leave advisory until after the teacher has played the announcements. No students are allowed to the cafeteria during advisory. All students must carry a school issued pass or planner.

If a student has a pass from another teacher to report to them during Advisory this request should be honored. These requests should be limited to legitimate academic needs.

Teacher Absence

It is essential that appropriate lesson plans, class rosters and any other helpful items which may aid a substitute teacher covering a class be available in case of teacher absence. The red fire drill binder should be in a visible place in the event of an evacuation. A copy of substitute plans should be made available to the appropriate department chairperson. For unplanned absences, teachers should fax/email their lesson plans for the day. Teachers who must be absent, and who are not able to give advance notification, must call SAMS 1-800-942-3767 or go online at [Source 4 Teachers](#) so the administration will have ample opportunity to hire a substitute teacher.

Arriving Late

Please call the high school office, 268-6236, so we can arrange coverage of your classes until you arrive. Please check in at the main office when you arrive to ensure that the time is recorded in SAMS.

Leaving Early

For security purposes, it is important to know which teachers are in the building. During school hours, teachers should be present. A teacher may leave the school grounds for professional purposes, an emergency, or other approved personal reasons. All teachers must see an administrator if they need to leave the building at some time other than their assigned lunch period.

When you must leave the building, please sign out and leave a cell phone number. Upon your return, please sign in at the front office.

Professional Development Days

Please request a form from the main office at least two weeks in advance and follow the outlined procedures. All forms must be turned in to Dr. Mancieri for approval.

Personal Days

See article XIV of the NEANK contract

Acceptable Technology Use for Teachers

See District Handbook

Use of Electronic Recording Equipment

Per NKSD School Committee policy NSBA # IJNDB.1 video or audio recording of students without parental permission is prohibited. *“Any recordings made in School District classrooms or for the purpose of school curriculum, are the property of the School District and anyone duplicating or manipulating or disseminating such recordings must have express authorization from the Superintendent or his/her designee. This includes recordings made by cell phones, video cameras, and other electronic devices. Unauthorized duplication, manipulation, dissemination of School District recording by staff, students or administration may result in disciplinary procedures.”*

[NKSD Video/Audio Recording Policy](#)

Any teacher who wishes to use video or audio recording equipment in the classroom must obtain approval from the principal. If the principal approves, parental permission is required in writing if students will be part of said recording.

When the use of recording is used for educational purposes, the faculty should obtain parental permission in advance. For example, World Languages, COM and Photo are by nature using this equipment as part of their curriculum.

Administrative Responsibility of Teachers

Teachers are expected to adhere to all deadlines for posting grades and communicating this information to students and parents. Teachers are also expected to respond to requests for parent meetings within 48 hours of the initial communique, as will all email/phone correspondence. Teachers who disregard their management and administrative duties seriously jeopardize their own professional reputations and the reputation of the school and may be subject to disciplinary follow-up.

Aspen referrals and class attendance are important components of a teacher's administrative responsibility. Aspen referrals should be made as soon as possible and no later than the end of the day of the student action. Procedures for class attendance are outlined on page 6 of this handbook.

Teachers are expected to handle student discipline within their classroom unless the behavior of a student poses a physical or verbal threat to the teacher or another student. The expectation is that there has been direct contact home to parents regarding student behavior before the deans or administration has to be involved for minor infractions. Examples would be Tardiness, disruptive behavior (minor), inability to follow established class rules, violation of cell phone or technology policy and repetitive infractions to name a few. For disruptive students, see Article XIX of the NEANK contract.

Admittance of teachers to school events

All teachers are to be admitted free of charge to all NKHS school-sponsored activities unless the event is a fundraiser for a particular club. The school play or Powder Puff would be examples of the exceptions. Notable exceptions are proms and banquets, in which case teachers may be required to pay the cost of food provided. Please note that interscholastic "Injury Fund and Playoff Games" are not school sponsored and are therefore exempt from this policy.

Announcements

General school announcements will be made each day before the beginning of the Advisory Period via electronic media. All morning announcements should be submitted to Pam Rowland, media specialist, by e-mail at bulletin@nksd.net forty-eight hours in advance of the desired publication date. End of day announcements should be submitted to the Principal's Office no later than 12:45 pm each day. End of the day announcements will be limited to emergency or very special occasion announcements.

