



East Providence High School

Student Handbook

School Year: 2018-2019

PRINCIPAL: Ms. Shani Wallace

CAREER TECHNICAL CENTER PRINCIPAL: Mrs. Karen Mellen

ASSISTANT PRINCIPALS: Dr. Araxie DeBlois, **TBA**

DEANS OF DISCIPLINE: Mr. Jon Stringfellow, Mrs. Lian Furtado & Mr. Alex Butler

SCHOOL RESOURCE OFFICER: Officer Doug Borden

East Providence High School does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. Celeste Bowler, Title IX Coordinator, 145 Taunton Ave., East Providence, R.I. 02914 401-435-7500.

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EPHS History

For over one-hundred years, East Providence High School has produced the highest caliber of scholars and citizens. Today, EPHS upholds this tradition of excellence and maintains a strong sense of community. We strive to move forward in this changing world and meet the challenges of the Twenty-First century.

East Providence High School Alma Mater

By Kathy Cauley Davis '63

Dear E.P.High
All of your sons and daughters praise you
We hail the sight of red and white
They symbol of honor true.

In high school days
We all have grown with each endeavor
Our loyalty to you will be
Within our hearts for e'er.

Our pride is strong
Cheer loud and long
For Alma Mater
We will sing our song.

Your hallowed halls
Ever will ring
With cheers of Townies
And every year our spirit here
Will ring in our memories.

EPHS Mission Statement

The mission of East Providence High School is to promote integrity in a safe and respectful learning environment which includes students, parents, families, faculty and administration. It is the goal of our school community to provide and support rigorous curricula, preparing our graduates for college and career readiness.

EPHS Activities and Athletics

Art Club
Band
Baseball-boys
Basketball-boys/girls
Cheerleading
Chess Club
Chorus
Class of 2017
Class of 2018
Class of 2019
Class of 2020
Cross Country-boys/girls
DECA
Environmental Club
Flag Corps

Football
French Club
Gay/Straight Alliance
Golf
Hockey
International Club
Lacrosse-boys/girls
Meistersingers
Musical
National Honor Society
Photography Club
Portuguese Club
RI Honor Society
RI Skills USA
Soccer-boys/girls

Softball – girls
Spanish Club
Special Olympics
Student Council
Swimming-boys/girls
Tennis-boys/girls
Townie Newspaper
Track
Tri-M Society
Volleyball-boys/girls
Wrestling
Yearbook
Youth Alive
Young Dem & Young Rep

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Academic Eligibility (applies to all Athletes & Extra Curricular Activities)

For all students participating in **Athletic AND Extra-Curricular Activities:**

Rhode Island Interscholastic Regulations

Any student participating Athletics or any other Extra Curricular Activity/Club is **ineligible if:**

1. He or she is nineteen prior to September 1st.
2. If four years from the date of entry into the ninth grade has occurred. A student is limited to eight semesters once he/she enters the ninth grade.
3. Transferred from one school to another for disciplinary reasons.
4. Student is taking less than five subjects.
5. If a student is not passing five subjects.
6. Severs connection with any school for a period of two weeks or more except for illness.
7. A valid assumption of risk form is not on file.
8. Transfers from one school to another without change of address and participated on a varsity squad at the sending school. If a student participated on a Varsity Squad at the previous school, he or she will be ineligible for 50% of the RIIL league season in each sport that he/she participated.

East Providence School System Regulations

The monitoring of eligibility is a responsibility of the coach. Each coach is asked to report any known violations to the Athletic Director immediately.

1. Report cards are to be checked and eligibility lists initialed by the coach/club advisor on the day they are issued. A student should not be permitted to practice/ play/participate until his/her report card is seen by their coach.
2. A student-athlete should be earning seven credits. He/she must be passing (cumulative average 65 or above) five subjects, in order to be eligible to participate in athletics.
3. Participation in athletics or Extra Curricular Activities while under suspension is cause for Ineligibility.
4. Participation in athletics without completion of Physical Examination, parent consent card, and or assumption of risk is cause for ineligibility.

EPHS Extracurricular Activities Protocol must also be adhered to.

** Review Social Probation regarding Tardies/Absences

Advance Placement (AP) & Honors Expectations

The given teacher and student expectations were a collaborative effort on the part of all Honors and AP teachers. These expectations were developed in an effort to increase student achievement in the course and on the exam. By providing a cohesive, streamlined delivery of services in these classes, we believe students will be successful in both Honors and AP courses. All Honors and AP teachers will articulate these expectations to their respective classes on the first day of school and throughout the year.

Teacher Expectations

1. All teachers will use the EPHS on-line bulletin board for assignments, due dates and keep it current.
2. All teachers will utilize AP release test items/or appropriate equivalent (in non AP classes) every two weeks.
3. All teachers will maintain firm deadlines for assignments.
4. All teachers will strictly adhere to APA/MLA formatting.
5. All teachers will provide clear and explicit expectations along with rubrics and will model work.
6. All teachers will be available for extra help when needed.

Student Expectations

1. Student will complete independent work outside of class and know that the pace of learning will be faster than in non-Honors or AP classes. Students understand a high level of independent study is required on their part.
2. Students will meet deadlines for assignments.
3. Students will complete summer assignments.
4. Students will seek extra help when needed.
5. Students will prepare diligently for the AP exam.
6. Students will be assessed frequently with AP release test items and timed tests.
7. Students will approach coursework with open minds and positive attitude.

Advisory

Every student at EPHS is assigned to an advisory that meets weekly with approximately fourteen other students and a teacher. The objective of advisory is to personalize our school and ensure each student is known well by at least one adult other than his/her school counselor. Teacher advisors provide information, facilitate discussions, and provide assistance for students. In addition, student graduation requirements are consistently reviewed and community service hours are compiled and maintained in advisory.

Anti-Bullying District Policy

All students and staff have the right to attend EPHS free from bullying, harassment and/or intimidation. It is an individual's responsibility to treat all others with respect and dignity. The choice not to shall result in, but is not limited to, Loss of Privileges, Social Probation, Detention, Suspension, etc.

E.P. School Committee Policy - V.A.19:

Intent

The intent of this policy is to ensure that every student participating in the East Providence School Department has the right to study and work in a school community free from bullying, harassment and intimidation. The prevention of bullying is part of the East Providence School District Strategic Plan [R.I.G.L. 16-7.1-2(e)] and School Safety Plan [R.I.G.L. 16-21-24].

Bullying, Harassment or Intimidation

No student, school employee, contractual agent, volunteer or other member of the school community shall at school engage in, nor solicit and/or encourage any other individual to engage in, any action of bullying, harassing, or intimidating any other person.

Definitions

"**At school**" means in classroom, elsewhere on or immediately adjacent to school premises, on a school bus or other school-related vehicle, at an official school bus stop, or at any school sponsored activity or event, whether or not it is held on school premises.

"**Bullying, harassment, or intimidation**" means an intentional written, verbal, electronically communicated, or physical act or threat of a physical act that, under the totality of the circumstances: (i) a reasonable person should know would have the effect of physically or emotionally harming the student, damaging a student's property, placing a student in a reasonable fear of harm to his/her person, or placing a student in reasonable fear of damage to his/her property; or (ii) is sufficiently severe, persistent or pervasive to create an intimidating, threatening, or abusive educational environment for a student [R.I.G.L. 16-21-26(a)(2)].

"**Electronic/Cyber communications**" shall include any verbal, textual or graphic communication of any kind effected, created or transmitted by the use of any electronic device, including, **but not limited to**, a computer, telephone, cellular telephone, text-messaging device and/or personal data assistance device.

