

# Westerly Public Schools Grades 9-12



## Student Expectation Handbook 2017-2018



*“Our mission is to create an inspiring, challenging, and supportive environment where students are encouraged and assisted in reaching their highest potential.”*

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**WESTERLY HIGH SCHOOL  
23 WARD AVENUE  
WESTERLY, RI 02891  
TEL. (401) 596-2109  
www.westerly.k12.ri.us  
2017-2018**

Dear Student, Parents/Guardians:

Welcome to Westerly High School! We trust that you have all had a pleasant summer and are ready for the excitement of another school year.

It is a wonderful time of year for us all. We challenge you to set your sights high, commit to excellence in your school work, and take full advantage of the opportunities that can be found through education. Our expectations for you are high, but if everyone works diligently together we can accomplish much. We will all respect one another, and take responsibility for our own actions. Each individual student has much potential, and Westerly High School wants you to make the most out of that potential. We are here to help you succeed!

The administration team requests that parents/guardians and students read the student handbook carefully and become familiar with its contents. 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.

After reading the student handbook, both you and your child must sign this form and the Handbook Acknowledgment Sheet (which replaces handing in pages 3 & 5) and return all to the Main Office. Students who fail to submit paperwork are prohibited from participation and entry to extra-curricular activities, including athletics. Completed paperwork (page 1 and the Handbook Acknowledgment Sheet) must be returned within 10 days.

Best Wishes,

Westerly High School Administrative Team

Student Signature \_\_\_\_\_

(Print Name) \_\_\_\_\_

Parent Signature \_\_\_\_\_

(Print Name) \_\_\_\_\_

Date \_\_\_\_\_

Email address \_\_\_\_\_



**Parent/Guardian Statement of Receipt  
Westerly Public Schools' Student Expectation Handbook  
2017-2018**

I am the parent or guardian of the below named child and by my signature I acknowledge that I have received a copy of the Westerly Public Schools' Grades 9-12 Student Expectation Handbook.

By signing this Statement of Receipt, I do not waive or abdicate, but do reserve any rights protected by the Constitution or laws of the United States or the State of Rhode Island and Providence Plantations. I further understand that I have the right to express disagreement with the Westerly Public Schools' policies or decisions.

In accordance with The No Child Left Behind Act Sec. 9528:

(1) ACCESS TO STUDENT RECRUITING INFORMATION- Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

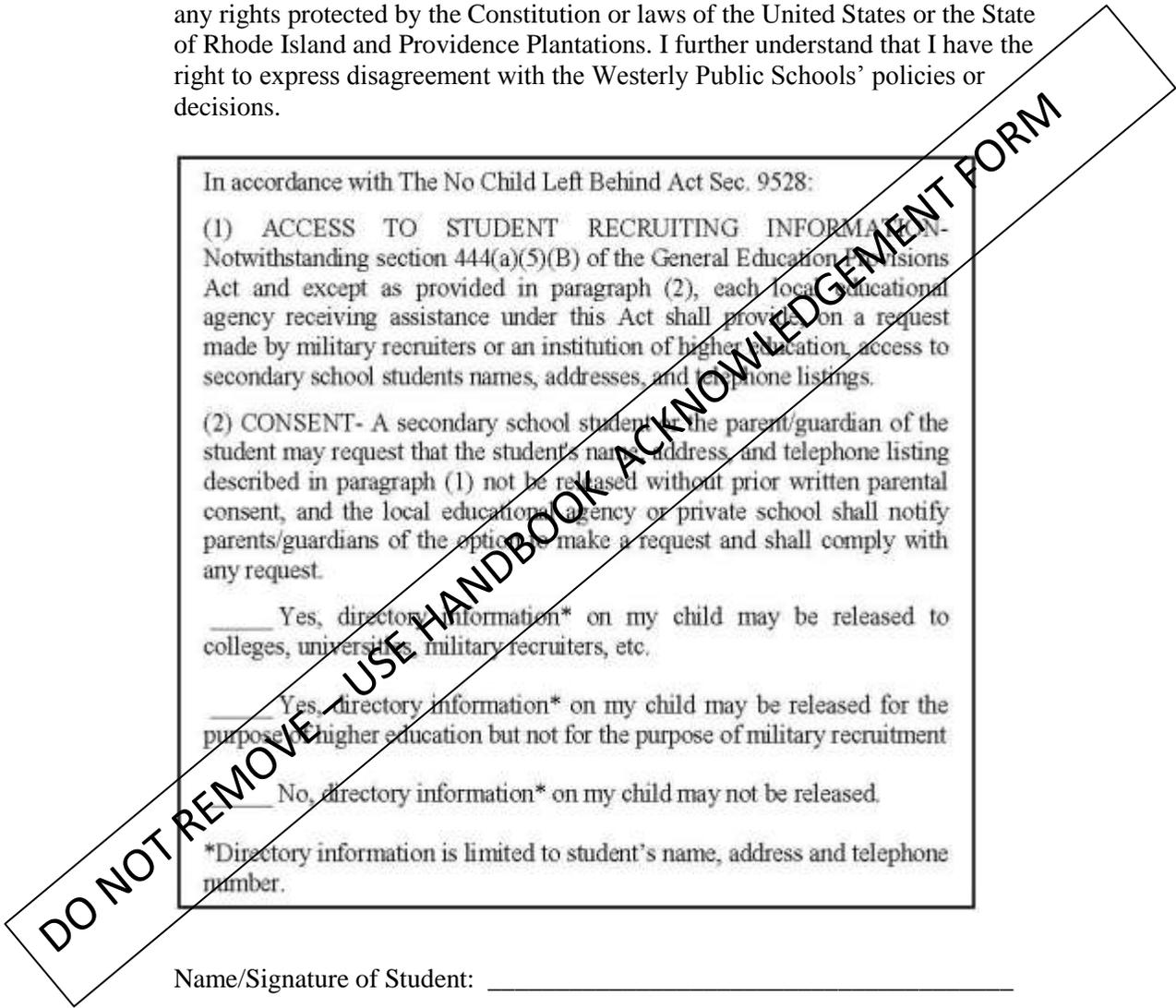
(2) CONSENT- A secondary school student or the parent/guardian of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents/guardians of the option to make a request and shall comply with any request.

Yes, directory information\* on my child may be released to colleges, universities, military recruiters, etc.

Yes, directory information\* on my child may be released for the purpose of higher education but not for the purpose of military recruitment

No, directory information\* on my child may not be released.

\*Directory information is limited to student's name, address and telephone number.



Name/Signature of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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

\*\*\*Please return to your child's school within 10 days of the start of school\*\*\*



**Westerly Public Schools  
Internet Responsible Use Policy Signature Page (Student)**

**Network User Acknowledgement and Consent Form**

I hereby acknowledge that I have received a copy of the Westerly Public School Responsible Use Policy and I have read and understood the Terms and Conditions set forth therein.

I understand that it is the responsibility of all users, staff and students to ensure that Westerly Public School technology resources are being used for educational purposes. Staff members and students that are issued a unique account are responsible for its use at all times. It is therefore important that all users log off the computer at the end of each session.

I further agree and understand that all computer systems and equipment, as well as all information transmitted, received, or stored on such systems are School District property. I understand I have no expectation of privacy in connection with the use of any of the School District's equipment or the transmission, receipt or storage of information on this equipment or network.

I also acknowledge and consent to the School District's monitoring and use of this equipment at any time. Such monitoring may include, but is not limited to, e-mail, web browsing, and computer files to which I have access. Any computer or user is subject to these rules.

Printed Student Name \_\_\_\_\_

Signature of Student \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

I also have received the Westerly Public Schools' District policy on Internet use and indicate the preference for my child below.

\_\_\_\_\_ Yes, my child's picture and/or name may appear on a school website\*, district communications be printed in a newspaper/online newspaper or be recorded on video for broadcast. \*First name only on websites.

\_\_\_\_\_ No, my child's picture and/or name may NOT appear on a school website, be printed in a newspaper/online newspaper or be recorded on video for broadcast.

\_\_\_\_\_ **Yes, I would like to receive e-mail updates regarding issues of importance from Westerly Public Schools, including my child's principal and the Westerly School Committee. My e-mail address is:**

\_\_\_\_\_  
**(Your e-mail address will not be shared with any other group and will only be used for this purpose.)**



**WESTERLY PUBLIC SCHOOLS**

Authorization for Medication to be Taken During School Hours

School \_\_\_\_\_  
Grade/Teacher \_\_\_\_\_  
Child's Name \_\_\_\_\_  
DOB \_\_\_\_\_  
Physician's Name/Address \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**PARENT/Guardian:**

I HEREBY CONSENT THAT THE School Nurse Teacher give my child the medication ordered below by the prescribing physician in accordance with the Westerly Public Schools' Medication Policy 5101.1

Date: \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Emergency Phone \_\_\_\_\_

---

**PHYSICIAN:**

Diagnosis for which medication is given: \_\_\_\_\_  
Name of Medicine \_\_\_\_\_ Dosage \_\_\_\_\_  
Method of administration \_\_\_\_\_  
If medicine is to be given daily, at what time? \_\_\_\_\_  
Length of time this is ordered \_\_\_\_\_  
Special instructions: \_\_\_\_\_  
Is the child authorized to medicate him or herself in accordance with school protocol: **YES or NO**

---

**Field Trip ONLY: (for students who do not normally have self-carry privileges)**

\_\_\_\_\_ does/does not have permission to self carry/self administer the above ordered medication when on a school sponsored activity/field trip.

Date \_\_\_\_\_ Physician's Signature \_\_\_\_\_  
Date \_\_\_\_\_ Received by School Nurse Teacher \_\_\_\_\_  
Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

**Please note:**

- Field trip medications are to be stored and transported in the originally labeled prescription/OTC container.
- No more than a single dose or doses required for the duration of a trip are to be in the container.
- No school employee shall be liable for civil damages which may result from acts or omissions which may constitute ordinary negligence when a student self-carries and/or self-administers his/her own medication in accordance with

- these rules and regulations.
- Students are prohibited from sharing, transferring or in any way diverting his/her medication to any other person. **(Amended 4/5/2017)**

## **WESTERLY PUBLIC SCHOOLS**

### **Authorization for Medication to be Taken During School Hours**

In the event a School Nurse Teacher/ Registered Nurse is not present when your child may incur an identified acute allergic reaction, his/her Epi-pen/Epi-pen Jr / Avi-Q will be immediately administered by an adult present. The 911 EMS System will also be initiated at this time.

It is not possible to follow a medication administration order prescribing Benadryl prior to Epi-pen/Epi-pen Jr / Avi-Q by anyone other than a School Nurse Teacher or Registered Nurse.

**ALL MEDICATIONS**, including over the counter (OTC) medications and supplements, require a physician's order for self-carry administration. (For example: Motrin, Tylenol, Excedrin Migraine, Benadryl, Melatonin)

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

**Westerly Public Schools**

23 Highland Avenue  
Westerly, Rhode Island 02891  
401.315.1500  
www.westerly.k12.ri.us

**Westerly School Committee**

Diane Chiaradio-Bowdy, Chair  
Patricia Panciera, Vice-Chair  
Marianne Nardone, Clerk  
Gina Turano Fuller  
Rebecca Greene  
Christine Misto  
Christine Piezzo

**Superintendent of Schools**

Dr. Mark Garceau

**Assistant Superintendent of Schools**

Alicia J. Storey

**Central Office Administration**

Deb Bridgham  
Director of Finance

Melissa Denton  
Director of Pupil Personnel

Mark G. Lamson  
Director of Technology

Susan Guarino  
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**Building Administration**

Westerly High School  
Todd Grimes  
401.596.2109

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Susan Martin  
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Audrey Faubert  
401.348.2340

## **Westerly Public Schools**

Our mission is to create an inspiring, challenging, and supportive environment where students are encouraged and assisted in reaching their highest potential.

