

# Johnston Senior High School

345 Cherry Hill Road

Johnston, Rhode Island 02919

[www.johnstonschools.org](http://www.johnstonschools.org)

## Student & Parent/Guardian Handbook

2017-2018

Mr. Dennis Morrell, Principal

Mr. Michael Mancieri, Assistant principal

Dr. Donna Pennacchia, Assistant principal



Johnston Senior High School is accredited by the New England Association of Schools & Colleges

### **Mission Statement**

*The mission of Johnston Senior High School, in partnership with the parents and the community, is to promote the academic, social, physical and psychological well-being of each student. Together, we will create an institution responsive to the needs of an ever-changing society by offering rigorous and dynamic programs, which challenge all students to achieve high standards, become life-long learners and lead self-fulfilling, productive lives.*

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If you are unable to find an item, please let us know. We are open to suggestions to make this handbook easier for all to understand and use.

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## History

The Johnston Senior High School is located in the center of the Town of Johnston at the intersection of Atwood Avenue and Cherry Hill Road. The High School building complex was constructed beginning in 1967 and completed in 1968 for a total cost of \$2,928,652.00. Prior to this time the high school was located across Atwood Avenue in what is now the Nicholas A. Ferri Middle School.

In 1973 construction began on the High School Athletic Complex on the Eastern side of the campus and was dedicated on November 2, 1974.

The Johnston Senior High School has long served as a source of civic pride for the Town of Johnston as well as a focal point for public celebrations, such as the annual Johnston Senior High School Homecoming.

In 2014 construction was begun on the new Johnston Senior High School Athletic Complex as well as new, state-of-the-art, science laboratories designed to serve the needs of students and provide them with the skills they will need for success in the 21<sup>st</sup> Century.

Johnston Senior High School prides itself on the level of attention given to each student as a distinct individual. Our goal is to preserve and refine the spirit of pride that the community shows in its flagship school and to instill in our students a sense of excellence and perennial educational values in all children.

Approved by the Johnston School Committee July 11, 2017

Mrs. Janice D. Mele, Chair

Mr. Robert LaFazia, Vice Chair

Miss Gena Bianco

Miss Lauren Garzone

Mr. Joseph Rotella

## Johnston Senior High School Student Expectations

### The Johnston Senior High School Student:

1. Takes responsibility for his/her learning.
2. Demonstrates the ability to be an autonomous learner.
3. Understands and demonstrates a sense of community and good citizenship.
4. Reads actively and critically for a variety of purposes.
5. Writes and speaks effectively.
6. Listens and views materials actively and critically.
7. Reasons effectively and solves problems.
8. Understands the concepts of personal physical fitness and good health.
9. Understands and applies technological concepts.
10. Performs and applies numeracy skills for a variety of purposes.

### Daily Rotating Schedule

On Wednesday's, Advisory will be extended to 7:40 and first period will run from 7:44-8:25

Period	Day 1	Day 7	Day 6	Day 5	Day 4	Day 3	Day 2
Advisory 7:17-7:27	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
7:31-8:25 Period 1	Level - 1	7	6	5	4	3	2
8:29-9:23 Period 2	Level - 2	1	7	6	5	4	3
9:27-10:21 Period 3	Level - 3	2	1	7	6	5	4
10:25-11:19 Period 4	Level - 4	3	2	1	7	6	5
Lunch Period Period 5 11:23-12:36							
1 <sup>st</sup> Lunch 11:23-11:46	Level - 5	4	3	2	1	7	6
2 <sup>nd</sup> Lunch 11:48-12:11							
3 <sup>rd</sup> Lunch 12:13-12:36							
12:40-1:34 Period 6	Level - 6	5	4	3	2	1	7

## Johnston Senior High School Graduation Requirements

<u>CLASS OF 2018</u>	<u>CLASS OF 2019</u>																																																
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## **Required Assessments and Credits**

For the Class of 2018, to earn a Johnston Senior High School Diploma, students must complete 23 credits and participate in departmental comprehensive course assessments. For the Class of 2019 and beyond, to earn a Johnston Senior High School Diploma, students must complete 24 credits and participate in departmental comprehensive course assessments.

### **Comprehensive Course Assessments**

All students will take comprehensive course assessments which are standardized by, and embedded in, courses.

### **Rhode Island State Assessments**

Students are assessed for proficiency in reading, writing and mathematics on the Rhode Island State Assessment, which is currently the Partnership for Assessment of Readiness for College and Career (PARCC) beginning with the Class of 2017.

### **Course Credit**

To receive credit for a course, the student must complete the course with a passing grade of 65 or above during the school year. Summer school, tutoring, or credit recovery will be accepted only under the conditions outlined in the policy of the Johnston School Department. A student who passes a repeat course will have both the failure and a passing grade of 65 recorded on the transcript. Seniors that have not secured sufficient course credit for graduation will not be allowed to participate in graduation practice/ceremony.

### **Credit Recovery Program**

The Credit Recovery Program provides online course opportunities to students that did not meet the required grade of 65 or above to earn course credit. Credit Recovery is offered after school and during the summer on an as needed basis.

### **Transfer and Appeals**

Students who transfer from another school will have their transcripts reviewed.

Graduation decisions are the responsibility of the principal. Parents may appeal graduation status by submitting a written request for a hearing to the principal.

### **Grade Reporting:**

The Johnston School District has opened the ASPEN Student and Family Portal to members of the Johnston School District and their families. The ASPEN Portal provides parents/guardians and students access to grades, schedules, and attendance/conduct records. You can obtain your login and password from your child's school counselor. To access the ASPEN Portal, log on to

<https://ri-johnston.myfollett.com/aspen/logon.do> or through the link available on the ASPEN Family Portal page on the Johnston School Department website.

## Grading & Academic Ranking

Report cards are issued four times annually and interim reports are issued semi-quarterly. Numerical grades are used at Johnston Senior High School. All courses, including Physical Education and Health, are included in the numerical grade point average (GPA).

<u>Grade</u>	<u>Grade</u>	<u>College Prep/Career</u>	<u>Honors Courses</u>	<u>A.P./EEP Courses</u>
			<i>plus .5</i>	<i>plus 1.0</i>
A+	97-100	4.00	4.50	5.00
A	93-96	3.90	4.40	4.90
A-	90-92	3.67	4.17	4.67
B+	87-89	3.30	3.80	4.30
B	83-86	3.00	3.50	4.00
B-	80-82	2.67	3.17	3.67
C+	77-79	2.30	2.80	3.30
C	73-76	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
D	65-69	1.00	1.50	2.00
F	< 65	0	0	0

### Honor Roll:

Honor roll is computed each quarter and is not a cumulative honor. The unweighted GPA is used to calculate honor roll. The honor roll is reported to local newspapers so that students will receive recognition for their academic achievement.

HIGH HONORS:	3.90+	GPA
1 <sup>st</sup> HONORS:	3.67 – 3.89	GPA
2 <sup>nd</sup> HONORS:	3.00 – 3.66	GPA
3 <sup>rd</sup> HONORS:	2.67 - 2.99	GPA

### Valedictorian & Salutatorian:



The valedictorian and the salutatorian of each class are those students, whose weighted rank is first and second in the class after seven semesters of high school. To be selected valedictorian and salutatorian, students must have completed three semesters of academic work at Johnston Senior High School.

**Course Selection Procedures:**

The course selection process at Johnston Senior High School begins in the spring. Thoughtful, informed course selection is extremely critical and must be taken very seriously by students and parents. It is a process that must involve the recommendations of teachers, consideration of the student's past performance, and future life plan. **Adjustments and revisions to a student's schedule for the following year must be made before the end of the current school year.** Courses will run if there is sufficient student request and available staff. If a class must be cancelled, students will be given the opportunity to make an alternative selection. Students are encouraged to make responsible choices when initially selecting courses. Please refer to the Program of Studies for more information regarding the course selection process. Course prerequisites may be waived with the approval of the department chairpersons and/or the high school administration.

**Course Changes:**

Careful thought must be given to each course selection. Students need to discuss their choices with their counselor, teachers, and parents. Students should not register for classes with the idea that changes will be made if things do not work out. A decision to elect a course is much like a contract. For additional information, please refer to the Program of Studies.

**Release of Records:** Appendix A

**Selective Service Registration**

All males, no later than 30 days after their 18<sup>th</sup> birthday, must register with the U.S. Selective Service. Registering online is the recommended method of doing so.

## **Post-Secondary Related Assessments/Requirements**

### **ASVAB**

The Armed Services Vocational Aptitude Battery is a career interest inventory offered to juniors and seniors at no cost or obligation. The Guidance staff announces to all upper class students when and how they should register for this test.

### **College Entrance Exams**

**2015-2019**

### **PSAT/NMSQT**

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is offered in October of each academic year. The test is normally for students in 10<sup>th</sup> and 11<sup>th</sup> grade, yet it is open to all students. Juniors who take the test are eligible to qualify for the National Merit Scholarship.

### **SAT**

The Scholastic Aptitude Test is offered numerous times per year. Typically, students take the SAT in the spring of their junior year and then in the fall of their senior year. Registration materials are available online at <http://www.collegeboard.org>. Students are responsible for registering online.

### **SAT II**

SAT II's are subject tests (formerly known as Achievement Tests) that test knowledge in a specific area and are offered several times a year. Some colleges may require as many as three SAT II tests. Students are responsible for registering online. The materials are available at <http://www.collegeboard.org>.

### **ACT**

The ACT is offered several times a year. The ACT is an alternative to the SAT, although not all colleges accept it in place of the SAT.

Typically, students take the ACT in the spring of their junior year and then again in fall of their senior year. Registration materials and further information are available at [www.act.org](http://www.act.org).

\* Students who have a documented disability **may** be eligible to receive accommodations or modifications for the ACT, PSAT/SAT. It is the student’s responsibility to request/notify his or her school counselor.

### **COLLEGE ADMISSIONS REQUIREMENTS**

English.....	4 credits
*Mathematics.....	4 credits
** International Languages .....	2-4 credits
Social Studies.....	3-4 credits
***Lab Science.....	3-4 credits

*Courses in art, music, humanities, computer science, etc. are suggested to complete a well-rounded program.*

*\*Alg.1, Alg.2, Geometry, College Alg. Pre-Calculus, Calculus*

*\*\*High school level – minimum two years of one language*

*\*\*\* Biology, Chemistry, Physics, AP Science*

### **Academic Programs**

The following general information relates to Johnston Senior High School academics:

- Johnston Senior High School subscribes to the Modern Language Association (MLA) format for scholarly writing. Writing is taught in all courses throughout the curriculum.
- All students are required to participate in the Summer Reading Program.
- Some students may wish to earn college credit for advanced studies at Johnston Senior High School. This potentially may be done through the following programs:

#### **Advanced Placement Program (AP)**

The Advanced Placement curricula regulated by the College Board are currently offered in English, Mathematics, Science, and Social Studies Departments at Johnston Senior High School. Students may take AP courses to gain college credit provided they meet the requisite score requirements on the Advanced Placement exam offered at the end of the course.

### **Early Enrollment Program (EEP)**

Johnston Senior High School (JHS), in association with Rhode Island College (RIC), offers EEP which allows high school students to take college courses and earn college credits while at JHS. The courses are the same as those taught at Rhode Island College and the credits later may be applied to a RIC degree or they may be transferred to most other colleges. Library privileges at RIC are a part of the program. EEP courses are approved by RIC and taught by qualified Johnston Senior High School faculty.