The violation of this policy by students shall be punishable in accordance with the Code of Conduct established by the district.

Attendance

E.P. School Committee Policy: V.A.8. ATTENDANCE POLICY

While encouraging school attendance is a multi-prong effort, it is the responsibility of the parent/guardian first and foremost to encourage and monitor their children's attendance, report absences and work cooperatively with School Administration to resolve any attendance or truancy issues.

Attendance at school is mandated by the Rhode Island General Law 16-19-1 and School Committee Policy for all students who have not reached their eighteenth (18th) birthday. Maintaining regular school attendance is necessary in order to achieve the goal of an educated citizenry. Consistent with research and national standards, the East Providence School Department asserts that the minimum rate of attendance necessary to meet these goals is ninety-five percent (95%). In order to be eligible to receive grades, Carnegie units, or be promoted, all students are expected to be present in school a minimum of 171 days per school year.

General Requirement: Regular, prompt attendance is a District requirement for each and every student enrolled in district schools as it is essential for the students' academic success. It is the responsibility of the Superintendent/designee to assign students to their community schools. However, exceptions could be made based on the following:

- equalize class sizes
- English Language Learners/special education needs
- transportation efficiency/economics

Residency: All students attending East Providence public schools must be residents of the City of East Providence. Verification must be provided each year. Please refer to Residency Verification Procedure.

Definitions

Absence: A student who has attended school for less than half of a day.

Excused Absences include but are not limited to a student's participation in an approved, school-sponsored activity, suspension days, religious holidays, documented college visits, driver's license road examination, bereavement, family emergency, a brief illness (under 5 days, and accompanied with a parent note upon the student's return), and a doctor-excused illness or injury, (a doctor's written excuse after a 5 day consecutive period must be submitted upon return to school), court appearance, and military deployment. Excused absences do not count toward attendance policy limits.

When a large number of students are to be excused from class for reasons such as participating in school-approved events, the teacher in charge shall publish the fact and include the names with the daily absence list on the day of the event. In all cases students will be given the opportunity to make up assignments and tests.

Unexcused Absences include but are not limited to any absence in which the student and/or parent/guardian fails to comply with the District's attendance procedures, and includes any and all absences not listed as an Excused Absence. Unexcused absences count toward attendance policy limits.

The only exception to the attendance policy shall be the enumerated extenuating circumstances that are verified by school personnel.

Extenuating circumstances which may be presented to an Administrator for consideration:

- Extended/chronic personal, physical, or emotional illness as verified by the treating physician or dentist;
- Extended hospital stay as verified by the treating physician or dentist;
- Extended recuperation from an accident or surgery, and as verified by the treating physician or dentist; and
- For any other extenuating circumstances, the student's parent/legal guardian must make a formal appeal to the principal or his/her designee.

For purposes of this policy, *extended* shall be defined as "more than ten (10) consecutive school days".

For purposes of this policy *chronic* shall be defined as "more than five percent (5%) of each quarter, or semester or school year".

Tardiness: it is important for all students to learn to be punctual and consistent in their attendance. Being tardy is defined as any student who arrives after school begins. Students arriving by bus and are delayed are not considered tardy. Parents/guardians, as well as students should know the start and end time of their respective school day.

Early Dismissal is considered any time when the student is not able to complete the full day of school. Extenuating circumstances may exist such as but not limited to illness, or valid family emergencies.

Truancy: a student is considered truant when he/she purposely is out of school without cause.

Each school shall provide a program of interventions designed to assist students and/or families that are experiencing attendance problems which are consistent with the District's Response to Intervention (RTI) procedures. Interventions shall encourage the school and the family to work together, utilizing a problem solving approach, and shall incorporate actions consistent with the maturity of the student and the seriousness of the problem.

All Students/Parents Right to Appeal:

Any student and/or his parent/guardian who believe they have been aggrieved because of action taken as a result of any section in this attendance policy, may appeal said action to the school administration level at which this action was taken. Further appeals may be taken to the Superintendent, and finally to the School Committee. Further appeals after the School Committee decision may be taken through the process defined in Title 16 of the General Laws of Rhode Island,

Secondary

A full day is considered 6 hours

A ½ day is considered 3 hours

< ½ day is considered an absence

Credit will be given for classes attended

- 1) All absences and tardiness is recorded and reported as unexcused until notification is made to the main office.
- 2) It is the parent/guardian's responsibility to notify the school regarding the absence prior to the start of school on the day of the absence. Additionally, should a pattern of absences develop, medical documentation will be required – otherwise absences remain unexcused.

- 3) Parents will receive a call from school personnel regarding absences if the school is not contacted.
- 4) Five (5) unexcused absences prompts a phone call and a written letter to the parent/guardian requesting an explanation. An internal review by the Principal and support staff may occur.
- 5) Following ten (10) unexcused absences and/or tardiness the Principal will make a referral to the Attendance Officer (which may result in a referral to the RI Truancy Court system).
- 6) Students absent due to illness, suspension or any unexcused absence on the day of a school based activity (dance, sporting event, play) **may not** attend the activity.
- 7) Parent/guardian will be notified if promotion is impeded by attendance.
- 8) Each school shall implement attendance procedures that include both incentives and penalties. These procedures shall be uniform throughout the District. The incentives utilized in each school will be consistent with the maturity of the students in order to provide the desired outcomes sought by the school department. Penalties will include the removal of student social privileges, when appropriate.
- 9) Family vacations during school time are strongly discouraged. When it is absolutely necessary to remove a student from school for this purpose, students will be responsible for all assigned work while absent. These will be counted as unexcused absences. Teachers are not required to assign work in advance. Teachers are responsible for coordinating a mutually agreeable time frame with parent/student for work completion.
- 10) Parents should schedule medical, or dental appointments outside the school day.

In the event of being tardy, the parent/guardian should escort the child to school and sign him/her in to school.

Early Dismissal is strongly discouraged for any purpose, including weekly after school extra-curricular activities as it cuts into the student's instructional time.

No changes to the school dismissal time will be accepted for any reason other than extreme emergency and must be made 30 minutes prior to the end of day.

However, in the event an early dismissal is granted by the school administrator, a written request for the dismissal signed by the parent/guardian must be submitted to the main office on the day prior or the day of dismissal. Telephone calls and emails are strongly discouraged for security/safety reasons.

Make up Work/Tests: The responsibility for makeup work due to absence/tardy is the responsibility of the student to seek out teacher for assignments. The teacher and student will decide on a mutually agreeable timeline for the work to be completed. Assignments can also be obtained on line.

Unless otherwise arranged the student is allowed one (1) day for each day absent or tardy to submit the work or complete test.

Students with a pass will be allowed to enter without consequence, unless there is a disruption to the class time.

Bunking School/Cutting Class: East Providence High School takes attendance very seriously. Any student choosing to bunk/skip school or cut class (not attend) for any reason will be suspended. The School Administration cannot and will not be held responsible for any student choosing to make an unsafe decision to not attend class and/or leave school grounds without approved permission.

Co-curricular Activities Participation: student must be present during the day. Exception for any absence, tardy, dismissal on these days must have prior approval by School Administrator, and must be in compliance with the RI Interscholastic League Rules and Regulations. Advisors/AD/Coaches are responsible for monitoring students' attendance to determine eligibility for participation. Anyone arriving later than ½ day will not be able to participate.