### **PREAMBLE**

The education provided through our local public schools seeks to enable all students to become lifelong learners and responsible, productive members of society. A successful educational process includes not only academic instruction but also student development of marketable job skills and positive behaviors and attitudes towards honesty, hard work, family, environment, modesty, civility, wellness, and country. To these ends, students are expected to observe and demonstrate responsible student conduct and attitudes while at school or at school related activities, whether or not on campus. This policy, along with other policies and regulations or rules, helps create and sustain a healthy, safe and effective learning environment for everyone; promotes a school atmosphere with a concentrated focus on formal educational studies, as well as educationally-related development of mutual respect, pride, self-esteem and cohesiveness; reinforces community values and positive regard for authority and discipline; minimizes distraction and assists students in readying themselves for employment by advancing their mature transition from the world of school to the world of work.

### **Core Values and Beliefs**

Westerly High School is a community of learners who are committed to a positive school culture that honors academic achievement, mutual respect and personal accountability. We commit to clearly communicating our expectations to all stakeholders and holding ourselves accountable to meeting them. We commit to providing our students multiple pathways to success so that ALL students can be prepared for life after high school. We believe that innovation, technology, and having a global perspective will advance our learning, and we reject the structures that have traditionally served as limitations to progress. We believe that learning must never be a passive activity, that instruction should inspire and that schools must operate in an atmosphere that is electric. We believe in the power of collaboration between teachers, students, their families and the community, and draw upon the strength of our diversity to solve our problems and create our own opportunities.

#### **Learning Expectations:**

##### **Academic...**

- (1) WHS students will communicate effectively.
- (2) WHS students will think critically.
- (3) WHS students will solve problems.
- (4) WHS students will research to reach reasonable conclusions.
- (5) WHS students will engage in self-reflection.

##### **Social...**

- (1) WHS students will manage and direct their own learning.
- (2) WHS students will articulate career goals.

Civic...

(1) WHS students will demonstrate their civic responsibility through service learning.

### **SCHOOL COMMITTEE VISION STATEMENT**

To provide opportunities in a safe and supportive environment for all students to learn and become productive model citizens able to meet high performance standards.

#### **School Committee Goals:**

- 1. Support Excellence in Student Performance*
- 2. Recruit, Retain and Develop Quality Staff*
- 3. Improve and Maintain the Westerly School Facilities*
- 4. Develop and Implement Comprehensive Financial Strategy*
- 5. Fully Engage Parents and Community*

### **SCHOOL / PARENT / GUARDIAN / STUDENT / COMMUNITY COMPACT**

A compact is a written document that defines the shared responsibility of the school, parents/guardians and community for helping students reach high academic standards. The school/student/parent/community compact is not a legal document, nor is it a document that requires signing; rather, it is a bond of trust that results from a process which allows parents/guardians, school personnel, students and community to come together to define and agree upon implementation. It is the responsibility of all to create and maintain a school environment that is conducive to learning. Clearly defined roles are essential to carrying out these responsibilities.

#### **I. Families/Parents/Guardians will:**

Communicate daily about school and stress the importance of education to their child;

Provide encouragement and support aimed at motivating the student toward responsible behavior and participation within the school setting;

Ensure that children are well-rested, nourished and appropriately dressed for school;

Assist the child to be in regular attendance and arrive at school on time;

Assume responsibility for child's behavior and teach compliance with school guidelines and rules;

Help with and check homework assignments;

Communicate regularly with school staff and schedule at least one teacher conference each year;

Provide and return emergency information to enable immediate contact with family/parent/guardian in case of emergency;

Be an active participant in career and post-high school educational planning.

#### **II. Students will:**

Come to school regularly, on time and ready to learn with a positive attitude for learning each day;

Be prepared each day having homework completed and bringing all necessary books and supplies;

Know and comply with all school guidelines and policies;

Accept responsibility for their learning and actions;

Show respect for all people and property;

Maintain respect for culture and individual self-worth;

Talk with family/parents/guardians about school.

### **III. The School will:**

Recognize that all children can learn and hold high expectations for all;

Welcome the family as a partner in education and encourage volunteerism, attendance at conferences, meetings, committees, etc.

Provide a strong curriculum for all and articulate clear academic expectations;

Provide a learning environment that is conducive to teaching and learning;

Provide an environment where responsible behavior is an expectation of all;

Communicate regularly with homes via newsletters, websites, e-mail, phone calls, etc.;

Inform parents/guardians and students of school attendance issues and academic progress;

Discuss graduation requirements with high school students and assist with college and career planning.

### **IV. The Community will:**

Support family values;

Partner with places of worship and other organizations to build healthy families;

Come into the schools to share information and hold discussions on helpful topics;

Encourage students to explore after-school recreational, educational and career-oriented activities;

Provide volunteers to the schools when appropriate;

Build partnerships between businesses and the schools.

## DAILY PROCEDURES

### BEFORE SCHOOL

Students are invited to come into school prior to the 7:20 bell. Students have access to all 3 floors in both buildings, but are limited to the corridor area and the Ward cafeteria. Students may not go into any classroom without approval and supervision of a faculty/staff member. A 7:15am bell will ring to signal students proceed to first block.

### DOORS

All doors will be kept locked at all times. Student entrance will be gained through the use of the student's badge. Students can access the Ward building through the four front entrances. They include the main entrance (W-A3), the front southwest entrance next to the auditorium (W-A4), the front southeast entrance next to the cafeteria (W-A1), and the front entrance at the gym foyer (W-A13). Entrance to Babcock Hall can be gained through the Vose Street entrance (B-D4) and the bridge entrance (B-C1). The Vose Street (entrance B-D4) will NOT permit access prior to the 7:20 am start of school. Parents may drop off their children in front of the Ward building in the parent loop or by the Babcock Hall bridge office at the corner of Linden and Park.

After school: Students who need to access the school building for after school help or activities between 1:55 pm - 2:30 pm must use their badge to enter either building. The front doors of Ward will be available. This includes the main entrance (W-A3), the southwest entrance next to the auditorium (W-A4), the southeast entrance next to the cafeteria (W-A1), and the front entrance to the gym foyer (A-W13). Entrance to Babcock Hall can be accessed through Vose Street (B-D4) or the bridge entrance (B-C1).

### MORNING ACTIVITIES

A bell will ring at 7:20 a.m. signaling the beginning of the day. Students arriving after this bell are tardy and should report directly to the Deans' Office in the Ward Building for an Admittance Pass. The following will take place at the beginning of the day:

1. "The Pledge of Allegiance" will be recited.
2. A moment of silence will be observed.
3. Important notices are announced.
4. Daily Attendance will be taken.
5. Passes and other important notices will be distributed.

### ATTENDANCE PROCEDURES

The faculty and staff of the Westerly High School expect every student to be present the entire school day for as many of the 182 days as possible. Attendance is the responsibility of the student and parents/guardians. Therefore, we are seeking to develop a partnership with parents/guardians to encourage this attendance. The experiences of the classroom are important to the student's education and any missed days can never be fully regained. As such, the scheduling of vacations while school is in session is discouraged. At all stages of this attendance policy, parents/guardians, teachers, administrators, and guidance counselors will work with the student in a positive manner to encourage the student's attendance and to address special needs. Records show that a student's attendance is often related to his/her success in school. It should also be pointed out that attendance will become a part of a student's permanent record.

Each student must be in class every day of the school year unless there is a serious reason for not doing so, in accordance with the General Laws of the State of RI 16-19-1 and/or 16-19-6. Each school day is important.

A student who is absent from school without proper authorization is truant. **Rhode Island General Laws, Section 16-19-1**, states in part:

"Every child who has completed six (6) years of life and has not completed eighteen (18) years of life shall regularly attend some public day school during all the days and hours that the public schools are in session in the city or town wherein the child resides; and every person having under his or her control a child as above described in this section shall cause the child to attend school as required by the above stated provisions of this section, and for every neglect of this duty the

person having control of the child shall be fined not exceeding fifty dollars (\$50.00) for each day or part of a day that the child fails to attend school, and if the total of these days is more than thirty (30) school days during any school year, then the person shall, upon conviction, be imprisoned not exceeding six (6) months or shall be fined not more than five hundred dollars (\$500) or both."

**Although a student will lose credit if his/her absences exceed 20 days in a one credit course or 10 days in a half credit course or a full year course that meets every other day, we wish to make it abundantly clear that no student has the right to "take days off". The idea that students may take a certain number of days off from school is erroneous, unacceptable and will not be tolerated. The limitation (20 days/ 10 days) of our policy is generous enough to allow for regular illnesses and problems. It is not the intent of this policy that a student is given 20 "days off" plus time for legitimate absences. Out of school suspensions and court dates will not be counted against student attendance in reference to the attendance policy.**

In general, any absence from class due to short term illness, early dismissals, tardiness to school, (more than half a class), or family vacations, etc. will be counted toward loss of credit. Absences for students will be recorded as a full day or half day depending upon the time that they arrive or leave school. Arrival after 11:00 a.m. will be considered an absence. Other examples of unexcused absences, but not limited to, are absences due to minor emergencies, cold or inclement weather, car problems, over sleeping or missing the bus.

#### **APPOINTMENTS ARE NOT VALID REASONS FOR ABSENCE AND SHOULD BE SCHEDULED AFTER SCHOOL.**

If you have a chronic condition or issue that you know will require special accommodations, it is the student's, parent's/ guardian's, service provider's responsibility to notify the school as soon as possible to discuss the potential need for an alternate instructional plan. Extended absences may impact credit attainment.

#### **LOSS OF CREDIT**

- In a course worth one (1) credit, a student will receive a grade of X if the student exceeds twenty (20) days absent. This attendance record will be kept by the Deans' Office and will be based on school attendance.
- In a half-credit course, a student will receive a grade of X if the student exceeds ten (10) days absent.
- Class attendance is taken every block by the class room teacher. Reports of daily and class attendance are reviewed regularly and communicated to home by the Deans' Office.
- The Deans of Students will review the absences and convene the Appeals Committee if necessary.
- Teachers have the right to bring attendance concerns to the administration if the student's class attendance differs from the school attendance.
- A student who loses credit due to the absence limitation may make up the credit if summer school is provided and the cumulative absence has not exceeded 25 days in a one credit course and 15 days in a half credit course.

#### **Review Process:**

1. An Appeal Committee will hear all cases of appeal. It is the responsibility of the student and/or parent to initiate an appeal and request a hearing.
2. The committee is comprised of at least one dean, two faculty members, and one guidance counselor.
3. It will be incumbent upon the parent/guardian/student to submit to the committee all necessary documentation (doctor appointments, court appearances, religious obligations, etc.) at that hearing. The parent/student must be aware that documentation must be supplied for every absence, not just enough to bring the total under 10/20.
4. At any stage of the intervention, an administrator may convene the Appeal Committee and recommend for its approval an alternate strategy to address an individual situation.

## **ABSENCE PROTOCOL**

1. When students are absent from school, it is requested that a parent/guardian call the school before 9 a.m. at **315-1597**.
2. When a parent or guardian does not call by 9 a.m., the school will contact the parent/guardian at home or work. In cases where telephone contact cannot be made, the Attendance Officer may be sent to the student's home.
3. **An absence is only excused by a note from a physician, school nurse or court.** Notes from parents do not excuse an absence but does verify the absence. A medical note or court document must be submitted within 5 days of the student's return to school.
4. When a student reaches 10 days absent/tardy, a meeting may be scheduled with the school to define the problem and explain the consequences to the student and parent/ guardian. Appropriate referral will be made on/or before this time to the Support Services Team, RI Family Court Truancy Court and /or Westerly Juvenile Hearing Board.
5. All make-up work (due to an excused absence) must be completed within a reasonable amount of time upon the student's return. Unexcused absences will require students to be prepared following the absence.
6. A student absent from school on a regular school day (or the Friday before a weekend function) may not attend or participate in any school activity. Any exception to this rule must be made by the administration prior to the student attending the activity. The administration reserves the prerogative to exercise judgment in cases where extenuating circumstance exist.