### **University of Rhode Island Writing Course**

**This course is open only to senior AP/honor students and Junior AP students who will be exposed to strategies of writing for different audiences and situations. There is *no fee* charged for this course. It is taken concurrently at Johnston Senior High School and the University of Rhode Island for three college credits.**

Some students, beginning with the Class of 2008, may elect to earn special endorsements on their diplomas. Following are the endorsements offered, or to be offered, at Johnston Senior High School:

#### **Law, Public Safety and Security Career Academy**

The Academy of Law, Public Safety and Security is a 2 or 3-year program of study supplemented by career specific courses. The curriculum is designed to follow a planned sequence beginning in the sophomore year. Those students admitted will be assisted by faculty and guidance personnel to select an appropriate course of study based on the student's academic goals and career aspirations.

## **STUDENT SUPPORT SERVICES**

### **Special Education**

Services are designed to enable students to make academic progress in the general education program curriculum whenever possible. These services are available for students who meet the federal guidelines. These services may include in-class support, social work services, speech and language services, occupational therapy services, out of classroom support, and specialized classes for students unable to make progress in the general education curriculum.

### **English Language Learners**

The goal of the English Language Learner(ELL) program is to provide appropriate language experience so that students with limited English skills may become proficient in English. The program emphasizes the acquisition of interpersonal communication skills and encourages competitive academic skills. Instructional strategies promote effective speaking, reading, and writing, listening and thinking in English. Credit is earned through all ELL courses.

### **Guidance**

The Guidance Department of Johnston Senior High School, in partnership with the Rhode Island School Counselor Association, is implementing a comprehensive, school-counseling program. This comprehensive counseling program serves as an organizational framework to provide multiple opportunities for students to meet the American School Counseling Association (ASCA) national standards. Standards-based counseling has shifted the focus from a student-by-student system of service delivery to a comprehensive and developmental focus in the three domains that are fundamental to student success: academic, career and personal/social development. School counselors work with all students, school staff, families, and members of the community as an integral part of the education program. The counseling program provides an opportunity for all students to achieve success. The program is data driven, and allows for review, analysis, and interpretation of data to make an ongoing evaluation of the effectiveness of the school's comprehensive guidance program.

School counseling programs promote success through a focus on academic achievement, prevention programs, and intervention activities, advocacy, and social/emotional and career development (American School Counselor Association, 1997). This program meets the needs of students and schools in the 21<sup>st</sup> century. The program further meets the requirements specified in the high school reform regulations adopted by the Rhode Island Board of Education.

**Students are assigned a school counselor based on the first letter of their last name.**

**See Appendix B for Guidance expectations.**

### **School Health Services and the Role of the School Nurse-Teacher**

The Certified School Nurse-Teacher(CSNT) is a registered nurse who has a Bachelor's Degree and is licensed to practice nursing by the Rhode Island Department of Health. He/she also meets the certification criterion for School Nurse-Teachers set forth by the Rhode Island Department of Education. The School Nurse-Teacher's primary role is to protect and promote the health of students in accordance with the *Rules and Regulations for School Health Programs* as developed by the Rhode Island Department of Health and the Rhode Island Department of Education. The Certified School Nurse-Teacher may also function as a resource or an instructor in areas of education directly related to health and safety. In the elementary schools, the Nurse-Teacher may be an itinerant, serving more than one building each day. At the middle and high school levels, the Nurse-Teacher is in residence for the full school day. The Certified School Nurse-Teacher, under the direction of the Superintendent, works directly with the school principal and staff members.

#### **Services provided by the Certified School Nurse-Teacher may include:**

1. Assessing injured and ill students, including appropriate treatment and follow-up.
2. Implementing and monitoring student compliance with state immunization laws.
3. Maintaining, updating, and properly storing student permanent health records.
4. Coordinate health screening programs (vision, scoliosis, hearing, dental, blood pressure, height, weight, communicable disease) including planning implementation, re-screening, referring and following-up.
5. Interpreting medical data to meet the needs of children with special health problems.
6. Planning, implementing, and evaluating direct care to Technology-dependent students according to *Children and Youth Assisted by Medical Technology in Educational Settings: Guidelines for Care* by Porter, Haynie, Bierle, Caldwell, and Palfrey, 2<sup>nd</sup> Edition, Paul H. Brooks Publishing, 1997.
7. Working under guidelines of RI Department of Health to help prevent and control outbreaks of communicable disease.
8. Participating in the Child Outreach Program, including planning, screening, re-screening, referral, and consultations for all health screenings.
9. Assisting in and monitoring sports and medical health examinations.
10. Providing health counseling to students, staff and families as needed.
11. Administering medication and monitoring and documenting the protocols.
12. Assessing, planning, treating, referring, and/or following-up on health problems that may interfere with students' learning.

13. Assisting in the development and evaluation of health education programs including classroom instruction and staff In-service as/when indicated.
14. Serving as a health resource to parents and teachers.
15. Participating as a member of the referral team (ET, RtI).
16. Serving as a member of the crisis intervention team.
17. Serving as a liaison between school, home and community for health related issues and services.
18. Participating in process of preparing inventory, budgeting, and ordering health supplies.

### **Library Media Services**

The school library media center program provides:

- Access to library media professionals, collections and programs
- Full integration of library media programs into curriculum
- A full-time library media specialist working in partnership with direct level personnel, administrators, teachers, parents, business, industry, social agencies, other librarians, and members of the larger community
- A serious commitment by each of those partners to the value of full and open access to information and ideas
- Access to information technology

### **Access to the Library/Media Center**

To visit the media center students must obtain a pass from a teacher in order to complete work for that particular class. Students are to sign in and out of the media center with name/date/time. The high school library/media program serves to support, supplement and expand curriculum. Its mission is to encourage life-long learning so that all patrons may achieve their full potential as literate, productive, ethical and responsible community members.

Students may borrow materials for a period of 10 days. The library's collection is online through RILINK; a cooperative, interactive union catalog of Rhode Island school library materials. RILINK was developed to facilitate resource sharing among member libraries. Johnston Senior High School students are able to borrow materials from other high school libraries in the state through our media center.

The high school library media program serves to support, supplement and expand curriculum. Additionally the media program fosters independent skills for life-long learning. Access to a

variety of library media including books, periodicals, non-print media and computer resources is therefore vital for both faculty and students. The following specific services are offered:

- Orientation program for all incoming students
- Skills lessons and review of material relevant to each content area including:
  - Information seeking strategies
  - Location and access information
  - Recording and using information
  - Crediting sources protocols
  - Synthesizing information
  - Planning research and writing timelines
  - Evaluation of final product(s)
- Book talks and book displays to encourage leisure reading
- Individual research help
- Quiet surroundings for independent study
- Updated collections in nonfiction, reference and fiction
- Access to non-print media and equipment
- Guidance and selection of material
- Interlibrary loan service through CLAN and RILINK
- Access to computer generated information and resources

### **Home & School Collaboration and Expectations**

Students will spend the next four years in high school. During these years, he or she may experience new feelings brought on by the stresses of additional social pressures, academic demands and/or post-secondary concerns. It is a time when students begin the transition from adolescence to adulthood and they break away from adult control to achieve independence. This is not always an easy time, and it takes the full understanding and cooperation among each of the three parties concerned, the student, the parents/guardians, and the school, to keep the focus on achieving a successful transition throughout the high school experience. The desired cooperation between the school and the home can perhaps be better understood if we outline briefly what a parent/guardian has a right to expect of the school and what the school should be able to expect of a parent/guardian.

### **The Parent/Guardian has the right to expect:**

1. That the high school operates in a business-like and responsible manner.
2. That student learning is given highest priority and first claim on the resources of the school.



3. That assignments be definite and that a reasonable amount of assistance be given in class and, on the initiative of the student, as much more individual help, as resources will permit.
4. That student concerns and issues be addressed in a timely and respectful manner.
5. That parental inquiries and concerns receive prompt and courteous attention and that the school's response to these inquiries or concerns reflects a constructive and helpful attitude.

### **The High School Administration & Faculty Expects:**

1. That parents and students understand that student attendance to school and class is regular and punctual. If a student is to succeed in high school, regular attendance must be as much an obligation as it would be in employment.
2. That the student engages in a regular routine of home study.
3. That the student who is absent from school or class not expect a valid excuse to absolve them from the responsibility of making up the work missed.
4. That the student respects him/herself and others, is responsible for his/her actions, and develops self-discipline.
5. That the parent/guardian and student initiate collaboration and communication with teachers, guidance counselors, administration and other relevant staff members on academic progress, social concerns, and/or behavioral issues as necessary.

### **How a Parent can become involved:**

Parents can become involved in the high school by

- Taking an active interest in your son's or daughter's program by engaging in any one or a combination of the following:
  - Discussing school programs with your child.
  - Arranging a conference with the school counselor and discussing program planning, past records, plans for after high school, etc.
  - Encouraging a regular routine of home study.
  - Supporting by your presence, the activities which occur at the high school.

### **Contacting the School:**

Since it is impossible for administrators and school counselors always to be at their desks, when you telephone the school please leave your name, telephone number and the nature of the concern as well as the name of the person you are trying to reach. He or she will call you back as soon as possible.

## **TECHNOLOGY**

Johnston Senior High School is a one-to-one school. We recognize that technology is an essential component for learning in the 21st century. As such, we are committed to providing every student with a laptop computer while they attend our high school. It is our expectation that our students utilize these powerful tools to expand their access to knowledge and improve upon their learning while making good decisions that are reflective of respectful digital citizenship.

### **Internet Rules & Regulations**

Students are responsible for good behavior on school computer networks just as they are in classrooms or in school hallways. Communications on the network are often public in nature and general school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility. Individual users of the school computer networks are responsible for their behavior and communication over those networks. It is expected that users will comply with school standards and will honor the agreements they have signed. Although the school is not responsible for restricting, monitoring, or controlling the communications of individual utilizing the network, it reserves the right to discipline users and/or file civil or criminal complaints. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Information retrieved, stored or handled on a school computer is NOT PRIVATE.

Additionally, all students are expected to comply with the Johnston Public Schools Internet Use Policy (see **Appendix C**). An electronic copy of this policy is available in Appendix C and a hard copy of this policy may be made available upon a request addressed to the Front Office.

### **Consequences**

Violations may result in a loss of access and/or additional disciplinary action at the building level or above in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved. Therefore, use of the internet facilities of the Johnston School Department for telecommunications and electronic information resources will be permitted upon agreement to the following policy guidelines:

- To use the Internet connection only for educational purposes which are consistent with the student's course of studies and the policies and objectives of the Johnston School Department.
- To use the Internet in ways that are not harmful, physically, financially, or otherwise to others or their property or reputation and are within the law.

- To protect one and others by not issuing any addresses or telephone numbers over the Internet, remembering that Internet communications are not private.
- To use the Internet only with permission of the staff members who are in charge of it or with permission of supervising teachers and to be considerate of others while on the Internet abiding by the same rules that apply in school to language and behavior.
- To refrain from any commercial activity. Defined as buying, selling, bartering, or advertising, including but not limited to the use of credit cards.
- To avoid disruption of the Internet, supporting equipment, or information available on it, including but not limited to tampering with hardware or software, vandalizing data, introducing or using computer viruses, etc., attempting to gain access to restricted information or networks or violating copyright laws, and
- To immediately report any problems or breaches of these responsibilities to the supervising staff members.

### **Policy on Social Networking and Text Messaging**

The Johnston School Department (“Department”) recognizes the increasingly important role that technology plays in the educational process as well as in the personal lives of the students, faculty and staff of the Department. Online discourse through social computing, including the use of networking sites, text messaging, and the like empowers educators and students in the scope of their respective interactions. Instead of “mass communication” this environment represents “masses of communicators.” The Department respects the importance of open exchange and learning related to enhancing the educational environment in Johnston and supports this process.

Within this context, it is important that all participants feel free to express their thoughts and ideas in a manner that does not disrupt the educational process, or create unnecessary distractions to, or adversely impact, the interpersonal relationships between the students, faculty and staff. This Policy is intended to foster a thoughtful, responsible use of social networking and related technological communication tools that will minimize risk and be appropriately professional and respectful.