Social Probation: Prohibits any student reaching more than 5 Unexcused Absences and/or ~~5 or more~~ days tardy in a quarter from participating in or attending any school extracurricular event. Attendance and/or participation is a privilege, and any student placed on social probation, is disallowed from any and all social activities (such as, but not limited to dances, proms, pep rallies, sporting events, plays) for the remainder of the quarter. The student may start anew on the first day of the next quarter to improve their attendance.

Attendance Policy Procedure reflects the expectations and consequences of the District

Bell/Class Schedule

Class meeting times and schedule for the **2018-2019** school year is as follows:

East Providence High School

2018.2019 Schedule

M - T - Th - F		Day A	Day B	Day C	Day D	Day E	Day F	Day G
64m	7:25 - 8:29	1	6	4	2	7	5	3
64m	8:33 - 9:37	2	7	5	3	1	6	4
64m	9:41 - 10:45	3	1	6	4	2	7	5
79m	10:49 - 12:36	4	2	7	5	3	1	6
65m	12:40 - 1:45	5	3	1	6	4	2	7
<i>Dropped Periods</i>								
		6,7	4,5	2,3	1,7	5,6	3,4	1,2

Wednesday		if Day:			
MIN	TIME	A	B	F	G
47m	7:25-8:12	1	6	5	3
47m	8:16 - 9:03	2	7	6	4
30m	9:07 - 9:37	ADV	ADV	ADV	ADV
64m	9:41 - 10:45	3	1	7	5
79m	10:49 - 12:38	4	2	1	6
63m	12:42 - 1:45	5	3	2	7

Wednesday		if Day:		
MIN	TIME	C	D	E
47m	7:25-8:12	4	2	7
30m	8:16 - 8:46	ADV	ADV	ADV
47m	8:50 - 9:37	5	3	1
64m	9:41 - 10:45	6	4	2
79m	10:49 - 12:38	7	5	3
63m	12:42 - 1:45	1	6	4

Lunches		
1st		10:49 - 11:14
2nd		11:17 - 11:42
3rd		11:45 - 12:10
4th		12:13 - 12:38

Blood Drives

East Providence High School has teamed up with the Rhode Island Blood Center and conducts 3 scheduled Blood Drives each year. Any student who has reached the age of 17 years old, and weighs at least 110 pounds may donate. Any student who participates in the attempt to donate blood will receive 1 hour of community service.

The first scheduled date for 2018-2019 school year is: **Tues, Sept 18th**
(date tba) for January
(date tba) for May

Bus Transportation

VA.11. Transportation

Transportation for all public and private/parochial school children residing in the City of East Providence shall be provided in accordance with state laws, and shall be under the direction of the Superintendent of Schools. The Superintendent shall make rules and regulations to insure the safety, health and welfare of all students is upheld. The School Committee has established the eligible riding distance as follows:

Pre K	Door to Door	Grades 6-8	distance > 1.5 miles
Grades K-5	distance > 1.0 mile	Grades 9-12	distance > 2.0 miles
All Regional 3 Schools (in and out of East Providence) per RI General Laws 16-21.1-2			

Exceptions will be made for reasons of safety. The District reserves the right to change any or all of the distances mentioned above.

Transportation appeals may be submitted for valid medical reasons, or for reasons of hardship.

Supporting documentation, such as but not limited to a physician's note, executed release of information, and any other documentation the Superintendent and/or his or her designee deem appropriate.

Bus Idling Policy applies to the operation of every district-owned and/or contracted school bus, and to eliminate all unnecessary idling by East Providence school buses such that idling time is minimized in all aspects of school bus operation. Maximum idling time is 5 (five) minutes.

Bus Discipline/Procedure

The Superintendent is directed to establish an Administrative Procedure/Regulations for students to include disciplinary action for failure to adhere to the approved regulations.

The following are regulations for all school bus passengers. In the event, these regulations set herein are not adhered; the consequence of being in violation of the Code of Conduct is set forth in the East Providence Informational Student Handbook and the Transportation Policy V.A.11 of the School District Policies.

1. The bus driver is in full charge of the bus and all passengers will obey the driver's directions, and/or instructions;
2. Should the need for the monitors and aides to ride the bus, passengers will obey their direction and/or instructions as well;
3. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities;
4. Except by written permission of school authorities and parents, no student will leave the bus until his/her stop;
5. Students should view the bus as an extension of the classroom, outside of ordinary conversation, classroom conduct will be obeyed on the school bus;
6. Students should assist in maintaining a clean bus and keeping all waste off the floor;
7. Students will refrain from throwing refuse out the window;
8. There is no eating or drinking on the bus at any time;
9. No person will smoke, or light matches on the bus;
10. There is no possession and/or consumption of alcohol on the school bus;
11. There is no possession of any controlled substance (with the exception of medical approval), on the school bus;
12. No person will extend his/her head, hand, arms, or legs out of the windows at any time regardless of whether or not the school bus is in motion or not;
13. No windows will be opened without the permission from the driver, aide or monitor;
14. All personal belongings will be kept out of the aisle and away from exit doors;

15. Large items, or other items not needed in the course of a regular school day, will need prior approval by school administration;
16. No passenger will speak to the driver more than necessary while the bus is in operation;
17. Students are to remain seated while the bus is in motion, and will not get off or on the bus until the bus comes to a complete stop;
18. Students need to exit the bus in an orderly manner, and obey all orders of the bus staff. When boarding or exiting the bus, students need to be in full view of the driver at all times. Crossing the road if applicable, can only be done after the buss staff gives direction to do so;
19. Students will not stand or play in the roadway while waiting for the bus, and should arrive at the bus stop prior to bus arrival;
20. Self-discipline should be exercised by all students in the loading area, both at the bus stop and at school. There will be no pushing, or shoving-personal space shall be respected;
21. There will be no throwing of objects in, out, or at the school bus;
22. There will be no use of foul language at any time, by any passenger;
23. Parents/Guardians of students causing damage to the school bus will be responsible for proper reimbursement to the school bus contractor;
24. Student misconduct on any bus will be disciplined as follows:

Each offense will be reviewed on an individual basis as to the severity of the offense. Severe disregard for one or more of the 24 regulations could result in disciplinary action being implemented at any of the actions listed below, including suspension for any part of the remainder of the year.

First Offense: *A warning will be issued to the student, and a conduct report written out.*

Second Offense: *A conduct report is written out. The School Administrators (Director, Principal and/or their designee), as well as Parent/Guardian will be notified at this time, and appropriate disciplinary action could be administered by the School Administrator;*

Third Offense: *A letter, along with a copy of all conduct reports accumulated to date during the current school year will be sent home to the parent or guardian. Student(s) shall be automatically suspended from riding the bus for two (2) days. Principal shall notify parent and follow school procedure as is done with any discipline problem;*

Fourth Offense: Elementary - *Suspension of five (5) school days from bus privileges, conference with School Administrators, Contractor, and parent. **Secondary** - Student(s) shall be suspended from riding the bus for two (2) weeks; and*

Fifth Offense: *Suspension for the remainder of the school year.*

Conduct reports are maintained from year to year and could be used in the decision process of suspension.

25. Students riding the bus through the Appeal process, and attend East Providence schools are subject to the aforementioned;
26. Students riding the bus through the Request for Transportation process and attend private, parochial or charter schools are subject to the guidelines 1-24 found herein.