## **ABSENCES RELATED TO ILLNESS**

**Students leaving school because of illness: When a child becomes ill at school and must leave, the parent/guardian is notified. In the event the parent/guardian is not available, the next name on the Emergency Illness Form is called. Whoever picks up the child is required to sign the child out of school.**

**General Regulations: Since most contagious diseases begin with symptoms of a common cold, sore throat, cough or fever; parents/guardians are asked to watch their children carefully and not to send any child showing these symptoms. This is important not only for the protection of other children, but to assure, as much as possible, a quick uncomplicated recovery for the child.**

### **Exclusion of Children from School:**

1. **Chicken pox – exclude from school until all vesicles have crusted.**
2. **Conjunctivitis – exclude from school while inflammation and drainage are present.**
3. **Hepatitis, viral – exclude from school until cleared by physician.**
4. **Impetigo – exclude from school until on medication for 24 hours or doctor's note. Must be checked by the School Nurse Teacher before return to class.**
5. **Infectious Mononucleosis – need doctor's note to return to school and resume activities.**
6. **Measles – excluded until cleared by physician.**
7. **Meningitis – need doctor's note to return to school and activities.**
8. **Mumps – excluded until cleared by physician.**
9. **Pediculosis – exclude from school until lice and nits have been treated. There must be no evidence of live lice before allowing student to return to class. Student must be checked by the School Nurse Teacher prior to return. The School Nurse will continue to monitor the case until the child is nit free. If parent or guardian fails to follow proper treatment protocols, the student will be excluded from school after discussion with the school physician and principal.**
10. **Ringworm – exclude from school until 24 hours after treatment.**
11. **German Measles – excluded until cleared by physician.**
12. **Scabies – exclude from school until 24 hours after treatment. Must be checked by the School Nurse Teacher.**
13. **Salmonellas – exclude from school until no diarrhea and with doctor's note.**
14. **Streptococcal Infection and Scarlet Fever – exclude from school until 48 hours after start of antibiotic treatment.**
15. **Students with temperature (fever) of 101° F or above will be sent home from school. Students must be free of a fever before returning to school.**
16. **Students suffering from gastrointestinal symptoms of diarrhea and/or vomiting will be sent home from school. Students must be symptom free before returning to school.**

**Parents are requested to notify the school, at once, when their child has a contagious disease and are asked to cooperate when a child is excluded for a specific period of time for such a disease.**

#### **HOMEWORK REQUEST**

Students who are absent for more than three consecutive days may request homework assignments through the Guidance department. Assignments for absences of a shorter duration should be requested of the classroom teacher by the parent/guardian or student.

#### **EARLY DISMISSAL**

Under no circumstances will students, including 18 year-olds who live at home, be dismissed from school without a written request from a parent or guardian. Requests for early dismissal must be presented to the Attendance school secretary in the Deans' office between 7:10 a.m. and 7:20 a.m. The attendance secretary verbally verifies with parent/guardian time and reason for dismissal. Students who are dismissed from school are responsible for securing classroom assignments for those classes missed. (Students missing any part of the school day will be prohibited to participate in all after school extra-curricular activities, including athletics and dances.)

**For reasons of personal safety and security, a parent/guardian must come to the office to pick up all dismissed students, and students must sign out of school from the Deans' office in the Ward Building.**

#### **CLASSROOM ATTENDANCE**

Attendance is taken in each classroom every period. Students who cut class will receive a "0" for that day's classroom activities and will be subject to the penalties of the school discipline code.

#### **STUDENT TARDINESS**

Students who arrive to their first block class-after the 7:20 a.m. bell must report to the Deans' Office in the Ward building for a Tardy Slip. Students who are not excused by an administrator/dean must serve office detention within **24 hours**. Legitimate excuses such as doctor appointments and court appointments are acceptable. Excuses such as oversleeping or car trouble are not considered legitimate. The legitimacy of excuses will be at the discretion of the administrative team. The first three offenses of late to school will result in a verbal warning. All subsequent tardies will result in a one hour office detention. Students missing any part of the school day without any valid documentation will be prohibited from participating in all after school, extra-curricular activities, including athletics. Excessive tardiness will be reported to parent/guardian via mail. Students will be assigned to a Tardy Circle until behavior improves. Dean will meet with parent and student; student will be put on Extra Curricular Probation (i.e. no entry to PM/Weekend school events and /or participation in after school clubs, groups or athletic teams). When a student reaches 10 days absent/tardy, a meeting may be scheduled with the school to define the problem and explain the consequences to the student and parent/ guardian. Appropriate referral will be made on/or before this time to the Support Services Team, RI Family Court Truancy Court and /or Westerly Juvenile Hearing Board.

#### **CLASS TARDINESS**

The first three times a student is late to a class, the student will be addressed by the classroom teacher. Beginning with the fourth tardy, the student should be referred to the Deans' Office and an office detention will be assigned. Teachers report students at the beginning of every block if they are missing. Students who are tardy are to be admitted to the class and the main office is notified of their arrival.

#### **EXPECTATIONS FOR STUDENT BEHAVIOR**

Westerly Public Schools expects that students will act in an exemplary manner while in school. The conduct of students in schools has an important impact on the school climate for learning. The ultimate responsibility for student behavior rests with students themselves and is reinforced by the parents/guardians. The schools provide leadership to be sure that appropriate standards of behavior are maintained while students are under school supervision. Schools shall exercise the right to determine and request appropriate school behavior from the student in order to encourage the positive social and educational development of the child.

The establishment of appropriate procedures to maintain good student discipline is an

administrative responsibility of the Superintendent.

The Superintendent shall establish clearly defined procedural steps to be followed by all school employees in dealing with disciplinary problems. These steps shall:

- A. Ensure that respect for the individual and commitment to student success will be the top priorities in all disciplinary actions.
- B. Recognize the limits of individual freedom in order to maintain the integrity of the educational community, when dealing with disciplinary issues.
- C. Make ample provision for procedural due process in all disciplinary actions.
- D. Inform parents/guardians of the school system's concern for procedural due process in disciplinary actions.
- E. Respect age when rendering disciplinary action.
- F. Be consistent with appropriate RI state statutes.

### **STUDENT BEHAVIOR**

Westerly Public Schools is proud to foster an exemplary educational environment and positive school atmosphere in all of its schools. To foster a commitment to high performance standards, Westerly Public Schools recognizes that a student has the right to a public education in an orderly school and a classroom environment conducive to instruction. The students, however, have the responsibility to ensure that their actions do not interfere or disrupt the classroom, school activities or the right of any person to a public education. Expectations for student behavior are based on a shared attitude of mutual respect and common courtesy.

Respectful behavior in school or school sponsored events precludes physical contact between students. Kissing, hugging and other forms of intimate contact are not permitted.

Inappropriate behavior may occur at all levels of education (elementary, middle and high school). This behavior is categorized into various developmentally appropriate consequence levels.

### **MEANS OF INTERVENTION**

In the event that a school staff member refers a student to an administrator, dean, or restorative staff member for disciplinary action, a written report of the incident is provided by the teacher and is recorded.

A student's failure to comply with school rules and regulations may result in the school taking one or more of the following actions:

Warning - Warnings in the form of contracts, verbal or written understandings or agreements and probation may be appropriate for some students.

Restorative Intervention-examples: walk/talk with student, individual conferencing, processing, circles.

Restorative Room assignment – This is an opportunity for a student to process an incident and good decision making skills. A student may be removed from the assigned class or classes for a specific period of time or until certain conditions have been satisfactorily met. The school shall assist the student by providing instructional assignments. The parent/guardian will be notified if this corrective measure is ineffective.

Counseling - Counseling with a student by an administrator or other school staff member may be useful in bringing about a desired change of behavior.

Conference - Parent/guardian conferences are held in an effort to clarify student behavior and to seek help and cooperation from the parent/guardian. Mediation - This procedure is available to provide intervention and peaceful settlement of problem.

Mediation - This procedure is available to provide intervention and peaceful settlement of problems.

School-Community Service Projects - Projects in and out of school may be assigned in lieu of other disciplinary action.

Teacher Detention – Teachers may assign detention held for a specified amount of time after school. Students will be given 24 hours' notice and parent/guardian(s) may be responsible for providing transportation.

Office Detention – Office Detention is held for a specified amount of time after school under supervision by a faculty/staff member. Students will be given 24 hours' notice and parent/guardian(s) may be responsible for providing transportation.

Non-participation in School-Sponsored Activities - Restriction will be set for a fixed period of

time or until certain specified requirements have been met. This corrective measure applies to all school sponsored activities.

Saturday Detention – Saturday detention may be held at the discretion of administration.

In School Suspension – ISS is designed to maintain educational services and to provide an additional response to inappropriate behavior prior to out of school suspension. ISS may last for half a school day or a full school day based at the discretion of administration team.

Out of School Suspension - OSS may be given to any student who engages in behavior which disrupts the normal operation of any activity occurring on property under the control and/or direction of the Westerly Public Schools.

Westerly Municipal Juvenile Hearing Board - JHB will hear civil or criminal matters which occur in or on property under the control and/or direction of the Westerly Public Schools.

Expulsion - Expulsion is used in extreme situations to be determined by the Superintendent of schools.

### **INFRACTIONS**

The following types of infractions may result in

#### **Office Detention:**

Habitually late to class

Late to school without an approved excuse

Sent Referral out of class for discipline

Inappropriate behavior during passing time

Walking out of class

Disrespect

Failure to report to teacher detention

Any infraction deemed inappropriate by the administration, such as the dress guidelines and bus misconduct

Violation of the Bring Your Own Device Policy No. 2302

Food or drink in the classroom at teacher discretion during instructional time

Violation of the Internet Acceptable Responsibility Use Policy No. 2300

Misleading or dishonest behavior

Loitering on school property

Littering

The following types of infractions may result in

#### **Restorative Room Assignment:**

Habitual disciplinary problems in class

Smoking of or possession of tobacco, tobacco products, e-cigarettes, vaporizers, and/or related items, first offense, warned of the RI General Law 11-9-14. Use of tobacco by minors (see below)

Excessive tardiness to class/school

Cutting class

Leaving school grounds/building without permission

Inappropriate language

Improper Attire

Failure to report to office detention

Referred out of class, second offense, subsequent offenses

Misleading or dishonest behavior

Any infraction deemed inappropriate or disrespectful by administration

The following types of infractions may result in

#### **In School Suspension:**

Habitual disciplinary problems in class

Habitually cutting class

Leaving school grounds/building without permission

Inappropriate language

Gambling

Violation of the Internet Acceptable Responsible Use Policy No. 2300

Misleading or dishonest behavior

Bullying (See Policy No. 7300)

Violation of the Bring Your Own Device Policy No. 2302

Sent out of class, second offense, subsequent offenses  
Any infraction deemed inappropriate or disrespectful by administration

**Students are expected to report to Office Detention, Restorative Room and ISS with quiet study and reading materials. Failure to comply will result in subsequent consequences.**

Based on legislation, the following infractions may result in

**Out of School Suspension:** (up to ten school days)

Assault

Arson

Fighting

Disorderly Conduct

\*Gang activity on school grounds

Blatant disrespect toward authority (inappropriate language or behavior)

Use of, possession of, or selling of alcohol, drugs, or drug paraphernalia

Possession of any weapon or explosive

Theft/stealing

Vandalism

\*Verbal/physical/sexual/electronic threat or harassment

Gambling

Repeatedly leaving school grounds without permission

On school grounds while suspended or on extra-curricular probation

Any violation of the Westerly Violence Prevention Policy No. 2032

\*Hazing

Bullying (See Policy No. 7300)

Any violation of the law

Repeated violation of school policies

Any behavior deemed inappropriate by administration

#### **GUIDELINES FOR OUT-OF-SCHOOL SUSPENSION**

See Appendix – New RI Discipline Procedures and Requirements for All Students under IDEA 2004 and RI Legislation. Students will be given the equivalent number of days suspended out of school once they return to school to make-up any tests or quizzes. Any assignment given prior to the suspension that was due during the suspension must be turned in on the day the student returns. Homework requests are made to guidance for any student who is suspended for three or more days. Students who are suspended out of school are prohibited from participating in any school activities including sports and are not allowed on school grounds during the duration of the suspension.

#### **\*Notes:**

**RI General Law 11-9-14.** Use of tobacco by minors

No person under eighteen (18) years of age shall or chew or possess when such possession is clearly visible **tobacco** in any public street, place or resort, any **tobacco** in any form whatsoever. Any person under eighteen (18) years of age violating the provisions of this section shall be required to perform up to thirty (30) hours of community service or shall be required to enter into a **tobacco** treatment program approved by any local substance abuse prevention task force, at the option of a minor charged with a violation of the section.

