



Narragansett  
SCHOOL SYSTEM

# *District-Wide Student and Parent Handbook*

## 2023-2024

### *District Hours:*

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Central Office | 8:00am-4:00pm  
NES | 9:00am-3:30pm  
NPS | 8:00am-2:30pm  
NHS | 8:00am-2:30pm

### *Websites:*

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District | [nssk12.org](https://nssk12.org)  
NES | [nes.nssk12.org](https://nes.nssk12.org)  
NPS | [nps.nssk12.org](https://nps.nssk12.org)  
NHS | [nhs.nssk12.org](https://nhs.nssk12.org)

*This handbook, regarding rules, regulations, and disciplinary procedures, is to be considered a reference only and not inclusive of any other items or incidents deemed inappropriate or unsafe within a school environment.*

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# District Contact Information

## School Committee

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Tammy McNeiece, Chairperson	tmcneiece@nssk12.org
Alex Menzies, Vice Chairperson	amenzies@nssk12.org
Diane Nobles	dnobles@nssk12.org
Justin Skenyon	jskenyon@nssk12.org
Jennifer Armstrong	jarmstrong@nssk12.org

## Central Office Administration

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Dr. Peter Cummings, Superintendent of Schools	(401) 792-9450 (press 8 -1)
Karen Hagan, Director of Finance and Administration	(401) 792-9450 (press 8 -2)
Gail Dandurand, Director of Curriculum	(401) 792-9450 (x. 5031)
Giulio Lugini, Director of Technology	(401) 792-9450 (x. 5027)
Emily Sweeney, HR/Payroll	(401) 792-9450 (x. 5013)
Lauren Ruggiero, Communications/Admin. Services Mgr.	(401) 792-9450 (x. 5016)

## Student Services

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Melissa Denton, Director of Student Services	(401) 792-9426
Jill Hague, Assistant Director of Student Services	(401) 792-9426

## Operations/Maintenance/Custodial Staff

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Stephen P. Gormley, Director of Operations	(401) 792-9430
Derek DePalo, Transportation Supervisor	(401) 792-9440
Antonia Lucier, Food Service Administrator	(401) 792-9425
Mary Jane Gray, Administrative Asst.	(401) 792-9417

*The Narragansett School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission or access to, or treatment or employment in its programs and activities and provides equal access to all sponsored programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:*

**Title II/ADA Coordinator: Melissa Denton, Director of Student Services**

25 Fifth Ave., Narragansett, R.I., 02882  
(401)782-0653, District email address:  
mdenton@nssk12.org

**Title IX Coordinator: Karen Hagan, Director Finance & Administration**

25 Fifth Ave., Narragansett, R.I., 02882  
(401)782-0653, District email address:  
khagan@nssk12.org

**Title VI Coordinator: Karen Hagan, Director Finance & Administration**

25 Fifth Ave., Narragansett, R.I., 02882  
(401)782-0653, District email address:  
khagan@nssk12.org

**Section 504 Coordinator: Melissa Denton, Director of Student Services**

25 Fifth Ave., Narragansett, R.I., 02882  
(401) 792-9450, District email address:  
mdenton@nssk12.org

For further information on notice of non-discrimination, visit: <https://www2.ed.gov/about/offices/list/ocr/index.html>

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Office for Civil Rights, Boston Office

U.S. Department of Education, 8th Floor 5 Post Office Square, Boston, MA 02109-3921

Telephone: (617) 289-0111 | Facsimile: (617) 289-0150 | Email [OCRSchoolCalendar.Boston@ed.gov](mailto:OCRSchoolCalendar.Boston@ed.gov)

Month	M	T	W	Th	F	
August	21	22	23	24	25	26
0 27	28	29	30	31		
September					1	2
(19) 3	4	5	6	7	8	9
10	11	12	13	14	15*	16
17	18	19	20	21	22	23
24	25*	26	27	28	29	30
October						
(21) 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
November						
(18)			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
December						
(16)					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
January						
(21)	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Month	M	T	W	Th	F	
February				1	2	3
(16) 4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
March						
(20)				1		2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April						
(16)	1	2*	3	4	5	6
7	8	9	10*	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May						
(22)			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June						
(11)					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Parent- Teacher Conferences
No School/Teacher PD Day
Back To School Nights
Vacations/Recess/Off

(180)

8/25 & 8/28	New Teacher Orientation	11/14 & 11/16	NHS Parent-Teacher Conf.
8/29	Convocation / PD Day	11/22-11/24	Thanksgiving Recess
8/30 & 8/31	Teacher PD Day	11/30 & 12/7	NPS Parent-Teacher Conf.
9/4	Labor Day   No School	12/12 & 12/14	NES Parent-Teacher Conf.
9/5	School Opens- 1st Day	12/25- 1/1	Holiday Recess
9/7	Kindergarten Back to School	1/15	MLK Jr. Day   No School
9/12	Gr. 4 Back to School Night	2/19-2/23	Winter Break
9/13	1st Gr. Back to School Night	3/29	Good Friday   No School
9/13	NPS Back to School Night	4/2	No School   Teacher PD Day
9/14	3rd Gr. Back to School Night	4/15-4/19	Spring Recess
9/19	2nd Gr. Back to School Night	5/27	Memorial Day   No School
9/21	NHS Back to School Night	6/6	Seniors' Graduation
9/27	PreK Back to School Night	6/17	180th School Day- Last Class Day
10/9	Columbus Day   No School	6/19	Juneteenth   No School
11/13	Veterans' Day   No School	6/18, 6/20, 6/21	Emergency Closure Make-Up Days

\*Holiday Observance: for those who notify the school of holiday observance, absences are excused for school day and extracurricular activities. Students will be allowed a reasonable amount of time to reschedule any assessments, homework, or project deadlines with their teacher.

9/15-9/17	*Rosh Hashanah	4/23	*Passover
9/24-9/25	*Yom Kippur	4/10	*Eid al-Fitr   Ramadan

# *Student Attendance*

It is the policy of the Narragansett School System to expect regular and consistent attendance in school. Consistent attendance is essential to the learning process and cannot be overemphasized. Absences from school and/or class disrupt the continuity of the learning process. Parents are expected to assist the school by supporting the attendance policy. Family trip and college visits should be planned for school vacation periods. As much as possible, doctor's appointments should be scheduled for after school hours.

## **School Hours:**

**NES | 9:00am-3:30pm**

(Students are considered tardy after 9:00 a.m.)

**NPS | 8:00am-2:30pm**

(Students are considered tardy after 8:00 a.m.)

**NHS | 8:00am-2:30pm**

(Students are considered tardy after 8:00 a.m.)

**ABSENCES:** If a child is going to be absent, please call your respective office within the window below:

**NES:** 8:00 a.m. and 9:30 a.m.

**NPS:** no later than 9:00am

**NHS:** between 7:00 a.m. and 8:30 a.m.

If we do not receive a call, and your child is not present at the beginning of the school day, we will call the home. If we are unable to speak directly to you on the phone, a dated written excuse on the day he/she returns to school is required. Documentation to account for an excused absence must be submitted to the school within five school days in order for the excuse to be validated.

Students shall be excused from school for the following reasons:

- ❖ Personal illness
- ❖ COVID-19 symptoms
- ❖ Medical appointments
- ❖ Serious family matter
- ❖ Religious holiday
- ❖ School approved trips or events
- ❖ Court appearances
- ❖ Any circumstance deemed extenuating by the administration

It is understood that disciplinary consequences may be applied for unexcused absences. Furthermore, excused or unexcused absences disrupt the continuity of the learning process and may affect your child's classroom average.

**VIRTUAL ABSENCES:** School is mandatory, whether in person or virtually. If it is a virtual day of school, attendance is required.

**TARDINESS TO SCHOOL:** Tardiness is also a deterrent to school achievement. In order for tardiness to be excused, the reason for the tardiness must be communicated by the parent that day. Valid reasons for tardiness are the same as those for excused absences. If your child had a doctor/dentist appointment, please provide a medical excuse note from the doctor's office. Documentation to account for an excused tardy must be submitted to the school within five school days in order for the excuse to be validated. If your child arrives after school officially begins, they must report to the office before going to the classroom. A tardy slip will be given to the student to bring to the classroom teacher.

A student who exceeds three unexcused late arrivals per quarter may be assigned an administrative detention on the fourth through seventh unexcused tardy; on the eighth unexcused tardy the student may be assigned in school suspension (ISS).

**SCHOOL REQUIRED ABSENCES:**

Absences resulting from school sponsored activities, such as field trips, athletic contests and suspension will be considered excused absences in the enforcement of the attendance policy.

**TRUANCY COURT PROGRAM:**

The Narragansett School System is a part of the statewide Truancy Program. The purpose of this program is to reduce the truancy rate in our schools while emphasizing the importance of regular, consistent, prompt school attendance. Students may be referred to RI Truancy Court when they have been absent at least 10% of the school days per academic year and/or are habitually late to school without proper medical documentation.

**TRANSFERS**

In the event that you plan to move to another community, please notify the appropriate school office at least one day prior (preferably earlier) to your child's last day of attendance so that we can complete all transfer records. This will make enrollment much easier in your child's new school. Please be aware that all textbooks, laptops, and charges must be returned to your school prior to the release of records.

**School Specific Information on Attendance**

**Narragansett Elementary School**

Students should have a backpack on with **nothing in their hands**. Students will be directed to walk to their classroom following adult supervision.

**NOTE: The following procedures are intended to ensure the safety of our students. Please cooperate and follow them.**

Parents that choose to avoid this process will assume responsibility for their children's safety.

- It is very important that the EMERGENCY CONTACT is updated in PowerSchool by the parent. Children will only be released to those individuals identified on the Emergency Contact list in PowerSchool. It is the parent's responsibility to update any changes of information.
- Photo Identification Requirement – Any adult picking a child up from school must be prepared to show photo identification.
- If a parent or another trusted adult (coach, scout leader, or CCD, YMCA) will be picking up a student after school, the parent **must** send in a dated, signed note authorizing the responsible adult. **NO CHILD WILL BE DISMISSED ON HIS/HER OWN.**

- Coaches, scout leaders, etc. picking up groups of children must provide the office with the list of students they will be picking up. This only needs to be done once if the activity is scheduled at the same time each week with the same person in charge. In the case of large groups, each child must have a note. Otherwise, they will be dismissed according to the daily routine schedule.
- If you need your child to be picked up early you must send a note in the morning or call the office in the morning before 10:00 am to inform the school of the early dismissal plan. This would include the person picking up the child, time and reason for dismissal and date.

### **WALKERS/BIKE RIDERS**

If your child is to walk or ride a bike to and from school, you must send in a note to inform the school of this plan. Bike riders must wear a helmet while riding. Parents are **not to park in the lot** and wait for their child as a walker. Walker/biker status is to walk to and from school to and from home.

Morning Drop Off: Students must wait in a line at the front door (Door 2) and enter through the left side.

Afternoon Pick Up: Students will be dismissed and walked across the street to meet their parent/guardian. Person picking up the student must be prepared to show identification if requested. Parents must monitor their children and avoid the parking lot.

### **CAR RIDERS**

Each family will be assigned a designated placard number for pick up. The placard must be displayed in the car window.

#### **Car Rider Drop Off/Pick Up**

Students being brought to school or picked up by parent:

There will be 2 main drop off and pick up spots on NES grounds.

**Door 1:** on edge of bus parking lot- far door PK,K and siblings

**Door 4:** far left of building -new drive through Grade 1-4

**Morning Car Rider Drop Off -Drop off will begin at 8:55 am.**

**PK, K and their siblings** will exit their car at the far entrance parking lot **Door 1.**

**Grade 1-4** will exit their car at the new parent drop off drive, **Door 4.**

There will be drop off points for parents to let their child(ren) out.

#### **Afternoon Parent Car Pick Up: Pick Up will begin at 3:20pm**

Parents will wait in line and be signaled when to move up to the pick-up spot.

Students will be called to exit upon parent arrival. Using the same door, they enter in the morning.

### **BUS RIDERS**

Students will be assigned a designated bus by the transportation office.

**NOTE:** There will be no allowance for guest riders on the bus- students can only ride the bus they are assigned to.

Buses will unload and load 1 at a time as dismissed by driver and monitor in sequence of arrival/dismissal.

**Door 2: PK and K** will enter/exit through the front door to the **right**.

**Door 3 1st- 4th** will enter/exit through the middle door.

### **Late Arrival- after 9:00**

In the event your child comes to school late please park the car and walk your child to the front entrance. Ring the bell. A staff member will open the door for your child.

Please provide the staff member with reason for tardy, and this will be marked accordingly on their attendance report.

### **Early Dismissal:**

We will not dismiss students early after **3:00 pm**.

Park your car in the parking lot.

Call the office to inform you have arrived.

Walk to the front entrance and a staff member will bring your child(ren) to you. Please be prepared to show ID.

### **Parking**

Parking is very limited. Please be careful entering and leaving the campus as children may be walking through the area.

**The traffic circle in front of the school is a designated fire lane. *Only school buses may use the circle to park or drive through with students.* No one else is allowed in the circle during the day or night for the safety of all people who use this building. This allows access for emergency vehicles.**

**There is handicapped parking available for those vehicles/visitors needing this accommodation. If you park in the fire lane, you take the risk of your car being ticketed or towed by the fire/police department.**

## **Narragansett Pier Middle School**

**Upon arrival at school you should do the following promptly:**

1. Go to your locker. Jackets and hats are to be left in your locker.
2. On the first day of school, report to your first period classroom immediately.
3. Once you report to first period, you should not leave your assigned area without permission. While in the first period, attendance will be taken and morning exercises will be observed.