**East Providence School Committee
Revised Policy Adopted 2/11/14**

Cancellation of School

Shall school be cancelled for any given reason, please be sure to receive notice around 6:30am and thereafter, by any of the following:

Phone: School Phone Message to Parents (please be sure to keep us updated with current phone #'s)

Media School Announcements:

Radio: 630AM, 920AM, 92.3FM, 93.3FM, 94.1FM, 105FM

TV: Channels 6(ABC) – 10(NBC) – 12(CBS)

When a storm hits our region, the Superintendent of School has the option to delay the opening of school for one or two hours. In that event, students SHOULD NOT arrive to school at the usual time. Supervision at school may not be available, due to road conditions that keep personnel from arriving before school begins. Please arrive at the appropriate time, depending on the "start" of school for the given day.

Cell Phones

Cell Phone usage is **NOT** allowed during school hours. Cell phones are not to be seen, heard or used between the hours of **7:25am-1:45pm**. EPHS is **NOT** responsible for any **LOST** or **STOLEN** cell phone(s). It is the student's responsibility to hold onto his/her valuables at all times.

NOTE:

** If a cell phone is seen out (visible to the teacher/administrator/staff member), on or is used by a student, the cell phone (with the battery, headphones, etc.) will be confiscated by the Deans of Discipline or Administration and documented for each such occurrence.

- Students will be given their phone back at the end of the day on the **1st Offense**.
- On the **2nd and 3rd Offenses**. Student can retrieve their electronic device after serving a detention (**2:25pm**) OR the electronic device will be turned in and later retrieved by their parent/legal guardian.
- Students will **NOT** be given their phone back **after the 3rd Offense and beyond**, ONLY the student's parent/legal guardian will be able to come in and retrieve it from 119.

Improper/inappropriate use of cell phones (Ex: recording other students, text messaging, social media usage, etc.) could result in serious disciplinary action.

****Any student choosing to NOT turn in their electronic device for any reason will be suspended for INSUBORDINATION.*

Cheating & Plagiarism

It is the student's responsibility to produce any and all work which is entirely his/her own. Supplying or receiving any work to be used deceitfully is considered to be cheating and/or plagiarism. Upon discovery of a purposeful misrepresentation via cheating and/or plagiarism behavior will result in disciplinary action as follows:

1st Offense: Parent(s) will be informed. Student(s) will have an opportunity to resubmit any work, under the discretion of the teacher, with a **maximum** grade of a 65.

2nd Offense: Parent(s) will be informed. Student(s) will receive a **0** for assignment, with no chance of recovery and possible suspension.

Repetitive Offenses will result in a mandatory parent meeting, possible course failure.

Detention

It is the student's responsibility **not** to earn detention, particularly if he or she has after school commitments.

Teacher Detentions: The classroom teacher will assign a teacher detention for classroom infractions. The length of the detention is set by the individual teacher, but shall be no less than 30 minutes. Failure to stay for teacher detention will result in a referral for office detention, YET, does NOT dismiss the original assigned detention with the given teacher.

Office Detentions: Office detentions may be assigned by any Dean or Administrator for any school rule or expected behavior infraction. Students will be given notice of their assigned detention. Office detentions are held Monday – Thursday after school.

Incomplete Detentions: Failure to complete detentions may result in any/all of the following but not limited to:

Vacation Detention – Summer Detention – Social Probation – Suspension

****NOTE:** Social Probation and suspension **DO NOT** dismiss owed detentions

Dismissals

EPHS takes the given steps below very seriously:

E.P. School Committee Policy – V.A.9. Dismissing of Students:

Procedure to be followed when dismissing a child to other than a recognized custodial parent or guardian:

1. The decision to dismiss a child to other than a custodial parent or guardian shall not be made below the Office of the Assistant Principal. Any questions regarding such dismissals should be directed to the Office of Director of Attendance.
2. Custodial parents and/or guardians of students in Kindergarten through Grade 12 shall provide the school with a list of individuals empowered to pick up their children on the Emergency Card provided at the start of each school year.
 - a. Please note: no student shall be released to any individual whose name does not appear on the Emergency Card.
3. Individuals shall be required to provide a valid photo ID (driver's license or RI Identification Card) before any student shall be released into their care.

- a. Telephone verification must take place before the release of any student. This applies even if the release is to custody of Police, DCYF, or some other such authority.
 - 4. Any attempt to pick up a student by an unauthorized person should be followed up with a call to the student's parents or the police.
 - a. If the student involved in an unauthorized pick-up attempt attends a known after-school program, a call should be made to the director of that program alerting them to the incident.
 - 5. A daily log for the release of students to other than custodial parents or guardians should be kept at all schools. The log shall contain the following information:
 - a. Student's name; name of individual student is released to; time released; ID number; auto license plate number.
 - 6. In emergency situation, students may be dismissed after a phone call from the custodial parent or guardian. However, this type of dismissal may be made ONLY to the custodial parent or guardian. A legal ID shall be required. **NOTE:** This decision should also not be made below the Office of Assistant Principal.
 - 7. A high school student may be dismissed into his/her own care through a note from the custodial parent or guardian. All notes shall be verified by the Principal or his/her designee.
 - 8. Teachers, support personnel and students should report any suspicious or unusual activity taking place immediately before or after school or where strangers appear to be engaging in an attempt to pick them up.
 - 9. Caution and the individual student's safety shall be the ruling factor if there is any question regarding the dismissal of a student. The School Committee, shall, at its August meeting of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parents and/or guardians of this policy.
- Adopted February 11 1992
Revised February 1999, October 2001

Driving and Parking at EPHS

Driving a vehicle and use of the Student Parking Lot is a **privilege**, not a right, to East Providence High School Students. Any student wishing to drive to school and have parking privileges is required to fill out an Application (In Packet), provided a valid Driver's License and Proof of Insurance. One car per student will be allowed to be registered.

ALL STUDENTS MUST PARK IN THE STUDENT PARKING LOT (also referred to as the SOUTH LOT), NOT in the TEACHER'S/FACULTY PARKING LOT (also referred to as the NORTH LOT).

** Driving and Parking privileges shall be taken away due to, but not limited to, any student misconduct, breaking of the law, unsafe driving practices, excessive tardiness and/or absences, etc.

** Students failing 2 or more subjects per quarter are subject to the loss of Driving /Parking Privileges for the following quarter.

*** **Unregistered cars or cars with suspended Parking Privileges are subject to being towed without notice.**

E.P. School Committee Policy - V.A.11. Transportation:

Student Driving and Parking at the High School, Automobile Regulations

1. All students who bring a motor vehicle to school must register their vehicle with the school administration and obtain a parking permit (*permission application available in beginning of year packets and in the Attendance Office*).
2. Said permit must be displayed in the bottom left corner of rear window. Vehicles without permits will not be allowed in the student parking area and will be subject to towing.
3. Safe operation of the vehicles must be observed at all times. A speed limit of five (5) miles per hour on school grounds should be observed.
4. No motor vehicle may be occupied while it is parked on school grounds during the school day.
5. No student will leave the school in any vehicle during the school day without obtaining permission. **STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL GROUNDS FOR LUNCH.**
6. Neither the school nor the School Committee assumes any responsibility for damage to cars – or for items of personal property. **ALL VEHICLES MUST BE LOCKED WHILE PARKED.**
7. Students are NOT to park in the teachers' parking area or in fire lanes.
8. Students are not to congregate in the parking lot on arriving at school but will enter the building immediately.
9. Tardiness of students bringing a vehicle to school will result in suspension or revocation of this privilege.

Failure to adhere to the regulations will result in the student's privilege being revoked.