**See Appendix C for complete policy guidelines**

## **STUDENT ATTENDANCE PROCEDURES**

### **Attendance Policy**

The Rhode Island General Laws §16-19-1 require regular attendance of all students enrolled in a public school. The basic intent of the law is to give you the opportunity to receive an education that will enable you to become a responsible citizen. Parents and guardians have the responsibility of ensuring attendance and punctuality. A student's attendance at school is a serious matter that can significantly impact his/her academic standing. When students are absent or late, they miss all or part of the classroom instruction. The learning experiences that take place in a classroom are a meaningful and essential part of the educational structure and are reflected in their grades. Time lost from class is irretrievable. Research shows that a student's attendance is directly related to success in school. It should also be noted that attendance becomes part of the permanent records that are sent to colleges and future places of employment.

### **Daily Attendance/Absence from School**

Johnston Senior High School recognizes the importance of good attendance in scholastic success and urges parents to assist in monitoring their child's school attendance. Title 16 of the Rhode Island State Law requires the regular attendance of all students enrolled in a public school.

**Parents of absent students are required to call Mrs. Nancy Courtemanche at 401-233-1920 ext 2603 between 7-9am.** If not contacted, the school will attempt to call parents/guardians of all absent students during that school day. In cases where parental verification cannot be made, students must bring a note to the attendance office upon returning to school, the reason for the absence, and a daytime telephone number where a parent can be reached.

### **Class Attendance Policy**

The following shall not be considered absences that count against the student for the purpose of determining truancy:

1. Absence from class due to outside suspension.
2. Absence from class due to attendance at a school sponsored event.
3. Absence from class due to attendance at scheduled meetings with school personnel.
4. Absence from class due to religious observance.

The following excused absences have been determined by the regulations of the truancy Court:

1. Illness confirmed by a physician's note within 3 days return to school
2. Dental appointments confirmed by a dentist's note within 3 days return to school
3. Family bereavement
4. Legal/Court obligations confirmed by a note from the court

5. Verifiable college and military appointments, prior permission from the Guidance office. Appointment verification required.

### **Absence Notes**

Parents are required to provide a physician's note for extended absences of more than 3 consecutive school days. Notes from parents regarding illness will not be recognized as an "excused" absence. The high school administration reserves the right to contact any physician regarding absence notes.

### **Homework Requests**

Many teachers keep assignments and classwork in Google classroom. Students should check there before making a homework request. A request for makeup assignments may be made for any excused absences, and homework can be picked up 48 hours after a request is made. Please call the Guidance Office to request makeup assignments.

### **Tardiness**

To provide a positive learning environment, students are expected to be on time for school and for class. Tardiness disrupts classes and negatively affects the learning process.. Instruction in the importance of punctuality is part of the school's responsibility. Student tardiness and attendance are part of a student's permanent record and is disseminated to prospective employers and postsecondary schools.

- A. Any student not in Advisory by 7:17AM is considered tardy. Any student entering the building after the 7:17 bell must report to the attendance office in order to sign into school. In addition, homeroom/advisory teachers will not admit students to advisory without a tardy slip. Students who exceed 5(five) tardies to school will receive 1 hour of office detention for each subsequent lateness.
- B. Family emergencies, documented medical appointments, and other reasons approved by the administration on an individual basis after parent contact, may not fall under the tardiness regulation.
- C. Tardiness to class will result in detention with the classroom teacher. Failure to report to teacher detention will result in 1 hour of office detention.
- D. Students who exceed twelve (12) tardies to school in any given semester may be placed on social suspension for the remainder of the semester.
- E. Students reporting more than one hour tardy to school will be marked as an extreme tardy. This tardy will count as an absence in terms of determining truancy for a student. The student's parent/guardian will also be contacted to notify them of the student's arrival time.

### Truancy

Students absent from school without parental permission and a valid excuse will be considered truant. Further discipline of the truant student will be the responsibility of the parent. A student who is excessively absent (absent more than 10% of the time at any given point in the year) or tardy (5 tardies will be considered the same as an absence) will be considered truant and referred to the truant officer or to Truancy Court as per RI State Law §16-19-1 and Johnston Public Schools policy.

Please note that parent permission to be absent from school, in and of itself, is not recognized as a legitimate reason for an absence. According to Rhode Island State Law §16-19-1 and §16-19-6, students less than 17 years of age shall regularly attend public school during all days and hours that the public schools are in session. It is the responsibility of the parents to assure that this occurs.

### Cutting Class

The penalty for cutting class will be **two hours** of office detention. Students who do not report for detention due to class cuts will be subject to further consequences.

### Dismissal

In keeping with our efforts to maximize instructional time, early dismissal from school is discouraged, and will be granted only for business that cannot be conducted after the close of school. Reasons for early dismissal shall be limited to: illness, doctor's appointment, court appearance, family emergency verified by the parent, educational reasons given prior approval by the school administration.

The nurse is responsible for early dismissals due to illness, and parent verification prior to dismissal is required.

Request for dismissal must be submitted in writing from a parent/guardian stating the specific reason for the dismissal including a telephone number for verification. **Such requests must be presented at the attendance office by (7:30AM) for approval.** All dismissed students must report to the attendance office prior to leaving the building. Students returning to school must sign back into school at the attendance office. Students presenting a fraudulent request for early dismissal will receive the penalties addressed under forgery. (See Student Code of Conduct).

Under no circumstances shall a student leave school without first reporting to the attendance office. Students not reporting to the office prior to leaving will be disciplined appropriately.

Students will only be released to those individuals listed on the emergency card. Alternative arrangements can be made with the principal/designee, by the parent/legal guardian.

## **STUDENT CODE OF CONDUCT**

### **Overview**

The Johnston Senior High School Student Code of Conduct is intended to achieve and maintain a positive school environment that emphasizes academics and provides all students, parents, teachers, and administrators with a clear understanding of expected behavior.

The Johnston Senior High School discipline policy applies to the entire school day that covers pre and post school time, in school buildings, and on school grounds. It also pertains to all school functions, or any school related or sponsored activity, whether on or off school grounds.

**The high school administration reserves the right to change disciplinary consequences at any time.**<sup>1</sup> It is the right of administration to exercise judgment in any matter in which students or staff are endangered or threatened, or which create a disruption to the learning process. Administration reserves the right to alter or amend any rule or regulations in this handbook when necessary.

The adjustment of behavioral problems is the joint responsibility of teachers and administrators. It is the responsibility of the classroom teacher to report violations of the Student Code of Conduct in a timely manner in accordance with school policy. When in the judgment of the classroom teacher a student's behavior disrupts the learning process, the teacher may refer the student to the administration in accordance with policies and procedures, as outlined in the student handbook. Referrals, including attendance related infractions, must be made within three school days of the specific discipline case and entered into the Aspen system. In order to follow up on or inquire as to the disposition of a specific disciplinary case the classroom teacher must confer with the appropriate administrator(s) only.

The disclosure or release of student disciplinary records or other personally identifiable disciplinary information is subject to the provisions of the Federal Educational Rights and Privacy Act(34 CFR Part 99), the Rhode Island Educational Records Bill of Rights[R.I.G.L. §16-71-1]and the policies and procedures of the Johnston Public Schools.<sup>2</sup>

All members of the Johnston Senior High School community are responsible for reviewing and knowing the academic and behavioral expectations. Ignorance of the stated policies does not qualify as an excuse for following said expectations.

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<sup>1</sup>*Johnston Public Schools Policies & Regulations*- General School Administration: School Building Administration, Section CF.

<sup>2</sup>*Johnston Public Schools Policies & Regulations*-Student Records, Section JO-R.

## Student Expectations

### Academic Integrity

Johnston Senior High School recognizes the need for all students to assume responsibility for their own schoolwork. Academic integrity must be preserved not only for its own sake but also in fairness to the objective evaluation of all. Cheating in any form cannot be permitted. It should be noted that in the exam setting, any behaviors not directly related to the taking of the exam could be construed as cheating. Students are cautioned to observe the sanctity of the exam and not risk the accusation of cheating and its consequences by talking, turning around, placing their own exam where it might be observed by others, etc. Plagiarism in any form is cheating. Plagiarism includes, but is not limited to, copying any material that is not your own without proper credit to the author. This includes work taken from any media source (Internet, encyclopedias, newspapers, videos, Cliff Notes, etc). In a case that involves any form of cheating, a conference will be held to include the student, parent, teacher, and, when appropriate, an administrator. As a result of this conference, one or more of the actions may occur:

1. The student's work will be rejected, and a grade value of zero will be recorded for the assignment in question.
2. The student will be assigned detention with the classroom teacher.
3. If more than one person is involved in the cheating, the same penalty will be assigned to all parties concerned. Students who allow their papers to be copied are considered to be cheating.
4. In case of cheating which involves classroom disruption, the administration will assign further disciplinary action.
5. The theft of teacher materials of any type will result in a minimum of a 3-day out of school suspension.
6. The consequence for plagiarism will follow the same procedure as cheating.

### After-school Regulations

Students are encouraged to remain after school to participate in extracurricular activities, obtain extra help when needed, and to complete make-up work. **Loitering in school or on school grounds after the end of the school day is not allowed and may result in disciplinary action.**

**Bullying:** Bullying in any form will not be tolerated in our community. Johnston Senior High School subscribes to RI State policy as it pertains to bullying (see **Appendix D**).

**Drugs/Alcohol:** The use of alcohol or drugs before, during, or at any school activity is a serious violation of the discipline policy. The policy is suspension for 5 to 10 school days and 3 weeks of social suspension. To ensure the highest possible standards of learning as well as the



safety, health and well-being of students, the Johnston Senior Public Schools has a substance abuse policy which:

- A. Aids students in abstaining from the use of tobacco, alcohol and other illicit drugs;
  - B. Promotes early intervention when student use is detected; and
  - C. Allows for corrective disciplinary action when necessary.
1. The use, possession, transportation or sale of alcohol, tobacco, non-prescription drugs and/or controlled substances violates state and federal laws and will not be tolerated in Johnston Senior Public Schools.
  2. Students must understand that every staff member in the Johnston Public Schools will adopt this “zero tolerance” policy and will be proactive in eliminating any substance abuse by students.
  3. For any student found under the influence of, or in possession of a controlled drug not previously registered with the school nurse:
    - a. Parents will be notified immediately and asked if the student is authorized to be using the medication/substance. If the student is authorized to have the medication/substance, it must be registered with the school nurse immediately.
  4. Any student found, under the influence of, or in possession of, alcohol or a controlled substance which is not registered with the school nurse nor prescribed to him or her by the student’s medical doctor, will be subject to the following:
    - a. The Johnston Police Department will be notified;
    - b. The student will be suspended and will be referred for counseling at an appropriate school or community agency;
    - c. A social suspension will be assigned for 3 weeks starting from the day of re-entry.
    - d. A hearing will be held with the principal and a recommendation of exclusion may be made to the Superintendent of Schools.
  5. Any student who sells or distributes alcohol or any controlled substance will be subject to the following consequences:
    - a. The Johnston Police Department will be notified.

- b. The student will be suspended 5 to 10 school days and will be referred for counseling at an appropriate school or community agency.
- c. A social suspension from all school related activities will be assigned for 3 weeks and may continue into the next school year, when applicable.
- d. A hearing will be held with the principal and a recommendation of exclusion may be made to the Superintendent of Schools.

**Forgery:** If a student forges the signature(s) of staff members or parent(s), or if he/she modifies a school document, the student will be referred to an administrator. The consequence may include a minimum of 1 day up to a 10 day out of school suspension.

**Hall Passes:** When a student is dismissed from a classroom, they MUST have their **agenda or pass** signed – identifying name, date, time, and destination. Students out of class must show their pass to any member of the staff when requested. Failing to secure a pass will result in disciplinary action with a referral to the assistant principal. Lost or misplaced agendas will result in a five dollar replacement fee to the student.