Assembly Procedures

Assemblies, or SKIPPER BLOCKS, will be held from time to time to provide for class meetings, guest speakers, or for general communication purposes. No assembly will be scheduled or presented without the prior approval of the Assistant Principal for Student Services. The following guidelines must be adhered to:

1. Class meetings must run for the designated time for which they are scheduled.
2. On occasion, the high school administration will call for a full school assembly. This kind of assembly will be scheduled directly out of a specified class so that there are no questions about teacher supervision.
3. Teachers are required to escort their classroom students to the assembly and are reminded to sit with their students in the assigned seating throughout the assembly program. They are expected to be vigilant, to observe closely the conduct of students, and to insist that it be in accordance with the high standards expected from the assembled group as a whole.
4. Every effort will be made to inform the faculty of scheduled assemblies seven days in advance to allow for planning.

Books

All student textbooks will be issued to the student from the teacher. Teachers should obtain all necessary textbooks from the department chairperson. Teachers are to ensure that students enter their names, grade, advisory room and calendar year on the inside cover of each book issued. When a book is assigned to a student, teachers will then record the number of each book on forms (included in teacher packet). These lists must be returned to department chairpersons.

Teachers are responsible for issuing books to new students who transfer to their classes. A student who leaves school or drops a class should return all books to the teachers who are responsible for them. Books lost, "stolen", or damaged by students must be paid for at the front office. Students sent to the office to pay for books must have the title and book registration number. A student who pays for a book will receive a receipt to show the teacher who will then issue a new book. If the lost book is found at a later time, the money will be refunded when the receipt is presented to the office.

Students will be held fully responsible for all texts and materials that are issued to them throughout the year.

Class Attendance

Teachers are required to submit attendance electronically in Aspen within the first 15 minutes from the start of each class period. After the first lunch ends, teachers then have 15 minutes after passing for students to arrive and attendance to be taken. Teachers should submit an Aspen referral to the appropriate Dean for any unverified absences from class after daily attendance and clinic lists are provided by Administration.

It is imperative that teachers submit accurate attendance at the beginning of each period. Teachers should not complete their attendance for the day, but rather at the beginning of each period. In order to properly record excused and unexcused attendance, the teacher attendance needs to be as accurate as possible. Period 1 and 5 attendance sets the attendance for the day and is therefore critically important to be accurate.

Paper attendance will be submitted only if electronic attendance does not work and should be sent to the Student Services Office within the first 15 minutes of the start of class.

Classroom Maintenance

The maintenance of our entire school and each classroom is a responsibility shared by all who utilize these areas. Teachers, as well as students, are expected to do their part to ensure the appropriate cleanliness and appearance of each instructional area. Please help by adhering to the following items

1. Teacher personalization of school equipment is not allowed.
2. Erase boards before leaving the classroom, GCA will not clean a board unless it is erased.
3. Email the Administrator for Student Services to request any cleaning or maintenance related requests
4. Create a help desk ticket to NKHS_helpdesk@nksd.net for phone or IT concerns.
5. Have students pick up papers after every class.
6. Have students realign desks after every class and place chairs on the desk.
7. Teachers who share a classroom should log off of shared computers at the end of each class.
8. It is courtesy for teachers who share a classroom to vacate the room during the period of instruction of the other teacher.
9. All classroom doors are to remain in the locked position at all times.
10. Teachers must adhere to fire code laws outlined later in this handbook.

The attention of teachers to these requests will serve to improve consistency within the building and have a

more uniform outcome of success.

Classroom Procedures

Teachers are expected to observe the following procedures in order to ensure that a positive atmosphere for learning will exist in all classes

1. Teachers must ensure that classes remain orderly and reasonably quiet at all times.
2. Teachers who request, direct, or invite students to report to them before, during or after school are to make sure that they, the teachers, are in the rooms when the students report and that they, the teachers, stay in the rooms while the students are there. Teachers who have students before, during, or after school hours for disciplinary, academic or activity purposes are expected to assume responsibility to ensure that these students arrive on time, are monitored properly and have proper passes for entering and exiting. Teachers should maintain a log of students who have been given passes.
3. No student should be permitted to leave class for any reason at any time without a student planner pass, or a pass signed by the teacher allowing that absence from class.
4. Teachers should also maintain a sign-out log in their classroom which may need to be reviewed by Deans or Administrators for questions about student attendance or in cases of emergency.
5. Teachers should limit as much as possible allowing students to go to lockers during class time.
6. Teachers must insist that students report directly to classroom areas and that they are seated to avoid congregating in hallways.
7. Teachers must insist that students remain seated in classes until such time that the class is dismissed. In those classes such as music, art, or family and consumer science, physical education and science labs where equipment storage or clean-up activities must take place, teachers should ensure that adequate time is allotted for cleanup including having students be required to return to their seats prior to the dismissal bell.
8. Teachers sending students to the Media Center during class time must provide that student with a pass.
9. Teachers should monitor student expectations. Students are not allowed to have backpacks or hats at any given time during the course of the school day. Backpacks are allowed 4th and 8th periods only. Oversized purses are also not allowed.
10. Student cell phones must be stored and out of sight during class time and in the halls. This includes passing time. When a student breaches this expectation, teachers should confiscate the device and bring it to the Students Services Office.