**Late Arrival at School:** If you are late for school you must report to the main office for a tardy slip. When you arrive at your assigned area, you should present the tardy slip to your teacher. When you are tardy, you must have a note signed by a parent or be signed into school by a parent. If you exceed 3 unexcused tardies per quarter you may be assigned an administrative detention on the 4th through 7th unexcused tardy. On the eighth unexcused tardy, you may be assigned in school suspension (ISS).

Whether you ride a bus, walk, ride a bike, or are transported to school by a parent, **YOU CANNOT ENTER THE SCHOOL BEFORE 8:00 AM.** Students, with the exception of those participating in a school sponsored program or event, must wait outside upon arrival. At 8:00, all students should enter through the main entrance and report directly to their team/class/homeroom area.



### **Bike Riders**

If you ride your bike to school, you may park it in the bike rack near the Cafeteria on the side of the building. You should have a bike lock to secure it to the rack. When you enter school grounds, you should ride your bike directly to the rack, secure it, and then proceed to the proper area. There should be no loitering at the bike rack.

**PARTICIPATION IN EXTRACURRICULAR ACTIVITIES:** In order to participate in any extracurricular activity sponsored by Narragansett Pier Middle School, students must be present for three consecutive academic periods on the day of the practice, event, game, match, performance, etc. Students who are absent on Friday are unable to participate in any extra-curricular activity on the weekend. Administration has the right to make exceptions in case of extenuating circumstances defined in advance of the absence from school.

## **Narragansett High School**

### **Unexcused Tardiness to School**

<b>Tardies</b>	<b>Student Consequence</b>
1-3 tardies	Warning and possible parent contact. Three cumulative tardies to class constitute an unexcused absence.
4 <sup>th</sup> tardy and all subsequent tardies	Detention
6 <sup>th</sup> tardy and all subsequent tardies	Detention and parent conference.
10 <sup>th</sup> tardy and all subsequent tardies	Social Suspension and/or loss of driving privilege. A parent/guardian must come into school and sign student in every subsequent time a student is tardy.

### **Unexcused Absences/Cutting Class**

<b>Absences/Cuts</b>	<b>Student Consequence</b>
1 <sup>st</sup> occurrence	Detention for each class missed.
2 <sup>nd</sup> occurrence	Detention for each class missed. Parent contact.
3 <sup>rd</sup> and 4 <sup>th</sup> occurrence	1 day In-School Suspension (ISS). Warning letter sent home.
5 <sup>th</sup> occurrence	2 days ISS

**PERIOD-TO-PERIOD ATTENDANCE:**

Students who “cut” class, i.e. are absent from an individual class without permission, will be assigned one detention for each class cut.

Students who are tardy to an individual class will have their attendance coded as such to provide accurate time spent in class. Students with excessive unexcused tardies will be referred for disciplinary action.

**PARTICIPATION IN EXTRACURRICULAR ACTIVITIES:** In order to participate in any extracurricular activity sponsored by Narragansett High School, students must be present for the last three consecutive academic periods on the day of the practice, event, game, match, performance, etc. Students who are absent from school on Friday are unable to participate in any extra-curricular activity over the weekend. Administration has the right to make exceptions in cases of extenuating circumstances defined in advance of the absence from school.

**STUDENT PRODUCED CONTENT FOR SHOWING:**

This includes both during and after school entertainment such as Spirit Week Class Videos and The Junior Variety Show.

- In order to participate in any extracurricular activity, students must serve all outstanding detentions.
- All content must be submitted for approval to administration and the class council advisor one week prior to the event.

**UNEXCUSED ABSENCES FROM CLASS/CLASS CUTS:**

Any absence that does not meet the specifications for an excused absence and/or receive administrative consent will be considered an "unexcused" absence. **Three cumulative tardies to class constitute an unexcused absence.**

- Students will receive a "0" for the missed work on the day or period of the unexcused absence.
- The teacher will promptly record all unexcused absences and tardies within the classroom.

**PROCEDURE FOR CLASS CUTS:**

Students who are unexcused from class will receive an administrative detention for each class missed. See Code of Behavior – Administrative Detention.

<b>Absences/Cuts</b>	<b>Student Consequence</b>
1 <sup>st</sup> unexcused absence	Teacher informs student.
2 <sup>nd</sup> unexcused absence	Teacher contacts the parent(s) by phone and documents notification for Principal/Assistant Principal/Dean.
3 <sup>rd</sup> and 4 <sup>th</sup> unexcused absence	Teacher notifies the Principal/Assistant Principal/Dean. Administrative consequence

5 <sup>th</sup> occurrence	<p>Teacher notifies the Principal/Assistant Principal/Dean.   Administrative consequence</p> <p><i>*If fifth absence is in a semester class, there will be parent notification of possible withdrawal of credit. For yearly class, notification will be at the tenth occurrence.</i></p>
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Upon the student's fifth absence from a semester class or tenth absence from yearly class, parents will be notified of the potential for withdrawal of credit. All attempts will be made to develop an improvement plan for successful course completion.

Students and their parents or guardians who wish to appeal a loss of credit must contact the Principal/Assistant Principal/Dean's office within two (2) weeks of receiving a loss of credit notification so that a hearing may be scheduled.

## *School Behavior and Expectations*

### **Definition of Suspension**

Exclusion from attendance at school, school property, and all school sponsored activities for no more than 10 consecutive days. Students may not attend or participate in **any** school activities during the suspension period. Because of the nature of the elementary school class work, an in-school suspension will be instituted whenever possible.

### **Definition of Expulsion**

Exclusion of a pupil from school, school property, and all school sponsored activities for more than 10 consecutive school days by the School Committee. When a student is expelled from school, it will be for a definite period of time. The School Committee may expel a student from school if, after a full hearing, the committee finds that his/her conduct endangers persons or property or is seriously disruptive of the educational process.

### **Actions Leading to Suspension or Expulsion:**

The following breaches of conduct on school property, school transportation, or any school sponsored activity may lead to consideration of suspension or expulsion:

- ❖ Willfully striking or assaulting a student or any member of the school staff
- ❖ Theft
- ❖ The use of obscene or profane language or gestures
- ❖ Deliberate refusal to obey a member of the school staff
- ❖ Truancy and unauthorized leave from school property during the school day
- ❖ Blackmailing, threatening, or intimidating school staff or other students
- ❖ Possession in the school or on school grounds of any kind of weapon
- ❖ Unauthorized possession, selling, or consumption of dangerous drugs, narcotics, or alcoholic beverages
- ❖ The willful destruction of school property
- ❖ Disruption of the school day by bomb threats or false alarms
- ❖ Bringing onto school premises a firearm or replica of a firearm

This list is not meant to be all inclusive, and other situations may develop which will lead to suspension or expulsion. All possible attempts shall be made to notify parents or guardians

about the suspension and state the causes leading to the suspension. Students and parents have the right to request textbooks and homework for the duration of the suspension period. Specifics about the suspension/expulsion process are located in the district policy book.

**Conduct Endangering Persons:**

Students causing or attempting to cause physical injury to another student, fighting, showing disrespect, or using obscene, profane or objectionable language to another student may be suspended up to five days for the first offense and up to ten days for the second offense. Extremely serious violations may be grounds for consideration for expulsion and police referral.

**Conduct Endangering Property:**

Students causing or attempting to cause damage to school or private property may be suspended up to five days for the first offense and up to ten days for a second offense. Students responsible for the loss or intentional damage to property will be required to make monetary restitution.

**Disruptive Behavior and Foul Language:**

**Obscene, abusive, and/or vulgar language directed toward faculty or staff will not be accepted or tolerated. A student using such language may be suspended from school based on the discretion of the Assistant Principal or Dean of Students and the staff member involved. Parents will be notified in each instance.**

Students who conduct themselves in a manner which represents a danger to any person or property or a threat of disrupting the educational process may be suspended up to ten days for the first offense and referred to the police department in the case of a criminal offense. *Students who use foul or offensive language may be suspended up to ten days.*

Disruption of the school by bomb threats or false alarms shall be the cause for an automatic request for expulsion by administration in accordance with policy.

**Insubordination**

Students who willfully disobey a reasonable request by any member of the school staff will have their parents notified and will be assigned detention(s) for the first offense. Repeated offenses may result in suspension from school. Students who continue to violate school rules will be subject to more stringent disciplinary action.

**Loitering, Causing Disturbance or Unauthorized Leave**

Any person who loiters on or about any school building or grounds or who unlawfully interrupts or disturbs any public school session shall be subject to arrest and prosecution. This policy shall also be applied to students who have been duly suspended, reassigned, or expelled and who remain at school to loiter or cause a disturbance. Teachers and staff members will immediately fill out a complaint form in the main office, which will be forwarded to the building administrator. Truancy and unauthorized leave from school property during the school day may result in detention and up to suspension.

Students are not allowed to be in the building, before or after school hours, without adult/staff supervision.

## **General Misbehavior**

Students whose behavior may be regarded as disruptive, an abuse of school privileges or is contrary to the philosophy of self-discipline and responsible citizenship may be assigned to detention or in-school suspension. Repeated behavior of this type may result in suspension.

## **Teen Dating Violence**

**Dating Violence** - A pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner.

**Sexual Violence** - Includes behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure.

**Prevention** - The principal of each school shall ensure that students and staff are instructed on how to identify, prevent and report teen dating violence and sexual violence. The principal shall also ensure that the school health program and counseling services include the appropriate social skills and training to help students avoid isolation and help them interact in a healthy manner.

## **Zero Tolerance Policy**

**This policy states that no child will be allowed to possess in school, on the bus, or on school grounds, any kind of weapon, such as a pistol, knife, pocket knife, or even a facsimile of a weapon (toy) that could be mistaken as one.** The policy mandates immediate disciplinary action that may lead to suspension or expulsion. Any information regarding the violation of this policy would be forwarded to the Narragansett Police. The full policy can be located [Narragansett School System: School Committee Policy Book](#)

## **Sexual Harassment Policy**

It is the policy of the Narragansett School System to maintain learning and working environments that are free from sexual harassment. It is a violation of this policy for any member of the Narragansett School System staff to harass another staff member or student through conduct or communication of a sexual nature as defined in Section II. The full policy can be located [Narragansett School System: School Committee Policy Book](#)

## **Disciplinary Sanctions for Sexual Harassment, Dating Violence and Sexual Violence**

Disciplinary sanctions for dating violence, or sexual violence may include loss of privileges to participate in extracurricular activities including athletics and school social events; loss of school bus transportation; assignment of additional school work or community service; and depending on the extent of involvement in the prohibited activity-suspension from school.

## **Theft**

Students stealing or attempting to steal school or private property may be suspended up to five days for the first offense and may be referred to the police department.

## **Student Demonstrations and Strikes:**

Students have a right to an education, and this district intends to protect that right through the maintenance of an uninterrupted educational program. Disorder and disruption of the school process will not be tolerated, and persons attempting such actions will be held accountable. All necessary steps will be taken to protect students, district personnel, and property.

Students involved in school disruptions, vandalism, violence, or other illegal acts will be subject to suspension or expulsion from school and/or may be subject to police action.

The Narragansett School Committee asks that each student, each teacher, and each parent assume personal responsibility for encouraging sober civil relationships so that young men and women may pursue their education and develop knowledge, understanding, and tolerance.

### **Threats or Intimidating Behavior**

Students who threaten or attempt to intimidate another student or staff member may be suspended for up to ten days for the first offense and referred to the police department. Extremely serious violations and second offenses may be grounds for expulsion. Any staff member who experiences threats or intimidation by a student should notify the administration immediately when the incident occurs. However, please be advised that the school administration cannot file charges on behalf of an individual.

*This list is not meant to be all-inclusive, and other situations may develop which may lead to suspension or expulsion. The building administrators shall forward to the police any information involving a violation of the law taking place on school property.*

## *Due Process*

Students are entitled to receive a written statement of the school's major rules and regulations. In disciplinary cases carrying the potential of suspension, students are entitled to a limited form of due process which includes the right to:

1. Notification of specific charges and evidence against them.
2. Present their defense in an informal hearing with a building administrator/Dean of Students.
3. Receive notice (oral or written) of the decision reached.
4. Appeal a decision containing a substantial error to the principal.

In cases involving a possible expulsion, due process provisions are expanded and formal.  
(R.I.G.L. 16 - 21 - 27)

## *Breaches of Conduct*

The following breaches of conduct during school, on school transportation or while attending any school sponsored or related school activities whether held on or off school property will lead to disciplinary action:

### **Academic Honesty:**

Honesty and integrity are important traits to be developed in students. Doing academic work requires that the work you turn in is your own. Cheating or plagiarism in any form is a serious violation of trust between students and teachers and an impediment to true learning. A paper that is written by AI (artificial intelligence) is not considered your own original work. It doesn't matter which AI program/software you use. Using any of these to write your papers is considered a form of plagiarism. A student who cheats or plagiarizes will lose full credit for the assignment involved.