**Fighting/Assault:** Fighting is not considered a civil way to settle differences. If differences arise, students are advised to seek adult intervention. Fighting will result in a 3-10 day out of school suspension. Assault of a staff member will result in a 10 day suspension, referral to the Johnston Police Department, and a recommendation for possible exclusion.

**Inciting a Fight:** Students found responsible for promoting or otherwise encouraging students to fight will be subject to disciplinary action which will include, but not limited to an out-of-school suspension. Taking pictures or videos of fighting is not allowed and will be addressed as incitation. Furthermore, it is the responsibility of all students to promote a safe environment. If it is determined that students knew of and planned to attend a fight, they will be considered to have also incited the fight.

**Insubordination:** To ensure a learning environment that is safe and orderly, it is essential that all students follow the direction and requests of all school personnel. Insubordination is the refusal to follow the directives of a member of the school staff,( i.e., administrator, teacher, or support staff). Consequences for insubordination will depend on the level and severity of insubordination from the student. Violations will result in disciplinary action up to and including suspension from school.

**Gambling:** Gambling on school grounds is prohibited. Card playing and throwing of dice on school grounds is also prohibited. Penalties will consist of warning, detention or suspension.

**Leaving School Without Permission:** Students are not allowed to leave school without permission. In the event of a personal emergency, students must communicate with an administrator or school nurse to receive permission to leave. Violations will result in disciplinary action up to and including suspension from school.

**Larceny:** Stealing of school/personal property will result in parental conference, restitution, suspension and referral to the school resource officer.

**Pornography:** Consists of inappropriate or illicit publications, literature or images.

**Removal from Class for Disruption:** Students who disrupt class may be instructed by the classroom teacher to leave the room. Students who are instructed to leave the classroom will be addressed by an administrator. Consequences will reflect severity and frequency of issue and in certain cases be informed by prior actions taken by the teacher.

**Smoking:** Possession of tobacco products and/or use of them on school property is prohibited at all times (before, during, and after school). Students determined to be in possession of tobacco products shall receive the same disciplinary action as if they had been determined to be using these products. As a result, students should clearly understand that no tobacco products are to be brought upon school grounds.

**Violations are as follows:**

- 1<sup>st</sup> Offense: Extended detention, parental notification and notification of school resource officer.
- 2<sup>nd</sup> Offense: Parental notification, notification of school resource officer and 3 weeks of social suspension.
- Additional offenses will result in more severe penalties including multiple days of suspension from school and parental conference.

**Vandalism:** Vandalism is addressed as a disciplinary violation. Deliberate destruction or defacing of school property of any kind shall result in a period of suspension, a period of social suspension and a referral to the school resource officer. There will be no warnings. Vandalism of personal property will also result in disciplinary actions against the offending individual(s).

When a student vandalizes (including writing on the walls with markers, paint, etc.) or willfully destroys property of the school, staff or other students and administrators will do one or more of the following:

- a. Confer with the offending student;
- b. Notify and confer with the parents and the Johnston Police Department will be notified in applicable circumstances;

- c. Assign the student a minimum of one (1) day up to ten (10) days suspension as deemed appropriate by the administrator;
- d. Initiate legal action;
- e. Require restitution for damages;
- f. Require clean up/restoration of the property;
- g. Assign a social suspension for three weeks.

Failure to comply with the above may result in the recommendation of long term suspension or possible exclusion from school.

**Weapons**: The possession and/or use of weapons will not be tolerated at the Johnston Senior High School. Any student found to be in possession of a weapon, as defined herein, shall immediately be suspended in accordance with applicable due process provisions. During this suspension, the Johnston Public Schools, in accordance with its Zero Tolerance Policy, shall take the necessary steps in determining any additional action, which may include expulsion. An electronic copy of this Policy is available online at: [www.johnstonschools.org](http://www.johnstonschools.org), and a hard copy of this policy may be made available upon a request addressed to the principal.

The definition of “weapon” includes the following:”

A. Firearms

The Gun-free School Act, Section 921, Title 18 of the Code 1994, defines firearm as follows:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant;
- the frame or receiver of any weapon described above; any firearm muffler or firearm silencer;
- any explosive, incendiary, or poison gas, bomb, grenade, rocker having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce or similar device; and
- any combination of parts either designed or intended to use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.
- The Johnston Public Schools also considers BB guns, Air Soft guns, pellet guns and paint guns to be firearms.

B. Knives

- Any object that is designed to cut or stab such as any knife, dagger, bowie knife, stiletto, folding knife, razor, pocket knife, kitchen knife, or carving knife; and any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing harm or serious bodily injury.

## **Disciplinary Consequences**

It is impossible to anticipate all of the situations however, this handbook provides important conduct guidelines for our students. It is our opinion that school functions best with a balance between personal freedom and specific rules and regulations. Therefore, the school rules that follow and the district-wide policies outlined, attempt to provide a safe and orderly school environment for all educational stakeholders at Johnston Senior High School.

The following description of the school's disciplinary options applies to violations of the school discipline code:

**Detention:** Students assigned detention by an administrator must report to the cafeteria, or other area designated by the administration, **by 1:40 p.m.** and remain until dismissal at **2:35 p.m.** Any student asked to leave detention will be provided further consequences as determined by the facilitator of that detention.

**Confiscation of Phone:** Use of personal phones is generally prohibited during the regular school day. While we recognize the pervasiveness of technology and the need to be connected, cell phones can be a distraction to the learning that is expected to take place during the school day. Students are allowed to use their phones prior to the start of advisory and during lunch. Otherwise, the use of phones in each classroom is at the teacher's discretion. If a student is using his/her phone inappropriately, or during the day without permission, the school reserves the right to confiscate the phone for the day and request that a parent come and pick up the phone at the end of the day.

**Cutting Detention:** Students who fail to report to office detention will face additional disciplinary sanctions.

**Failure to Report for Teacher Detention:** Student will be assigned one hour of office detention and will be expected to make-up the teacher detention as well.

**Parent Conference:** Serious or repeat offenses may require a parent conference among the parties involved to discuss the issues and attempt to resolve the source of conflict.

**Social Suspension:** Certain offenses, including chronic tardiness, but not limited to those that occur at school-sponsored extracurricular activities, may result in social suspension. During the assigned period of suspension the student may not participate in any after-school, evening or extracurricular activities, including athletics as spectator or participant.

**Athletic Suspension:** Refer to the Athletic Handbook regarding penalties for violations of school and athletic rules.

**Suspension from School:** **Suspended students are not allowed on school grounds for the duration of their suspension.** Suspended students found on school property will be subject to additional suspension and may be arrested for trespassing. (Note: Suspended students are prohibited from participation in all school activities until reinstated).

**Exclusion from School:** In extreme cases and for certain offenses, students may be excluded from school for the remaining school year. Such actions are governed by the guidelines established by the Johnston School Committee.

### **Dress Code**

It is expected that students will dress in a manner which contributes to and does not disrupt the educational environment. Proper school attire should not be a distraction that keeps the teacher from teaching and the students from learning. Instead, it should create a feeling and awareness of community pride within the student body. The dress code reflects our goal of safety, order, and respect for the rights of others.

***Therefore, the minimum dress guidelines for a proper learning environment are as follows:***

1. Attire that does not interfere with normal school work.
2. Attire that does not create classroom and/or school distractions.
3. Attire that is appropriate. (A teacher will refer the issue of appropriateness to an administrator who will then make the final decision).

**Examples of inappropriate dress include, but are not limited to, the following:**

- Halter-tops, plunging scoop necklines, exposed midriffs, muscle shirts; spaghetti straps (***minimum 2 inch width requirement on all sleeveless shirts***), tube tops, tight or see-through clothing, pajama bottoms and/or tops are not permitted. Torsos are expected to be covered (front and back). Shirts, tops, and pants must be non-transparent/opaque.
- Very short skirts and shorts (**greater than 4 inches above the middle of the knee – or no shorter than a student’s fingertips by their side**) and beach attire are not allowed.
- No clothing with imprints and/or messages that are profane or obscene, as interpreted by United States Supreme Court decisions, or clothing which is immodest and

revealing; or clothing which promotes alcohol, drugs, sex and/or violence will not be allowed in school.

- Dress that presents a safety or health hazard, which may include, but is not limited to, pocket chains, wallet chains, sharp-edged decorative jewelry on collars, bracelets, necklaces, earrings, and shoes will not be tolerated. Flip-flops and sport slides are not allowed.
- No hats, bandanas, head gear, sun glasses or head scarves shall be worn in the school building, unless for medical or religious purposes.
- Any dress or state of undress, which is disruptive to the educational environment, shall not be worn in the school building.
- Under garments will not be visible by either male or female students. Boys are expected to keep their pants at their waist.
- Face painting and hair painting are prohibited.
- **NOTE:** Under special circumstances such as religious beliefs, or due to health or handicapping conditions, students may be exempted from the provisions of the dress policy by the building administration. In the latter instance, exceptions to the dress policy will be granted by the building administration upon presentation of substantive evidence from the student's physician. Such evidence shall include the specific condition and how the student's health will be affected by the dress policy, information regarding and previous instances of problems, and the length of time the exception is to be in place.

### **Consequences for Inappropriate Dress**

A parent/guardian will be contacted by the administration and parents/guardian will have the option of providing their child with a change of appropriate clothing. In the event that the administration is unable to contact the parents/guardians or the parents/guardians are unable to provide an appropriate change of clothing, students will be provided with proper temporary attire (school T-shirts, shorts, pants).

- First offense: Parent/Guardian called and notified to bring a change of clothes.
- Second offense: Parent/Guardian called and notified to bring a change of clothes and a one-hour detention assigned.
- Third and subsequent offenses: Parent/Guardian called and notified to bring a change of

clothes and In-School Suspension assigned.

### **Regulations for after-school Activities**

Johnston Senior High School embraces its responsibility to provide a variety of intellectual, educational, and recreational activities for all students. Eligibility to participate in a school-sanctioned events requires students to be present in school on the day of the event. Students not in attendance during the day will not be allowed to participate.

Students are encouraged to attend extra curricular activities including dances, concerts, shows, class trips, and sporting events. In some instances a deadline for arrival may be established, and students will not be permitted entrance after the stated deadline. Proper decorum is expected at all times and any student determined to be causing a problem or exhibiting inappropriate behavior will be asked to leave and may be suspended and placed on social suspension.

Examples of inappropriate behavior include, but are not limited to: insubordination to a staff member, fighting, vandalism, use of obscene language, rowdiness, entering the court or playing field during any athletic contest, or making threatening comments or gestures to any member of the opposing team or spectators. In addition, any student who is determined to have consumed any amount of alcohol or illicit drug prior to or during any activity, will be ejected and face discipline as outlined in the student handbook.. The building principal or assistant principal shall make a determination of such use based upon discussion held with the student or other individuals who may have knowledge of the situation.

Students should understand that violation of any school rule or School Committee policy at one of these activities shall result in the imposition of penalties as established in this handbook. In addition, it should be noted that seniors who exhibit inappropriate behavior at the close of the senior year will not be permitted to participate in any remaining activities, including graduation. These regulations pertain to students' behavior during all extra-curricular activities of the high school in addition to behavior by the students immediately before and after the activities while the students are on school property.

### **Dances and other Extra-curricular Activities**

In addition to the rules listed above, the following rules apply to school dances, including proms:

1. Student dress and decorum is certainly applicable at all school dances and activities; please refer to Student Dress and Decorum Section.
2. Admission to dances will close 30 minutes after schedule start time.