Teachers are asked to inform students of these procedures and insist upon compliance. It is critical to set the tone early and to be consistent with students.

Note Teachers should not send students to the cafeteria during class time or allow students to be in their room during another teacher's class time without the permission of that teacher.

Commercial Activities

The North Kingstown School Committee authorizes, upon approval of the Superintendent, the following commercial or quasi-commercial projects provided such ventures are not that of an individual teacher but rather a school sponsored organization or club that may be supervised by a teacher. Each activity prior to submission to the Superintendent shall have prior approval of the principal of the school and the staff sponsor of the project.

Any materials purchased by students under this regulation shall not be used as basic instruction and/or student

assignments. All purchases shall be voluntary.

1. School Pictures - Company to be selected by principal and sponsor
2. School Yearbooks- Company to be selected by principal and sponsor
3. Class activities/Dances - Approval by principal and sponsor
4. Sales of Commercial Products - Approval by principal and sponsor
5. Athletic events as approved by principal and athletic director
6. School lunches - Supervisor of Cafeteria Services

District Policy: [Commercial Policy](#)

Confidentiality of Student Information

Teachers should be aware of relevant medical, IEP, or 504 information pertaining to individual students. This information is located in Aspen and noted with an icon. Any printed materials with this information should be shredded at the end of the school year. Additionally, teachers are encouraged to confer with guidance counselors, deans, administrators, or other student service providers concerning the overall ability, behavior and life environment of their students as the need arises.

Please be cautioned, however, that such information acquired is "privileged" and should be shared only on a "need to know" basis. Teachers should understand that a serious breach of professional ethics occurs when "privileged" information is freely communicated in an arbitrary and capricious manner, this may also include conduct infractions.

During the course of any school year students may experience life-altering events that may require sensitivity and reasonable accommodations. This information will be shared with teachers as it arises.

Copy Machines

Teachers may use the machine designated as the teacher copying machine or the copy machines in the faculty planning rooms located on the second and third floors. The copy room on the first floor will be stocked with appropriate materials to assist and ensure that pens/paper clips/staplers, etc., are provided for teachers to enable them to complete their copying. When supplies are running low, teachers should communicate to their Department Chair for more supplies.

Please observe the following recommendations:

COPY ROOM COPIERS - Large Jobs (High Volume, Multi-Page, Multiple Classes)

2ND & 3RD FACULTY ROOM COPIERS – Medium Jobs

GUIDANCE, STUDENT SERVICES OFFICE, MEDIA CENTER – Small Jobs (Single Page, One Class Set)

CONTACT CAROLE TAYLOR (ext. 213 or 1010) FOR ASSISTANCE WITH PAPER JAMS OR COPIER MAINTENANCE.

Students are not to make copies or print to any of the copy locations designated for faculty due to the sensitive nature of materials on hand. Students are not allowed in these areas.

Custodial Services

Any request for maintenance repair or replacement of equipment should be made by emailing Eric Anderson, Assistant Principal for Student Services, eric_anderson@nksd.net.

Department Meetings

Departments will meet regularly for Department meetings and CPT (Common Planning Time) under the supervision of the Department Chairperson or the appropriate high school administrator. Faculty members are encouraged to submit items for discussion to the Department Chairperson well in advance of the meeting. The presence of all teachers is required at all department common planning time meetings. Department chairs are expected to ensure that norms are followed for all department meetings and that notes, including attendance, are submitted to the appropriate administrator after each meeting.

Duties of Cooperating Teacher

Student teacher assignments must be coordinated between the college or university and the Office of the Assistant Superintendent in conjunction with the building Principal.

Teachers should refer all requests to be a cooperating teacher to the Principal for consideration.