**Articles for Sale Other Than School Sponsored:**

Non-school related organizations will not be allowed to solicit funds on school property under any circumstances or to use students in school for such activities. (School Committee Policy 1322)

**Articles Not Permitted in School:**

The following are some categories of articles not permitted in school:

- Skateboards
- Alcohol, drugs, cigarettes, or any tobacco product
- Cigarette lighters
- Vaporizers or any E-Cigarettes
- Gambling articles, including cards
- Squirt guns or any other toys with projectiles
- Articles for sale other than school sponsored (see above)
- Weapons
- Any other articles deemed disruptive to the school process
- Pizza or other deliveries to students
- Laser pointers

**Cell Phones and Electronic Equipment**

Students' personal electronic devices, such as iPods, iPads or cell phones are not permitted to be used anywhere in the school without the permission of an adult in their presence. Cell phones may be confiscated if students use them in school without permission. Confiscated cell phones are subject to review and may be returned to the student at the end of the school day (first and minor offense) or must be picked up by a parent/guardian (major and/or subsequent offenses). The school will not be responsible for any loss or damage pertaining to cell phones or other electronic devices brought into school. Any student who refuses to hand a cell phone over to a faculty member will be sent to the Principal or Dean of Students for disciplinary action.

## *Conscious Discipline*

The Narragansett School System will continue to implement and provide professional development opportunities around Conscious Discipline for staff and parents. Dr. Becky Bailey developed this program to support and build intrinsic motivation to support the School Family.

Conscious Discipline is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others. We look forward to building the Narragansett family and sharing the Conscious Discipline practices with all of our families and students.

# Dress Code

## Goals of the dress code are put in place to...

- Focus on learning.
- Attend school without fear of unnecessary barriers.
- Be held to consistent standards among peers
- Minimal conflict whenever possible. (humiliation)
- Promote a safe learning environment for all students and faculty (including classes where supportive clothing is necessary)
- Allow students to feel comfortable in clothing of their choice
- Give students the opportunity to wear clothing that expresses their self-identified gender
- Allow students to feel supported when wearing religious attire
- Prohibit students from wearing clothing that has offensive images, language, hate speech, and/or pornography
- Prohibit students from wearing clothing that promotes or hosts images or language regarding violence, alcohol, or drugs.
- Continue to support all students equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style

## All students should...

- Be able to dress comfortably without fear of discipline or body shaming.
- Dress for appropriate weather with hats or outside jackets. Hats are not to be worn in the building. Each child is expected to be prepared for outdoor recess or unexpected walks outside of school. Clothing choice should reflect these possibilities. Please be sure your child dresses appropriately for Physical Education classes: **sneakers and clothes appropriate for the temperature outside.**

## Students Must Wear:

- Shirt/Top
- Bottom: Pants, Sweatpants, Shorts, Skirts, Dress, Leggings
- Lower body clothing must conceal undergarments and all body parts that would be covered by undergarments.
- Shoes

*Note: If a specific School course includes attire as part of the curriculum (i.e. professionalism, job readiness, etc.) these courses may require an assignment-specific dress, but will remain consistent with the goals of the intended dress code.*

## Students May Wear:

- Religious Headwear
- Hooded Sweatshirts provided the hood is not over head
- Fitted pants, leggings, and yoga pants
- Midriff baring shirts, such that a majority of the stomach is covered
- Ripped jeans, whereas undergarments are not exposed
- Tank tops (spaghetti straps)
- Halter tops (such that they do not “tie” behind the neck)
- Headbands



**Students Cannot Wear:**

- Clothing depicting unlawful acts violence
- Clothing depicting drugs, alcohol, and/or any illegal items/activity
- Hate speech, profanity, and/or pornography
- Any clothing that creates a hostile or intimidating environment based on any protected class
- Visible undergarments
- Clothing that is transparent therefore exposing undergarments
- Swimwear
- Strapless Tops (“tube” tops), Halter Tops that tie behind the neck
- Hats, helmets, and/or headwear in school during the school day (except as a religious observance)
- Accessories that could be considered dangerous or could be used as a weapon

All final decisions regarding the student's dress will be at the discretion of the School Dean(s) and Administration.

**Enforcement:**

If students are in violation of the dress code, they will be asked to:

- Put on their own alternative clothing, if available at the school, for the remainder of the day
- If clothing promotes hate speech, violence, profanity, drugs/alcohol, or creates a hostile or intimidating environment based on any protected class, the student will not be allowed to return to class until an alternative garment is available (from school or home).

**Teacher Action:**

- A teacher will not call out a student in front of the class and will minimize class time for a dress code infraction
- When a dress code violation is found in the classroom, a teacher will email the assistant principal with the student name and infraction and will have a private, short conversation with the student explaining the infraction.
  - Administration will monitor emails regarding dress code violations and if a student has not corrected the infraction by advisory, they will conference with the assistant principal.

	<b>Student Consequence</b>
<b>First Offense</b>	Conference with Dean of Students
<b>Second Offense</b>	Phone call home, conference with student and parent
<b>Third Offense</b>	Phone call home, conference with student and parent and disciplinary action
<b>Continued Violations</b>	May result in further disciplinary action

# *Drug Free Schools Policy*

The Narragansett School System supports a drug free and alcohol free environment. The full policy can be located [Narragansett School System: School Committee Policy Book](#).

## **Possession, Sale, Use or Dispensing of Alcohol, Tobacco, Nicotine Devices, Vapes or Drugs**

The possession of, distribution of, use of (meaning any detectable alcohol or drug within the body), or being under the influence of alcohol or controlled substances as defined in RI General Statutes, or the possession of tobacco, nicotine devices, vapes or drug- related paraphernalia while on school premises, on school-sponsored transportation or at any school-sponsored activity is prohibited and will result in consequences that could include suspension and/or expulsion. Students receiving consequences for alcohol, tobacco, nicotine devices, vapes or drug abuse shall be referred to seek qualified counseling, and, in some cases, shall be required to seek such counseling. The student may also be referred to the School Resource Officer. Additionally, students receiving consequences for smoking or using vapes may be cited/fined for violation of the state statute regarding use of tobacco or vaporizer products in a public building.

*11-9-14. Use of tobacco by minors. No person under eighteen (18) years of age shall use or possess, when such possession is clearly visible, tobacco in any public street, place, or resort, any tobacco and/or electronic nicotine delivery system 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 this section.*

Any staff member concerned about a student's suspected use or abuse of any controlled substance should contact one of the following:

- \*Principal
- \*Assistant Principal
- \*Student Assistance Counselor

Any student attempting to sell or distribute illegal drugs or alcohol on school grounds will be subject to the following:

- \*Immediate police and parent notification
- \*Suspension from school and all school activities until such time that a recommendation for expulsion be acted upon by the School Committee.

## **FIRST OFFENSE**

1. In-School Counseling: minimum of 3 sessions, with student's choice of either the School Psychologists or the Student Assistance Counselor.
2. Parental Notification
  - \*When the student is under the influence, parents will be notified and must remove the student from the school building.
  - \*When there is sufficient suspicion that the student is under the influence, parents are notified and must remove the student from the school building.
3. Police will be notified if the student is found in possession of a controlled substance.
4. Student may be suspended up to ten days.
5. Student will be allowed to make up all academic work missed due to the suspension.
6. The student will be placed on social suspension up to six weeks following the offense as determined by the Administration.

*While on social suspension, the student may not attend academic and athletic practices during the suspension, and will not be allowed to participate in or be a spectator at any games, performances, etc.*

## **SECOND OFFENSE**

1. The student must see the School Psychologists or the Student Assistance Counselor for at least three additional sessions.
2. The student must follow the recommendation made by the School Psychologist or the Student Assistance Counselor. The recommendations could include: additional individual sessions, outpatient treatment for substance abuse, inpatient treatment, and school groups.
3. The student will be placed on social suspension up to twelve weeks following the offense as determined by the Administration.
4. Parental and police notification will be the same as listed in the first offense.
5. Students may be given a suspension up to ten days.

## **THIRD OFFENSE**

1. Any student violating the established alcohol and drug policy for the third time will automatically be referred to the Superintendent. All second offense procedures will be followed in addition to any other consequences or practices deemed appropriate by the Superintendent.

Our schools will provide counseling referral, without disciplinary action, to any student voluntarily seeking substance abuse treatment. Through our educational programs and working cooperatively with parents, our goal is to provide the information and knowledge that will enable our students to make substance abuse prevention decisions.

### **Narragansett High School Diversion Program:**

The goal of the Narragansett High School Diversion Program is to reduce the incidence and number of repeat substance use offenses by offering an intervention program that will intercept and educate students when an identified incident occurs. The Diversion Program will redirect students from further negative decision making or more serious offenses through education, counseling, and engagement in healthy alternatives.

Additional infractions can result in disciplinary action, including in-school suspension, out-of-school suspension, and/or referral to the Narragansett Juvenile Hearing Board.

## ***Bus Safety Code and Information***

The bus operator is in charge of the bus and all passengers. S/he is responsible for the safety of pupils and for their conduct on the bus. A student's time at the bus stop and on the bus shall be considered an extension of the school day. Riding the bus is a privilege that can be denied temporarily or permanently, if the pupil's behavior warrants it. The operator reports to the Assistant Principal violations of rules, and a pupil may become ineligible for transportation if his or her behavior creates a problem on the school bus.

### ***It is necessary for pupils to observe the following rules:***

1. Only eligible students are allowed to ride the bus. Eligibility is determined by grade and distance from the school.
2. It is a violation for a pupil to ride a bus other than the one to which he or she is assigned, and to meet or leave the bus at a stop other than his or her assigned stop. Requests to change buses to visit with schoolmates or for day care purposes must be made in advance by parents or guardians in writing and must be approved by the Principal or Assistant Principal in writing.
3. When the school bus does not arrive at the bus stop on time because of mechanical failure, road, or weather conditions, the pupil is expected to wait for the bus a "reasonable" length of time, dependent on weather conditions.

4. Pupils must be at the stopping place at the time designated and ready to get into the bus with the least possible delay in order to keep the bus on schedule.
5. Pupils may not stand or play in the roadway while waiting for the bus.
6. Pupils must remain in line at least five feet from the bus when it stops to pick up and may move toward the bus only when the door opens.
7. Pupils may not bring animals, pets, reptiles, firearms, or explosives on the bus.
8. Pupils must obey the bus operator at all times while under his or her supervision.
9. Pupils must maintain an acceptable manner of conduct at all times; smoking, vulgarity, and boisterous and other improper conduct will not be permitted. Conduct on the bus is that which is acceptable while in school. The bus driver is in charge of the bus and responsible for each student's safety. Students must obey the driver promptly and cooperatively in order to ensure the safety of all riders.
10. Pupils will remain seated while the bus is in motion.
11. Pupils may not extend arms or head out of the bus windows at any time.
12. Articles that could cause injury to other students, such as sticks, breakable containers, firearms, skateboards, etc., are not permitted on buses. Other items not allowed are golf clubs/bags, oversized sports duffel bags, and large instruments such as trombones, saxophones, or any other instrument which cannot be held on the student's lap or between their feet on the floor.
13. Pupils must assist the driver in keeping the bus clean by not eating or drinking on the bus.
14. Pupils must not damage or deface any part of the bus.
15. Pupils must remain absolutely quiet when approaching a railroad crossing.
16. Pupils may not play radios on the bus.
17. Pupils must not tamper with the operating mechanism on the emergency doors.
18. Pupils may not operate the service door; this is the responsibility of the bus operator.
19. In crossing the highway after alighting from the bus, pupils may cross only after the driver signals that it is safe to cross. Pupils should pass ten feet in front of the bus and look for the traffic in both directions before crossing the highway.
20. Safety rules:
  - A. Use the crosswalk areas.
  - B. When walking along the highway, walk on the left facing oncoming traffic.
  - C. Remain seated if the bus is delayed on the road.
  - D. Use the emergency door only in case of an emergency.
  - E. Be of assistance to smaller children.
  - F. Go home promptly after leaving the school bus.
  - G. A pupil will not be allowed to leave the bus at any place other than his or her regular stop without the written consent of the Principal or Assistant Principal.

### **EXPECTATIONS FOR RIDING THE BUS**

Behavior on the Bus: A student's time at the bus stop and on the bus shall be considered an extension of the school day. Students should take assigned seat promptly on entering the bus and remain seated until arrival at destination. No one is permitted to save seats and students must sit only in his/her assigned seat. The driver will assign seats soon after school begins, after students have had an opportunity to note seating preference. The driver may reassign seats as necessary. Conduct and expectations for riding the bus are the same as the conduct and expectations for school.

The bus driver is in charge of the bus and responsible for each student's safety. Students must obey the driver promptly and cooperatively in order to ensure the safety of all riders. Articles that could cause injury to other students, such as sticks, breakable containers, firearms, skateboards, etc., are not permitted on buses. Other items not allowed are golf clubs/bags,

oversized sport duffel bags, and large instruments such as trombones, saxophones, or any other instrument which cannot be held on the students' lap or between their feet on the floor. The following offenses shall generate the disciplinary actions indicated:

### **CLASS I**

1. Getting on/off at a stop other than the student's assigned stop (without prior approval).
2. Riding an unassigned bus without prior approval.
3. Bringing animals and/or pets on the bus.
4. Chewing gum, eating (including candy) or drinking on the bus.
5. Distributing gum, candy, etc. to other students on the bus.
6. Littering
7. Verbal harassment (not including sexual).
8. Not sitting in assigned seat.
9. Not sitting in seat properly
10. Destruction of property belonging to another person.
11. Volume on headphones distracting to the driver.
12. Bringing prohibited items on the bus.