Dress Code

EPHS supports a healthy and respectful learning environment. The tone and atmosphere of a school are directly affected by the overall appearance and general conduct of its students. Therefore, students are asked to consider cleanliness, good taste and appropriateness in their selection of clothing. **If it is determined by the school administration that particular clothing is disruptive to the learning environment/process and/or is offensive to community standards, the student may be asked by the school**

administration to change that clothing. The parent of the student may also be required to take the student home until the matter is resolved.

E.P. School Committee Policy - V.D.1. Code of Conduct:

DRESS CODE

The following dress code is not meant to be restrictive, but is intended to guide students and their parent/guardian in choosing clothing that is safe and appropriate to wear in school. The following articles of clothing and/or items are not to be worn in school:

1. Hats/headgear (hats, do-rags, bandanas, etc.)
2. Articles of clothing with designs or wording which is obscene or vulgar, etc.
3. Any type of pajamas.
4. Articles of clothing with designs or wording referring to illegal substances such as alcohol or drugs.
5. Articles of clothing which depict, in any form, acts of violence.
6. Articles of clothing that are too revealing, such as midriff blouses/shirts, pants that hang below waist (*SAGGING- Pants that display underwear.*), halter-tops, tube tops, tanks, spaghetti string tops (*minimum strap is 1"*), see-through clothing, low cut blouses/shirts (*belly shirts*), etc. *All shirts/blouses should be able to be tucked in at all times during the school day. Any skirts or shorts MUST be NO SHORTER than 4 inches above the knee. Any leggings/tights must be covered by shorts, shirt &/or skirt which must be no shorter than 1 ½ inches above the knee.*
7. Students will not attach beepers, pagers, cell phones, radios, headsets, (*including headphones/earpieces*), stereos, *iPods*, etc. to clothing or to their person.
8. Skateboards, rollerblades, etc. are not allowed in the building.

Disapproved items brought to school in violation of this code and applicable State Laws are subject to confiscation by administration or approved personnel. Pagers, cell phones, beepers, etc. **may** be turned into the police department while radios, stereos, mp3's, *iPod's*, may be held until a parent/guardian and in some instances, to students after school hours.

Students who are dressed in violation of this code will be asked to call home for an appropriate change of clothing. School principals will have final authority in their schools in deciding what constitutes compliance with this code.

Any exceptions to this code for medical or other reasons must be substantiated in writing by an appropriate authority and is subject to approval by the building principal.

Due to the fact that fashion trends change, it is our policy to maintain a non-controversial educational atmosphere. Therefore, improper dress will not be tolerated regardless of the fashion terminology.

Extra Help

Students are encouraged to seek extra help after school. Students should ask teachers for help with assignments early before it lack of understanding gets too overwhelming. Students should seek support upon returning to school after any absence. It is the students' responsibility to request extra help when needed or desired.

Fire Drills, Evacuations, and Lockdowns

Teachers & students are to assume that all fire alarms indicate an actual fire exists, unless told otherwise, by administration. Students are to file out of the building quickly and quietly, with the teacher they are presently designated to. Teachers will review evacuation procedures with students at the beginning of the year. Teachers & students are to remain in the assigned area unless instructed to do otherwise by administration. Instructions and expectations given to students by the administrator/teacher are expected to be followed.

Food & Drink

No Food is allowed anywhere in the school building beyond the Cafeteria. Any student consuming any food beyond the cafeteria will be asked to throw it away.

Water is the only beverage students are to carry or consume throughout the school building beyond the Cafeteria.

****No Food or Drink is allowed in the Auditorium.**

Grading

Skyward: Parents are encouraged to monitor their child's daily progress online via Skyward Parent. All parents will be asked to create a User Name and Password. Please contact the school if you have not received this information yet.

Report Cards: Quarterly grades will be posted approximately one week after the quarterly marking period ends. Each quarter is ten weeks long. After the first three marking periods, students will be issued their report card during Advisory. After the fourth marking period, report cards will be mailed home.

Progress Reports: Progress Reports are NO LONGER be handed out. Parents are encouraged to monitor their child's daily progress online via Skyward Parent.

Marking Periods:

-November 1, 2018

-January 22, 2019

-April 2, 2019

-June 12, 2019

Honor Roll:

Summa Cum Laude – All A's

Magna Cum Laude – All A's & B's

Cum Laude – All A's, B's and no more than one C

National Honor Society: In order to be considered for membership in the Nation Honor Society, a student must fulfill the following criteria:

1. Average of 89.5% or better for 2.5 years
2. High moral character, leadership, and community involvement
3. Fifteen hours of documented community service
4. Selection by faculty and administration during semester junior year and first semester senior year
5. Application process

Rhode Island Honor Society: In order to be considered for membership in the Rhode Island Honor Society, a student must fulfill the following criteria:

1. Maintain a cumulative average of 85 or better in all courses. (They must NOT receive a failing grade in any course.)
2. A student is ineligible for membership if he/she has dropped a subject after receiving a failing grade at the quarter or semester marking period.
3. No failing cumulative averages.
4. No failing grades during the 4th quarter of senior year.

A transfer student from a school in the Honor Society whose record entitled him/her to membership will be eligible in the receiving school.

The Principal shall certify the list of eligible candidates.

AP Testing: All students enrolled in AP courses must take the AP test in order to earn AP credit and quality points. Students who don't take the test will earn credit and quality points as a College Preparatory (CP) class.

Class Rank: For college admission purposes, a temporary class rank is computed at the end of the eleventh grade. The final rank from which the class valedictorian and salutatorian are selected is computed at the end of the first semester of the twelfth grade. Class rank is determined by use of a weighted ranking system. Final averages are multiplied by the weight of each subject; this weighted average is then used to compute the student's rank in class. The weights are assigned as follows:

AP Four year College: Advanced Placement	2.2
H Four year College: Honors Level	2.0
CP Four year College Level	1.6
S Two year College Level	1.3

These weights are used only to determine class rank; they are used for no other purpose. Only core academic courses are weighted, all non-academic electives are not weighted.

Earned Credits: Students will be placed in the appropriate grade and promoted based upon the number of Carnegie units earned.

Full year Course: 1 credit **Semester Course:** .5 credit

Students will be classified by grade based on the following units earned:

Grade 9: must earn 4/7 credits

Grade 10: minimum of 10 credits

Grade 11: minimum of 17

Grade 12: must graduate with a total of 24 credits

Incomplete Grades: Under extenuating circumstances, a teacher may request permission from Administration to issue an incomplete grade for a student. Since an incomplete grade cannot be a final grade, **it is the responsibility of the student to arrange a schedule with the teacher to complete his/her missed work within 2 weeks of the end of the quarter.** The teacher will then finalize the student's grade and report it to Administration and the Guidance Office.