1. It is expected that student teachers will be assigned duties as assistant teachers with cooperating teachers, both working in the classroom area at all times. Each student teacher is to be involved in the instruction of small groups of students as soon as possible. The student teacher is to be exposed to all teaching experiences small, medium and large group instruction, individualized instruction, paired-learning, and independent study, as well as advisory and other duties as needed.
2. Student teachers should be allowed to gradually assume greater responsibility, in some classes by exchanging with the cooperating teacher the role of teacher and assistant.
3. On some occasion the cooperating teacher may feel it is in the best interest of the student teacher to absent himself from the classroom area. This should be coordinated with the Department Chairperson well in advance.
4. The cooperating teacher should ensure that the student teacher maintains detailed lesson plans in keeping with the responsibilities to the students as well as the requirements of the sponsoring college or university.
5. The student teacher should be encouraged to visit other classes and activities in order to give him a wide range of professional experiences that would be encountered in a full time teaching position.
6. Whenever possible, the student teacher should be assigned to work with more than one teacher.
7. The cooperating teacher should ensure that the student teacher becomes familiar with all the educational facilities on campus, such as media center, physical education and television studio, as well as service facilities, such as cafeteria, clinic and guidance.
8. Student teachers should refer all discipline problems to the cooperating teacher who in turn may handle the problem or refer it to the Department Chairperson or the proper Assistant Principal.
9. Cooperating teachers are expected to familiarize their student teachers with the provisions contained in the student handbook, faculty handbook and teachers' contract during the first week of their assignment.
10. The cooperating teacher will submit to the office a copy of the student teacher's final evaluation.
11. Teachers on the cyclical evaluation cycle or are on an Improvement Plan are not permitted to host a student teacher.

Duty to Report

When students approach a faculty member and discloses information that appears to put the student in danger, or that the student may be participating in harmful behavior have a Duty to Report. Faculty and staff are required to approach support service providers (school psych, school social worker and/or guidance counselors) and document reports. Additionally, teachers need to notify an administrator in

writing. From there, together, a call will be made to DCYF if we have a suspicion that the student is in danger. Additional supports may be employed based on the situation at hand. The support professional will work with administration to determine those actions.

District Policy: [Duty to Report Policy](#)

Faculty Meetings

Faculty meetings will be scheduled by the principal and published with as much advance notice as possible. Attendance by all teachers is mandatory. Faculty should plan personal/medical appointments to accommodate their attendance at all scheduled faculty meetings.

Fire Drills, Evacuations, Lockdowns and Shelter in Place

State law requires a combination of 15 fire drills/evacuations/lockdowns be conducted during the school year (at least one per month).

Teachers are required to accompany their classes to the assigned area during a fire drill or any other evacuation of the building. Regular classroom discipline is to be maintained at all times.

Teachers are reminded that by state law they are required to have in their possession during any fire drill a register of students assigned to their class.

Teachers must adhere to the following rules when the fire alarm sounds

1. Accompany your class to the designated area as quickly as possible.
2. Keep your advisory together and remain with your students at all times.
3. Students are not allowed to roam around, go to their cars, or be eating.
4. Take attendance when at the designated gathering site in a timely fashion.
5. Fire drills will report to the back lot, evacuations to the large field.
6. Teachers will be given a roster of their advisory and are expected to keep an updated version in the red binder.
7. Provide a copy of an updated advisory roster to the teacher on each side of you in the event of your absence.
8. Close all windows, shut off lights, and lock the door whenever leaving the room during a drill.

Evacuation Guidelines for the students with physical impairments

Rooms 201 and 301 will be used as shelter in place for disabled students who are on the second and third floors when an alarm sounds. Fire department officials will determine the best way to safely evacuate these individuals so that they will not inhibit egress of other occupants from the building or endanger themselves during evacuation from the school. This information will be shared with teachers and paraprofessionals each year.

Students on the first floor will be assisted to a separate area with the school nurse.

A list of students with mobility needs which would interfere with their safety will be distributed to the appropriate teachers by the school nurse. Information about these students and their exit plan should be available to substitute teachers and aides. Elevators should not be used during fire drills except by fire department personnel or unless otherwise approved by the local fire marshal.