\* Hazing refers to any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct includes beating, forced exercise, exposure to harsh weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical safety or health of any student or other person to extreme mental stress, including extended deprivation of sleep or rest or isolation.

Any student found to have condoned or participated in hazing may, depending on the extent of participation, be subject to suspension or expulsion.

\* Harassment - Any behavior by a student which creates an educational environment for one or more other students that is intimidating, hostile, humiliating or sexually offensive is prohibited.

## **JUVENILE HEARING BOARD**

The following infractions may result in a referral to **Town of Westerly Juvenile Hearing Board and/or the Westerly Police Department**

School Vandalism

Bullying (See Policy No. 7300)

Fighting

Use of, possession of, or selling alcohol or other drugs

Possession of any weapon

Truancy (Policy No. 2031)

Any violation of the law

Any violation of the Westerly Violence Prevention Policy No. 2032

Electronic threat or harassment

Violation of the Internet Responsible Use Policy No. 2300

Threatening behavior: physical or verbal

**NOTE:** Repeated infractions of unacceptable school behavior may result, in extreme cases, in a recommendation for expulsion.

Recommendations for over 10 days of out-of-school suspension must go to the Superintendent of Schools. All recommendations of suspensions will follow appropriate state laws. A hearing may be requested. Disciplinary action for students with IEPs or 504 plans must follow the Federal regulations. Any questions should be forwarded to the Director of Pupil Personnel Services.

## **STUDENT DRESS**

The tone and atmosphere of a school are affected by the overall appearance of the students. Since choice of clothing directly affects the school environment and students' attitudes, careful consideration of wardrobe is important. This policy is an effort to promote school unity and pride, and to ensure the health, welfare and safety of the members of the student body, and enhance a positive image of students and schools.

Students are asked to consider cleanliness, good taste and appropriateness in the selection of clothing to be worn in school. However true it is that one's appearance is a personal choice, it is nevertheless the responsibility of the teachers and school administration to maintain a reasonable standard of conduct and appearance. The decorum of modesty and appropriateness necessary for the educational environment is required; this determination will be made by the school administration team.

1. Students should practice good grooming at all times.
2. Appropriate and safe footwear must be worn at all times. —Wheelie shoes and slippers are banned.
3. Hats, bandanas and sunglasses are not permitted within the buildings.
4. Any items of apparel or decoration thereon that cause a distraction/disruption in the classroom or school building are prohibited. Short shorts, dresses or skirts, jogging shorts, see through or mesh tops/tank tops, the American flag as attire, spaghetti strap tops or tops not covering three finger width of the shoulder, low cut or cropped shirts/tops, are also prohibited. Skirts and shorts must be longer than the tip of the fingers when arms are at the side, standing or walking. Tights and/or leggings will not be considered as part of the length of the garment. Leggings are not acceptable lower attire.
5. Any clothing or items that imply an obscene, drug/alcohol-related message or a violent message are prohibited. Students wearing such apparel will not be allowed to attend classes until such time as the clothing in question is changed and/or a parent/guardian is notified.
6. Any attire, accessory or body piercing that is of a health or safety concern, exposes undergarments and/or any part of torso and upper thigh are prohibited.
7. Undergarments, pajamas, blankets, bathing suits, etc., are not acceptable school attire.
8. Specific attire and/or grooming methods may be required in special areas such as industrial tech, home economics, physical education or labs.

Violation procedure is defined as follows:

First Infraction – The student will be reminded of the dress code policy by a school administrator or his/her designee and the parent/guardian will be notified. Students will be directed to change or



Employees will conduct searches in a manner that is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

No student will be subject to a strip search or body cavity search by school employees.

#### **LOCKER SEARCHES**

Students may register for lockers for storing and securing their books, school supplies and personal effects. Lockers, desks and storage areas are the property of the school district. No right or expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school.

No student may use a locker, desk or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any student's locker, desk or other storage area will be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker will be conducted according to policy governing personal searches.

All lockers may be searched at any time without prior notice. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, handbag, backpack, gym bag or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to policy governing personal searches.

#### **BUS TRANSPORTATION & SAFETY**

School bus transportation is a privilege provided by the Westerly Public Schools. Because conduct on buses is directly related to the driver's control of the vehicle and to the safety of all students, Westerly Public Schools considers bus misconduct to be a serious offense and subject to disciplinary action. Bus drivers have the authority to enforce all bus rules and regulations. Student deportment may be monitored electronically.

Students must assume responsibility for their actions and behavior. They also have the responsibility to learn and follow the rules and regulations of bus and bus stop behavior. Parents/Guardians must also assume responsibility for the behavior of their children riding the bus as well as knowing the bus and bus stop rules and regulations. Parents/Guardians are responsible for their child's behavior and safety to, from and at the bus stop. Parents/Guardians at the elementary and middle school levels must give written permission for their child to use a different mode of transportation when a bus student is not going home on a bus.

When school administrators receive written notification of student misbehavior, parents/guardians will be contacted and appropriate action will be taken. If permission to ride the bus is revoked, the parent/guardian must provide transportation to and from school until such time as bus privileges are reinstated.

***Bus loops are for buses only. Please be aware of areas designated for buses.***

***Students must be dropped off in the parent drop off loop located at front of the Ward building.***

#### **PHYSICAL EDUCATION**

Each student's grade shall be based on effort, attendance, and participation, which includes changing for gym class. Classes missed for any reason, including field trips, absences, and other time not in class, must be made up after school. Acceptable clothing for physical education classes includes a white or gray shirt, shorts or sweatpants of any color, socks, and sneakers. For safety reasons, jewelry should not be worn at any time. Also, students are reminded that all valuables should be left with the instructor at the beginning of class and retrieved afterward. Students who choose to take a refusal for gym will be expected to work quietly and independently on school work. Those who habitually refuse will be referred to guidance, the deans' office, and parent will be notified of non-participation.

**Please refer to physical education rules contract for clarification.**

### **ELECTRONIC COMMUNICATION DEVICES**

A student may possess an electronic communication device (ECD) (including but not limited to cellular phones) in school provided that during school hours the device remains silent/turned off. The only exceptions to this policy are when a teacher asks students to use electronic communication devices for instructional purposes and/or are given permission in a supervised common area. Violations of this policy will result in confiscation of the cellular telephone or electronic communication device and disciplinary action. If the item is confiscated it will be released/returned to the student's parent/guardian after the student complies with any disciplinary action that is imposed. ECDs can be retrieved from the main office of the school during school hours. (Visit [www.westerly.k12.ri.us](http://www.westerly.k12.ri.us) for more details on Policies 2302 and 7500).

The use of electronic devices such as laser pointers, radios, electronic games, etc. is not permitted during the school day. Use or possession of said devices will result in confiscation by school administration.

### **LOST OR DAMAGED BOOKS AND MATERIALS**

Textbooks and study materials are issued on a loan basis. Care and protection of such equipment becomes the sole responsibility of the student to whom it is issued. All textbooks should be protected upon issuance by suitable covers. Each student is responsible for books and materials and will be requested to pay for any that are lost, damaged, or defaced. Failure to pay will result in other sanctions being imposed.

### **VANDALISM**

It is the responsibility of each student to exercise proper care and treatment of the school building and its equipment. Students who vandalize school property may be suspended and/or brought to the Juvenile Hearing Board. Full restitution will be made to repair and/or replace damaged property, including labor costs.

### **STUDENT AUTOMOBILES/PARKING**

Students who drive to school must follow the Westerly Public Schools Westerly High School Parking on Campus policy adopted 6/29/05.

## **GENERAL INFORMATION**

### **ADVISOR/ADVISEE**

Advisor/Advisee is a program that makes a large school smaller by creating a more personalized learning environment. With this purpose in mind, small groups of students will interact regularly with one adult. This advisory program will continue for the entire duration of each student's experience at Westerly High School.

### **BULLETIN BOARDS**

Any student wishing to post any information on a bulletin board must receive permission from an administrator or designee.

### **EVACUATION/FIRE DRILL**

When the alarm sounds, all students are to leave the building in a prompt and orderly manner with their classroom teacher. There is to be no talking. Students will assemble in designated areas and return directly to class when allowed to reenter the building. Students are not allowed to go to lockers or restrooms at this time.

### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are a privilege, not a right. The school can revoke this privilege any time a student violates a school rule, exhibits inappropriate behavior or has excessive absences/tardies, including participation as spectators at assemblies and athletic events. A student absent from school or missing any part of the school day on a regular school day (or the Friday before a weekend function) may not attend or participate in any school activity. Any exception to this rule must be made by the administration prior to the student attending the activity. The administration reserves the prerogative to exercise judgment in cases where extenuating circumstance exist.

### **FIELD TRIPS**

Field trips are considered part of our regular classroom activities, and are intended to enrich the students' experience and broaden their knowledge. Since some field trips extend beyond the end of the normal school day, students will be returned to school and students or parents are responsible for transportation home. Permission slips for field trips must be signed by parents for all students under the age of eighteen and returned to the subject teacher prior to or on the day of the field trip. Rules and guidelines for field trips will be distributed to all students with permission forms. Those students choosing not to participate in a field trip activity are required to attend school that day. There will be no field trips scheduled during the months of January and June. Students should be in good academic standing and are responsible for making up work. Participation is contingent upon administrative/teacher approval.

### **FOOD AND BEVERAGES**

Food or drinks are prohibited in the classroom during instructional time. All energy drinks are prohibited on school grounds.

### **HOMEWORK**

Homework is an integral part of the learning process and teachers have the right to both assign and hold students accountable for it. Homework provides an opportunity for students to practice skills, read class materials, and improve retention of information. All of this maintains a continuity of instruction by requiring the student to focus on material at the end of the school day. Teachers, however, should be flexible on a case-to-case basis when calculating the impact of homework on a student's final grade. It should also encourage beneficial out of school leisure hours and allow the home and school to understand better each other's aim. Homework should nurture a student's love of learning district wide. Children who do homework regularly are more likely to succeed in school.

### **LATE BUS**

A late bus leaves the high school Monday - Thursday (except a day before a holiday) at a time to be announced.

### **LAVATORY USE**

Students are encouraged to use the facilities between classes. When in class, ask for a pass. Please keep the facilities clean.

### **LOCKER PRACTICES**

1. Each student has a locker available to use. Students can share lockers.
2. Students must register for a locker assignments and have prior administrative approval.
3. **Lockers should be kept closed and locked at all times. It is the responsibility of the student to protect books, clothing and personal possessions.** The school will not be responsible for anything stolen from a locker. Do not give the combination to anyone. Do not keep money/valuables in your locker. These items may be temporarily placed in the office. Students should not leave money or valuables in gym lockers during PE class.
4. Students will be responsible for providing locks.
5. Students have six minutes passing time between classes to access lockers.

### **LOST AND FOUND**

Lost and found is located in the Deans' Office. Students should check this area for lost articles. Items will be kept a maximum of two weeks.

### **LUNCH**

1. All students are required to eat lunch in the cafeteria *in Ward or the small lunchroom at Babcock Hall* during the assigned lunch period.
2. All students must report directly to the cafeteria for their assigned lunch.
3. Students are not allowed to leave the cafeteria until the lunch period is over.
4. Students may use the bathrooms with permission from the cafeteria supervisor. The bathrooms located outside of the cafeteria must be used for this purpose.
5. Any student who fails to observe proper behavior or decorum in the cafeteria may be assigned a seat in the cafeteria or removed for a period of time.
6. Cleanliness of the cafeteria is the responsibility of all students.

7. Food ordered and delivered to school is prohibited.

### **OFFICE DETENTION**

Office detention is assigned by an administrator or dean. It is held Monday thru Thursday, from 2:05pm-3:00pm. Students should bring study material and maintain a silent study. Students are expected to fulfill their detention obligation within 24 hours. Failure to do so will result in a subsequent consequence.

### **PASSES**

**Building:** Before a student is excused from any room he/she must have their passport located in the back of their agendas signed by a teacher with the date, time, and destination completed.