3. No student will be allowed to leave the dance without the verbal or written consent from a parent or guardian and no student will be allowed back into the dance once they have left. Also students can only leave 30 minutes prior to the end of the dance.
4. No sexually explicit dancing will be allowed.
5. Prior to purchasing a ticket all students are reminded that the administration may exercise its right to administer a breathalyzer test and conduct searches at any time.
6. Eligibility to attend co-curricular events requires students to be present in school (full day) on the day of the event.
7. With the exception of proms, only Johnston Senior High School students will be allowed to attend dances.
8. Only students attending proms will be eligible for early dismissal on the day of the dance at 12:40 PM.
9. The administration reserves the right to utilize a breathalyzer during dances and/or extra-curricular activities.

### **Modifications and Rights for Students with Disabilities**

Students identified as disabled or in the process of being identified disabled under the individuals with Disabilities Education Act (20 U.S.C. Section 1415) or Section 504 of the Rehabilitation Services Act of 1973 are subject to the provisions of this policy, except as noted below. These regulations and procedures are further defined in §300.530-300.536 of the Rhode Island Board of Education Regulations Governing the Education of Children with Disabilities.

- 1) School personnel may consider any unique circumstances on a case by case basis when determining whether a change in placement, consistent with the other requirements of this section, is appropriate for a child with a disability who violates a code of student conduct.
- 2) If school personnel determine that a child with a disability presents an immediate threat to him or herself or to others, the child may be removed from school for the remainder of the school day regardless of the number of days of suspension the child had already accrued during that school year.

- 3) School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to children without disabilities).
- 4) During the first ten (10) school days of removal (cumulative) during the course of a school year, the School District may, but is not required to:
  - (A) Provide educational services to the child;
  - (B) Conduct a manifestation determination prior to the disciplinary removal;
  - (C) Perform a functional behavioral assessment of the child; or
  - (D) Develop a behavioral intervention plan to address the behavioral factors such as the length of each removal, the total amount of time the child is removed, and the proximity of the removals to one another.
- 5) After a child with a disability has been removed from his or her current placement for more than ten (10) school days cumulative in the same school year, during any subsequent days of removal the public agency must provide services to enable the child to participate in the general education curriculum, although in a different setting, and to continue to progress toward meeting the goals set out in the child's IEP. The School District must also provide the child with a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.
- 6) For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities; however, the School District must provide the services outlined in Paragraph 5 above.
- 7) A public agency is only required to provide services during periods of removal to a child with a disability who has been removed from his or her current placement for 10 school days or less in that school year, if it provides services to a child without disabilities who is similarly removed.
- 8) After a child with a disability has been removed from his or her current placement for ten (10) school days cumulative in the same school year, any subsequent removal constitutes a change in placement.

- 9) If the removal is a change of placement, the child's IEP Team determines appropriate services by providing the child with a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.
- 10) Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the School District, the parent, and relevant members of the child's IEP Team (as determined by the parent and the District) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or if the conduct in question was the direct result of the District's failure to implement the IEP.
- 11) The conduct must be determined to be a manifestation of the child's disability if the District, the parent, and relevant members of the child's IEP Team determine that either the conduct was caused by or had a direct and substantial relationship to the child's disability, or if the conduct was the direct result of the District's failure to implement the IEP.
- 12) If the District, the parent, and relevant members of the child's IEP Team determine that the conduct was the result of the District's failure to implement the IEP, the District must take immediate steps to remedy those deficiencies.
- 13) If the District, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team must either conduct a functional behavioral assessment, unless the District had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or if a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior; and return the child to the placement from which the child was removed, unless the parent and the LEA agree to a change of placement as part of the modification of the behavioral intervention plan, or if one of the following special circumstances arise:
  - (A) the child carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the School District;

- (B) the child knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the School District; or
- (C) the child has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the School District.

If any of these circumstances arise, the District may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability.

- 14) On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must notify the parents of that decision, and provide the parents the procedural safeguards notice.

## **STUDENT INFORMATION**

### **Care of School Property**

Johnston Senior High School prides itself on its clean and attractive school environment, and it is the responsibility of all students and staff members, to maintain this atmosphere. Therefore, all students are urged to do their part in picking up after themselves and properly disposing of refuse.

**Consumption of food and drink is limited to the school cafeteria only.**

### **Textbooks and School Issued Materials**

Students are also responsible for books and materials issued in their name and will be required to pay for any school property that is lost, damaged, or defaced. This includes student laptops. Students may not be permitted to take a final exam until obligations have been resolved and will not receive final report cards until all obligations have been met. The student will receive a receipt for payment made, and the student will have his/her money returned if the book is later found and returned to the main office or to the teacher and is in proper condition. (In addition, students may be placed on school probation at the beginning of the following school year until all obligations have been met). Seniors will not be issued caps/gowns or permitted to participate in graduation exercises until all obligations have been met.

### **Field Trip Guidelines**

Expectations in regards to student behavior and adherence to rules and regulations are identical for students attending field trips sponsored by any teacher at Johnston Senior High School. A field trip is therefore an extension of the school itself, whether on the bus to or from the site to be visited or while at the site itself.

Any violations of any school rules, including, but not limited to drugs/alcohol and smoking, following the direction of any chaperone, or general decorum, will result in penalties identical to those as described elsewhere in this student handbook for the particular offense. In addition, students causing a problem on any field trip may be excluded from further field trips for the remainder of the school year.

Since participation in field trips necessitates absence from other classes, any student who has accumulated excessive absences may be excluded from participation in field trips. The field trip coordinator will consult with all of the student's teachers prior to making a final determination on this matter.

Finally, students accepting the privilege of attendance on any field trip, do so with the knowledge that the school (through its chaperones) has the right to search any student and/or his/her belongings at any time that the chaperone deems it necessary.

### **Messages for Students**

The clerical staff has been instructed not to accept telephone messages for students from anyone other than parents/guardians. In addition, parents/guardians are requested to restrict their calls to unusual or unforeseen reasons.

### **Residency Policy - see Appendix E**

### **Student Lockers**

1. Lockers should be kept locked at all times. It is the responsibility of the student to protect books, clothing and personal belongings. Items of significant value should not be brought to school. **Johnston Senior High School or its agents are not responsible for lost or stolen property.**
2. Broken/inoperable lockers should be reported for repair to the administration immediately.
3. Lockers may not be defaced; this includes the requirement that no stickers or graffiti are to be placed either inside or outside of any lockers under any circumstances.
4. Student lockers remain the property of the school department and are thus subject to inspection and search by school officials at **ANY** time. Any and all searches will be performed in accordance with the Johnston Public Schools Search and Seizure Policy. An electronic copy of this Policy is available online at: [www.johnstonschools.org](http://www.johnstonschools.org), and a hard copy of this policy may be made available upon a request addressed to the principal.
5. At the close of the school year, the student shall be responsible for emptying the locker and returning it to the condition in which it was received. In instances in which this does not occur, this will be considered an obligation addressed under “Care of School Property.”
6. Students are not to share or “co-habit” lockers at any time.
7. Students are reminded that they are solely responsible for the contents of assigned lockers.

### **Student Automobiles & Parking**

Any student who has a driver’s license may park at Johnston Senior High School; however, all students must register their automobiles with the high school administration and obtain a parking pass.

#### **Guidelines:**

- a. Students who use their motor vehicles to leave school without prior parental approval may have their parking privileges revoked and be penalized for leaving school without permission.

- b. Student vehicles are to be operated in a safe and reasonable manner at all times and are limited to a speed not to exceed ten miles per hour.
- c. Students are not to permit others to ride in the back of pickup trucks. Student-driven motor vehicles are to proceed in the parking areas in conformity with the directional arrows painted on the pavement.
- d. Unnecessary/excessive noise will result in loss of parking privileges.
- e. Johnston Senior High School is not responsible for damaged or stolen property associated with the parking of any motor vehicle on school property.
- f. Vehicles parked on school property are subject to search if warranted.

Any automobiles parked in an unauthorized area, or any car parked without registering with the school, shall be subject to towing at the owner's expense.

### **Visitors & Guests**

All persons with official school business MUST report directly to the main office to sign in and to receive a visitor's pass. Persons on school grounds without such authorization may be subject to arrest for trespassing. Visitors to the high school will remain with their host for the entire day and are required to comply with all the rules and regulations of the school.

## **MEDICAL POLICIES AND HEALTH REGULATIONS**

1. Keep home and emergency telephone numbers up to date with the Johnston Senior High School nurse and Guidance office.
2. Every student, upon entering any Rhode Island public school, shall furnish evidence that the student has been immunized.
3. In addition, the school health program for the State of Rhode Island requires a complete health examination for each child in the tenth grade and for those students who are new to the school system.

The purpose of the health examination is to provide students with a positive appraisal of their health and a determination of their fitness to engage in all school activities. For these reasons, it is preferred that students be examined by their own physicians as they can best evaluate students' health needs. If a student cannot obtain an appointment with the doctor within a period of time designated by the school department, he/she must notify the school nurse so that we can plan accordingly.

### **Medical Assistance**

A school nurse is available in the clinic. Students must follow these steps to see the nurse:

1. Any student who is ill during class is to report to the high school clinic with a pass from the teacher to see the nurse.
2. If the nurse thinks that the student should be dismissed from school, the nurse will first contact the student's parent/ guardian prior to excusing the student from school. If parent/guardian can't be reached, the student will remain with nurse until a parent/guardian can be reached.
3. In the event that the school nurse is not available, students are to report to the main office in which case another staff member will contact the parent.
4. Parents will be responsible for procuring student transportation home from school in the event of illness of their child.
5. No student is to leave the building without being excused by the school administration or the nurse.
6. Any student who is excused from school and who is marked absent for the day will be ineligible to participate in any school-sponsored activity, athletic practice, or athletic contest scheduled for that day.
7. Parents/guardians or emergency contacts who are picking up a student who is ill **MUST COME INTO THE BUILDING AND SIGN THE STUDENT OUT IN THE NURSE'S OFFICE.**
8. If it is medically determined that a student is capable of driving home from school in spite of illness, the student may do so, only with parent/guardian permission.



### **Medication Policy**

All medications, INCLUDING COMMON OVER THE COUNTER MEDICINES SUCH AS TYLENOL are to be provided to the school nurse. A signed parental/guardian permission form, available in the nurse's office, must be on file in that office. If a student requires prescription or nonprescription medication in school the following is required:

1. A written order provided by the licensed health care provider if the medication is a prescription medication.
2. The medication must be received in the original labeled container and it must be taken in the presence of the nurse.

### **Field Trips & Medication**

Students may be allowed to self-carry and self-administer medications on field trips. Please see the school nurse for specific details and consent forms.

### **Self-carry & Self-administer**

In some cases, it is best practice to allow a student to carry and/or administer his/her own medication. Students using inhalers and students who have severe allergies requiring the use of an Epinephrine auto-injector may be advised by their healthcare provider to carry the medication with them. The following MUST be adhered to in these cases:

1. Student, parent/guardian, certified school nurse, teacher and licensed health care provider must enter into a written agreement allowing the student to self-carry and self-administer.
2. A licensed health care transcriber's written order shall be on file specifying the name of the medication, route of administration, dosage, time or interval medication should be taken and conditions under which medication should be administered.
3. Medications must be stored in their original containers.
4. Students shall be prohibited from sharing, transferring, or in any way diverting his/her own medication(s) to any person. Failure to comply may result in disciplinary action and revocation in permission to self-carry or self-administer medication.

### **Use of the Nurse's Lavatory**

Only those students who have a pass to see the nurse due to ILLNESS will be permitted to use the restroom in the nurse's office unless given permission otherwise. Students who are in need of general restroom use should be using the restrooms that are located in the corridors of the building.