Exam Schedules

Evacuation/Lockdown Procedures

The purpose of this information is to familiarize you with the various procedures to follow which correspond to specific types of emergencies. Essentially three types of action will take place:

1. Evacuating the building; either within the proximity of the high school as a fire drill; or a mass evacuation to another location off the immediate school campus.
2. Evacuation drills will be announced over the PA system and all building occupants will report to the grass field near Fairway Drive.
3. Lockdown mode- when evacuation is not an option -all exits are secured from the inside as are all classrooms and offices.
4. "Shelter in Place" designated areas - Gym I and the auditorium will be used during chemical/biological threat that may exist outside of the school building. Otherwise, students and teachers are to remain where they are until instructed otherwise. Students are to remain in their assigned places, teaching can continue until further instruction.

Evaluation of Teachers

All members of the NEANK will be evaluated according the RI Model for Educator Evaluation and provisions set forth in the NEANK contract.

1. Teachers will be notified in writing of their primary and secondary evaluator
2. Administration will share the timeline and expectations with teachers of their responsibilities for uploading data and PGG/SLO/SOO goals
3. Teachers must adhere to the timelines and requests for evaluation materials in a timely fashion

Field Trips

A field trip must offer an opportunity for pupils to observe or participate in activities which cannot be provided in school. The field trip must have a direct relationship to the instructional activities in the classroom and should be planned in advance so as to be a timely part of the curriculum. To assist administrators and teachers in planning appropriate field trip experiences, the guidelines listed below have been established by the NKSD.

1. Field trip requests must be submitted at least three weeks prior to the requested date on the form provided.
2. No field trips should be scheduled a week before the end of the quarter or exams. Field trips should not be requested for September, May or June. Such requests will only be honored under exceptional circumstances.
3. Each field trip must be approved by the department chairperson, the principal, and endorsed by the Superintendent or his/her designee. Field Trip proposals must go to ILT for approval.
4. The school nurse should be sent a class list of any potential students who may be attending the trip as soon as a request is submitted to facilitate the identification of medical issues. *This is expected three weeks in advance or the trip will be cancelled.*
5. If students are to be transported or otherwise leave school premises e.g., walking, complete the "Educational Field Trip" form.
6. School buses are assigned by the Supervisor of Transportation. Do not contact individual bus drivers.

7. If there is an admission charge or other expense connected to the trip, the financing of the trip must be approved by the principal and arranged so as not to exclude any student who is unable to meet the expense. The cost of any single day field trip opportunity should not exceed \$50 per family.
8. Chaperones must be provided in sufficient numbers to maintain order throughout the trip. The recommended ratio of students to adults is 10 to 1, unless otherwise approved by the principal.
9. Only those students designated to participate in the field trip, teachers, and other adult chaperones may ride on the buses. Adult supervisors must be present on the buses at all times. All students must use designated transportation, not privately owned vehicles.
10. The educational objectives of the field trip must be clearly stated on the "Educational Field Trip" form.
11. Identify the curriculum area for which the trip is being planned, i.e., American Literature, US History, Art, etc.
12. The request form will be returned to the principal/supervisor as soon as the trip has been endorsed and the bus has been assigned. The teacher(s) conducting the field trip will complete the "Evaluation" portion of the form and return the form to the principal/supervisor who will forward it to the Superintendent or designee. The "Evaluation" should be completed after the follow-up activities have been completed and should indicate to what extent the "Objectives" have been achieved.
13. Generally, teachers may not be involved in more than one field trip in a given month.
14. Only the principal may officially cancel a field trip which has been approved and scheduled.
15. One week prior to the field trip a final list of participants should be published for the benefit of the entire staff. This list should be published again on the day the field trip is taken.
16. Any program during the school day which requires students to be out of class, must be approved in advance by the principal.

District Policy: [Field Trip Policy](#)

Fire Code

All teachers should adhere to acceptable standards of the fire code. Teachers in violation will be notified of violation and must remediate the issue immediately. Some typical violations include

- More than 50% of walls are covered in paper or laminated paper
- Home decorations that are flammable including drapes, tablecloths or other decorations
- Daisy chained extension cords (an extension cord used with another extension cord)
- Cloth or cardboard materials on boards or walls
- Decorative lighting that does not have UL protection tag visible
- Any cord that presents a tripping hazard
- Kitchen equipment (microwaves, refrigerators, etc) that are not directly plugged into a wall outlet

Grade Reporting

All teachers are expected to adhere to the dates set forth and time deadlines by the administration for grade reporting and updates. Grading in each course should be in adherence to the NKSD grading policy.