**Guidance:** Appointments to see guidance counselors should be made with the guidance secretary in the guidance office at least one day in advance. Students must report to class and present a guidance pass prior to leaving for an appointment.

### **SCHOOL CANCELLATION & SCHOOL EARLY DISMISSAL**

When school is cancelled, delayed or dismissed early due to inclement weather or other emergencies, parents will receive an automated phone call announcing the decision. In addition, an announcement is made over local radio and television stations and is also available by calling 348.2747 or by accessing the district website ([westerly.k12.ri.us](http://westerly.k12.ri.us)).

When school is dismissed early due to inclement weather or other emergencies, parents will receive an automated phone call announcing the decision. In addition, an announcement is made over local radio and television stations as soon as possible. Middle and high school students are bused home first. All students will be expected to follow their usual routines when an early dismissal occurs (bus students on buses, walkers walk, etc). If early dismissal requires a change of the normal routine, parents/guardians must inform the school of the change in advance so the school can assist when an early dismissal arises; without such a plan, the normal dismissal routine will be followed by school personnel.

### **SCHOOL VISITORS**

All visitors must report to the main office in the Ward building when entering Westerly High School. Student visitors from other schools must have prior approval from the Principal in order to spend the day at Westerly High School. Visitors are restricted to one day and must attend the entire school day in the company of a host student.

### **VIDEO SURVEILLANCE**

The School Committee, having carefully weighed and balanced the privacy of students and staff against the district's duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds. Video surveillance shall only be used to promote the order, safety, and security of students, staff and property. Students will be charged restitution for any acts of vandalism to school property.

## **GRADING SYSTEMS/PROCEDURES**

The grading system at Westerly High School is as follows:

**A+** (97-100)

**A** (93-96)

**A-** (90-92) Student demonstrates superior knowledge of the subject matter and excellence on assignments and tests.

**B+** (87-89)

**B** (83-86)

**B-** (80-82) Student demonstrates good knowledge of subject matter and class assignments are completed in above average manner.

**C+** (77-79)

**C** (73-76) **C-** (70-72) Student demonstrates good knowledge of subject matter and performs adequately on class assignments.

**D** (65-69) Student shows limited knowledge of the subject matter and student work is generally below average.

**F** (below 65) Student shows inadequate knowledge of subject matter and student work is not at the level for which course credit will be granted. Denotes failure.

**R** denotes final grade below “50.” Not eligible for summer school.

**P** denotes “Pass.” Credit will be given for the course.

**M** denotes “Medical Excuse.”

**X** denotes “no credit due to excessive absence.”

**I** denotes “Incomplete.” This grade is usually given in cases of long term absence or absence at the end of the marking period. A student receiving this grade must make it up within one week of the end of the term that the “Incomplete” was given. Incompletes not made up within the aforementioned time periods will automatically become Fs.

**WP** Withdrawn Passing

**WF** Withdrawn Failing

**WP** will not be calculated in class rank and will not keep a student from the honor roll. A grade of **WF** will keep a student from the honor roll for that quarter and count as a failure for athletic eligibility.

**CW** denotes credit withheld due to not meeting proficiency in all of a course’s required outcomes and expectations.

The purpose of grading is to report student progress towards and achievement of the learning objectives in a course. Westerly High School’s grading policy ensures the integrity, accuracy and consistency of grading practices across courses in disciplines.

I. Calculation of grades in all courses is as follows:

245% of Comprehensive Course Assessment (Anchor Task 12% & Exam 12%

If no exam, anchor task is 24%) +

76% of coursework (summative and interim assessments; refer to class syllabus for details) =  
Semester Grade

\*Final grade of 1 credit courses is an average of the two semester grades.

II. School-wide Rubric to 100 Points

Rubric Score	Traditional Grade
Exemplary (5)	100
Proficient (4)	90
Approaching (3)	80
Developing (2)	70
Beginning (1)	60

III. Do Overs to Improve Learning

Please refer to class syllabus.

IV. Honor Roll

Honors with Distinction:

A student must have a GPA of 4.3 or higher.

High Honors:

A student must have a GPA of 4.0-4.29.

Honors:

A student must have a GPA of 3.0-3.99.

V. Late work

It is the expectation that all work (assignments and assessments) is turned in by the established due date.

VI. WHS Grading Weight

	Standard	Honors	AP/EEP	
A+	97-100	A+ = 4.3	A+ = 5.05	A+ = 5.3
A	93-96	A = 4.0	A = 4.75	A = 5.0
A-	90-92	A- = 3.7	A- = 4.45	A- = 4.7
B+	87-89	B+ = 3.3	B+ = 4.05	B+ = 4.3
B	83-86	B = 3.0	B = 3.75	B = 4.0
B-	80-82	B- = 2.7	B- = 3.45	B- = 3.7
C+	77-79	C+ = 2.3	C+ = 3.05	C+ = 3.3
C	73-76	C = 2.0	C = 2.75	C = 3.0

C-	70-72	C- = 1.7	C- = 2.45	C- = 2.7
D	65-69	D = 1.0	D = 1.75	D = 2.0
F	50-64	F = 0	F = 0	F = 0

### ACADEMIC LETTERS

A student earns points each time they are named to the honor roll. When a student reaches 100 points, they receive an Academic Letter (similar to a varsity letter). For each additional 100 points, students earn a “lamp of learning” pin.

Honors with Distinction=50 points; High Honors=40 points; Honors=30 points

### ADD/DROP COURSE PROCEDURES

*Approval for withdrawal from classes must be granted by the Principal and the Department Head.*

#### Course Change Protocol

- I. Timing of Course Changes
  - a. Changes made within the initial 10 days of the start of a course do not require documentation on the standard form.
  - b. Changes made from the 11<sup>th</sup> day of the course up to the mid-semester requires documentation on the standard form that includes signatures from the department head(s).
  - c. Changes made after the mid-semester can only be made with prior approval from the principal.
- II. Communication of Course Changes
  - a. Formal documentation using the standard form is required after the initial 10 day period following the start of a course.
  - b. The guidance counselor will facilitate the exchange of information between the student, original teacher, new teacher, department head, administrator and parent.

**First 10 days of a course-** Students can add/drop courses without paperwork, unless guidance counselor feels it’s an inappropriate request (i.e. drop core course for elective).

**After first 10 days of a course** -If students insist on change, guidance counselor provides paperwork. Student must speak to instructor of course and teacher will write reason for agreement or disagreement with change and sign the form. Student then submits to the Department Head, who approves or disapproves of change. Parent must sign it. If change occurs, the student receives a W, WF or WP on transcript for dropped course. If change is not approved, parent/student may appeal to principal.

### ACADEMIC INTEGRITY

Westerly Public Schools recognizes the need for all students to assume responsibility for their own work. Academic integrity must be preserved not only for its own sake but also to ensure objective evaluation of all students. Cheating and plagiarism in any form cannot be permitted; downloading and copying information from websites without appropriate citations is prohibited. In a case that involves cheating, the following actions will be taken:

1. Parent/guardian(s) will be contacted by the teacher and/or an administrator. A conference may be scheduled.
2. The student’s work will be rejected and a grade of zero will be imposed for the assignment in question. Completion of the make-up work related to the assignment in question will be determined by the classroom teacher; academic credit will not be given for the make-up work.
3. The student may be assigned a school consequence at the discretion of administration.
4. If more than one student is involved in cheating, the same penalty will be applied to all parties concerned. Students who allow their work to be copied are considered to be cheating.
5. In the case of cheating, an administrator may impose a suspension.
6. The theft of a teacher grade book or testing materials will result in a suspension.
7. Students found to have plagiarized or to have cheated will be immediately dismissed from the National Honor Society and Rhode Island Honor Society.

## **GRADE REPORTING**

### **Progress Reports**

It is the parent's/student's responsibility to monitor student's grades. Grades will be updated electronically and sent home via email four times a year. Parents should contact the school if grades are not available or if there are any questions or concerns regarding them. This year the dates for issuing the reports will be:

Quarter 1 The week of October 2nd-October 6th

Quarter 2 The week of December 11th – December 15th

Quarter 3 The week of February 26th – March 2nd

Quarter 4 The week of May 14th – May 18th

### **Report Cards**

Students and parents will receive notification of student grades through electronic report cards at the end of each semester. Comments concerning student progress and performance may be made by teachers on report cards. The semesters will end on the following dates:

1st Semester – January 25, 2018

2nd Semester – June 18, 2018

## **PARENT CONFERENCES**

November 13, 2017

## **EXAMINATIONS**

### **Mid-Term Examinations**

Mid-Terms exams for year-long courses will be at the end of the 2nd quarter. Students will not be exempt from mid-term exams. Mid-term exams are 12.5% of a student's semester grade. On examination days, students are required to report to school only for scheduled examinations or make-up exams. Students who are ill must have a parent call the office no later than 7:45 a.m. on the day of the exam. Students who voluntarily exempt themselves from an exam will receive a grade of ZERO and will be ineligible for summer school. **Midterm exams will be given from January 22 to 25, 2018.**

### **Final Examinations**

Final exams are scheduled for all students during a period in January (.5 credit courses) and June (.5 and 1 credit courses). Final exams are 12.5% of a student's semester grade. On examination days, students are required to report to school only for scheduled examinations or make-up exams. Students who are ill must have a parent call the office no later than 7:45 a.m. on the day of the exam. Students who voluntarily exempt themselves from an exam will receive a grade of ZERO and will be ineligible for summer school. **Final exams for first semester .5 credit courses will be given from January 22 to 25, 2018. Final exams for second semester .5 credit courses and year-long 1 credit courses will be given from June 12 to 15, 2018.**

## **EXAMINATION EXEMPTION POLICY**

Seniors may be exempt from a final examination at the discretion of the teacher if they have achieved a yearly cumulative grade of "A-" for a particular course up to the point of the final examination.

## **MAKE UP CREDIT FOR A FAILED COURSE**

Students are eligible to attend a certified summer school program provided they have met the attendance requirement, have taken the final exam, and obtained a numerical average of at least a

fifty. Students may choose to repeat the course the next school year and earn a passing grade.

**English Failures**

Students will only be allowed to attend summer school once to make-up a failed English course. Students who fail English must repeat the same level.

**Graduation Requirements**

I. Course Requirements

<b>Subject</b>	<b>Specific Course(s) Required</b>
WHS 101	All freshmen are required to take WHS 101 in their first semester.
English	1 grade level course each year (total of 4)*
Mathematics	Algebra I* Geometry* 2 additional math courses*
Science	Physical Science* Chemistry* Biology*
Social Studies	Modern World History* US History & Government* Citizenship in a Democracy*
Physical Education	1 Physical Education course each year (total of 4)*
Health	1 course*
Fine Arts	1 course*; Fine Arts courses are designated in this program of studies with the following symbol: 
Computer Competency	1 course*; Computer Competency courses are designated in this program of studies with the following symbol: ●
Financial Literacy	1 course*; Financial Literacy courses are designated in this program of studies with the following symbol: 
Global Awareness	1 course; Global Awareness courses are designated in this program of studies with the following symbol: 
Electives	Courses selected by students based on personal interest or in pursuit of a career pathway.
<b>Total number of credits required to graduate is 23.</b>	

\*Students must earn credit in these courses in order to graduate.

*At least 3 years of a world language are strongly recommended for all students.*

II. Course Requirements

*At least 3 years of a world language are strongly recommended for all students.*

**II. Participation in Community Service:** All students must complete **30 hours** of community service in a pre-approved setting prior to graduation.

**III. Graduation by Proficiency:** In order to graduate from Westerly High School, a student must demonstrate proficiency in the school-wide learner outcomes. Students will complete Comprehensive Course Assessments aligned to school-wide learner outcomes in every course.

Additionally, an exhibition of student work through a major applied learning project must be successfully completed in the student's senior year.

### **B. Proficiency Based Graduation Requirement Policies:**

**Graduation Decision Policy:** In order to determine whether or not a student graduates from Westerly High School, the principal in coordination with the guidance counselors will review the records of each student. They will look for the following:

- completion of course credit requirements
- demonstration of proficiency requirements (Comprehensive course assessments and Senior Exhibition)
- completion of an Individual Learning Plan (ILP)
- completion of approved community service
- If a student has satisfactorily met all of these requirements, a WHS diploma will be conferred.