### **Discipline**

First Offense:	Warning
Second Offense:	Warning and conference with parent. If parent does not respond within 3 school days, the student will serve detention;
Third and subsequent offenses:	Detention.

### **CLASS II**

1. Crossing behind the bus or refusing to wait for the driver's instruction to cross.
2. Failure to follow directions from a driver or monitor.
3. Obstructing safe passage down the aisle.
4. Refusing to identify oneself to the driver when asked.
5. Extending head, hands or feet out of the bus window.
6. Shooting elastic bands or throwing any object inside the bus or out the window.
7. Spraying perfumes, deodorants, etc. on the bus.
8. Wrestling and/or horseplay.
9. Creating disruptive noise levels.
10. Making racial slurs.
11. Harassing other students.
12. Acting disrespectful to the driver, aide, or monitor.
13. Moving out of the assigned seat while the bus is in motion which includes climbing over or under bus seats at any time during the route.
14. Spitting.
15. Stealing.
16. Using obscenity (language, gestures).
17. Vandalism to the bus.
18. Hitting, pushing, tripping, biting, pinching, or pulling hair of another student.
19. Verbal or non-verbal threat to do bodily harm.
20. Students obtaining late bus passes after leaving campus or presenting forged/stolen passes.
21. Overt display of affection (kissing, fondling, etc.).

**Discipline:**

- |                                |   |
|--------------------------------|---|
| First offense:                 | Detention   |
| Second offense:                | Up to 2-day suspension from school bus transportation;                                    |
| Third and subsequent offenses: | Up to 5-day suspension from school bus transportation;<br>Referral to the Superintendent. |

*NOTE: At the elementary level, detention will be replaced by lunch or recess detention.*

**CLASS III**

1. Fighting on the school bus (if the fighting occurs while a bus is on school grounds, school staff will be called and the student will be subject to the school behavior code.)
2. Possession of tobacco products matches or lighters.
3. Verbal assault directed at the school bus driver, aide, or monitor.
4. Sexual harassment (definition and considerations are as listed in Narragansett School's policy.)
5. Behavior that jeopardizes the safe operation of the bus.
6. Boarding a bus during suspension from bus-riding privileges.

**Discipline:**

Up to Five (5) day suspension from school bus transportation; referral to the Superintendent.

**CLASS IV**

1. Opening or exiting through any emergency exit of the school bus (i.e. rear door, side door, emergency windows).
2. Substance abuse on the school bus (possession or use of alcohol-drugs).
3. Physical assault of another student on the school bus.
4. A second Class III infraction in the same school year.

**Discipline**

Up to Ten (10) day suspension from school bus transportation; referral to the Superintendent.

**CLASS V**

1. Possession or use of a weapon on the school bus.
2. Physical assault on the school bus driver or monitor.
3. A second Class IV infraction in the same school year.

**Discipline**

Up to Ten (10) day suspension from school bus transportation, referral to Superintendent for additional discipline, followed by a recommendation from the Superintendent to the School Committee for discipline which may include exclusion from school bus transportation for the balance of the year, as well as in-school disciplinary measures which may also include a recommendation for indefinite suspension from school.

**General Information**

All infractions of Classes III-V will be reported by the Transportation Supervisor to the Superintendent of Schools and Classes IV and V will be reported to the appropriate police department.

**REQUEST TO CHANGE BUSES**

Requests to change buses to visit with schoolmates or for childcare purposes must be made in advance by parents or guardians in writing and approved by the Principal, Dean of Students or designee. **NO STUDENT WILL BE ALLOWED TO RIDE A DIFFERENT BUS WITHOUT**

WRITTEN PARENTAL PERMISSION. If a bus is filled to capacity that day, no change will take place. Also, students must only get off at their assigned bus stop each day.

### **PUBLIC TRANSPORTATION (RIPTA)**

Bus schedules are available at the Narragansett Town Library.

## *Lockers and Cubbies*

All students are provided with one locker or cubby for clothing, books, school supplies, etc. and if applicable, another locker for athletic and/or physical education equipment. If you are supplied with a locker, please be sure your locker is securely locked at all times and that you keep all belongings in the locker. These lockers and cubbies are and remain the property of the Town of Narragansett and are in the care, custody and control of the Narragansett School Committee. All students must use gym locks **assigned by the school**. No illegal, controlled substances such as alcohol or non-prescribed drugs, and no prohibited articles such as weapons of any kind may be stored in school lockers. The school administration has the right and responsibility to search lockers and cubbies when there are reasonable grounds to believe that prohibited articles may be contained therein and to confiscate such articles. Every effort will be made to have the student present except in circumstances where either (a) the student is unavailable; or (b) having the student present might jeopardize the safety or welfare of those present in the school building; then the student will be notified by the following day. The school department will not assume responsibility for the loss or theft of any personal belongings kept in a student's locker or cubby.

## *Lost and Found*

The main office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check in the main office. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded or donated to charity.

## *Mandatory Safety Drills*

As mandated by the state we are required to have the following drills during the school year: fire, evacuation and lockdown.

Students are to assume that all fire alarms indicate an actual fire and must respond immediately. Students are to file out of the building quickly and quietly, following any instructions written or oral or posted which might be given. At the beginning of the school year teachers will review the evacuation procedure with students. Students should assist the teacher by helping to close all windows and doors.

## *A.L.I.C.E. Training/School Security*

The Narragansett School System has school safety as a top priority. NSS will conduct A.L.I.C.E. training which is a nationwide school safety protocol. These trainings are focused on how to educate the students, teachers and staff on what to do and how to act in the event an unwanted intruder gains access to the building. Additionally, doors to the building are locked and alarmed during the school day. Cameras are also installed to help monitor the safety of all in the building.

# *Responsible Use Policy*

This policy governs the access and use of all means and methods of communications including but not limited to telephone, voice mail, electronic mail, mail, computers, handheld devices, mobile phones, faxes and the use of the internet, sent by or received by a member of the Narragansett School System (NSS) community (staff, volunteer, students) using NSS communication and computer systems. This policy also applies to the electronic disclosure of student information, such as names, photos or videos. Before access may be obtained, the following policy must be read carefully, signed and returned to the school.

The use of NSS systems is intended for educational use only. Use of these systems for any other reason is prohibited. All information transmitted, received or stored using these systems is the property of the NSS. NSS reserves the right to monitor its systems and content, including all emails. You should not have an expectation that the information in the system, or in any system at NSS or at all connected to NSS, is confidential or private.

You may not use our systems in any way that may be seen as offensive, harmful, insulting or disruptive. You may not use the systems to cyberbully; this includes but is not limited to: sending derogatory, threatening, insulting or harassing remarks, sexually explicit messages, explicit comics/cartoons/jokes or other potentially offensive material, access pornography or other offensive sites, gain access to others computers, steal computer files, or to damage in any way NSS systems or any other system or computer, or junk mail, or other documents not related to school.

NSS prohibits the use of any software or files that violate applicable copyright or intellectual property laws on its systems. You may not store or transmit confidential information that includes the personal information of students or staff such as social security numbers, dates of birth, addresses, etc. on any removable storage devices, cloud, or software services.

NSS does not use device location tracking systems. NSS will not remotely activate any device's camera or microphone on a school owned device unless technology support is required or access is ordered pursuant to a judicial warrant or if doing so is necessary in response to an imminent threat to life or safety, and access is limited to that purpose.

Personally owned devices may not access school networks without prior authorization. Any personally owned device that is brought to school is done at the risk of the individual. NSS will not be responsible for any lost, stolen or damaged personal property.

In accordance with CIPA (Child Internet Protection Act), NSS filters internet content to prevent access to pornography and material that is otherwise inappropriate for minors. However, it is recognized that this filter alone, or any other, is no guarantee that users will not be able to access internet resources which are profane, offensive, obscene, or otherwise objectionable. Students should report accidental access to inappropriate content to a teacher or administrator for blocking.

Violation(s) of any of the above policy and rules may result in the following consequences:

1. Loss of access.
2. Additional disciplinary action may be determined by administration in accordance with existing school district policies, procedures, rules, and regulations, including financial restitution.



3. When applicable, law enforcement agencies will be notified and involved.

## *Physical Education Policy*

In order to fully participate in a physical education class each student must be adequately prepared to move dynamically and safely without restriction. Students are expected to choose clothing which allows them to participate in a variety of physical activities during each class. All students are expected to wear flat soled shoes, preferably ones that lace, such as an athletic shoe to avoid injury while participating during physical education class.

If a student is not prepared to participate in the main activity they will be provided with an alternative activity. Chronic unpreparedness and/or non-participation may lead to parent notification, administrative consequences, and failing physical education class. Students who fail for the semester of PE/Health will be required to retake the class in the following school year.

If a student needs to be excused from participation they must bring a signed note from a parent or guardian. A parent note can only be used for three consecutive physical education classes, after which time a note from a doctor will be requested.

A student may present a doctor's note to their physical education teacher to be excused from participation due to illness/injury. The doctor's note must include a start and end date of the restriction from participation.

## *Property and Equipment*

**Books:** Students must handle books carefully and return the assigned book in good condition. Books that are damaged, defaced or lost must be paid for by the student. Students must consult with their teacher to determine the cost of the book and make restitution as soon as possible. All money for textbooks must be paid in the main office.

**Furnishings:** Students are not to mark, deface or damage the school building or its furnishings. Damage resulting from a student's carelessness or maliciousness must be paid for by the student. Rooms, corridors and lavatories are to be kept clean. Paper and refuse must be disposed of in the proper containers. Equipment and material are not to be removed from the building for personal use.

## *Public Relations*

The Narragansett School System is committed to informing parents and the general public about the many exciting activities happening in our school. Therefore, local newspapers will often be invited to our school to cover newsworthy events. When appropriate, pictures will be taken for publication. Parents/Guardians who do not want their child's picture taken for public relations purposes such as newspaper articles or district wide publications should notify the administration in writing.

## *Recycling*

In order to be as responsible as possible regarding waste management, appropriate containers are set up for students and adults to recycle paper, cans, plastics, etc.

## *School Phone*

Classroom and cafeteria phones are for emergency use only with the permission of the classroom teacher or cafeteria supervisor. If there is a home emergency, parents may request to speak to the Principal or Assistant Principal. Any student found tampering with any school phone (i.e. calling 911 as a prank) may be suspended.

## *Emergency Information*

So that we can contact you in case of any emergency, be sure that we are provided with current phone numbers for our records where you or your designee can be reached any time that school is in session. Please call us during the year if any of the information changes, especially a phone number.

## *Telephone Messages*

We will be happy to forward parent messages to students during lunch/recess time and during announcements. **PLEASE UNDERSTAND IT IS NOT POSSIBLE TO INTERRUPT CLASSES TO SPEAK DIRECTLY TO YOUR CHILD UNLESS THERE IS AN EMERGENCY.** Please be assured that all information you wish your child(ren) to have will be given to them before the day ends.

## *School Cancellations*

The Narragansett School System has chosen to adopt the **AUTOMATED MESSAGE SYSTEM** to enhance parental communication. This service will allow us to send a voice and/or email message to all of our student's parents on all of the contact numbers you provide us with within minutes of an emergency occurring at school. We will be using the **AUTOMATED MESSAGE SYSTEM** for emergency notifications, inclement weather cancellations or delays, and early dismissal due to inclement weather.

The following radio and TV stations will be used for all closing of school announcements in addition to the **AUTOMATED MESSAGE SYSTEM**:

- WSNE 93.3 FM
- Channel 6
- Channel 12
- Channel 10

# *Distance Learning*

## **Instructional Expectations During Distance Learning Days**

### District Objectives for Remote Instruction

- During pre-determined PD/Distance Learning days, Virtual Instruction for Narragansett students will focus on asynchronous, individual work for remediation or enrichment. Tasks will be available for students to access the day previous to PD/Distance Learning days and Teacher Assistants will be available to work with students while classroom teachers attend professional development.
- If there is a need to return to partial or full distance learning, Virtual Instruction for Narragansett students will continue to emphasize the importance for social connection while advancing the curriculum. Lesson content will be structured to focus on RIDE's published priority content standards while providing continued remediation/intervention and opportunities for enrichment for all.

### Platforms

- Schoology
  - Teachers will continually update their Schoology pages during Distance Learning using a format or template that is consistent throughout the school.
- Zoom
  - Teachers will use Zoom, with targeted and intentional purpose, as their video conferencing tool.
  - Students will practice specific expectations and safety measures for video conferencing time as posted on the Schoology page
- SeeSaw for Schools (PK-1)
- Google Classroom (Grades 2-4)
  - Teachers will continually update Google Classroom during Distance Learning in a format that is consistent throughout the school. Formats and organizational approaches of Google Classroom for each grade level may vary slightly depending on developmental needs
  - A clear set of rules and expectations will be posted for students in Google Classroom that reflect expectations in the regular classroom.
- Remind App
  - Teachers will use Remind as the primary tool for communicating with parents and students throughout distance learning.

### Lesson Structure

- **Syllabus.** Teachers will continue to use a general syllabus for all their classes that outlines learning objectives for the semester and overall grading policy. Should we move to distance learning, teachers will revise the syllabus to reflect the priority content standards released in the spring of 2020, or other guidelines provided by RIDE.
- **Two-Week Overview.** For extended periods of distance learning, teachers will utilize the two-week overview template which includes essential questions, links to zoom meeting times, resources, task information, materials and instructional videos.