[Accurate and timely communication of grades is essential information for students and parents to monitor progress.](#) Teachers will update grades in Aspen at the set dates and time deadlines established for each quarter. [The grade update should be proportional to the total quarter grade, i.e. the grade for the second update should represent approximately two-thirds of the quarter grade.](#) Guidance counselors and administrators will work with teachers to maintain communication of this information with parents/guardians and students.

For a semester course, teachers will establish a documented communication (ex. phone call, email, meeting, written dialogue) with the parent/guardian of students who are in danger of failing the course for the

semester once first quarter grades have closed.

For a full-year course, teachers will establish a documented communication (ex. phone call, email, meeting, written dialogue) with the parent/guardian of students who are in danger of failing the course for the year once first semester grades have closed.

Teachers will be notified of students that turn 18 years old during their high school tenure and haven chosen to become their own educational advocate. Students and parents of said students will receive written notification from the Assistant Principal of Student Services. If a student has made this declaration, a legal icon will be present in ASPEN. Teachers need to be mindful of sharing grades or other information if the student has not consented.

District Policy: [District Grading Policy](#)

Insurance

No faculty member has the authority to make any statement or promise of payment of bills by the school district insurance company. Accident reports and medical bills will be forwarded to the district's insurance company.

All incidents of injury sustained by either faculty members or students should be reported to the nurse's office and appropriate health forms should be filled out. Teacher forms may be obtained in the office. Student forms may be obtained from the clinic.

Mailboxes

Teacher mailboxes are located in the locked copy room. Mailboxes are listed alphabetically with mail below your name. Teachers should check their mailboxes, daily, prior to Advisory for important information/messages and passes for students. Teachers should not send students to the copy room to pick up the teacher's mail.

Office Telephone Policy

All personnel who have been assigned office phones will be held responsible for their use. Teachers who need to conduct professional business matters by phone may use the phones located in the planning areas or in the office of their department chair.

Parking

All parking spots will be lined and numbered. The main office will assign each teacher a numbered spot. Faculty are cautioned not to pass school buses with flashing lights on school grounds as this is in violation of Rhode Island motor vehicle law. Staff will be given a hang tag matching their numbered spot. This hangtag should be visible at all times

Passes

Teachers will issue and collect passes using the yellow passes that the school provides. At no time should a student leave your room without a pass. Teachers are also asked to check passes that students are using to move about the building. Teachers are expected to secure their yellow passes in a safe location. Lav passes will be supplied to teachers, it is the teacher's responsibility to be sure lav passes are not stolen from the classroom. Teachers are also expected to check that passes have been signed (students in fact reached their destination).

Personalized Learning Time/Duty Period

All teachers will be assigned to a PLT or a duty to accommodate the 8 period schedule. Teachers are expected to be on time, take attendance as with a regular class. Clear expectations for the PLT should be

shared with the students and adhered to consistently between the cooperating teachers. PLTs are to be silent with students quietly doing work. If assigned a duty, teachers are asked to report on time and complete tasks. Any questions can be directed to the Assistant Principal of Student Services.

Press and Television Relations

The principal will be the school's spokesperson for all matters related to the press and television. The principal should be informed of any inquiry made to any faculty member relative to school affairs.

Purchases by teachers

Teachers are reminded that all purchases to be paid by school funds must be approved by the principal and a purchase order number must be obtained in advance. All purchase deliveries must be checked by a member of the office staff, and necessary paperwork must be completed. Teachers are personally responsible for the payment of any purchase made without a prior purchase requisition/purchase order.

Report of Accidents

All accidents involving personal injury must be reported to the Assistant Principal of Student Services and the school nurse within 24 hours. The Superintendent must receive a report within five days of the accident. It is essential that any accident be reported for the protection of both the individual and the School Department. All employees are covered by Workers' Compensation.

School Supplies

The school provides general supplies such as markers, staples, tape, paper and rulers, etc. Requests for supplies should be directed to your department chair.

Security

1. Teachers are responsible for keeping a locked classroom at all times.
2. All monies collected for field trips or fundraisers must be turned over to the main office daily for deposit. Do not leave monies unattended during the day or overnight.
3. Any faculty member who witnesses a security breach or has a general safety concern should direct the concern to the Assistant Principal of Student Services.
4. The SRO, the NKPD and NKFD consult with the superintendent and building principals about yearly safety plans and best practices. These policies are shared with faculty and staff and are expected to be adhered to at all times.