**Graduation Decision Appeals Policy:** If a student wishes to dispute a judgment regarding his/her school's graduation decision, he/she can pursue a remedy through an appeals process. Any student who disputes the graduation decision must meet with the principal to appeal his/her case. It is strongly suggested that a parent or guardian attend this appeal. If at this level, the dispute is not resolved, the student may appeal the principal's decision to the superintendent of schools. At each level of the appeals process, the burden of proof in proving that the graduation decision is in error lies with the individual making the appeal.

**PBGR Assessment Appeals Policy:** If a student wishes to dispute a judgment regarding an individual proficiency based assessment, he/she can pursue a remedy through our current academic appeals process. In the same way a student might dispute a grade on an exam or a grade for a course, a student who disputes the score of a proficiency assessment must first meet with his or her teacher to discuss the issue. This may happen with or without a parent. If the dispute cannot be resolved at this level, the student is directed to meet with the department head. If the dispute is still not reconciled, a meeting with the principal is required. If at this level, the dispute is not resolved, the student may appeal the principal's decision to the superintendent of schools. At each level of the appeals process, the burden of proof in proving that a proficiency rating is in error lies with the individual making the appeal.

**PBGR Opportunity Policy:** Students will have multiple opportunities to demonstrate their proficiency in all adopted state and local expectations, and are allowed to make revisions to diploma assessments including anchor tasks and senior exhibition tasks (i.e. the paper, the portfolio, and the presentation).

**Program Review Policy:** All programs will be evaluated on a regular basis (approximately every two years) according to administrative procedure.

### **THE SENIOR EXHIBITION PROJECT AT WHS**

Senior Exhibition is an opportunity for a student to demonstrate what he or she knows and to showcase his or her achievement. It must be successfully completed as a requirement to graduate from Westerly High School. Senior Exhibition has been highly acclaimed and has proven successful in many high schools across the country, and is a fitting conclusion to a student's high school education. Through the project, a student is able to demonstrate the skills that he or she has developed in the areas of time-management, research, problem-solving, human interaction, organization, and public-speaking. This exhibition is appropriate as the culmination of a student's K-12 education because it supports the very skills and abilities which a student will be expected to demonstrate in his or her post-secondary experiences whether it be in the area of higher education, the military, or employment.

**The Four Phases of Senior Exhibition** include four separate, but interrelated components. Each component must be successfully completed to pass Senior Exhibition.

The first phase is a **paper**. A student must research and document information on his or her chosen topic. The topic should be of great interest to the student, but it must involve an area in

which the student is not already an expert. The student must identify a learning stretch...knowledge and information beyond what the student already knows. The paper must be five to eight pages in length. It will be scored by a group of adults using the established rubric. Final papers will be due in January.

The second phase requires a student to apply the information he or she has gained from his or her research to produce a "**product/project.**" The product may be an actual physical product, a performance, demonstration, or a service. There must be a clear relationship between a student's research and his or her product. Students are encouraged to select a product within his or her financial budget, keeping in mind that **he or she is not expected to spend money in order to complete the project.** However, if a student selects a project that requires a financial commitment, he or she will be responsible for those expenses.

The final phase of the project is the **oral presentation.** This is a presentation of between eight to twelve minutes, with an additional three to five minute answer period, given before a board of judges. The panel of judges is comprised of teachers, parents, and community members. The presentation is scored according to the established rubric. All judges will be trained in the use of the rubric. A student must successfully complete the first three phases of Senior Exhibition before making his or her oral presentation. Presentations will take place in May.

Throughout the year, students will be documenting work completed on the product and meetings with their mentor via the Senior Exhibition Project Website. Students must keep good records of progress and preserve everything which demonstrates their journey throughout the entire Senior Exhibition Project. These physical and digital documents should include personal notes, photographs, videos, time logs with the mentor, interviews with experts in the field, journal entries, receipts, letters, research paper, etc. The components of the website will be evaluated for completeness and aesthetics before the Senior Exhibition presentation.

The Senior Exhibition Project is an individual project which involves independent work as well as classroom support. Topics for Senior Exhibition will be chosen and approved in September of their senior year during the Citizenship in a Democracy course. The research paper component is supported in the senior English class, with all other components supported through the Citizenship in a Democracy course. All seniors are required to establish action plans; attend workshops on research skills; write their research papers; conduct fieldwork; develop and create their project or product; organize and design their journals; and prepare for their final presentations. Complete information on this initiative is included in our Senior Exhibition Project Handbook which is available on-line and contains detailed information about the Senior Exhibition Project, including a timeline, all required forms, and additional resources to assist students throughout their Senior Exhibition Project. It is imperative that students maintain good attendance so that they can be aware of any changes in dates or other vital information that becomes necessary as they progress through the year.

#### **WESTERLY HIGH SCHOOL TRANSITION POLICIES AND PROCEDURES:**

**It is Westerly High School's goal to assist students in all types of academic transitions.**

- **Transfer Students:** Prior to entry into WHS, guidance will request all transcripts and records from previous educational settings. These records will be reviewed and guidance counselors will determine how to best integrate the student into WHS. Depending on time of entry, some graduation requirements (proficiencies, community service, etc.) may be prorated for the student. Such determinations are always to be made for the purpose of ensuring the academic success of the student. It is the responsibility of the guidance department to disseminate all pertinent information to classroom teachers so the teacher can best assimilate the student into class.
- **Secondary Planning:** Guidance department will meet regularly with students to guide students with future career and educational planning in addition to helping them complete an Individual Learning Plan.

## **WITHDRAWAL FROM SCHOOL**

When it becomes necessary for a student to withdraw from Westerly High School, he/she should make an appointment to discuss this intention with his/her guidance counselor and principal. The counselor will provide the student with a withdrawal card which he/she should bring to each teacher along with all textbooks and material borrowed from Westerly School System. Each teacher will sign the card after all obligations have been met. The student should then return the card to the counselor. All students leaving school must also have the signature of the Principal. Guidance personnel will assist students during the withdrawal period in terms of transitioning them into other career opportunities.

If a student is under the age of eighteen at the time of his/her withdrawal from school, a parent or guardian must sign the withdrawal card and permission from the principal is required.

## **STUDENT SERVICES**

### **Working Papers**

Application for the standard employment certificate, commonly called working papers, is available in the Guidance Office.

### **General Guidelines:**

1. You must have a job before we can issue working papers. We must know how many hours your employer is having you work and also on what kind of machinery you will be working. The laws of the State of Rhode Island prohibit young people from working more than a specified number of hours and also prohibit you working on dangerous machinery or power tools.
2. When you have secured the job, ask your employer to give you an *Intent to Employ* slip. That slip must be filled out by the employer and then filled out and signed by your parent/legal guardian.
3. Working papers are issued for people from 14 to 17 years of age.

### **School Library**

The school library is open to students from 7:00 a.m. – 3:00 p.m. each school day, except on Thursdays. All students must sign into the library and have a pass from a teacher. Passes are not needed before and after school. Library materials are loaned for a two week period and may be renewed if they are not needed by others. Some reference materials may be taken overnight only. Students are asked to be considerate of other students' needs and to return all materials promptly. Students are expected to work quietly and courteously while in the library and those students who disturb others may have their library privileges temporarily revoked.

## **GUIDANCE SERVICES**

The guidance department is in the process of implementing a developmental guidance program for all students at Westerly Middle School and Westerly High School. This program will bring together a student's academic, career, personal interests and abilities with the following goals:

- Understanding the school environment;
- Understanding self and others;
- Decision making and problem solving;
- Interpersonal and communication skills;
- School success skills (study skills, time management);
- Career awareness and educational planning;
- Community pride and involvement.

Westerly Public Schools guidance and counseling consists of the following:

- Personal counseling;
- Vocational counseling;
- College application and scholarship assistance;
- Testing and interpretation;
- Program planning.

**Students are assigned to the following counselors:**

- Mrs. Fusaro.....Career Counselor and Special Programs
- Mrs. Koss ..... Grades 9-12 A-F
- Mr. Fiore ..... Grades 9-12 G-N
- Mrs. Roy ..... Grades 9-12O-Z

Each student at Westerly High School will be assigned a guidance counselor for that student’s tenure at the high school.

**Summer Enrichment Programs**

Any student who takes a summer enrichment program at a college, university or corporation (such as Pfizer, GTECH) should give their guidance counselor a copy of the explanation of the program. If a grade is given, the school should send a copy of the grade report to the guidance office.

Westerly High School will not grant credit for these programs. However, a copy of the grade report or explanation of the program will be sent to colleges, along with the college application and high school transcript.

Any course offered at Westerly Middle School which is equivalent to a high school course will be counted for placement purposes only at Westerly High School. It will not count towards GPA or high school graduation requirements. This will also apply to transfer students and other students from feeder schools i.e. St. Pius, St. Michael's school.

**SUPPORT SERVICES**

Westerly Public Schools offers consultation, referral, evaluation and/or supportive services from the school psychologists and social workers. These professionals offer a variety of recommendations to meet each student's and/or families individual needs. These concerns include social, emotional, cognitive and behavioral issues that may be occurring at home, in school, in the community or across multiple settings. These issues warrant attention, particularly when learning is impacted and/or impairment in daily functioning is observed. Call your school to schedule an appointment.

**SCHOOL NURSE/TEACHER**

The School Nurse/Teacher will be in the clinic near the main office each day from 7:15 a.m. to 1:55 p.m. You may visit the nurse when you are ill, in need of an early dismissal for medical reasons, or to discuss any type of health related problem. All accidents/injuries occurring on school property must be reported immediately.

**Medication:** Medication prescribed by a doctor must be taken only with written parental/guardian approval, under the supervision of the school nurse, and kept in the clinic at all times. With parental approval, inhalers and Epi-pens may be carried by the student and self-administered.

**Forms and further instructions for the use of prescription medication are found in the front of this book and in the appendix.**

**Physical Education Excuses:** The school nurse will issue physical education excuses during the time before first period based on the following reasons: (1) one day with a parent’s note, (2) valid temporary physical problem, (3) long term excuses which must be written by a physician.

**Medical Passes:** Students with physical disabilities will be issued a pass by the school nurse to permit that student, and possibly a helper, to leave class 2 to 5 minutes before the bell. These passes are to be shown to the classroom or study hall teacher. Students who are unable to use the stairs may use the elevator.

**Note:** Westerly Public Schools is not responsible for any fees accrued if an ambulance is called for a student.

## **STUDENT ASSISTANCE COUNSELOR**

A substance abuse counselor is available for discussions on any addiction problem that occurs with a student, a student's friend or family/relations. This service is free to you. Parents may call for an appointment at **596-2109x1336**.

## **SPECIAL SERVICES FOR ALL STUDENTS**

Under the Federal Law IDEA on education for the handicapped and applicable Rhode Island laws, you are entitled to a public education even if you require special services instead of, or in addition to, the school's regular program.

All students may obtain the services of the following:

- School Psychologist
- Diagnostic Teacher
- Social Worker
- Speech Therapist
- Occupational/Physical Therapist
- English Language Learners Program
- Transitional Coordinator

## **STUDENT ACTIVITIES**

### **Eligibility Standards for Extracurricular Activities**

1. The policy will cover students engaged in all extracurricular activities including sports.
2. A one (1) F policy will be followed.
3. Students who fail more than one subject will be ineligible to participate in extracurricular activities including sports, until the next report card is issued.
4. If you retake and pass a course it does not count as a failure at the end of the school year (June). This also applies for courses make up in summer school.
5. Excessive absences/tardies may result in removal of participation.

### **SCHOOL DANCES AND FUNCTIONS**

Various functions are scheduled during the school year by classes and student organizations. Westerly High School dances will ordinarily be held on Friday nights from 7:00 pm to 10:00 pm. Proms are from 7:00 pm to 11:00 pm. A student absent from school or missing any part of the school day on a regular school day (or the Friday before a weekend function) may not attend or participate in any school activity. Any exception to this rule must be made by the administration prior to the student attending the activity. The administration reserves the prerogative to exercise judgment in cases where extenuating circumstance exist. For policy applying to school dances and functions see School Dances and Functions Policy No. 7200 in the Appendix.