## SCHOOL SAFETY

### Building Security

- a. Our first concern is the health and safety of our students and staff. Therefore, we ask students to enter the building through the auditorium doors between 6:50 AM and 7:10 AM. Students who enter between 7:10 AM and 7:17 AM should enter through the front doors and report immediately to their advisory room. Advisory period starts at 7:17 AM. Students without special permission will not be allowed in the building prior to 6:50 AM. Students may enter the building at 6:50 AM to go to the auditorium or to the cafeteria to study quietly and/or purchase breakfast. Students who violate this procedure will be subject to a one hour detention per offense.
- b. Students are not allowed to open the door for anyone wishing to enter the building. Students who violate this rule will be subject to disciplinary action. The first offense will be a warning and successive offenses will be one hour administrative detention.
- c. Visitors wishing to enter the building must use the security buzzer at the main entrance and proceed to the Main Office. Visitors who may be picking up a student, dropping off materials to a student, or who have Attendance Office business must use the main entrance.

### Evacuation Plan

In the event of an emergency situation which elicits an evacuation of the building, the following procedure will be followed:

- Students shall follow the instructions of their classroom teacher to safely exit the building.

If it is determined that it is not safe for the students to re-enter the school building and therefore, students and staff must be relocated to another site:

- Students and staff will be transported to the designated evacuation site.
- THE SITE WILL BE DETERMINED AT THE TIME OF THE INCIDENT!
- If students must be dismissed from the evacuation sites, attempts will be made to use normal bus assignments from the site. In the case of walkers, or if bussing is impossible, it will be necessary to dismiss the student from the evacuation site. Students will be dismissed only to persons authorized on their emergency cards.
- In such cases, the superintendent's office will provide the media with detailed instructions via phone and, if possible, by fax to be read to the public. The media used is: **TV: Channels 6, 10, 12, and 64; Radio: WHJJ, WSNW, WHJY, B101, WPRO, WWLI-Lite, 92 PRO FM**

- Students who are not picked up by an authorized person, and do not have private transportation, will be held at a secure site until a parent/guardian can be notified.

**Guidelines for Evacuation of the Handicapped:**

- Each handicapped person should be evaluated by his/her parent or guardian, school nurse, teacher, principal, personal doctor (when appropriate) and fire department officials to determine the best way to evacuate the individual safely so that he/she will not inhibit egress of other occupants from the building or endanger him/herself during the evacuation.
- Whenever possible, the handicapped person should be educated to communicate what his/her handicap is to assist in the evacuation.
- If the student uses adaptive devices for locomotion or has a loss of normal gait, the school nurse should discuss with each of the student's teachers how to assist in the evacuation procedure.
- When the fire alarm sounds, a teacher having a handicapped student will direct the members of the class to the proper exit and will notify the teacher in an adjoining room that he/she is accompanying the handicapped student to a specific \*safe area.

**\*SAFE AREAS – The Four Main Stairwells**

- The teacher must make the fire department or school administration aware of the handicapped student.
- The teacher and the handicapped student will remain in the safe area until the student is evacuated by the fire department (or relieved by an administrator). Under no condition is the student to be left alone or with another student.

**Evacuation of Handicapped Students during Passing Periods.**

In the event it is necessary for a handicap student to evacuate during a passing period, the following procedure will be in effect.

- The homeroom teacher will notify the school nurse-teacher of any student who is disabled or temporarily disabled. Any/all handicapped student(s) will be identified by the school nurse-teacher on an ongoing basis. Once handicapped students are identified, the school nurse-teacher will immediately inform the principal and the assistant principals.
- Once informed, the principal will see that all administrative, guidance and teaching staff (as appropriate) are issued the schedule of any handicapped student for whom the staff member has responsibility.
- The school nurse-teacher will inform the appropriate staff (administrators, teachers, etc.) of the route(s) taken by the handicapped student(s) from class to class. No deviation is expected once the route(s) is/are established pending schedule

changes and principal approval. The student will be responsible for adhering to established procedures.

- It will be the responsibility of the sending teacher to assure that the handicapped student's route is checked in the event of an alarm (during passing), which requires an evacuation. The sending teacher is to follow the pre-established route, which will have been issued to the teacher.
- Administrative personnel will also check the entire building to ascertain the whereabouts of anyone who has not been evacuated and then immediately proceed to check all "safe areas."
- Once a handicapped student has been located (per above), the teacher/administrator will bring the student to the nearest "safe area" and remain with the student.
- Any substitute teacher will be fully apprised of this procedure through the substitute teacher packet which will be kept current (relative to handicapped student's evacuation) by the assistant principals (as they are informed by the school nurse-teacher).

\*\* The above evacuation plan has been developed in agreement with the Johnston Fire Department

### **Fire Drills**

State law requires 15 fire drills at regular intervals. The school year must include at least 2 evacuation and 2 lockdown drills. At least one drill must be conducted per month.

- a. It is essential that when the first signal is given, everyone promptly clear the building by the described route as quickly as possible.
- b. Students are not permitted to talk during drills.
- c. Students must remain outside the building with their teacher until a signal is given to return inside.
- d. Evacuation plans are posted in each classroom. Students will be informed of fire drill and evacuation procedures and are to follow these procedures should a drill or a fire occur.
- e. For safety's sake, it is essential that we have an orderly, quiet, and quick exit from the building.
- f. Students are prohibited from going to their cars during a fire drill. Students who violate this policy will be subject to detention.

**Any disabled student should report to the nearest "safe area".**

"Safe Areas" in addition to the four main stairwells:

#### **1<sup>st</sup> Floor**

1. Front of building: Main Office

2. Rear of building: Stairway leading to Exit #8 (Atwood Avenue rear parking lot).

### **2<sup>nd</sup> Floor**

3. Stairway leading to Exit #13 (near gym entrance).

\*\*Elevators are not to be used in case of fires and fire drills.

### **Lockdown Situations**

Lockdown procedures may be issued in situations involving dangerous intruders, other incidents that may result in harm to persons inside the school building, during state or town police compliance checks or at the discretion of the principal.

- a. The principal or administrator in charge of the building will announce a lockdown.
- b. Students, staff and visitors will be directed into classrooms. Restrooms are not safe and anyone in a restroom should enter the nearest classroom.
- c. No one is to leave a secured room under any circumstances.
- d. Classrooms and outside doors will be locked.
- e. Staff may be directed to cover classrooms windows. Pull down shades/cover glass partitions in the door.
- f. All persons will be directed away from the windows and doors.
- g. If evacuation is necessary, regular evacuation procedures will be followed.
- h. No one will be allowed outside of secured rooms or areas until the principal/administrator gives an all-clear signal.
- i. The lockdown is not over until the all-clear signal is given.

### **School Resource Officer(SRO)**

The school resource officer is a uniformed member of the Community Police Division of the Johnston Police Department. The officer serves as a visible and active law enforcement officer on the Johnston Senior High School campus. It is the ultimate responsibility of the officer to ensure the safety of all teachers, staff, and students on a daily basis. The officer offers classroom instruction on topics such as alcohol and drug prevention, domestic violence, and DUI. In addition to dealing with law-related issues, the school resource officer is a positive, contributing member of the school community and an important resource to teachers, staff members, parents, and students dealing with individual and group concerns. The school resource officer serves as a strong liaison between the police and the school departments as we work hand-in-hand to solve problems which can arise in our school community, quickly, effectively and creatively.

## **EXTRA-CURRICULAR ACTIVITIES**

### **ATHLETICS**

#### **Eligibility**

In general, a Johnston Senior High School student is eligible to participate in athletics or extra-curricular activities if he or she meets requirements in the areas of academics, residence, age and amateur status. Participation in extra-curricular and/or athletic activities, clubs, etc. is considered a privilege at Johnston Senior High School.

1. The student handbook of Johnston Senior High School shall govern eligibility for all students in extra-curricular activities and the Rhode Island Inter-Scholastic League (RIIL) shall govern the eligibility requirements for interscholastic athletic participation. The online web site for this is [www@riil.org](http://www@riil.org)
2. Residence requirements are specified by the state athletic association and by the school district as to area attendance boundaries. Coaches, students, and/or advisors shall not knowingly violate these policies.
3. The student handbook specifies attendance and conduct standards for all students as well as student activity regulations. It shall be the obligation of students in extra-curricular activities to adhere to the rules and the function of coaches/advisors to monitor compliance.
4. The principal/designee will ultimately have the responsibility and the authority to determine eligibility. Based on the student handbook of Johnston Senior High School and the R.I. principals/ Committee on Athletics, eligibility of students, including failure to meet standards, will be reviewed periodically. The principal/designee may place a student on probation and/or deny eligibility or continued participation for cause. Prior to the principal taking action, a student will be entitled to due process.
5. To be eligible at the beginning of a school year, the student must have done passing work at the end of the previous school year in June of 60% of the student's program (credits), including Physical Education. This standard requirement governs all extra-curricular activities and is not limited only to athletics.
6. In the case of a student who devotes a considerable part of the summer to make up subjects failed during the school year and receives credit toward graduation for this make-up work, that student shall be entitled to count such credit toward eligibility provided this credit is made an official part of his school record during the first week of the fall term. In case a student fails to complete the minimum scholastic requirements for athletic eligibility at the end of a quarter due to unavoidable absence, the student shall be ineligible for the next quarter until these requirements of the preceding quarter are made-up. Failures or incomplete work caused by unavoidable

absence may be made up at the beginning of the quarter provided it is made a matter of final record within three weeks of the first day of that quarter.

7. Points obtained in a subject taken during the summer vacation that had not previously been regularly pursued in the classroom cannot be counted towards eligibility.
8. At all times, the student must have secured for the period from the beginning of the quarter to the end of the regular marking period, which shall not exceed a maximum of 12 weeks, a passing grade of 60% in the student's program including Physical Education.

**The Following Sports are offered by the Johnston Senior High School Athletics**

**Department:**

Soccer (Varsity, JV)  
Football (Varsity, JV, Freshmen)  
Basketball (Varsity, JV)  
Unified Basketball  
Wrestling (Varsity, JV)  
Baseball (Varsity, JV, Freshmen)  
Outdoor Track  
Fast Pitch Softball (Varsity, JV)  
Volleyball (Varsity, JV)  
Football, Basketball, Cheerleading Squad  
Majorettes (Football, Basketball)  
Cross Country  
Golf  
Hockey  
Girls Lacrosse  
Boys Lacrosse  
Swimming/Indoor Track (Individual)

NOTE: Athletic team offerings may be added or deleted at the discretion of the Johnston School Committee

**Fundraising/Community Relations/Advertising & Promotions by Students/Fundraising Policy** : see appendix G

**National Honor Society Eligibility:**

The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to tender service, to promote leadership, and to develop character in the students at Johnston Senior

High School. All four of these components are evaluated equally when reviewed by the Faculty Council for selection.

Requirements for membership are demanding. All courses are included in the computation. The record must include a minimum of four college preparatory classes per year from the fields of ELA, mathematics, science, social studies, and foreign language (not including Investigations in mathematics or science).

### **Selection Process**

**JUNIORS** and **SENIORS** who have taken the appropriate courses and have maintained a cumulative average of 3.30 weighted GPA will be invited to apply for induction at the beginning of the second semester. **SOPHOMORES** will be invited to apply for the Junior National Honor Society. Candidates must be in attendance for one semester in order to qualify. To be considered for induction, invited students **MUST:**

- Complete and return required packet by the indicated due date
- Demonstrate leadership qualities and upright character
- Participate in a minimum of two extra-curricular activities
- Documents community service hours (20 for NHS and 15 for NJHS)
  - ❖ All community service hours cannot be performed after the application packet has been distributed. Hours must be dispersed during school year.
  - ❖ Service does not include work for which student is paid, given a reward or credit.
  - ❖ Two hours of summer service may be submitted

**ALL DECISIONS BY THE FACULTY COUNCIL ARE FINAL.**

### **Student Council**

The Student Council of Johnston Senior High School is an important school organization because it is through this group that representative student government works. Student representatives of the council work cooperatively with JHS students, faculty, and administration to determine areas of appropriate student responsibility. Student Council is the student organization that encourages students to take an interest in school, its problem and their solutions, and is involved in many community activities. Students are encouraged to join student council and actively participate.