Teacher Conduct

All NKHS teachers have the responsibility to familiarize themselves with and abide by the laws of the state as these affect their work, the policies of the school committee, and the regulations designed to implement them.

Standards of Behavior for Teachers and Staff

North Kingstown High School is committed to providing a safe, positive learning and working environment for everyone. All members of the school district share the responsibility for protecting and maintaining the health, safety and rights of other persons. North Kingstown High School expects its students and teachers to treat other persons with respect and human dignity. This is to include written and oral communication.

Telephone Messages

Routine messages will be written on an appropriate form and placed in the teacher's mailbox. Emergency

messages will be reported to the teacher immediately. In general, the office will accept the caller's definition of emergency.

Tutoring

Section 16-38-6 of the Rhode Island Education Law states; "...Nor shall any teacher in any public school, at any time other than during the regular summer vacation of the public schools, accept any fee or gift for the tutoring of any child regularly under his instruction".

Use of Audio-visual material, websites, videos and apps

Audio-visual materials must be used for educational purposes only and must reflect curriculum goals and objectives. Be sure each item has been reviewed by you for potentially inappropriate material and language. Movies or movie clips with an R rating used by teachers will necessitate parental permission slips sent home and signed before showing the movie/scene.

Visitors and Salespeople

All visitors and sales representatives must enter the school building at the Main Office and register. They will not be allowed to meet with a staff member while he/she has teaching responsibilities. Teachers should meet all parents/visitors at the Main Office and escort them to a conference area (classroom, department office, etc.). Report all unauthorized visitors to the Main Office.

Appendix A Student Services and Discipline at NKHS

A General Overview

The focus of the NKHS Student Services and Discipline Program is to provide clear expectations for student behavior at North Kingstown High School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. The administration of North Kingstown High School will work with our faculty and staff to create and maintain a productive, safe educational environment in which ALL of our school community members have clear expectations and understandings of their role in the educational process.

A Proactive Approach to School-Wide Discipline and Safety

North Kingstown High School will implement a school-wide, team-based systems approach and teach appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following

Behavioral Expectations

1. Behavioral Expectations are defined. A small number of clearly defined behavioral expectations are defined in positive, simple rules.

2. Behavioral Expectations are taught. The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than just telling students what behaviors they should avoid.

When rules or expectations are not followed, the general rule is presented, the rationale for the rule is discussed, positive examples ("right way") are described and negative examples ("wrong way") are described. Our emphasis is on **procedures** and **routines** to manage behavior rather than **crimes** and **punishments**.

3. Appropriate Behaviors are acknowledged. Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. NKHS will develop a formal system that rewards, encourages and reinforces positive behaviors demonstrated on a consistent basis.