### **Admittance**

Admittance to a school dance or function may be prohibited if student is in violation of any student behavior expectation, has outstanding obligations to the school (i.e. books, cafeteria balance, detention, etc.) or has excessive absences/tardies

### **WHS School Dance/Function Procedure**

Students are permitted to attend an approved dance with a guest. No guest who is twenty-one (21) years of age or older will be permitted to attend.

Administration will require the student to have his/her parent complete the guest registration form to be submitted three (3) days prior to the dance to the Westerly High School principal. Approval of the request by the Westerly High School principal is required.

Westerly High School students assume the responsibility for the behavior of the guest and are subject to disciplinary action for any misbehavior or wrongdoing of the guest, including but not limited to, forfeiting all dance privileges for either one (1) or all four (4) years at Westerly High School.

**Any student attending a prom held on a school day will not be allowed to leave school prior to 1:00 p.m. All other dances, students must be present for the entire school day (or Friday of weekend function) to enter the dance.**

### **FUND-RAISING**

All fund-raising activities by school groups must be coordinated by a faculty advisor and must be scheduled in advance and approved by the administration.

## **CLUBS/TEAMS**

### **ACADEMIC DECATHLON**

The decathlon is a state-wide competition scheduled for the first Sunday in February. This all-day event tests skills in language and literature, economics, math, science, history, the fine arts, essay writing and speaking. Medal and cash awards are earned. The team consists of three —A students, three —B students and three —C students.

### **ALLIANCE**

This club brings together LGBTQ and straight students to support each other, provide a safe place to socialize and promote tolerance.

### **BAND**

The instructional music program at Westerly High School is a regularly scheduled school course and carries graduation credits. Band will meet all year, every other day and regular lessons are included in the instructional program if possible. Band activities include parades, concerts, football games, competitions, and exchange concerts.

### **BOWLING CLUB**

The Bowling Club meets at Alley Katz each Monday from 2:30 pm -4:00 pm for three games of bowling. Teams are formed at the beginning of the season for friendly competition. Open to all freshmen, sophomores, juniors and seniors.

### **CHARACTER EDUCATION**

The Character Education committee works on projects to help members of the high school and community in times of need. They coordinate many drives such as food, toiletry, Diaper, clothing and toy drives during the holiday season.

### **CHEMISTRY TEAM**

The WHS Chemistry team is assembled each year to participate in the annual URI High School Chemistry Contest which is typically held the third week in May at the University. Any student who is currently enrolled in Chemistry or has successfully completed year one or two is welcome to join. See Mr. Hooper or Ms. Utley for details. WEBSITE: URI Chemistry Contest.

### **CONCERT CHOIR**

The Choral Music Program at Westerly High School is open to students as a regularly scheduled school course with extracurricular commitments. Choir activities include concerts, assemblies, community performances, and state-wide activities.

### **ENVIRONMENTAL CLUB**

Increasing awareness of recycling guidelines for the Town of Westerly, learning what sustainability means for our school and community and promoting earth-friendly waste-reduction programs.

### **FBLA**

A business organization aimed at helping students increase their knowledge of the business world through networking, running the school store, competitive events, attending State and National Leadership Conferences and community service projects. As the largest student organization in the country, FBLA is continuously growing and we want you to become a member of this outstanding organization.

**FILM CLUB**

Film Club is where students will watch and discuss old and new “classic” films. Additionally, students will plan several events centered around their love for movies.

**FLAG/DANCE LINE**

The Flag/Dance Line is an auxiliary group of the marching band and performs at functions at which the band participates. Participants are required to make a significant commitment to regular attendance at both practice and exhibition.

**INK BANDITS CLUB**

An informal creative writing group that works collaboratively to study other authors’ craft for inspiration and for its own improvement. This group is constantly seeking ways to push the boundaries of its ideas, writing and its members.

**INTERNATIONAL CLUB**

The International Club exposes students to the cultures and languages of the world beyond the classroom experience. Activities include fundraisers, museum visits, theater trips, visits to ethnic restaurants, exposure to foreign language films, and other activities that enhance awareness of foreign cultures.

**INTERSCHOLASTIC ATHLETICS**

Westerly High School is a member of the Rhode Island Interscholastic Athletic League and offers the following programs in interscholastic athletics to students.

**Varsity Sports, Grades 9-12**

**Fall Sports:** Boys’ and Girls’ Cross Country; Girls’ Volleyball; Football; Boys’ and Girls’ Soccer; Cheerleading; Girls’ Tennis

**Winter Sports:** Boys’ and Girls’ Basketball; Wrestling; Cheerleading; Boys’ and Girls’ Indoor Track and Field; Girls’ Gymnastics, Swimming, Unified Volleyball

**Spring Sports:** Boys’ and Girls’ Outdoor Track and Field; Baseball; Softball; Golf; Boys’ Tennis; Boys’ Volleyball, Sailing, Boys’ and Girls’ Lacrosse, Unified Basketball

Note: Any student staying after school to receive extra help will not be penalized in their athletic sport.

**JAZZ BAND**

The Jazz Band is open by audition. Attendance at after school practices and activities is required on a regular basis with an emphasis on playing, showmanship, musicianship, and solo abilities.

**MATH TEAM**

The Math Team participates in the Rhode Island Math League and competes in four meets a year with 30+ schools from within the state. We compete in the areas of Arithmetic, Algebra 1, Geometry, Algebra 2, Probability and Statistics, and trigonometry. We also participate in the American Scholastic Mathematics Association Contest (ASMA) monthly, which is an international competition with 200+ schools from around the world.

**OUTDOORS CLUB**

The Outdoors Club is open to all students. Our focus is a range of outdoor activity trips, conducted after the school day has ended. Membership costs \$24/yr. Activities include events like hiking, kayaking, canoeing, rock climbing/rock gym, hayrides, corn mazes, horseback riding, ice skating, ropes course/zip lines, among others. Any outdoor activity that promotes health and wellness is open for club member’s discussion and participation.

**PEP CLUB**

The Spirit Club is open to all students interested in creating a strong sense of school pride within the high school.

**ROBOTICS**

This group meets after school to design and build VEX system robots to enter various competitions throughout the year. Open to all freshmen, sophomores, juniors and seniors.

### **ROTARY INTERACT**

Rotary Interact gives students the chance to make a real difference while having fun. Every Interact club shares out two service projects a year: one that helps their school or community and one that promotes international understanding. Interact Club meets at least twice a month and is sponsored by the Westerly Rotary Club. Interact members connect with community leaders, develop leadership skills, make international connections, and discover more opportunities to connect with Rotary, including Rotaract, RYLA, and Exchange.

### **SADD**

Student's Against Destructive Decisions is a group of like-minded students delivering education and prevention messages to their peers through school and community-wide activities. SADD continues to endorse a firm "No Use" message related to use of alcohol and other drugs. With its expanded focus, SADD now highlights prevention of all destructive behaviors and attitudes that are harmful to young people, including underage drinking, substance abuse, impaired driving, violence, and suicide.

### **SCHOOL COMMITTEE STUDENT REPRESENTATIVE**

Junior students have the opportunity to apply, be interviewed and elected by the student body to this role. One Junior will be the Student Representative on the School Committee to represent the opinions and needs of the high school students.

### **SCHOOL NEWSPAPER**

The Westerly High School newspaper is published several times during the school year. Students interested in journalism and student affairs are invited to contribute. You can access it at [www.westerlybarker.com](http://www.westerlybarker.com).

### **SCIENCE OLYMPIAD**

Science Olympiad is a way for students to explore science beyond the high school curriculum with an annual competition held at Rhode Island College. We prepare to compete against other Rhode Island high schools in various science-related events. Events include hands-on activities, building an apparatus, experimenting in a lab, and problem solving.

### **SMILE**

SMILE stands for Science and Math Investigative Learning Experiences. This club, sponsored by the University of Rhode Island, provides members with hands-on activities that relate to STEM topics. Attendance at weekly two-hour meetings is required. Other activities include two field trips of the clubs choice, an overnight Engineering Science Challenge at the University of Rhode Island and an end of the year Stewardship project. Members who complete all four years of SMILE in high school are eligible for a college scholarship. For more information refer to the website; URI SMILE PROGRAM.

### **STUDENT COUNCIL**

The Westerly High School Student Council is open to any student with an interest in improving student life at the high school. Membership is open annually to all students. Officers are elected each year within the council, and they oversee Student Council activities which include school wide projects, social activities, and community service programs

### **STUDENTS FOR LIFE**

Students for Life organizes and empowers students to use their voice regarding pro-life. Members of WHS Students for Life will work to respect, protect, defend, and preserve the dignity of every human life from conception to natural death.

### **VAASA**

Varsity Athlete's Against Substance Abuse is a peer leadership program in which high school varsity athletes pledge to remain alcohol and drug free. The athletes are trained to address younger students as positive role models. The athletes complete an application process and are chosen to be a member at the beginning of the school year. VASSA members speak to elementary and middle

school students, explaining that it is not necessary to drink in order to be popular or cool. They dispel the myths that “all athletes drink”, and talk about how they have fun without using substances.

### **WEST'LYAN**

The Westerly High School Yearbook, The West'lyan, provides a creative opportunity for students in all grades who choose to participate in the organizing, writing, and printing of a high school yearbook. This activity promotes a cooperative effort among students of differing backgrounds and interests and offers opportunities to master skills of photography, editing, and organization.

### **CLASS OFFICERS**

Annually, each class at Westerly High School elects six officers, (President, Vice President, Secretary, Treasurer, Social Chairperson, and Student Council Representative) to oversee its affairs. Working with the class advisors, these officers coordinate the fundraising, social activities, and other affairs of the school. Class meetings are held periodically during the school year to conduct necessary class business, so attendance is mandatory.

*NOTE:* To be eligible to hold a class office or to run for an office on the Student Council, students must meet the same requirements as those established by the Rhode Island Secondary Principals' Rules on Interscholastic Athletics.

Any inappropriate behavior by a class officer or a candidate for class office may result in that student being removed from office or losing the privilege of running for office as determined by the administration.

### **SELECTION OF VALEDICTORIAN AND SALUTATORIAN**

This will be determined by class rank. The top two students will be selected. Class rank is based on a student's GPA. A GPA will be calculated out four decimal points. The final class rank will be based on eight semesters of the student's high school career.

### **NATIONAL HONOR SOCIETY**

Membership into the National Honor Society is determined by a formula which differentiates weighted and non-weighted courses. Based on this formula, a student's grade must average out to a numerical 3.7 GPA to be selected. This average cannot be attained if a student takes all non-weighted courses and receives a grade of B+ in every class. Students are advised to see their guidance counselor prior to course registration for further clarification regarding this formula. For renewed membership students must maintain the 3.7 GPA after each quarter and continue to meet the requirement of leadership, character and service. Transcript reviews will take place to determine a student's status. Any student found in violation of school rules as outlined in the student handbook, his/her name will be submitted to a committee, which will determine if dismissal from the National Honor Society is warranted.

### **RHODE ISLAND HONOR SOCIETY**

The Rhode Island Honor Society is comprised of seniors whose grade averages out to a numerical 3.5 GPA and who have demonstrated leadership, service and good character during their first seven semesters of high school. The same formula that applies to the National Honor Society to determine averages is also used for the Rhode Island Honor Society. Therefore, a student who takes all non-weighted courses and receives a grade of B in every class will not qualify for the Rhode Island Honor Society. Guidance counselors should be contacted to explain this situation and assist students with course selection. Any student found in violation of school rules as outlined in the student handbook, his/her name will be submitted to a committee, which will determine if dismissal from the Rhode Island Honor Society is warranted.