- **Lesson Planning Templates.** Teachers will use lesson plan templates developed by the district coaches specific to content areas and lesson progression to ensure consistency in delivery of instruction and rigor of content.
  - Teachers will employ blended and personalized learning strategies and tools that can be used interchangeably during in-class and/or virtual learning. (For example: Self-pacing opportunities, Hyperdocs, Interactive Slide Decks, Teacher-created Instructional Videos, and formative assessment).
  - Teachers will structure delivery of live lessons with a diverse range of short segments to increase student engagement by breaking lessons into 5 - 10 minute segments alternating between modalities with a balance between synchronous and asynchronous learning.
    - Sample modalities for synchronous instruction (Zoom conferences) can include social/emotional check-ins, live whole class teacher instruction, student poll, breakout sessions or small-group work, answering teacher questions in whole-group chat during zoom meetings, student presentations and sharing, etc.
    - Sample modalities for asynchronous instruction can include social/emotional check-ins, individual tasks to check for understanding, individual tasks for reflection, teacher-created instructional video, google doc collaboration, virtual gallery walks, etc.
- **Assessment.** During distance learning, there will be an emphasis on formative assessment and feedback to emphasize the value of remote instruction and to value student work.

#### Teacher Expectations in preparation for and throughout Distance Learning

- Continuation of established norms into virtual classroom
- Explicit and consistent rituals and routines
- Establish or continue Professional Learning Communities (PLCs), teaching teams or Curricular Practical Trainings (CPTs) for collaboration
  - Plan collaboratively for instruction based on data gathered and prioritize high-quality curriculum and differentiated supports for students.
  - Collaboratively create shared due dates, long-term projects and assessments with course-level colleagues
  - Look for opportunities to incorporate unified arts teachers and unified arts content into conscious discipline and/or Social Emotional Learning times.
- Work with administration, teacher leaders and colleagues to develop building-level goals for consistency in the following areas:
  - Clear and consistent communication with students and parents such as email protocol, or established office hours.
  - Create a clear and consistent system for taking and tracking attendance, (See: [DM Group examples](#))
  - Grading policies during distance learning
  - Content of packets available to students as an alternative to technology (lesson specific or activities for reinforcement or both?)
  - Communication with students and parents (how often? What should be communicated?)
  -

#### Student Expectations in preparation for and throughout Distance Learning

- Be present and on-time for your classes

- Actively participate in the classwork
- Have your work ready and at your fingertips before class begins
- Establish a quiet routine or space for your “school space”
  - Set up a light
  - Sit at a desk
  - Have pens, pencils, paper, headphones - whatever you need - within arm’s length of “your spot”
- Ask for help or set up a time to meet one on one with your teacher via email
- Complete your homework prior to the next day’s class period

## ***Bullying/ Cyberbullying and Harassment***

The Narragansett School District recognizes that a safe and civil environment in school is necessary for students to learn and achieve; that harassment, intimidation and bullying disrupts a student’s ability to learn and the school’s ability to educate children and provide a safe environment; and that all students and staff members must treat others with civility and respect. The law defines “harassment, intimidation and bullying” as any act, whether written, verbal, or physical, that is motivated or perceived by characteristics such as race, color, religion, ancestry, national origin, gender, gender identity, sexual orientation, mental or physical disability or other distinguishing characteristics, that occurs on school property, at a school-sponsored function, or on a school bus.”

### **Expectations Regarding Student Behavior**

All students have the following rights:

- To be treated with respect and courtesy
- To feel safe when traveling about school and on school buses
- To report bullying to a teacher or another school employee without fear of reprisal, retaliation, or false accusation; and
- To expect the school to investigate such reports and to intervene when necessary to prevent bullying

All students have the following responsibilities:

- To treat others with respect and courtesy
- To refrain from, and to refuse to participate in, name-calling or put downs based on another student’s appearance or ability, and other acts of bullying
- To report bullying as soon as it is observed, to a teacher or administrator, immediately fill out a complaint form in the main office which will be forwarded to the building administrator.

### **Investigation:**

The school principal, assistant principal, or director shall promptly investigate all allegations of bullying, harassment, or intimidation. Investigations shall include the opportunity for the parties to present witnesses and additional evidence. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker, guidance counselor and other appropriate school personnel to determine what effect, if any, bullying, harassment or intimidation

has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

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

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

### *Responses to Bullying/Cyberbullying*

#### **Initial Response:**

The Narragansett School System implements progressive discipline and the discipline history of each student is reviewed when the principal, assistant principal or director, exercises his/her discretion when determining consequences. In determining the appropriate response to students who commit one or more acts of bullying/cyber bullying, the school administrator will consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence will be determined.

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

**Consequences for Students Who Bully/Cyberbully:** Consequences for students who bully/cyberbully include both education and counseling to remedy the situation and disciplinary sanctions that may range from behavioral interventions up to and including suspension. These may include but are not limited to the following:

1. Admonitions and warnings.
2. Parent/Guardian notification and meetings
3. In-school counseling and clinical observation.
4. Loss of the opportunity to participate in extracurricular activities.
5. Loss of the opportunity to participate in school social activities.
6. Loss of the opportunity to participate in graduation/promotion exercises.
7. Loss of school bus transportation.
8. Assignment of community service.
9. Detention; in school suspension or loss of student privileges
10. Short term suspension (10 or fewer days of suspension) or long-term school suspension (for more than 10 days).
11. Personal restitution.
12. Police notification.

District Policy can be accessed at: [https://www.nssk12.org/bullying\\_policy\\_reporting](https://www.nssk12.org/bullying_policy_reporting)

# *Physical Restraint Procedures and Policy*

## **Procedures Regarding Prevention and Crisis Intervention/Physical Restraint for Safety Promotion**

### **Crisis Intervention: Physical Restraint- Restraint Procedures**

It is the policy of the Narragansett School Department that physical restraint/crisis intervention is used only in the following circumstances:

Non-physical interventions were not or would not be effective or appropriate.

The student's behavior poses a threat of imminent, serious physical harm to self and/or others.

In circumstances where a behavioral intervention plan is already developed for the student, the plan has been fully implemented as specified.

The Narragansett School Department limits the use of such force to the amount and duration necessary and reasonable to protect a student or another member of the school community from assault or imminent, serious physical harm.

### **Advanced Training for Authorize Staff: Training Requirements**

In addition to the basic training provided by all staff regarding these procedures, advanced training is required for staff considered by the Narragansett School Department to be qualified to administer physical restraint/crisis intervention procedures with students as well as serve as staff trainers.

### **Restraint Safety Procedures**

The following safety procedures are in effect, consistent with Rhode Island Physical Restraint Regulations effective September 1, 2002:

Restraint is administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint/crisis intervention, the student demonstrates significant physical distress, the student is released from the restraint immediately and school staff are directed to take steps to seek medical assistance.

Program staff must review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint/crisis intervention on an individual student.

## *Facilities and Maintenance Updates*

### **Asbestos Management Plan**

The Asbestos Hazard Emergency Response Act (AHERA), signed into law on October 22, 1986, requires all local education agencies to identify asbestos containing materials in their buildings and take appropriate action to control the possible release of asbestos fibers. We are required to inform all personnel and occupants at least once a year about inspections, response actions, and post response activities including periodic re- inspection and surveillance activities, which are planned, or in progress.

In September 2023 a three-year AHERA inspection of Narragansett Schools will be conducted as required by the Rhode Island Department of Health. A Bi-annual re- inspection of all schools was conducted in February 2023 and the next inspection is scheduled for September 2023. Narragansett School System asbestos related information, including the results of any inspection and corresponding recommendations have been compiled in the asbestos management plan,

which is available for review. A copy of the management plan is located in the Division of Operations Office and is available for inspection during normal hours.

Please contact the Director of Operations, Steve Gormley at (401)792-9416 if you would like to make arrangements to inspect the management plan. Additionally, please refer to for more details outlining District Policy as it pertains to Asbestos and Asbestos Management Plans within Narragansett Schools at [http://www.nssk12.org/school\\_committee/school\\_committee\\_policy\\_book/](http://www.nssk12.org/school_committee/school_committee_policy_book/)

### **Integrated Pest Management Plan**

The Narragansett Schools follow a pest management plan whereas control is achieved using progressive steps including:

- Selection of the least hazardous method and/or materials that will provide effective for control of targeted pests.
- Non-chemical prevention of pests using methods such as sanitation, exclusion, and cultural methods.
- Application of pesticides only, “as-needed” to correct verified problems.
- Precision targeting of applied pesticides to areas not contacted or accessible to the children, faculty and staff.

Notifications will normally be made to registered staff and parents/guardians at any building before any pesticide application. Staff, parents/guardians are reminded that they can request “pre-notification” of any pesticide application. Written “pre-notification” request should be submitted to the principal at each building. These requests must be resubmitted at the beginning of each school year, or when you, or in the case of a parent/guardian your child enters the school building. The request must include your name, complete address including telephone and e-mail when possible.

Emergency pesticide applications may occur, when a sudden need to mitigate or eliminate a pest which threatens the health & safety of a student or staff member. In the event that an, “emergency” application of a pesticide occurs, notifications will be forwarded no later than the day of the application.

#### ***All notifications will include:***

- The affected building and the applications location.
- The common trade name of the pesticide.
- The EPA registration number
- The targeted pest.
- The date of the application
- A School Administrator’s contact information to call if you have any further questions.

#### ***Since our last, “annual” notification:***

- No pesticide application occurred at Narragansett Elementary, Narragansett Pier Middle or Narragansett High School.

Please refer to [http://www.nssk12.org/school\\_committee/school\\_committee\\_policy\\_book/](http://www.nssk12.org/school_committee/school_committee_policy_book/) for more details outlining District Policy as it pertains to Pests and Pest Maintenance within Narragansett Schools.



# *State and Federal Policies*

## AMERICANS WITH DISABILITIES ACT – SECTION 504

The Narragansett School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all sponsored programs and activities.

The Narragansett School System has taken action to comply with Section 504 of the Rehabilitation Act of 1973, a national law that protects qualified individuals from discrimination based on their disabilities. Under this law, individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. Such individuals shall not, solely by reason of disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any school program or activity receiving federal financial assistance. In some cases, plans may be written to guide actions by school staff to ensure that the individual has access to school programs and activities. The Narragansett School System has written a handbook for Section 504 procedures. The designated Section 504 Coordinator is responsible for updating these procedures on an annual basis.

Inquiries of any discrimination relating to this Act should be made to the designated Section 504 Coordinator, c/o Director of Student Services, Narragansett School System, 25 Fifth Avenue, Narragansett, RI 02882 (telephone 792-9426).

For more details regarding protocol and procedures surrounding AMERICANS WITH DISABILITIES ACT - SECTION 504 policy, please check our district website at [www.nssk12.org](http://www.nssk12.org)

## *Special Education Services*

The Individuals with Disabilities Education Act (IDEA) is a law that ensures the provision of services to children with disabilities. The IDEA governs how states provide early intervention, special education, and related services to eligible students. Special Education is defined as instruction, at no cost to the parent(s), to meet the unique needs of a child with a disability. The Rhode Island Regulations governing Special Education define a child with a disability as a child evaluated to have an intellectual disability, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance, an orthopedic impairment, autism spectrum disorder, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities and who, by reason thereof, needs special education and related services.

Children can be referred to special education through various ways. The three main sources of special education referrals are child find (system wide screening), child outreach screening (ages 3,4 and 5 year-old) and parent/guardian/school personnel /others with a vested interest in the child. If you believe your child may have a disability, you are encouraged to talk to your child's teacher(s) to learn more about how they are accessing their education. At any point, if you believe they are not accessing their education due to their disability and require specially designed instruction, you can make a referral by contacting your child's teacher, guidance counselor, or school's principal. A meeting will be held in 10 school days to learn more about

your concern, review data and determine if evaluations are needed. If the team has suspicion of a disability, evaluations will be conducted by the school district. These will be completed within 60 calendar days of your written consent. Once completed, the team will meet again to review evaluation data and determine if your child is eligible. You are an important member of all team meetings and will be invited by written notice.

Once a child is found eligible for special education, an individualized education plan (IEP) is written by a team to include a district representative LEA, general education teacher, special education teacher, parent(s), student (starting no later than age 14), and any other district personnel that is knowledgeable about the child's needs. Parents are welcome to bring additional participants with them to meetings. The IEP includes the student's strengths and needs, annual goals, supplemental aids and special education and related services to be provided. The IEP document is reviewed annually or sooner if the team believes revisions are required. Progress towards annual goals within the IEP are provided to parent(s) as often as report cards are issued.

If you have questions about the special education process or have concerns about your child's educational needs due to a disability, please contact the Office of Student Services at 401-792-9426 or email Dr. Melissa Denton, Director of Student Services at [mdenton@nssk12.org](mailto:mdenton@nssk12.org).

The Narragansett Special Education Advisory Committee (NSEAC) is a committee of parents, educators and community members who are invested in the education of children with disabilities. This committee meets a minimum of four times annually. The NSEAC is a parent led committee. If you have interest in participating, please contact the Office of Student Services at [mdenton@nssk12.org](mailto:mdenton@nssk12.org) or 401-792-9426. Your involvement in this committee is valued!