4. Behavioral Errors are corrected proactively. When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified.

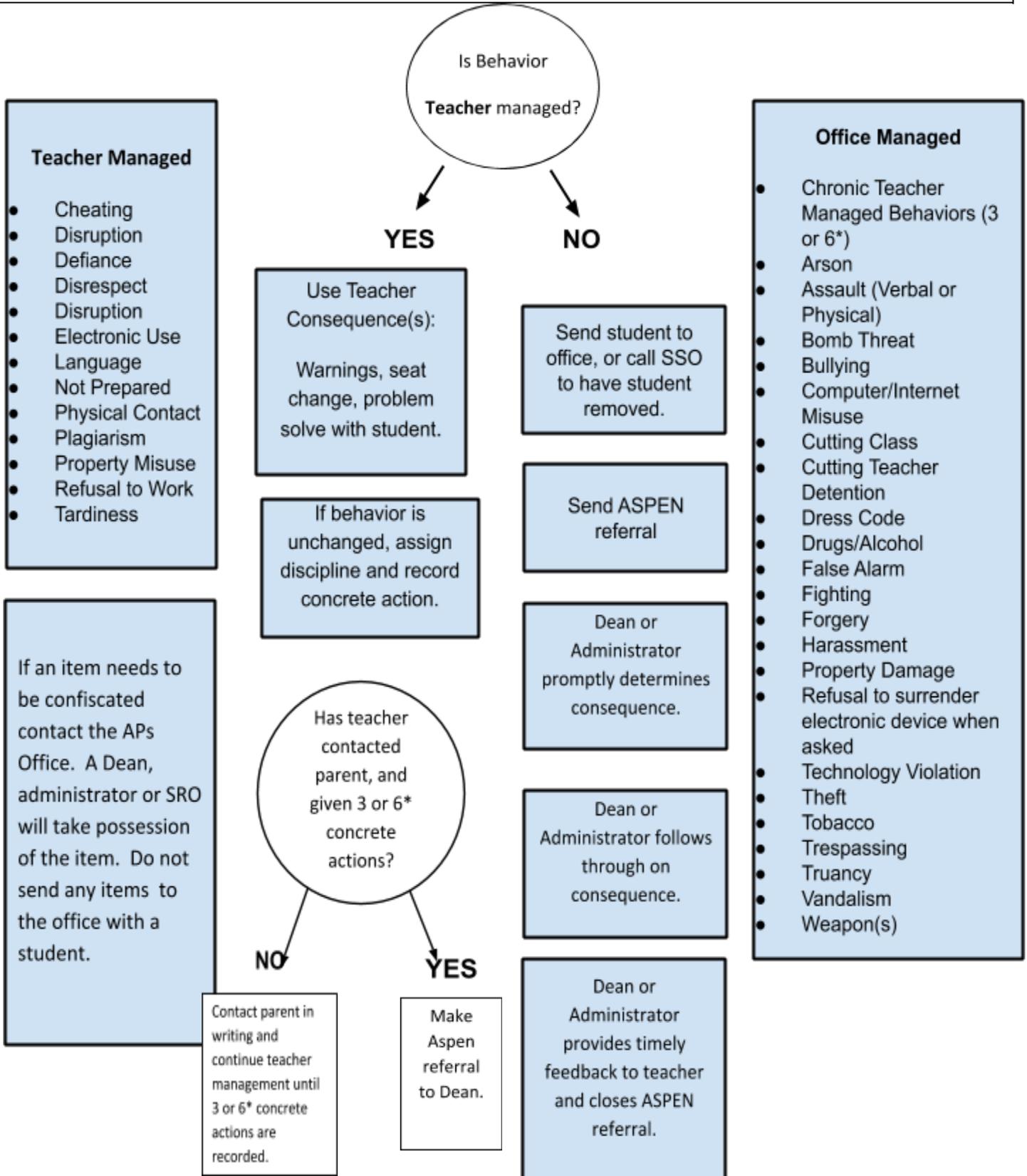
The **Student Behavior Management Process Flowchart** below is used to help teachers distinguish Teacher Managed behavioral incidents from Office Managed ones.

5. Decisions about behavior management are data-based. One of the most important features of our Student Services and Discipline System is the use of data management. The administrators and deans will track what types of discipline incidents are occurring, where, what time of the school day and who is involved in them. This will eliminate guesswork from the decision making process about what is and is not working in a building's behavior management system. It will allow administrators and deans to create reports that enable them to devote resources and time to the precise place, parts of the school day and people that need the most attention.

6. All members of the NKHS school community are supported. If there are situations or behaviors from students that are presenting an issue, please take a proactive approach by enlisting the assistance of the assigned department chair, dean or administrator assigned to Student Services.

North Kingstown High School

Behavior Management Flow Chart



Restorative Practices

Modeled by the Youth Restorative Project

- Restorative Practices does not replace traditional discipline
- Serious infractions still have consequences
- The goal is to minimize the serious infractions and maximize positive engagement
- This is not an “add-on” We all have a shared responsibility in the implementation

At the core of Restorative Practices:

- What does it look like when we get it right?
- Move from punitive to restorative
- Be trauma informed

3 Tools to use when creating a Restorative Model:

- Circle Up
 - Take a few minutes daily/weekly to circle students together to get a temperature of your students
 - Shared voices, everyone is in it together. This creates inclusion and all students are accountable for the classroom environment
 - Up/Down Exercise (students give a quick positive and negative)
 - Gather affected students and give them structure and tools to explain themselves and be accountable for their choice or actions
 - Can be used in a “discipline” setting or as part of the instruction of the day
 - Grounds the members in the room
- Questions
 - Shift from statements to questions
 - Takes blame and thus negative emotions from a situation
 - Gets to the core of problem
 - Helps to build relationships by conveying care and concern
 - Helps to get a student to a resource they might need, but could not verbalize
 - Helps students to self-identify the root of their behavior
- “I” Statements
 - Shifts blame and fosters accountability of own emotions
 - Models effective ownership that we wish to see in our students
 - Helps to move students to understand the impact they have in their community
 - Use “I” and not “You”
 - Refer to the behavior not the person; this diminishes a power struggle