Should any problem arise that may have an impact on students' education, it is expected that the student council work as a body of government to help resolve the matter by actively working with administration, faculty, school committee, and the community at large.



### **Class Officers**

Each class has four elected officers—President, Vice-President, Secretary, and Treasurer. Officers represent their classes at various functions and on the Student Council. Class officers serve at the pleasure of and discretion of the principal.

### **Other Clubs & Activities**

Mock trial	Weight training	World Cultures	National Honor Society
SADD	Jazz Band	Chemistry Club	Float Committee
Web Club	Academic Decathlon	Tri M Music Society	Interscholastic Sports
Yearbook	Concert Band	Drama	Pawprint
LBGTQ	Newspaper Club	Boys Club Volleyball	

## **APPENDIX A - RELEASE OF RECORDS:**

In accordance with the Family Educational Rights and Privacy Act (FERPA) and the Rhode Island Educational Records Bill of Rights, any parent or guardian of a student under eighteen (18) years of age has the certain rights with respect to their child's education records. These rights transfer to the student when he or she reaches the age of eighteen (18) or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents, guardians or eligible students have the following rights:

1. The right to personally inspect and review the student's education records maintained by the school within ten (10) days of the receipt of the request. Any request to inspect/review student records shall be made to the school principal.
2. The right to a reasonable explanation and interpretation of the records.
3. The right to have the records preserved as long as the request to inspect is outstanding.
4. The right to have copies of the records. The Johnston Public Schools may charge a fee for the cost of the copies of the records.
5. The right to request an amendment and/or expungement of the student's record if the parent, guardian or eligible student believes that the information contained in the records is inaccurate, misleading, or in violation of the student's right to privacy. Any request for an amendment and/or expungement shall be made in writing and shall be addressed to the school principal.
6. If the Johnston Public Schools decides not to amend and/or expunge the records, the parent, guardian or eligible student may request a formal hearing. Any request for a formal hearing shall be made in writing and shall be addressed to the School principal.
7. If, after the formal hearing, the Johnston Public Schools affirms the decision not to amend and/or expunge the records, the parent, guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. This statement shall be maintained with the contested part of the record for as long as the record is maintained and it shall be disclosed when the portion of the record to which it relates is disclosed.
8. The right to have the records kept confidential and not released to any other individual, agency or organization without prior written consent of the parent, guardian, or eligible student, except as permitted or required by law. These exceptions include the release of information to:
  - School officials with legitimate educational interests;
  - Other schools to which the student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations;
- Comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

A “school official” is a person employed by the Johnston Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff, and law enforcement personnel); a School Committee member; or a person or company with whom the Johnston Public Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official is deemed to have a legitimate educational interest in inspecting a student’s records if the information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.

9. The right to file a complaint with the U.S. Department of Education concerning any alleged failures by the Johnston Public Schools to comply with the requirements of FERPA. Any such complaint shall be in writing and addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202.

\*The Johnston Public Schools considers the following information to be directory information and will disclose it without the prior consent of the parent or eligible student: student’s name, address, telephone number, date and place of birth, electronic mail address, photograph, beginning and ending dates of attendance at the School, grade, parents’/guardians’ names, extracurricular participation, weight and height of members of certain athletic teams, achievement awards or honors, and previous schools attended by the student.

**Any parent, guardian, or eligible student who does not wish to have this directory information released must advise the school principal, in writing, and within two (2) weeks of the publication of this notice, of any item that they refuse to allow the Johnston Public Schools to release.**

## **APPENDIX - B**

**The responsibilities of Professional School Counselors include the following:**

1. To implement a comprehensive school-counseling program as the infrastructure for personalization that includes an Individual Learning Plan for each student.
2. To deliver components of the counseling program that articulates the nine standards in the academic, career and personal/social domains.
3. To provide proactive leadership to ensure that every student can succeed.
4. To support students with the challenges they encounter presented by school rigor, policies and the socialization pressures.
5. To invest in making schools a welcoming learning community where all students can achieve academic, career, and personal/social success.
6. To assist with the coordination of resources and services for students and families through community outreach.
7. To collaborate with agencies to provide a variety of services and opportunities to students and their families.
8. To advocate for the students they serve.
9. To use their collaboration with all school community members.
10. To incorporate group counseling, thereby impacting more students than in a one on one model. This will increase the total number of student counselor interactions and help ensure that “no child is left behind”.
11. To assist students and parents in tracking the progress of students toward graduation.
12. To provide limited personal counseling.
13. To assist the student in the development of academic, career, personal/social goals.
14. To assist students in course selection and to help students adjust schedules as needed.
15. To assist students by initiating exploration activities/programs that connect academic coursework with career options: i.e., college selection, military service, trade and technical schools.
16. To assist in the interpretations of individual and group tests.
17. To provide information about pupils to their parents, to their teachers and to others who are professionally concerned in accordance with the Family Education Rights and Privacy Act.
18. To help students make the transition from one level to another, from one school to another and from school to employment.
19. To act as a consultant to parents, students, teachers and administrators by working together effectively to improve the educational experience for all students.

20. To conduct evaluation and follow-up studies for purposes of improving guidance services.
21. To assist parents and students with scholarship and financial aid information.
22. To advise students about the following programs: Concurrent Enrollment, Early Enrollment and Early Graduation.
23. To participate as a member of the referral team (ET, RtI).
24. To serve as a member of the crisis intervention team.
25. To assess student transcripts to ensure that they meet Johnston Senior High School and the Rhode Island Department of Education's graduation by proficiency requirements.

## **Appendix C - Technology**

### **JOHNSTON PUBLIC SCHOOLS INTERNET USE POLICY**

Johnston Public Schools is pleased to offer all students in our district access to Internet services. Access to the Internet will enable our students, faculty, and staff to explore thousands of libraries, databases, and educational sites throughout the world. Families should be warned that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to support educational goals and objectives, students may access other materials as well. Johnston Public Schools will make every effort to monitor student use of the Internet, which includes the district's investment in a school-based filtering system, which we implemented in January 2000. This filtering system includes a daily live update from CyberPatrol, one of the pioneering filtering softwares in the country. We believe the benefits to our students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information services. Johnston Public School Department supports and respects each family's right to decide whether or not to apply for access in our schools.

Students will be given the privilege to use the Internet along with the responsibility of using it properly by returning a completed "Internet Use Agreement" including a signature by a parent or guardian to his/her school principal. Access will be made available only during the hours that the school is open.

Internet access is coordinated through a complex association of government agencies, as well as regional and state networks. The smooth operation of the network relies upon the proper conduct of those who use it. In general, this requires efficient, ethical, and legal utilization of the network resources, as well as adherence to school and county codes of conduct. If a user violates any of these provisions, his or her privilege to use the Internet will be terminated and future access could possibly be denied. In a case where codes of conduct or laws are broken, further consequences may follow. Johnston Public Schools will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through Johnston Public Schools' Network.

The signature(s) at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their content.

File: IHC-R

#### **Responsibilities of Students**

- Learn and follow the guidelines set forth in this Internet Use Policy.
- Return permission form signed by the student and a parent/guardian stating that they agree that student will adhere to all guidelines and assume responsibility for their own actions.
- Report any Internet or network contacts that are defamatory, obscene, racially or sexually oriented or which may contain illegal materials, to your teacher or principal.

#### **Responsibilities of Staff Members**

It is expected that staff and faculty members in Johnston Public Schools will use the Internet for research and/or instructional purposes. Staff and faculty members should maintain the highest ethical behavior in using the Internet

and faculty members should promote that behavior among students. Employee violations of the Internet Use Policy will be handled in accordance with law, school policy, or collective bargaining agreements, as applicable.

- Learn and follow the guidelines set forth in this Internet Use Policy
- Make every attempt to maintain the curricular focus of Internet use by locating and directing students toward educational sites on the Internet.
- Supervise student use.
- Ensure that all student users have signed permission slips from a parent/guardian.
- Model and provide instruction in the ethical and appropriate use of the Internet in a proper school setting as provided in the following guidelines.
- Agree not to share access codes, accounts or passwords with any student.
- Report incidences of computer network misuse and abuse to the Information Services Office.

### **Guidelines for Internet Use**

Johnston Public Schools' networks are to be used in a responsible, efficient, and legal manner and must be in support of the educational goals and objectives of Johnston Public Schools and the State of Rhode Island. Transmission of any material in violation of any federal or state regulation is prohibited.

All rules of the Johnston Public Schools' Student Code of Conduct apply, but are not limited to, the following:

- Violating copyright laws.
- Sending or displaying offensive messages or pictures.
- Sending threatening, harassing, or obscene materials.
- Distributing materials for commercial purposes.
- Providing political or campaign information.
- Trespassing in another's folders, works or files.
- Damaging computers, computer systems or computer networks.

**Netiquette Rules.** Users must abide by network etiquette rules:

Be polite.

Use appropriate language. Swearing, using vulgarities, or any other abusive language is inappropriate

Never reveal your personal address or telephone number or those of anyone else.

Never agree to meet with anyone with whom you have contacted over the Internet without the express written consent of your parent/guardian.

Never reveal credit or checking account information or social security number across the Internet.

Do not disrupt the use of the network.

Do not attempt to gain unauthorized access to system programs or computer equipment.

**Privileges.** The use of the Internet at Johnston Public Schools is a privilege, not a right. Inappropriate use will result in limitation or cancellation of user privileges and possible school disciplinary action.

**Vandalism.** Vandalism will result in cancellation of user privileges and school disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment programs, and or data of anyone connected to the servers and/or the Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

**Security.** Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share a password will result in cancellation of user privileges.

If a security problem is identified by you, notify the system administrator at your school. Do not demonstrate the problem to other users.

**Privacy**. System administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

**Disclaimer**. Johnston Public Schools will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information.



## **Permission Form Governing Internet Access (pg1 of 2)**

I understand and will abide by the enclosed terms and conditions for Internet access for the Johnston School Department. I further understand that any violation of the regulation above is unethical and may constitute a criminal offense. If I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken, and I will indemnify the Johnston School Department Committee, its agents and servant, from all expenses of any nature occasioned by misuse of the equipment, software or network.

As the parent or guardian of this student, I have read and understand the policy guidelines for Internet access. I understand that this access is designed for educational purposes and the Johnston School Department has taken available precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials and I will not hold the Johnston School Department responsible for material acquired on the network. I hereby give permission to issue an Internet account for my child and certify that the information contained on this form is correct.

I understand that my son/daughter will abide by the above enclosed terms and conditions for Internet access for the Johnston School Department. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. If my son/daughter commits any violation, his/her access privileges may be revoked; school disciplinary action and/or appropriate legal action may be taken. I will indemnify the Johnston School Department, its agents and servant, from all expenses of any nature occasioned by misuse of the equipment, software or network. (See separate Parent/Student Signature Sheet below, this form must be signed and returned before student is allowed to access Internet).