EPHS Graduation Requirements

The student must meet the minimum requirements for graduation established by the Rhode Department of Education Graduation by Proficiency Diploma System. The Program of Studies approved for East Providence High School requires that each student successfully complete the following requirements to obtain an East Providence High School Diploma:

1. Students must successfully complete the following minimum requirements:

SUBJECTS	MINIMUM REQUIREMENTS
English	4 Credits (grades 9, 10, 11, and 12)
Mathematics	4 Credits (Algebra and Geometry plus 2 other math classes or Algebra, Geometry, one other math class plus one math related)
Science	3 Credits (Earth, Space, Physical Science (ESP), Biology, Chemistry)
Social Studies	3 Credits (All students must take US History plus either Civics or World History, and one more SS credit)
Fine Arts	1 Fine Arts Credit (Music or Art class) in addition to meeting Proficiency
*Technology	.5 Credit
Physical Education/Health	2 Credits (PE/Health grades 9, 10, 11, 12)
6 Elective Classes	6.5 Credits (6 elective credits in any subject). ***Class of 2021 need 7 elective credits***
Total Credits	24 Credits

*** A Technology CLASS is not a requirement for the Class of 2021 and beyond due to the embedding of technology in most classes.**

2. Every student is required to complete **12 Common Assessments**. For students graduating after 2016, four (4) Common Assessments per year are required; one (1) each in English, Math, Science and Social Studies for a total of 12 Proficient Common Assessments. A portfolio is a compilation of 3 ELA, 3 Math, 3 Social Studies & 3 Science Common Assessments give in Grades 9 -11.
3. Every student is required to complete a **Senior Exhibition**.
4. Completion of State Testing Requirement
5. Beginning with the class of 2011, each student is required to complete a total of **24** hours in service to the community.

Graffiti/Destruction of School Property

Any student found willfully Defacing/Damaging or Destroying School/Private Property is subject to consequences which may include, but are not limited to any/all of the following:

Loss of Privileges – Social Probation - Suspension – Community Service – Replacement/Repair Fees – etc.

Examples are as follows: writing on walls, mirrors, or desks; damaging another’s clothing or property; and graffiti/tagging.

Hall Passes

Students leaving a classroom for any reason must have an official Hall Pass with a teacher’s signature, date and time on it. Students are expected to show their hall pass to any Staff Member upon being asked. Refusal or argument of this request may result in detention and/or suspension.

Health Services

School Nurse: The Nurses Office is located on the first floor, near the Art Wing. It is open from 7:50am – 2:10pm. Students must obtain a Hall Pass from a teacher or administrator to visit the nurse’s office. The school nurse(s) monitors and helps maintain

the health and safety of all students and educates them on health issues. Only the school nurse(s) may administer medication to students. Any accident, injury or illness will be reported, medical attention will be provided and parental notification will be made, if necessary.

Emergency Phone Numbers: Emergency cards will be sent home at the beginning of the school year. The cards must be returned promptly with appropriate emergency contact numbers of family members or adults able to care for your child in your absence. If student contact information changes, it is imperative that a new Emergency Card be filled out and information is updated.

Illnesses: If a student is injured at school every attempt will be made to contact the parent or guardian. If the student is seriously injured, East Providence Rescue will be called.

Medical Concerns: Any medical concerns or needs must be reported to the school nurse's office.

Physical Education Excuses: A doctor's note* MUST be on file with the nurse's office for students dismissed from PE/Swim.

NOTE: Doctor's notes/excuses WILL NOT be accepted RETROACTIVELY; they must be submitted at time of illness.

Prescription Drugs/Medications: Students needing prescription medication must have an updated doctor's note on file, ANNUALLY. Only a school nurse may accept medication of any kind from a parent/guardian or student. Medication must be in the original container or prescription bottle with the appropriate label. Students may NOT carry or self-administer any medication during the school day, unless approved by the school nurse & administration (ex: inhalers and epipens).

Over the counter medication (i.e., Tylenol, Advil, Tums, etc.) may be administered with a signed parent permission slip. Attached.

School Social Workers: Are located in **Rooms 119 and 203A**. The Social Workers are available to all students throughout the day. Students wishing to speak to the Social Worker must have a pass from a teacher or administrator.

Student Assistance Counselor: is located in **Room 203B**. The student assistance counselor is available to all students throughout the day. Students wishing to speak to the Social Worker must have a pass from a teacher or administrator.

IMMUNIZATION Requirements

IMPORTANT MESSAGE TO ALL PARENTS/GUARDIANS with ADOLESCENTS ENTERING 12TH GRADE:

IMMUNIZATION REQUIREMENTS: In accordance with the Rhode Island Department of Health *Rules and Regulations Pertaining to Immunization and Testing for Communicable Diseases (R23-1-IMM)*, **all adolescents entering 12th grade** are required to have the following immunizations to avoid being excluded from school:

- **One booster (1) dose of Meningococcal Conjugate (Meningitis) vaccine**
- **Booster dose must be administered after the age of 16**

All children entering 12th grade are required to be up-to-date on their immunizations as well as have a **physical exam** (after the age of 16).

IMPORTANT REMINDER about flu vaccination:

An annual influenza (flu) vaccination is **RECOMMENDED** for all students. Influenza vaccine is available from October through April each year. Be sure to ask your doctor about flu vaccine.

For more information, please visit: www.health.ri.gov/immunization/for/schools

STUDENT EXCLUSION DATE: OCTOBER 1, 2018

Updated: May 2017

Lavatories

Restrooms are available for student use outside the cafeteria, on the first floor by the main office, on the second floor: in the new wing, near the stairwell and near the Science wing. Students are encouraged to plan to use the lavatories before school, during

lunch or after school. Students must have a pass from their assigned teacher to leave class to use the lav. Students should be using the lavatory in the closest proximity to their assigned classroom.

Late to Class

School begins immediately at 7:25am. Teachers are to take attendance at this time. If a student arrives to class after 7:30am he/she must sign in at the Attendance Office in Room 119. Any student who arrives within 5 minutes late to class may be assigned a detention from the teacher.

Teachers are to arrange a date and time for students to complete their assigned detention. If a student does not complete his/her assigned detention, the teacher is to report the student to the Deans and the student will then receive an Office Detention as well. (Office Detention DOES NOT replace the teacher Detention ... it is an Additional detention.)

*! Any student who is **late to school more than 5 times**, per quarter, will be placed on **Social Probation** to the end of the quarter. *See Social Probation for further details.*

Leaving School Grounds

EPHS takes attendance very seriously. Any student choosing to leave school grounds for any reason, will be suspended. The school cannot and will not be held responsible for any student choosing to make an unsafe decision to leave school grounds without approved permission.

Library

The EPHS Library is located on the second floor of the building. The library is open daily from 7:25am – 1:45pm. During the school day, students must have a pass from his/her classroom teacher to be admitted into the library. The library has a copy machine (with a fee charged) and computers for student use. Students who are disruptive will lose library and/or computer privileges.

Lockers

All students are assigned a locker at the beginning of the year. Students will be allowed to go to their lockers BEFORE school, AFTER the second period each day, BEFORE lunch period and AFTER the last period of the day. Students are not allowed access to their lockers other than the specified designated times, unless permitted with a pass from their assigned teacher.

Students are NOT to share locker space. Students are encouraged NOT bring valuables such as money, phones, iPod's, etc. to school and should NEVER leave such valuables in their locker. Students are responsible for any valuables left in their locker and will be expected to sustain any personal loss or pay for any lost school property.

Students are reminded to USE their assigned Lockers during PE class. All valuables such as: clothes, books, purses, etc. MUST be locked during class time. The school is NOT responsible for any lost or stolen valuables.

Loitering

Loitering is NOT allowed at any time throughout the school day in the school bathrooms, classrooms, hallways, hallway intersections, lockers, stairwells, against walls, etc. Students are expected to remain moving in the halls while passing to their next class.

Students are NOT to be on campus before or after school hours unless they are under DIRECT SUPERVISION of a teacher, coach or administrator.

Coaches of athletic teams will designate specific areas for athletes to report to **immediately following the last period of the day.

Clubs and/or Tutors will designate specific areas/classrooms for approved participants to report to **immediately following the last period of the day.