## **EDUCATIONAL RECORDS**

Parents of students and students 18 years of age and older have rights under federal (Family Educational Rights and Privacy Act) and state (Educational Records Bill of Rights Act) law pertaining to education records. Those rights include the following:

- The right to inspect and review the student's education records within ten days of making the request. The request must be in writing and submitted to the director of guidance.
- The right to a reasonable explanation and interpretation of the records, along with copies of the records.
- The right to request that a student's education records be amended if the information contained in them is inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- The right to confidentiality of personally identifiable information contained in the student's records unless the student's parents have given written consent to release it.
- When seeking consent to disclose information contained in a student's records, the school must specify the records that will be disclosed, the purpose of the disclosure, and the parties seeking the information. Upon written request, the school must also provide the parent and the student with a copy of the records that have been disclosed. The school may release information contained in the student's records without parental consent.
- When the information is designated as "directory information." Directory information may include, but is not limited to, the following: student's name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized sports and activities, height and weight (for members of athletic teams), awards received. The school may disclose directory information if it has notified the student's parents of the types of personally identifiable information the school has designated as directory

information. Parents have the right to object to the school's release of any or all types of information designated directory information if the objection is put in writing within 10 days of the student's enrollment. If there is no objection within 10 days, the school may release directory information regarding the student without parental consent.

- To school officials who have a legitimate educational interest in the information or to officials of a school in which the student intends or seeks to enroll. Information may be released in connection with a student's request for or receipt of financial aid. Information may be released for the purposes of school accreditation, the auditing or evaluating of certain state or federally supported educational programs, or for the purpose of conducting certain studies on behalf of the school district. The school may also release information to state and local juvenile justice officials and authorities and to appropriate parties in the event of a health or safety emergency. The school must also release information requested by a judicial order or subpoena.

## *Working Papers*

Follow the below steps before receiving working papers for students between 14-19 years old:

1. You must have a job **before** we can issue working papers.
2. If you are a Narragansett resident and are working in Rhode Island, you may apply for working papers at Central Office or at your school's front office during the school year.
3. When you have secured the job, ask your employer for an "Intent to Employ" slip, which must be filled out by the employer and then filled out and signed by your parent or guardian. If the firm does not have any "Intent to Employ" slips, you may get them at your school.
4. Return this slip to your front office in person so that you can sign the working papers.
5. All forms and information can be found here > [https://www.nssk12.org/working\\_papers](https://www.nssk12.org/working_papers).

## *Health Clinic Procedures and Medical Requirements*

### **Illness / Injury:**

A certified school nurse is available during the school day to assess and treat injuries and illnesses as needed.

Chronic illnesses, severe allergic reaction to foods, insects, etc. or any health condition that is hazardous to the student unless controlled, should be discussed with the school nurse prior to the start of school.

When injured or ill, all students should report to the nurse's office with a pass from their teacher or to the main office if the nurse is not available. Students must be assessed by the nurse and be excused only with permission from the nurse or an administrator. Students are not allowed to call/text a parent directly and ask to be picked up from school because of illness.

If your child is injured or becomes ill at school and the parent or guardian cannot be reached, a person designated as the Emergency Contact will be called. Be sure to keep the school informed of any changes in telephone numbers and emergency contacts.

If your child has sustained an injury that limits participation in physical education or recess, a physician's note must be given to the school nurse indicating the type of injury and length of

time for the physical activity restriction. A physician's note is also needed once the child is cleared to resume full participation.

Each child has a permanent Health Record on which pertinent health information is recorded. It is important for you to notify the school nurse of any health conditions or problems. This information is kept confidential. However, certain information may be shared with staff such as allergies, asthma, diabetes, heart conditions, etc. If you have any questions or concerns about this, please speak to the school nurse.

### **Medication Policy**

Medications required during the school day must have a Physician Authorization for Medication Administration at School form completed by the physician and the form must be on file with the school nurse. This form is also available on the school website and in the Nurse's Office. A physician may use a different form as long as it includes the necessary information. All medication orders must be renewed each school year if needed. All medication must be transported to and from school by the parent or another adult in the original labeled container. All unused medication must be picked up by the last day of school or it will be disposed of.

Elementary School students are not permitted to self- carry or self- administer medications. Middle School and High School students are not allowed to self-carry and self-administer medication, including over-the-counter (OTC) medications, without prior authorization of their physician, parent and school nurse.

All medication (daily, emergency or OTC) must be delivered to school by a parent or guardian, must have a Physician Authorization for Medication Administration form completed by the physician and must be in the original Pharmacy labeled container.

Students may receive Acetaminophen from the school nurse if permission is given by the parent on the Emergency Form completed at the beginning of each school year. Please contact the school nurse if you have any questions or concerns about our Medication Policy.

### **Communicable Conditions**

For the health and safety of all children, the school nurse must be informed if your child has a communicable disease and/or condition (examples include but are not limited to: strep throat, fever, impetigo, pink-eye and head lice). Please consult with the school nurse with questions regarding when a child may return to school after a communicable condition. RI Department of Health Regulations will be used to qualify matters of exclusion and readmission. When necessary, our school physician will be consulted for a determination.

*Note: This list is not all inclusive, but reviews protocols for some of the more commonly seen conditions in school age children. A doctor's note may not override these policies.*

**Chicken Pox/Shingles:** Students will be excluded from school until all vesicles and scabs are dry. This usually takes about one week from the onset of the rash.

**Cold/cough Symptoms:** If your child is experiencing discomfort that would interfere with their school performance, please keep them home until they are able to resume normal activity. If there is a prolonged cough with or without a fever, consult your child's pediatrician.

**Conjunctivitis (Pink-Eye):** This condition is easily spread by direct contact with discharge from the infected eye(s). Students will be excluded when eyes are inflamed and draining. Prescribed treatment is normally antibiotics. Your physician will tell you when it is appropriate for your child to return to school.

**Fever:** If your child's temperature is 100 degrees or higher, they should remain at home until fever free for 24 hours without fever reducing medication.

**Head Lice (Pediculosis):** Outbreaks are possible wherever children gather. Students diagnosed with live head lice do not need to be sent home early from school. They can go home at the end of the day and return to class after getting treated.

**Impetigo:** This is a common skin infection caused by bacteria. Lesions (sores) appear primarily around the nose and mouth, but may present elsewhere on the body. Students may return after 24 hours of antibiotic treatment and lesions are dry.

**Rashes:** A suspicious skin rash with or without a fever, should be evaluated by your student's pediatrician.

**Sore Throat/Strep Throat:** A sore throat in conjunction with swollen glands may indicate strep throat. A fever is not always present with strep throat. Other symptoms may include a headache and/or upset stomach. A minor sore throat is fairly common, but a child with strep throat needs medical attention and may return to school after 24 hours of antibiotic therapy.

**Vomiting/Diarrhea:** A student with vomiting and/or diarrhea should be kept at home until symptoms have improved and the child is able to keep down food and liquid. Students may return when they have been free of vomiting/diarrhea symptoms for at least 24 hours.

*\* We encourage you to speak to your student's school nurse if you have questions or concerns about contagious illness, medical issues or when your student should return to school.*

*\* A doctor's note may not override these policies.*

### **School-Specific Health Requirements:**

#### **School Admission Requirements**

In accordance with state regulations, Rules and Regulations for School Health Programs (R16-21-SCHO) every student entering a school in Rhode Island for the first time must have a complete immunization record and physical examination. Students that do not provide proof of having all required immunizations may be excluded from school according to RI Regulations.

### **Narragansett Elementary School**

**Immunizations:** Students are required to receive immunizations according to RI School Health Regulations. All students are required to have a complete and up to date immunization record on file with the school nurse. Students not in compliance with required immunizations may be excluded from attending school until the requirements are met.

**Physical Examination:** All students entering Narragansett schools for the first time are required to have a physical exam. Forms can be obtained from the school office, clinic or web site. Camp and sports physicals are acceptable. Please send the completed form to the school nurse.

**Vision Screening:** All students in PreK- 4th grade are required to have an annual vision screening. This screening will be performed by the school nurse unless documentation has been received that shows the student has received a vision exam within the past 12 months.

**Dental Screening:** All students in PreK- 4th grade are required to have an annual dental examination. The school dentist will screen students unless documentation has been received that shows the student has received a dental exam within the past 12 months.

## **Narragansett Pier Middle School**

**Immunizations:** Students are required to receive immunizations according to RI School Health Regulations. In addition, 7th grade students are required to have 1 dose of meningococcal conjugate (Meningitis) vaccine, one dose of Tdap (Tetanus, Diphtheria and Pertussis) vaccine and one dose of HPV (human papillomavirus) vaccine. Students not in compliance with required immunizations may be excluded from attending school until the requirements are met.

**Physical Examination:** All students entering the 7th grade are required to have a physical exam. Forms can be obtained from the school office, clinic or web site. Camp and sports physicals are acceptable. Please send the completed form to the school.

**Vision Screening:** All students in 5th and 7th grade are required to have a vision screening. This screening will be performed by the school nurse unless documentation has been received that shows the student has received a vision exam within the past 12 months.

**Dental Screening:** All students in 5th grade are required to have an annual dental examination. The school dentist will screen students unless documentation has been received that shows the student has received a dental exam within the past 12 months.

**Scoliosis Screening:** All students in 6th, 7th, and 8th grade are required to have a scoliosis screening. This screening will be conducted by the school nurse in the Spring unless documentation has been received that shows the student has received a scoliosis screening within the past 12 months.

## **Narragansett High School**

**Immunizations:** Students are required to receive immunizations according to RI School Health Regulations. Prior to entry into Grade 9, students should have 2 or 3 doses (depending on age of student when the series started) of HPV. Prior to entry into Grade 12, students are now required to receive a 2nd dose of Meningococcal Conjugate (MCV4) which protects against Meningitis (or a dose given on or after the 16th birthday). Students not in compliance with required immunizations may be excluded from attending school until the requirements are met.

**Physical Exam:**

A general health examination or physical is required within 6 months of entry to Grade 12, and must have been performed after the age of 16. Students involved in extracurricular activities may be required to submit an updated physical each year prior to participation.

**Vision Screening:** All students in 9th grade are required to have a vision screening. This screening will be performed by the school nurse unless documentation has been received that shows the student has received a vision exam within the past 12 months.

**Dental Screening:** All students in 9th grade are required to have an annual dental examination. The school dentist will screen students unless documentation has been received that shows the student has received a dental exam within the past 12 months.

**Required Medications:** Medications required during the school day must have a **Physician Authorization for Prescription/OTC Medications at School Form** completed by the physician. This form is also available on the school website and in the Nurse's Office and can be faxed to the school at 401-972-9410. A different form the physician may use is fine as long as it

includes the necessary information. All medication orders must be renewed each school year if needed. Students may receive Acetaminophen (generic Tylenol) and throat lozenges from the nurse if permission is given by the parent on the Medical Emergency Form that is sent home at the beginning of each school year.

*More information about immunization and exemption requirements can be found at <http://www.health.ri.gov/immunization/for/schools>.*

## *Automated External Defibrillator (AED)*

Automated external defibrillators are now available and located within each Narragansett School. The intent is that they will be used by trained school and community members to promptly treat sudden cardiac arrest. Opening the cabinet will immediately sound an audible alarm and activate police, fire and rescue to the school. Tampering with the cabinets or AEDs for any other reason than intended is a serious offense. Anyone interested in becoming certified in First Aid and CPR/AED, contact the American Red Cross or the American Heart Association.

- **High School:**  
AEDs are located within Narragansett High School. The intent is that they will be used by trained school and community members to promptly treat sudden cardiac arrest. Three AEDs are housed in easily accessible and well-marked cabinets in the hallway outside the nurse's office, across from room 305, and in the gym/auditorium. The Athletic Director has an additional three AEDs for sports and athletic events.
- **Pier Middle School**  
AEDs are located within Narragansett Pier School. The intent is that they will be used by trained school and community members to promptly treat sudden cardiac arrest. Three AEDs are housed in easily accessible and well-marked cabinets in the foyer, outside the gym and in the west wing hallway.
- **Elementary School**  
AEDs are located within Narragansett Elementary School. The intent is that they will be used by trained school and community members to promptly treat sudden cardiac arrest. Two AEDs are housed in our easily accessible and well-marked cabinets in the hallway outside the Gym, across from room 400 and in the 2nd grade hallway.

## *School Food, Nutrition and Wellness Policy*

### **Food and Nutrition**

#### *Policy Statement*

The Narragansett School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health contributes to optimal student performance potential. The Health and Wellness Committee will include representation from all schools in the Narragansett School District, including staff, parents and community members. The goal of this policy is to:

1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.
2. Support and promote proper dietary habits contributing to students' health status and academic performance.
3. Support and promote efforts that communicate correct food safety practices.
4. Support opportunities for students to engage in physical activity.

5. Include programs to support the positive emotional and mental health of our students and staff.
6. Establish and maintain a district-wide Wellness Committee as required in RI General Law 16-21-28.

## **Nutrition**

### Nutrition Standards Intent/Rationale

The Narragansett School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition standards governing the sale of food, beverages, and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

### Food Sold and Provided Outside the USDA Reimbursable School Meal Program

Food:

- Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits and vegetables.
- Any given food item for sale will have no more than 30% of its total calories derived from fat.
- Any given food item for sale will have no more than 10% of its total calories derived from saturated fat.

Beverages:

- Students will be provided with access to drinking water throughout the day. Drinking water fountains are available to students and staff throughout the buildings. Students are allowed to bring water into the classrooms.
- Only Milk, Water and beverages containing 100% fruit juices, may be sold on school grounds. This applies to any area where students have access. Soda will not be sold on school grounds.
- District schools will sell only low fat white and flavored milk (1%) or fat free milk.