**Application & Signature: \*\*\* PLEASE RETURN THIS PAGE TO SCHOOL\*\*\* (Pg 2)**

**User: I understand and will abide by Johnston Public Schools' Internet Use Policy. I further understand that any violation of this policy may constitute disciplinary action or criminal offense.**

**User's Full Name (Please Print)** \_\_\_\_\_

**HomeStreetAddress** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**User's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian: If you are under the age of 18, a parent/guardian must also read and sign this agreement:**

**As the parent/guardian of this student, I have read the Internet Use Policy for Johnston Public Schools. I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials and I will not hold Johnston Public Schools responsible for materials acquired on the network. I accept full responsibility for my child's compliance with the Internet Use Policy and hereby give my permission for his/her use of Johnston Public Schools Network.**

**Parent/Guardian Full Name (Please Print)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **School Policy Guidelines for Social Networking and Texting**

No student (“Student”), employee, faculty or staff of the Johnston School Department (“School Personnel”) shall post, forward, or otherwise disseminate any data, documents, photos, images, videos, or other information using any technology medium, including social networking websites (e.g., Facebook, Twitter, Instagram), which might result in a disruption of classroom activity or the educational process. Fraternization, including, but not limited to, stalking, sexual harassment, and other objectively inappropriate behavior enabled by a position of authority, via the Internet, instant messaging, text messaging, or otherwise between School Personnel and Students (whether by mobile telephone, computer, or other communication medium) is prohibited. Students are prohibited from engaging in stalking, sexual harassment, and other objectively inappropriate behavior among and/or between fellow Students, via the Internet, instant messaging, text messaging, or otherwise (whether by mobile telephone, computer, or other communication medium).

In addition to this Policy, all School Personnel are encouraged to attend an in-service training on *Internet Safety for Students, Teachers, and Administrators*. The purpose of this Policy is to protect and maintain professionalism in the workplace for all School Personnel and to avoid, wherever possible, the appearance of impropriety in School Personnel-Student relationships.

Any violation of this Policy by School Personnel will be subject to those disciplinary sanctions included in either the Employee Handbook or the Collective Bargaining Agreement applicable to said Personnel. Any violation of this policy by Students will be subject to those disciplinary sanctions included in the Student Handbook.

Nothing in this Policy prohibits School Personnel or Students from using educational websites, such as [www.schoolnotes.com](http://www.schoolnotes.com) or the Johnston School Department’s websites, since these sites are used solely for educational purposes. Access of social networking websites for personal use during school hours shall be reserved for School Personnel authorized breaks or unassigned periods only and shall not be accessed during regular work hours, including classroom instruction time.

## APPENDIX D - RI Statewide Bullying Policy

### DEFINITIONS

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

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

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

- A. Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental
- B. physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

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

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

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

- A. The creation of a web page or blog in which the creator assumes the identity of another person;
- B. The knowing impersonation of another person as the author of posted content or messages; or
- C. The distribution by electronic means of a communication to more than one person or the posting of materials on

- D. An electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution that results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

**AT SCHOOL means:**

- A. On school premises,
- B. At any school-sponsored activity or event whether or not it is held on school premises,
- C. On a school-transportation vehicle,
- D. At an official school bus stop,
- E. Using property or equipment provided by the school, or
- F. Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

**SCHOOL CLIMATE**

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

**POLICY OVERSIGHT and RESPONSIBILITY**

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

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

**INFORMATION DISSEMINATION**

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a

complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

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

## **REPORTING**

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

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

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

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

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

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be

tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

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

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

### **INVESTIGATION/RESPONSE**

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

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

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

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

### **DISCIPLINARY ACTION**

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

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

- A. Admonitions and warnings
- B. Parental/ Guardian notification and meetings
- C. Detention
- D. In-school suspension
- E. Loss of school-provided transportation or loss of student parking pass
- F. Loss of the opportunity to participate in extracurricular activities
- G. Loss of the opportunity to participate in school social activities
- H. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- I. Police contact
- J. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

#### **SOCIAL SERVICES/COUNSELING**

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

#### **SOCIAL NETWORKING**

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

#### **OTHER REDRESS**

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

#### **ADOPTION OF POLICY**

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy

by June 30, 2012.



**REPORT FORM**

(Bullying and/or Cyberbullying)

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ School: \_\_\_\_\_

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

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Relationship between you and the alleged bully, and/or cyberbully:

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Describe the incident: \_\_\_\_\_

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When and where did it happen? \_\_\_\_\_

Were there any witnesses? [ ] yes [ ] no If yes, who? \_\_\_\_\_

Other information, including previous incidents or threats:

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Student or parent declines to complete this form: Initial: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

School official receiving complaint: \_\_\_\_\_ Date: \_\_\_\_\_

School official conducting follow-up: \_\_\_\_\_ Date: \_\_\_\_\_

This document shall remain confidential

## **Appendix E - Residency Policy**

### **Residency Requirements**

#### **1. Policy**

- 1.1 Only children who reside in Johnston, residency being defined by the RI General Laws §16-64-1, and who are legally under control of the adults with whom they reside shall be allowed to attend the Johnston Public Schools.
- 1.2 Parents or guardians of non-resident children may request, in writing, from the Superintendent of Schools, permission for a child or children to attend Johnston Public Schools at a tuition rate established by the School Committee. Transportation for non-resident students will not be provided.
- 1.3 Parents or guardians who will be leaving Johnston prior to the end of the school year may request, in writing, permission to allow their children to attend Johnston Public Schools in accordance with the provisions of RI General Laws §16-64-8. When a student changes his/her residence during the course of a semester, the student shall be allowed to complete the semester in Johnston. If the student is a senior or about to enter his/her senior year, the student shall be allowed to complete his/her senior year in Johnston as long as the student has sufficient credits which will enable him/her to graduate upon completion of one additional year.

Parents or guardians who will be moving to Johnston soon after the school year begins may request, in writing, permission to allow their children to attend Johnston Public Schools. Said request must include any Purchase and Sale Agreement or Lease Agreement for the intended place of residence and a projected date of occupancy for the residence. Parents will be required to pay tuition beginning on the first day and must make, at a minimum, payment for the quarter. If the parents take up residency in the community within forty-five (45) school days from the start of school, the tuition will be refunded in full. If residency takes place after the forty-fifth (45<sup>th</sup>) school day, tuition will then be charged on a per diem rate for all days attended as a non-resident.

#### **2. Procedure**

- 2.1 Affidavit of Residence will be required to be completed by all enrolled students.
- 2.2 Each principal shall submit to the Superintendent of Schools the name of any student in his/her school whom he/she suspects may not be residents of Johnston.
- 2.3 The Superintendent shall investigate each referral to insure residence requirements are enforced.

***ADOPTED: Johnston School Committee***

***August 12, 2008***

**AFFIDAVIT AFFIRMING RESIDENCY**

*(Please complete #1 and #2 below)*

1. \_\_\_\_\_ I am the owner of the residential property at

\_\_\_\_\_

*(\*copy of Johnston property tax bill attached)*

The following name(s) /persons are residing with me.

**NAME & RELATIONSHIP:**

along with the following child(ren) of whom they are either the natural parents, legal guardians, or, if neither, have documented physical custody.

*(\*copy of legal document attached)*

**NAME(S), INCLUDING RELATIONSHIP AND DATE OF BIRTH:**

2. \_\_\_\_\_ I own the residential property at: \_\_\_\_\_

and rent/lease to: \_\_\_\_\_

*(\*copy of Johnston property tax bill attached and rent receipt/lease agreement attached)*

along with the following child(ren) of whom they are either the natural parents, legal guardians, or, if neither, have documented physical custody. *(\*copy of legal document attached)*

**NAME(S), INCLUDING RELATIONSHIP AND DATE OF BIRTH:**

**All parties attest that the residence of these children has not been established solely for the purpose of making them eligible for attendance in Johnston Public Schools.**

We acknowledge that if we submit a false affidavit for the purpose of these children to attend Johnston Public Schools, it will result in appropriate civil and/or criminal proceedings seeking money damages and other such penalties as prescribed by law.

SIGNATURE OF PROPERTY OWNER(S): \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN OF ABOVE-NAMED CHILD(REN) \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_

Notary Public

My Commission Expires:

***ADOPTED: Johnston School Committee***

***August 12, 2008***

## **APPENDIX F - SEXUAL HARASSMENT POLICY**

Sexual harassment is against the law and against school policy. The Johnston School Department is committed to maintaining a learning environment that is free from sexual harassment. Sexual harassment will not be tolerated. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, or other conduct that creates a hostile environment.

Examples of sexual harassment that could occur in a school setting include, but are not limited to:

- Uninvited letters, telephone calls or materials of a sexual nature. Uninvited and deliberate touching, leaning over, cornering or pinching.
- Uninvited sexually suggestive looks or gestures.
- Uninvited pressure for sexual favors.
- Uninvited pressure for dates.
- Uninvited sexual teasing, jokes, remarks or questions.
- Attempted sexual assaults.

This policy applies to sexual harassment between all staff members, including student teachers; staff to student(s); student(s) to student(s); student(s) to staff; and also volunteers and employees under contract (i.e., transportation and food service).

Student and staff members are encouraged to report all incidents of sexual harassment. Any student who is the victim of sexual harassment or knows about an incident of sexual harassment should immediately tell the teacher, school counselor or administrator. School staff members who are notified of sexual harassment incidents shall inform the principal immediately. If the principal is involved in the sexual harassment incident, the superintendent should be contacted immediately.

The superintendent shall develop both informal and formal procedures for complaining about sexual harassment. All complaints will be promptly and thoroughly investigated and handled as discreetly as possible. It is the responsibility of the building principal and school district administration to eliminate sexual harassment.

Retaliation against student or staff members who make complaints of sexual harassment or participate in an investigation of sexual harassment is prohibited. All incidents of retaliation should be immediately reported to the building principal or superintendent.

School staff members who violate this policy may be subject to disciplinary measures including, but not limited to, warning, transfer or discharge from employment. Any school district action taken pursuant to this policy will be consistent with requirements of any applicable federal law and/or Rhode Island statute and other school district policies. Students who violate this policy may be subject to discipline including, but not limited to, warning, suspension or exclusion from school.

It is the responsibility of principals to regularly communicate this policy and procedure to students, parents, and staff. This policy and a summary of the sexual harassment complaint procedure shall be published in school handbooks on a yearly basis.

The Administration will conduct an investigation and implement corrective action in accordance with the Johnston Public Schools Harassment Policy. An electronic copy of this Policy is available online at: [www.johnstonschools.org](http://www.johnstonschools.org), and a hard copy of this policy may be made available upon a request addressed to the principal.

## **APPENDIX G - FUNDRAISING POLICY**

The Rhode Island General Assembly in 1992 introduced a law, which was designed to protect school children. This law forbids door-to-door fundraising activities by students. This law does not specifically forbid all fundraising activities by school children.

The Johnston School Committee is of the opinion that it is poor policy to use pupils for sale or distribution of non-school materials in the community or for soliciting funds or participating in sales campaigns to finance extra-curricular activities. Pursuant to the R. I. General Laws, which regulate fund-raising activities, it is the policy of the Johnston School Committee that pupils may engage in raising funds, under the strict control of the schools, for certain pupil activities subject to the following conditions:

1. Fund-raising activities in the community by students is especially discouraged when the primary beneficiary is the company that produced the product. Any fundraising activity for school purposes that utilizes children for solicitation of funds through door-to-door sales is prohibited.
2. Where the return to the school or parent organizations is not at least 30% of the sales price, permission will not be granted, excepting by express agreement of the Superintendent, for such specific fundraising. Johnston Public Schools will not participate in non-approved fundraising campaigns.
3. All fundraising activities conducted by recognized groups or organizations within the schools must:
  - a. Be requested on a Fund Raising Request Form by the fundraising group through the principal.
  - b. The principal must review the Fund Raising Request Form for a description of the fundraising activity.

The principal may approve or reject the fundraising activity.

The project, once approved by the principal, must then be sent to the Superintendent of Schools for his/her approval.
  - c. A copy of this policy must be provided to parents/guardians of participating students.

Adopted: Johnston School Committee January 14, 1998

## **HANDBOOK SIGNATURE PAGE**

To Parents:

The Administration requests that both parents and students read the student handbook carefully and become familiar with its content. Within these pages you will find the rules of our school, an explanation of services and programs we offer, and our expectations for the education of your child. We hope you will find this information useful and look forward to working with you so that your child may experience a rewarding school year.

**By signing you agree to abide by the rules and regulations contained herein as well as those of the Johnston Public Schools.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_