Students found loitering on school grounds before, during or after school hours, are subject to receiving consequences of, but not limited to: Loss of Privilege(s) – Detention – Suspension – etc.

Lost and Found

Lost and Found has two locations: in the Attendance Office and the School Cafeteria. Students are encouraged to turn any found item to a secretary in the Attendance Office. Students are also encouraged to NOT BRING valuables to school: money, cell phones, headsets, iPods, any item of any value to the student, etc. The school is NOT RESPONSIBLE for any lost or stolen pieces of property. It is the students' responsibility to hold onto their valuables at all times.

Lunch

Beginning in September 2014, the East Providence School Department and the school's food service provider, Chartwells, will **no longer** allow balances on student lunch accounts to exceed **\$10.00**. Once an account reaches \$10.00, a student will receive an alternate lunch, consisting of a whole grain sandwich, fruit, vegetable and milk. There will still be a charge of **\$2.75** for this alternate lunch. Thank you for your cooperation.

Free and reduced lunch applications must be renewed at the beginning of every school year. The students prior lunch status will NOT automatically be applied each year, therefore, any lunch balanced accrued prior to the completions of the new application process will remain on the students account regardless of lunch status.

Make-Up Work

It is the students' responsibility to make arrangements with his/her teachers to make up any work missed during an absence, in order to receive proper credit.* Students are allotted the same number of days equal to the days absent to complete missed assignments given on those days.* If a student is absent 3 or more consecutive days, parents are encouraged to contact the Guidance Counselor to request homework.

*Only those absences that are considered to be legitimate in nature count towards Make-Up time allotted. **Any student absence due to Bunking/Cutting Class is NOT considered a legitimate absence and teachers are NOT expected to arrange for any make-up work.

PROMOTION/RETENTION

1. Students must earn a **minimum** of

- **4 credits** to be a **sophomore**
- **10 credits** to be a **junior**
- **17 credits** to be a **senior**
- **24 credits** to **graduate**

2. The opportunities afforded by extended learning programming to eligible students provide a means by which pupils can make up courses that they have failed. A student with excessive unexcused absences (more than 20% or 36 days) will need to complete an entire online credit recovery course.

3. **Attendance:** Students are required to be in class each day. Attendance is taken during first period, parents will be notified and tardiness may result in Social Probation, detention or a meeting with the assistant principal. If a student is absent his/her parent should call school and send in a note the following day.

4. **Participation:** Class participation is defined as active student involvement. This includes: arriving to class on time, taking notes, possessing the correct materials, participating in group activities, or anything the teacher deems appropriate.

Prom – Junior & Senior

DATES:

Junior Prom: May 10th, 2019 – Venus De Milo

Senior Prom: May 31st, 2019 – Rhodes on the Pawtuxet

Proms are considered to be an East Providence School District event, therefore all EPHS policies, procedures and regulations apply. Students attending the Prom must conduct themselves in an orderly manner remembering that their reputation and the reputation of the school depends upon their behavior.

The use of alcohol, drugs, tobacco and/or any other controlled substance before, during, or after the prom is strictly prohibited by state law as well as school policy and procedure. Anyone found in violation of this rule will be referred to the authorities and referred for school discipline upon the first day of return to school.

Any student who receives a suspension within 10 ten days of the prom will not be allowed to go.

- When a student is suspended w/in 10 days **prior** to the prom:
 - Ticket will be revoked
 - With **NO** refund **IF** Official Counts have been submitted to the Prom Location (hotel/banquet hall, etc.)

TICKET SALES - will be based on the following:

- 3rd Quarter Tardy/Absent Count (Any student placed on Social Probation for 3rd Quarter will **NOT** be able to purchase a ticket and will be placed on a waiting list pending Ticket Availability AND 4th quarter Tardy/Absent counts).
- 4th Quarter Tardies/Absences – students **MUST NOT** reach 6 or more Tardies/Absences any time **prior** to the PROM.
 - If any student reaches 6 or more tardies at any time during the 4th quarter **prior** to the prom:
 - Ticket will be revoked
 - With **NO** refund **IF** Official Counts have been submitted to the Prom Location (hotel/banquet hall, etc)
- Any/ALL outstanding dues (Library books/fees, Class dues, Cafeteria balances, etc)
- Proper Student Conduct – students must **NOT** be suspended from school w/in two weeks prior to the PROM. Otherwise, no admittance is allowed. Tickets are forfeited without refund.
- Tickets **MAY NOT** be sold, shared or swapped to any other student once initially purchased.
- Any **CHANGE** to the ORIGINAL Prom Date Ticket Purchase List **MUST BE APPROVED** by the DEANS or ADMINISTRATION (not Class Advisors). Any change made w/out approval will result in NO ADMITTANCE to the prom.
- Any revoked ticket **may** result in "both" tickets being revoked.

** **Any Non-EPHS Student** attending the prom as a Guest must have a **Consent Form** filled out and returned to the DEANS of Discipline no later than 2 weeks prior to the Prom.

** No individual 21 years or older is allowed to attend the prom as a participant/guest of the prom, unless the **Agreement and Release In Exchange for Waiver of East Providence High School Prom Policy** is followed and approved.

Please be advised, for the safety and security of all, bags will be searched and male students will be subjected to a search.

School Day SAT/School Day PSAT

DATES:

APRIL 9, 2019- SCHOOL DAY SAT: – All JUNIORS will participate.

(Full School day for JUNIORS. ½ day for Freshman, Sophomores & Seniors.)

APRIL 11, 2019 – SCHOOL DAY PSAT: – All SOPHOMORES will participate.

(Full School day for SOPHOMORES. ½ day for Freshman, Sophomores & Seniors.)

Searches

Locker Searches: Lockers are school property and therefore hold no expectation of privacy. School Administrators may search student lockers when there is reasonable suspicion that the search will turn up evidence that the student has or is violating either school rules or the law. School administrators have legal rights to search lockers without notice, including the use of animals and equipment to assist the search.

Personal Property Searches: When school administration have reasonable suspicion that a student has or is violating school rules or the law, the school administration have reasonable grounds and just cause for conducting a search of personal property, to ensure the safety and welfare of the school.

Sexual Harassment Policy

E.P. School Committee Policy - V.D.1. Code of Conduct:

It is the policy of the East Providence School Committee that all students have the right to work and learn in an environment free from all forms of discrimination and harassment. This right is granted, first and foremost, by the Constitution of the United States and is supported by Federal and State Laws. In light of this policy, the East Providence School Committee is committed to ensuring that the learning environment shall be free from behavior that can be considered harassing, coercive or disruptive.

Definition: Sexual harassment is defined as unsolicited remarks, gestures or physical contact, display of or circulation of written materials or pictures derogatory to either gender, sexual advances and/or requests for sexual favors. In addition, other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain or maintain employment and/or a specific grade; or
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or achievement; or,
3. Such conduct or communications have the purpose or effect of substantially interfering with an individual's employment or learning and/or creating an intimidating, hostile or offensive environment.

The above definition also includes sexual innuendoes, jokes, comments, pictures, epithets, derogatory slurs and/or questions that are offensive or objectionable to the recipient. The School Committee wishes it understood that this policy applies equally to both genders.

What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to verbal or physical sexual behavior or conduct which is not welcome, which is personally offensive, which makes a student feel confused, angry, guilty, helpless, frightened, and/or alone; and which, therefore, interferes with a student's learning. Sexual harassment is a behavior which will not be tolerated by the East Providence School System and which will result in disciplinary action up to and including suspension and/or expulsion.