### Fundraising/Concessions

All fundraising projects are encouraged to follow the District Nutrition Standards in their projects. The Narragansett School District will promote healthy fundraising alternatives such as book sales, school supply sales or fundraisers that promote physical activity. Home prepared products such as cakes, cookies, brownies, etc. will not be allowed to be sold in order to support a healthy school environment, to avoid the potential of foodborne illness, and to reduce allergic reactions.

Any groups, organizations or individuals who wish to sell food outside of the school day (PTO events, sports events) shall be notified of the Narragansett School District's Wellness Policy and encouraged to comply with the standards, but will not be mandated to follow the policy. In an effort to provide the healthy environment desired, these groups are encouraged to purchase items through the School Food Services Provider and to utilize the services and expertise of a certified food manager for events.

- No candy will be sold for fundraising
- Non-food based fundraisers are encouraged
- Fundraisers that promote physical activity are encourage



### Celebrations and Curriculum based Activities

In an effort to maximize instructional time, take into consideration students with food allergies and other medical conditions, and to ensure proper handling of food, the policy of the Narragansett School District in this area includes:

- No candy should be sent into school. Should candy be sent into the school, it will be returned to the student to take home.
- Food that coordinates with a curriculum activity (such as multicultural, Colonial Food Tasting, etc.) will be purchased from a vendor which complies with food safety regulations (acceptable food includes pre-packaged products or restaurant items).
- The Narragansett School District prohibits the use of food as rewards and incentives in the classroom and in the school environment. For events such as birthday recognition, parents are encouraged to send in small items such as pencils, stickers, etc. (if they wish). If a parent chooses to bring in a healthy snack for the birthday celebration, it should be purchased from a vendor which complies with food safety regulations.
- Food may be used when found to be essential by a student's educational program team. In such cases every effort should be made to make the incentive as nutritionally sound as possible and take medical conditions into consideration.
- If there is a question about a food related activity, the building administrators may be contacted and will make decisions regarding that activity. Any questions concerning Food and Nutrition and Food Safety, may be directed to the Food Service Director.

Please see District Policy V A 6 B "Wellness" for more details regarding the following topics on our website at [www.nssk12.org](http://www.nssk12.org):

- The USDA Reimbursable School Meal Program
- Cafeteria Environment
- Food Safety
- Food Allergies
- Nutrition Education
- Physical Activity

## *School Lunches*

Each student will be assigned to a specific cafeteria with their cohort. Students are to remain inside the cafeteria for the assigned lunch period. One indication of school pride is the appearance of the student cafeteria. You display pride in your school and concern for the rights of others by clearing your own tray and all other disposable items. Let us strive to maintain a clean, orderly cafeteria.

While in the lunchroom, you should behave respectfully with each other and the adults supervising the area. When finished with lunch, you should clean your tabletop and the area around and under your table, and you should behave in an orderly manner until dismissal.

In all cases, food and drink should never be taken out of the cafeteria. Also, once you go out, remain outside until the end of the recess. ***If there are any allergies, kindly notify the school nurse.***

Menus are prepared monthly. The menu for the month is sent home with students at the beginning of the month and also available on the district website.

### Snacks

Teachers may allow time for a snack at some time during the day. Children are encouraged to bring nutritious snacks and drinks (no soda or glass containers) and to save these items for snack time. In an effort to maximize instructional time this may be a working snack or a time when the teacher reads aloud. Safe snack rooms are established for children with severe food allergies.

### NES LUNCH

(Recess will occur around these time blocks)

Preschool	11:00- in the classroom
Kindergarten	11:45
Grade 1	11:20
Grade 2	12:10
Grade 3	1:10
Grade 4	12:35

### NPS LUNCH

(Recess will occur around these time blocks)

1st Lunch	11:46-12:11	Grade 5 & 6
2nd Lunch	12:13- 12:38	Gr. 7 & 8

### NHS LUNCH

Both the first and second lunch will take place during 4th period.

- First Lunch will take place from 11:19 to 11:41
- Second Lunch will take place from 12:16 to 12:38

		Classroom Number
<u>A, B &amp; C Days</u>	1st Lunch 11:19 - 11:41	100's, 500's, 400's, 600's
	2nd Lunch 12:16 - 12:38	Gym, 200's, Greenhouse, PLT's

All students with classes in the 100's, 500's, 400's and 600's wings will take first lunch. All students with classes in the 200's, the Gym, Greenhouse, and all students with a period four Personal Learning Time (PLT) will take second lunch.

### COST OF MEALS:

Meal	Full Price	Reduced Price
Breakfast w/ Milk	\$1.25	\$0.30
Lunch w/ Milk	\$3.00 (\$2.75 for NES)	\$0.40
Milk Only	\$0.60	

Breakfast and lunch may be purchased with cash, check, or credit by funding a student account at <https://www.myschoolbucks.com>. Checks should be made payable to Narragansett School Food Service.

Breakfast will be offered as a grab and go as students enter the building and be eaten in the classroom.

- Lunch will be served in the cafeteria. Students can bring lunch from home or make their lunch choice from the menu daily.
- If Applicable, Recess is a 20-25-minute play time either after or before lunch.

Students with a negative balance on their lunch account will be allowed to charge a lunch on credit as long as repayment is received within two (2) school days. Once a student has charged a total of ten dollars (\$10.00) and no payment has been received, further steps will be taken as outlined in the Meal Charge Standard Procedures at <http://nssk12.org/> under “About Us-Meal Charge Policy”.

### **FREE/REDUCED MEALS**

Free and reduced price meals are available for children whose families meet income based criteria as established by Federal Law. Applications for free or reduced meals will be provided to students at the beginning of each year and are also available online at <http://nssk12.org/> under the “Forms” tab.

**Families that were eligible in prior years must reapply at the beginning of each new school year to verify that they are still eligible with their current income. If an application is not received by 10/21/2023, the student’s status as free or reduced will expire until a new application is received.**

Families are encouraged to apply at any point during the school year, especially if changes to income occur.



# *Narragansett High School*

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## 2023/2024 School Year Information and Guidelines

Greetings from NHS,

It is with tremendous enthusiasm that the faculty, staff and I welcome you to the 2023-24 school year at Narragansett High School. Please avail yourself to the district and school policies and protocols in this handbook. There will be several new looks to life at the high school. Aside from this being my first year as a Mariner, there will be a new schedule for classes and a wealth of opportunities in which to participate.

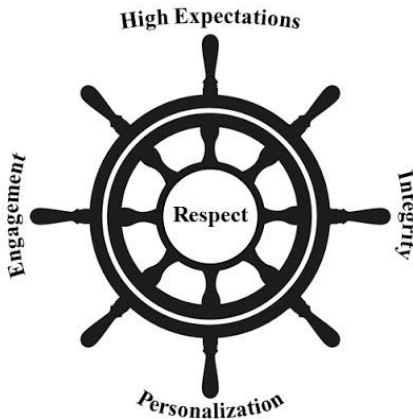
Research confirms that students who dedicate time for clubs, activities and athletics perform better overall in academics. I am certain that students will be able to identify several areas of interest from our list of offerings that will broaden their knowledge, reinforce values and enhance their high school experience. Use this time to mold your persona.

The NHS Core Values and beliefs and expectations regarding learning will allow you to challenge yourself on all levels. We are here to collaborate with you for a meaningful and memorable journey and look forward to sharing in your successes.

Best of luck for a rewarding 2023-24 school year!

In pursuit of excellence,

Christopher T. Fiore  
Principal



## Mariner Beliefs About Learning:

*We believe a Narragansett Mariner learns best when:*

- Responsibilities are shared among the student, school, and home, and all are accountable for meeting them.
- Rigorous curriculum offers a variety of opportunities and gives all students a chance to achieve their highest potential.
- Instruction is varied, personalized, and interactive.
- Assessment is used to fairly and consistently monitor and improve student learning.
- The school community is safe, accepting, respectful, and supportive.
- Partnerships thrive with the community at large.

## 21st Century Learning Expectations

**Narragansett High School students shall:**

- 1.1 | Communicate effectively using oral, written, and digital formats.
- 1.2 | Apply content knowledge and skills to real world situations.
- 1.3 | Read critically and interpret a wide range of materials with varying degrees of complexity.
- 1.4 | Demonstrate the use of reasoning and problem solving skills and strategies through analysis and synthesis of data and information.

## Social and Civic Learning Expectations

**Narragansett High School Students shall:**

- 2.1 | Demonstrate the behaviors and skills for independence and collaboration.
- 2.2 | Participate as a citizen in the local, national, and global community.
- 2.3 | Demonstrate an understanding of and respect for diversity.
- 2.4 | Create individual goals for lifelong learning.

# Faculty and Staff

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## High School Telephone Numbers

Main Office | (401) 792-9400 | Fax (401) 792-9410 | Guidance Office | (401) 792-9406

### **Administration**

Christopher Fiore	Principal
Conor McCloskey	Assistant Principal
Molly Sylvia	Dean of Students

### **Guidance Personnel**

Elizabeth Afonso	Guidance Counselor
Kristen Manchester	Guidance Counselor
Steve Pinch	Guidance Counselor/Department Chairperson

### **Professional Staff**

Rebecca Angell	School Social Worker & District-Wide Attendance Officer
Derek Emery	Assistant Computer & Technology Coordinator
Kristen Field	School Nurse
Ann Marie Glanville	Speech/Language Pathologist
Linda Jordan	Occupational Therapist
Sarah Laidler	Student Assistance Counselor
Giulio Lugini	District-Wide Computer & Technology Coordinator
Dr. Jon Kimpton	School Psychologist
Madeline Lusi	School Psychologist
Matthew Mahar	Director of Athletics
John O'Brien	Graduation Coordinator
Officer Kyle Rooney	School Resource Officer/Narragansett Police Department
Donna Wallace	Physical Therapist

### **Faculty**

Meredith Ashworth	CTE Agriscience
Kristy Behbehani	Math
Jennifer Biafore	World Language/Department Chairperson
Jeffrey Bitton	Math
Joanne Blessing	Resource
Chuck Branchaud	Math
Johanna Bravo	World Language
Kristen Bryce	Art
Terry Burke	Art
David Cannon	Social Studies/Co-Department Chairperson
Sean Capizzo	PE/Health
Shelley Coleman	English
A.J. D'Angelo	Science
Amanda Davia	English
Christopher Desrochers	Harbor Program
Sarah Dully	English
Lauren Durney	Resource/Co-Department Chairperson
Theresa Florio	Science

Ariana Fogarty	Social Studies
Catherine Foltz	Math
Raechel Franklin	Math
Eric Gartner	CTE Plumbing
Aaron Gathen	CTE Agriscience
Joanne Gongoleski	Librarian/Media Specialist
Anthony Hassell	PE/Health
Kristin Hayes-Leite	Social Studies
Daniel Healey	Music and Band Director
Mary Heidel	Art
Christopher Herz	CTE
Erin Hohl	Resource
Colin Hoyle	Math
Brian Hughes	Resource
Christina Izzi	World Language
Brien Jennings	Media Arts
Kerry Johnson	Math
Kathryn Jones	Social Studies
Mathew Joubert	Social Studies/Co-Department Chairperson
Sarah Kane	Music, Choral & Theater Director
Megan Klapp	Computer
Carolyn LaPrise	Special Education
Jenna Larson	Science
Kenneth Leonard	Science
Jennalee Lopes	PE/Health
Ashley Lourenco	English
Judith Maynard	English/Department Chairperson
Ashlynn Messier	PE/Health
Linda McQuiade	Math/Department Chairperson
Thomas O'Connell	Resource
Matt Pottle	CTE Agriscience
Kristen Provost	Resource
Sandra Rebello	World Language
Adam Reis	Science/Co-Department Chairperson
Heather Roach	Special Education
Sean Rogan	Harbor Program
Deborah Santagata	English
Cecelia Signati	World Language
Zac Sirowich	CTE Agriscience
Olivia Turcotte	Social Studies
Krystal Uricchio	Transition Academy/Co-Department Chairperson
Eric Zabel	Science/Co-Department Chairperson

#### **Clerical Staff**

Abby Hummel	Administrative Secretary to the Athletic Director
Rebecca Menard	Administration Secretary
Joan Pratley	Guidance Secretary
Kristin Shea	Administrative Secretary

#### **Maintenance/Custodial Staff**

Steve Badessa	Night/District Maintenance
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Jason Duffin	Day Custodian
Clifford Hall	Night Custodian
Richard Hogan	Night Custodian
Bonnie Stromley	Night Custodian
Matt Therien	Day/District Electrician/Mechanic

**Support Staff**

Karen Mitchell	Teacher Asst.	Dianna Whalen	Teacher Asst.
Rayanne Short-Walo	Teacher Asst.	Arthur Lee	Teacher Asst.
Darlene Tyburski	Teacher Asst.		

## *Accreditation Statement*

Narragansett High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association of Schools and Colleges is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

COMMISSION ON PUBLIC SECONDARY SCHOOL

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

209 BURLINGTON ROAD

BEDFORD, MASSACHUSETTS 01730-1433

TEL: (781) 271-0022 | FAX: (781) 271-0950



# *NHS Expectations and Guidelines*

## **ADVISORY PERIOD**

All students meet with their advisors during an advisory period 2 on Mondays and Fridays.