**\*Reminder: Students found to have plagiarized or to have cheated will be immediately dismissed from the National Honor Society and Rhode Island Honor Society.**

## APPENDIX

Please refer to the Westerly Public Schools (WPS) ([www.westerly.k12.ri.us](http://www.westerly.k12.ri.us)) website for the following policies which are not all inclusive of the WPS policies:

Attendance Policy No. 2030  
Truancy Policy No. 2031  
Violence Prevention Policy No. 2032  
Physical Threat Policy No. 2033  
Bullying Policy No. 2034  
Sexual Harassment Policy No. 2050  
Internet Responsible Use Policy No. 2300  
Bring Your Own Device Policy No. 2302  
Social Networking and Texting Messaging No. 2321  
Residency Policy No. 2510  
Student Nutrition and Physical Activity No. 5010  
Administering Medication to Children No. 5020  
Substance Abuse No. 5040  
Prevention of Harassment, Intimidation, Bullying, Teen Dating Violence and Sexual Violence No. 7300  
Electronic Communication Devices No. 7500

### **Rhode Island and United States Department of Education Laws:**

Attendance  
RI State Health Education General Law  
Education of Students with Disabilities /Section 504 of the Rehabilitation Act of 1973

### **MEAL CHARGE POLICY No. 2800**

#### ***Lunch Credit Limits***

In order to provide students and parents in the Westerly School District with the best possible service and accountability surrounding school lunch, the following procedures regarding student lunch account balances will be implemented.

1. Both the Westerly School District and the Food Service Vendor are committed to providing meals to students who choose to participate in the program, however, there is a responsibility on the part of the students and parents to satisfy all financial obligations to the lunch program.
2. The Westerly School District and the Food Service Vendor encourage parents to pre-pay meals for their children thereby eliminating situations that could develop during lunchtime over money owed. Pre-payments for lunch and breakfast can be made via check or through the MySchoolbucks.com website. Cash payments will continue to be accepted at each school, however, payments made through MySchoolbucks.com or via check are preferred for better accountability.
3. Student wanting a lunch and not having money to purchase a lunch will be allowed to charge a lunch with repayment within two (2) school days.
4. Once a student has charged a total of ten dollars (\$10) and no payment has been received, that student will receive a lunch consisting of a cheese sandwich, fruit, and milk in place of a hot lunch. This meal maintains the USDA standards surrounding reimbursable meals and will be charged at full price to the student's account.
5. Students may charge their accounts only for a reimbursable meal or milk – students will not be permitted to charge a la carte items.
6. A weekly list of negative account balance of more than ten dollars (-\$10) will be forwarded to each principal by the Food Service Vendor for notification to the families. Families will have ten (10) days upon receiving notification to pay or make arrangements to pay outstanding student balances. Student accounts with balances higher than negative twenty dollars (-\$20) for which payment arrangements have not been will no longer be able to charge meals until which time payment arrangements are made and/or account is paid in full. to the Westerly School District.
7. Parents are strongly encouraged to submit free/reduced hot lunch application forms yearly as

well as when their household information or income changes. Applications can be submitted at any time and are available during registration or through the individual schools as well on the district's website: [www.westerly.k12.ri.us](http://www.westerly.k12.ri.us). Free/reduced applications will also become a part of all paperwork provided to families of students transferring into the Westerly School District. While the Food Service Vendor strongly encourages families to apply for free/reduced meal benefits, the final application responsibility lies with the parents.

8. In extreme hardship situations the building administrator may authorize a one-time exception to the charge policy by providing the student with a note/authorized form to be presented to the cashier at lunch.

9. Parents are strongly encouraged to monitor their students' breakfast/lunch account activity through the Myschoolbucks.com online system. This system can be used to confirm payments have been received, make payments, and monitor account activity. Myschoolbucks.com also has the ability to automatically send out balance letters to parents as their students draw down from their accounts. To register, parents can go directly to the [www.myschoolbucks.com](http://www.myschoolbucks.com) website.

10. At the end of the school year, the uncollected meal charges must be paid to the Food Service fund from some other funding source. Funds will be designated during the budget processes for these anticipated costs.

11. Parents are expected to pay the final bill at the end of the school year. No amounts will be carried over.

Adopted: December 3, 2014

#### **NO SMOKING POLICY No. 4150**

Public Law Chapter 92-230 requires that every school in Rhode Island post enforcement procedures to prohibit tobacco use in all buildings. The Act applies to all people, children or adults, who utilized Rhode Island School buildings at any time of day or night. It prohibits having in one's possession a lighted cigarette, cigar, pipe, or other substance or item containing tobacco. The prohibition includes, but not limited to, all school playgrounds, school administration buildings, indoor school athletic facilities, school gymnasiums, school locker rooms, school buses, and other school vehicles. Further, the Westerly School Committee:

1. Prohibits the use of tobacco products in all outside areas within one hundred (100) yards of any school building and that all buildings be posted citing same.
2. Prohibits the use of or possession of tobacco products at any time by students and staff in any building or any other school property at all times.
3. Requires that any fields surrounding the schools or under control of the schools are to be posted with the following signs: "Tobacco use is unhealthy and therefore, you are strongly requested not to use tobacco on this field." This sign is intended to appeal to the adults visiting our fields not to use tobacco products.

Adopted: April 2, 1997

#### **SCHOOL DANCES AND FUNCTIONS No. 7200**

Various functions are scheduled during the school year by classes and student organizations. Westerly High School dances will ordinarily be held on Friday nights from 7:00 p.m. to 10:00 p.m. The following policy applies to school dances and functions:

1. Students are eligible to attend school dances and functions only if they have attended school on that day.
2. Students must arrive at school dances no later than ½ hour after the start of the dance and may leave ½ hour before its conclusion.
3. Students will only be allowed to leave earlier in the event of an illness or an emergency with the approval of an administrator. Students cannot leave for any other reason.
4. Students who leave the dance may not re-enter.
5. Westerly High School students may bring guests only to the Junior and or Senior Prom, Winter Ball and Homecoming, under the high school dance/function procedure (addendum), as delineated by Westerly High School Principal.
6. Students under any influence of alcohol or drugs will be removed immediately from the dance and parents and police will be notified.

7. The group sponsoring the dance will be responsible for following the policy for a school dance.
8. Students must dress and dance appropriately. Fondling, bumping and grinding or anything that connotes sexual innuendo is prohibited.
9. Students who have not reached the ninth grade may not attend.
10. All school rules apply.

### **Procedures**

Students are permitted to attend an approved dance with a guest. No guest who is twenty-one (21) years of age or older will be permitted to attend.

Administration will require the student to have his/her parent complete the guest registration form to be submitted three (3) days prior to the dance to the Westerly High School principal. Approval of the request by the Westerly High School principal is required.

Westerly High School students assume the responsibility for the behavior of the guest and are subject to disciplinary action for any misbehavior or wrongdoing of the guest, including but not limited to, forfeiting all dance privileges for either one (1) or all four (4) years at Westerly High School.

Adopted: April 6, 2005  
Revised: February 1, 2006  
Revised: January 3, 2007  
Revised: July 13, 2011

### **WESTERLY HIGH SCHOOL PARKING ON CAMPUS NO. 8500**

#### **I. Faculty and Staff**

- A. Parking areas will be designated by the principal.
- B. Permits are required.

#### **II. Procedures for Issuing Student Parking Permits**

A. The Westerly School Department provides, at taxpayers' expense, free bus transportation to and from school for all Westerly High School students. Those students who do not avail themselves of this service do so at their own risk. Any student using transportation other than that provided by the school department must bear full responsibility for punctuality and attendance. The parking of automobiles on school property is a school privilege. This privilege CAN and WILL be withdrawn from those students who violate school regulations. (See section III).

- B. The Westerly High School campus has a limited number of student parking spaces. Therefore, parking permits will be issued first to seniors. If there are student parking spaces available after all senior requests have been filled, juniors may be issued parking permits for the remaining spaces.
1. Student parking areas will be designated by the principal.
  2. The number of parking permits will not exceed the number of available parking spaces.
  3. Permits will be issued by the main office.

C. To qualify for the privilege of receiving a parking permit, students must not fail more than one subject (per quarter). At the end of each quarter, the academic grades of those students with parking permits will be checked. Those students with failures will have their parking permit revoked.

D. If requests for permits exceed available spaces, a lottery for qualified students will determine who will receive a parking permit. Those students not issued a parking permit will be put on a waiting list; selection from this list will also be by lottery.

E. A \$20.00 non-refundable sticker fee is charged. There is a \$10.00 fee to replace a sticker.

F. Despite the fact that students pay a sticker fee, The Westerly School Department will not be held responsible for the theft of/damage to student vehicles.

G. Student vehicles without parking permits will be removed at the owner's expense.

H. Application forms for senior parking permits will be available the third week in August. Registration must be completed at the time of purchase.

I. Student parking permits will be distributed to eligible seniors. Students must obtain their parking permit in person, pay the sticker fee upon receipt of the sticker and display permit in the windshield of the car. Students are advised that they should obtain their parking permits in advance of the annual school opening. No parking permits will be issued after the start of the school year.

### III. Loss of parking privilege

A. Parking on the WHS campus is a privilege. Students not following school policies are at risk of having their privilege revoked at the discretion of administration. Examples of infractions may include:

1. Cutting class
2. Leaving school
3. Excessive tardiness
4. Fighting
5. Vandalism
6. Possessing Weapons
7. Possessing or being under the influence of illegal substances

B. Students are not permitted to visit vehicles during the school day unless they receive permission from a member of the administrative staff. Violators will be subject to disciplinary action and loss of driving privileges. The owner of a vehicle will be subject to loss of driving privileges if his/her vehicle is visited by other students.

### IV. Use of Surplus Revenue

Any surplus funds which remain after expenses relating to student parking are met will be kept in a SAF account and used for scholarships or to defray senior expenses for those who cannot afford the activities.

Adopted: June 29, 2005

Amended: June 3, 2009

Dr. Mark Garceau  
Superintendent

Todd W. Grimes  
Principal

**WESTERLY HIGH SCHOOL**  
23 Ward Avenue, Westerly, RI

Mary Nancy Toscano  
Assistant Principal

**STUDENT COURSE CHANGE REQUEST FORM**

This form will only be used for change requests made after the start of a new course.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

I am requesting the following course change:

<b>DROP</b>			<b>ADD</b>		
<u>Course #</u>	<u>Subject</u>	<u>Teacher</u>	<u>Course #</u>	<u>Subject</u>	<u>Teacher</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Reason for requesting change: \_\_\_\_\_  
\_\_\_\_\_

Step #1 – I have met with the student and agree/disagree for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_

Step #2 – Parental permission for change \_\_\_\_\_  
Parent Signature

Step #3 – Department Head approval to drop course (Yes/No) \_\_\_\_\_  
Department Head Signature

Step #4 – Department Head approval to add course (Yes/No) \_\_\_\_\_  
Department Head Signature

Step #5 – Counselor approval \_\_\_\_\_  
Guidance Counselor Signature

If a request is granted, the student will receive either a W, WP, or WF as a final grade for the course that is dropped.

*Please return this form to your guidance counselor.*

\_\_\_\_\_ The guidance counselor will e-mail teachers about the course change.



**WESTERLY HIGH SCHOOL**

23 Ward Avenue  
Westerly, RI 02891  
401-596-2109

Todd Grimes  
*Principal*

Mary Nancy Toscano  
*Assistant Principal*

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**STUDENT OVERRIDE REQUEST FORM**

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

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Counselor: \_\_\_\_\_

Course requesting to change: Subject \_\_\_\_\_ Level \_\_\_\_\_

Subject/Level Recommendation:  
\_\_\_\_\_

Subject/Level I wish to take:  
\_\_\_\_\_

**Once a request has been made and this form completed, it will be forwarded to the appeals committee.**

In opting to override the recommendation(s) of my teacher and/or department chair, I understand and confirm the following:

1. I will prepare for the class, meeting all the requirements including any summer assignments.
2. I expect the work to be challenging and realize that I will have to work hard.
3. I have conferred with my counselor, department chairperson and parents regarding this choice.
4. I have considered this request very seriously and understand that I have made a commitment to stay enrolled in this course. I will not be allowed to withdraw once the class begins.
5. I understand that I must submit this form with all the appropriate signatures
6. Any requests made after the school year will be considered but may not be granted.

*Student Signature:*  
\_\_\_\_\_

*Parent Signature:*  
\_\_\_\_\_

*Department Head Signature:*  
\_\_\_\_\_

***RETURN TO YOUR GUIDANCE COUNSELOR***