Smoking

It is against the law to smoke on school grounds. Any student on or within 500 feet of school grounds will be suspended for 3 days.

E.P. School Committee Policy – Section III. N. Smoke-Free Policy:

The East Providence High School Administration recognizes the health problems associated with smoking and the use of smokeless tobacco. The administration recognizes that according to rules and regulations of the Workplace Safety Law, smoking is prohibited in all public places. In accordance with RI General Law, Section 2.0-General Requirements, (q)"schools, including primary, secondary, and post-secondary education facilities; the administration also recognizes that tobacco smoke poses a health risk to non-smoker. To this end, the Administration desires to maintain a tobacco-free environment; therefore, effective September 1, 2005, the use of tobacco in any form is prohibited in school buildings, in school vehicles and on school grounds by all persons."

Social Probation

Social Probation is a status imposed for a specific period of time, in which a student is barred from engaging in, participating in, hosting or sponsoring any social events (formal and informal) or other non-academic activities.

The purpose of Social Probation is to allow students time to reflect on creating and sustaining socially responsible environments and behaviors and to demonstrate the ability to abide by community standards and expectations.

The precise parameters of social probation may vary depending on the circumstances.

When a student is placed on Social Probation at EPHS, the student will not be able to participate in or attend any school activities including, **but not limited to**, the ones listed below:

- Battle of the Classes
- Flag Corps
- Mr. EP
- Musicals/Theatre Plays
- Pep Rallies (scheduled or not)
- School Dances (Homecoming, Prom, i.e.)
- Talent Shows
- Any other school sponsored event

Extended Participation of School Activities (Athletics/Musicals/Flag Corps ...):

Athletic teams or other organized activities are a privilege NOT A RIGHT. This privilege comes with responsibility. The student is representing our school and our community therefore he/she is obligated to adhere to the attendance protocol put forth by the school.

Any student participating in Athletics, Musicals, Flag Corps or any other group who has acquired six (6) unexcused tardies or absences, will be placed on **social probation** and any unexcused tardy or absence **after his/her 5th** will then require the student to miss the event (practice, game, rehearsal...) after school on that day.

Students will also be placed on social probation if they have any outstanding financial balances or are in possession of school property that is past due, including but not limited to: text books, library books, athletic uniforms, library dues, lunch money...

Suspension

E.P. School Committee Policy - V.D.1. Code of Conduct:

The following disciplinary code shall govern cases where student conduct violates expected student behavior, or is otherwise prejudicial to teaching, learning, the safety of the school, it's students, teachers, administrators and personnel.

I. SUSPENSION AND EXPULSION:

A. The term "suspension" shall mean the denial of school privileges by the principal or his/her designee for not more than ten consecutive school days. The term "expulsion" shall mean the exclusion or suspension from school by the School Committee for more than ten consecutive school days. Neither a suspension nor an expulsion shall extend beyond the end of the school year.

B. A student may be suspended and/or expelled for breaches of conduct that occur at or on school time, school property, school transportation, a school sponsored activity or event, or for breaches of conduct which occur at such other time, place or event where there is a connection with the school.

C. The following will be grounds for suspension or expulsion: (list is not limited to given)

1. Striking, assaulting, threatening, intimidating or blackmailing another person.
Note: *Student(s) will be arrested; Disorderly Conduct charges will be pressed, with possible Assault charges as well.*
2. Theft
Note: *Being present where such activities are occurring may result in suspension as well. Student(s) may be arrested; Disorderly Conduct charges will be pressed, with possible Assault charges as well.*
3. The use of obscene or profane language or gestures
4. Refusal to obey a principal, teacher, adult sponsor, substitute teacher, chaperone, or school staff member
5. Excessive tardiness and/or absenteeism
6. Possession, distribution or consumption of illegal drugs, unauthorized medication, or alcoholic beverages, being drunk or under the influence of drugs or alcohol, being in possession of or under the influence of any mind altering substances, and any other violation of the School Department's zero tolerance policy regarding drugs and alcohol.
Note: *Student(s) will be arrested and charged with possession of drugs and/or alcohol.*
Students suspended for this offence will be referred to the student assistance counselor.
7. Destruction or mutilation of property
8. Engaging in sexual harassment
9. Any other conduct which is a violation of the law, a violation of school policy, or which is prejudicial to teaching, learning or the safety of the school, its students, teachers, administrators and personnel.
10. Possession of any kind of weapon in/on school grounds. **(See Zero Tolerance Section)**
11. Possession of any kind of fireworks, stink bombs, or other explosive devices in/on school grounds

The following breaches of conduct on school grounds, school transportation, or at any school-sponsored event may result in suspension. While on suspension, students are NOT allowed on school property or any school-sponsored events. These breaches of conduct include but are NOT limited to:

1. Willfully striking or assaulting another student or any member of the school staff /fighting on school grounds
Note: Disorderly Conduct charges will be pressed, with possible Assault charges as well.
2. Theft and/or attempted extortion
Note: Being present where such activities are occurring may result in suspension as well.
3. The use of obscene, rude or profane language or gestures to a member of the school staff
4. Forgery
5. Deliberate disrespect/insubordination (refusal) to obey/cooperate with a member of the school staff
6. A walkout/sit-in within a classroom or school building or instigating the same
7. Sexually harassing, physically, or verbally abusing other students or staff member
Note: Sexual harassment may be physical or verbal in nature. *See School Committee Policy below.*
8. Possession of any kind of weapon in/on school grounds
9. Possession of any kind of fireworks, stink bombs, or other explosive devices in/on school grounds
10. Possession, selling, consumption or being under the influence of any illegal drugs, narcotics or alcohol in/on school grounds
Note: Being present where such activities are occurring may result in suspension as well.
11. Willful destruction or vandalism of any school property
12. Leaving school grounds without permission
13. Violation of Internet Policy. *See School Committee Policy.*

Tardy/Absent

East Providence High School has instituted an Attendance/Tardy Protocol. We recognize the importance of students attending school every day **on time**. Each student will be allowed five (5) Tardies and five (5) **unexcused** absences per quarter. Once the student accumulates his/her sixth tardy OR unexcused absence in a quarter, he/she will be placed on **SOCIAL PROBATION** (see Social Probation) for the remainder of that quarter. When the next quarter begins, the Tardy/Absent count will be reset to zero (0) and the student is no longer on social probation.

Weapons

Any student found in possession of a weapon will immediately be suspended. During this suspension, the school/school district will take necessary steps in determining any additional action needed. In all cases involving weapons in schools or on school grounds, the SRO/EP Police Department will be called and involved.

ZERO TOLERANCE – WEAPONS – The possession on school property or at any school sponsored event of a weapon or dangerous instrument will require an automatic ten (10) day suspension and expulsion hearing.

Any student who is in violation of the Zero Tolerance Weapons policy regardless whether or not the punishment includes expulsion, shall not be able to participate in any extracurricular activity for the remainder of the school year. The student shall not participate in any school sponsored event (e.g. athletic contests, concerts, dances, graduation, etc.)

A weapon or dangerous instrument is defined as, but not limited to, the following: Firearms, guns, imitation guns, explosives, acid, air guns, blackjacks, slingshots, Billy clubs, metal knuckles, bludgeons, so-called Kung Fu weapons, knives, daggers, stilettos, swords, razors, blows, arrows, etc. Should an instrument be determined to be an obvious toy and not appear to be a weapon, punishment will be at the determination of the Superintendent.