## **ANNOUNCEMENTS IN THE DAILY BULLETIN**

All announcements to be placed in the daily bulletin must be written out, signed by a faculty member, include the date it is to be read, and submitted to the main office by 12:30 PM the day before the announcement is to appear.

## **BICYCLES, MOPEDS AND MOTORCYCLES**

Students who ride bicycles, mopeds or motorcycles to school are asked to park them in the bike rack in front of the school or in a parking lot behind the school. Leaving them locked in this area tends to reduce the possibility of theft or vandalism. Students are requested to observe the following rules:

- Do not speed, and watch for pedestrians.
- Do not permit unlicensed drivers to operate your moped or motorcycle.
- Follow established traffic patterns; do not ride across lawns, playing fields or the track.

Abuse of these rules will result in the loss of the privilege of bringing your bicycle, moped or motorcycle to school. All students are reminded that the security of bicycles, mopeds and motorcycles is an individual responsibility. The school and the Narragansett School Committee will not assume responsibility for the safekeeping of student bicycles, mopeds or motorcycles.

## **DANCE REGULATIONS**

**School Dances may be considered and must follow any CDC and Rhode Island Department of Health regulations.** The following resolution was adopted by the Student Council to establish school policy and regulations to govern all dances at Narragansett High School:

### **REGULATIONS:**

- No student will be admitted to the dance 30 minutes after the designated starting time of the dance.
- Students may leave the dance no earlier than 30 minutes before the scheduled end of the dance; if a person who has been admitted to the dance decides to leave, that person may NOT return.
- Any student who leaves the dance without permission before the final 30-minute period may be suspended.

### **EXCEPTIONS:**

- A student who has personally contacted the administrator in charge of the dance, and has been given permission to arrive later or leave earlier.
- Graduates of Narragansett High School attending the Homecoming Dance.

Students are not permitted to loiter before, during, or after a dance.

All school regulations will be strictly enforced, particularly those prohibiting smoking, drinking, and drugs on school grounds and at alternate locations. The regular disciplinary system will be in effect.

Guests from other schools must be sponsored by a student from Narragansett High School. A Narragansett student may sponsor one (1) guest provided the student signed up at the office, on the forms provided, **24 hours** prior to the dance, or provided that the guest is also a high school student or graduated from high school the previous academic year. Sponsors must assume the responsibility for their guest's actions and transportation to and from the dance. Guests are expected to obey all Narragansett High School regulations.

Students who violate dance regulations are subject to suspension from subsequent school dances/functions.

### **FIELD TRIPS**

**Field trips may be considered and must follow any CDC and Rhode Island Department of Health regulations.** Class visits to educationally worthwhile attractions outside the school are encouraged as a valuable extension of the curriculum. Students participating in such visits are asked to bring a signed note for school permission slip from home authorizing permission prior to the trip as well as having a signed permission slip from each teacher whose class they will be missing. Students are required to use transportation provided by the school to and from the field trip area. Any exception to this rule must be approved by the school administration. Students are responsible for all assignments missed while participating in field trips.

All field trip locations will be handicap accessible. Narragansett High School will make appropriate modifications to provide students with disabilities an effective opportunity to participate and benefit from the field trip activities. Students will be notified of how to identify and request auxiliary aids, services, and transportation needs.

Any student requiring medication while on a field trip must have a Medication Authorization Form completed and signed by a physician and given to the school nurse prior to the field trip. (Refer to Medication Policy under Health and Medical Requirements and Procedures Section of this Handbook for additional information).

Parents and students should also be aware that, on days when there are field trips, any students not attending the field trip are still required to attend school. Occasionally students will claim that there will be no classes held because the rest of the students are attending the field trip. In actuality, classes are held and work is provided for students who do not attend the field trip.

### **MEETINGS**

Meetings will be scheduled as follows. If there is a variation from this schedule, appropriate notification will be provided.

**Athletic Boosters' Club:** TBA

**Guidance Advisory Committee:** 1<sup>st</sup> Monday of every month at 7:00 PM

**NHS PTO:** 3<sup>rd</sup> Thursday of every month at 7:00 PM (No meetings in Dec., Feb., or April)

**School Committee:** 3<sup>rd</sup> Wednesday of every month at 7:00 PM

**School Improvement Team (S.I.T.):** Meets Quarterly

**Special Education Advisory Committee:** 1<sup>st</sup> Tuesday every other month at Pier School at 7:30PM

### **MULTI-MEDIA CENTER**

The Multi-Media Center will be used in a different manner this year. Classroom teachers will sign up for the Media Specialist to join the classroom of students in their pods.

## STUDENT DRIVERS TO SCHOOL

Students are permitted to bring automobiles on school grounds provided they follow the rules and regulations outlined in this policy. Bringing an automobile on campus is a privilege and this can be revoked if school's rules are not followed. Below is a list of some of the rules:

1. Parking pass hangs from the Driver's mirror with the number facing outward visible from outside the vehicle.
2. Students park in their assigned parking spot, corresponding with the number of their assigned parking pass.
  - a. If a vehicle is parked in the student's assigned parking spot, the student may park in a visitor spot and tell the main office immediately upon entering the building. Narragansett High School will issue a temporary parking pass and identify the issue to be resolved.
3. All vehicles must be registered in the main office with the Dean of Students and/or Assistant Principal; vehicle information can be updated any time via the main office.
4. Vehicles cannot be accessed during the school day. If an emergency comes up, the student must report to the office to obtain written permission from an administrator to access their vehicle. **Parking will be revoked immediately if this rule is not followed.**
5. Students must possess and maintain a valid Rhode Island driver's license to operate a vehicle.
6. Students will maintain the posted speed limit provided by the school signage and be aware of their surroundings. **Parking will be revoked immediately if this rule is not followed.**
7. Students are responsible for following the parking pattern as outlined by school signage. **Parking will be revoked immediately if this rule is not followed.**
8. Students are responsible for getting themselves to school by the school start time of 8:00AM. Excessive tardiness will result in the loss of parking privileges.
9. Students are responsible for locking their car prior to entering the school building. Narragansett High School is not responsible for loss or damage of personal property including the vehicle.
10. Students understand that they are required to return their assigned parking pass at the end of the school year, and failure to do so will result in being charged for a replacement.

## VISITORS

All visitors to the school must register at the main office upon their arrival on campus. At this time, there will be no visitors to Narragansett High School due to the COVID-19 pandemic. All visitors will be required to stay in the main office.

# *Academic Policies and Procedures*

## ACADEMIC HONESTY

Honesty and integrity are important traits to be developed in students at Narragansett High School. doing academic work requires that the work you turn in is your own. Cheating or plagiarism in any form is a serious violation of trust between students and teachers and an impediment to true learning. A paper that is written by AI (artificial intelligence) is not considered your own original work. It doesn't matter which AI program/software you use. Using any of these to write your papers

is considered a form of plagiarism. A student who cheats or plagiarizes will lose full credit for the assignment involved.

### **CLASS PARTICIPATION POLICY**

Student participation in class discussion and activities contributes directly to achievement in each class. Students who do not participate, or who are absent from class for any reason, lose the opportunity for classroom interaction and reduce the quality and continuity of their learning. Class participation can represent up to 10% of a student's grade in each class on a daily basis; for the quarterly grade, a student may not lose more than a total of ten (10) points due strictly to class participation. Students should seriously consider the impact of a decision to not participate or to be absent from class whether excused or unexcused, since their grades can be adversely affected in the area of class participation.

All courses at Narragansett High School are one-semester courses which earn a half (.5) credit. A student with five unexcused absences or ten total absences per semester will not receive credit in that course regardless of the grade achieved. A student with excessive absences, excused or unexcused, will be referred to the assistant principal to develop an attendance plan. With each absence, the attendance secretary will update the attendance database.

### **COLLEGE COURSES**

A student may, upon approval of the Guidance Department and Principal, take courses carrying college credit during a semester or summer session and receive one credit for each three credit course. All college level coursework will be noted on the student's permanent record.

### **CONCURRENT ENROLLMENT**

Narragansett High School, with partnerships with Rhode Island public post-secondary institutions, offers concurrent enrollment courses taught by Narragansett School System staff and are eligible for both high school and college credit.

### **COURSE CHANGES**

Careful thought should be given to each course selection. Discuss your choices with your counselor, teachers and parents. Do not register for classes with the idea that changes will be made if things do not work out. A decision to elect a course is much like a contract - a contract to be adhered to and not broken easily. All changes in a student's schedule will be made in accordance with the following guidelines and restrictions:

1. All course changes are subject to the availability of space in the requested course.
2. Students are permitted to request course changes during the first five days of school.
3. Students may not drop a course after the first warning period of the course. Extenuating circumstances require the approval of the Principal or Assistant Principal.
4. In the case of extenuating circumstances, students carrying more than the minimum number of subjects may drop a course after the first warning period only with the permission of the Principal. If a marking period has passed, the student's grade will be noted on the permanent record transcript for that marking period; a withdrawal (W) will be noted for the subsequent marking period and semester.
5. Credit cannot be given for the repetition of a course for which students have already been awarded credit.

### **DUAL ENROLLMENT**

Dual enrollment is an alternative program for which senior students may apply. This program would enable him/her to enroll in a post-secondary school after junior year, while obtaining credit towards graduation at Narragansett High School. In order for the application to be considered, a plan must be in place to complete all proficiency-based graduation requirements, including Senior

Project and Graduation Portfolio. The student must meet the time limits specified for dual enrollment, and the student may graduate from Narragansett High School in June with his/her class if all graduation requirements have been met. Information may be obtained in the guidance department.

### **EARLY ADMISSION TO COLLEGE**

Students admitted to college before completing the requirements for graduation may receive a diploma on presentation of the official college transcript indicating successful completion of the credits necessary to meet our requirements. A written parental request must be obtained for all students under the age of eighteen. Students must have a grade average of B with no D's or F's, SAT combined score of 1770, specific course requirements, and teacher recommendations. The protocol for application for early admission is available in Guidance.

### **EARLY EXAMINATION REQUESTS**

Early examinations are permitted only in very serious instances. Students should not expect this privilege to allow for vacation purposes, college visitations or job opportunities. In the event it is absolutely impossible for a student to take an examination at the scheduled time, the parent must request an Early Exam Request Form from the Main Office. All requests must be approved by the Principal or Assistant Principal.

### **CTE ENROLLMENT AND REMOVAL**

All students at Narragansett High School have the opportunity to become a member of a Career and Technical Education Program. These programs include Agriculture Science, Information and Computer Technology, Educator Prep, Digital Media Production, and Mechanical Trades in Plumbing. In order to be enrolled in a CTE Program at NHS, students must complete the application process and meet the enrollment criteria outlined on the application.

Once enrolled in a CTE Program, students are required to take the sequence of courses set forth in the program of studies in order to remain enrolled in the program. In addition, students need to maintain appropriate conduct and meet all academic expectations specific to the CTE program, as well as those set forth by the student handbook.

Students must adhere to the following guidelines in order to maintain enrollment in CTE Program at Narragansett High School:

1. If the student's grades for their CTE course are below an 80 at any progress reporting period, they may be required to attend support sessions until the grade increases to an 80 or higher on a progress/quarter grade reporting period.
2. If the student's conduct is such that it causes safety concerns, the student will not be able to continue in the pathway and will forfeit any opportunities provided by the program.
3. Students are expected to follow any and all rules outlined in the building or district handbook, have an academic record that demonstrates success in the program, complete all graduation requirements, and their attendance must meet applicable state guidelines.
4. Students must comply with all the terms specified for CTE Programs, including, but not limited to, the Program of Studies, hours of Work-based Learning, sequence of courses, industry credentials, and college credits.

Failure to abide by any of these conditions may result in the student being removed from the CTE program. Per NSS Policy IV.A.2.f (Instruction: Career and Technical Education Students),,

Out-of-district students who are removed from a CTE program will be required to return to the appropriate school in their town of residence to continue secondary education.

### **EARLY GRADUATION**

It is possible for seniors to fulfill graduation requirements by January and leave school following completion of the first semester of the senior year. Students who complete the requirements for graduation in less than four years may receive a diploma at the next scheduled graduation ceremony. At the written request of a student and parent, the four-year requirement for graduation may be waived. A written parental request must be obtained for all students under the age of eighteen.

If granted early graduation, these students are still eligible for senior awards, including election to the National Honor Society. It must be understood, however, that as graduates, formal participation in all school activities terminates upon January graduation. Those students who wish to participate in other school activities must carry a full load of classes during the second semester.

### **EDUCATIONAL RECORDS**

Under federal law (the Family Educational Rights and Privacy Act) and in accordance with “Every Student Succeeds Act” (ESSA) with regard to military recruiters and institutions of higher education, this school district must obtain your written consent before we disclose personally identifiable information from your child’s education records. This school district, however, may release some information, known as “directory information,” without your prior written consent, unless you have asked us not to do so.

The primary purpose of releasing directory information is to allow this school district to include this type of information from your child’s educational record in certain publications, such as playbills, yearbooks, honor rolls or recognition lists, graduation programs, and sports-activity sheets.

*We have designated the following information as directory information:*

- Student’s name
- Participation in officially recognized activities/sports
- Address
- Telephone listing (continued on next page)
- Weight and height of members of athletic teams
- E-mail address
- Photograph
- Degrees, honors, awards
- Date and place of birth
- Dates of attendance and grade level

If you do not want this school to release any or all of this information without your prior written consent, please use the form in the back of this handbook to notify us as to which information should not be released without your prior written consent.

### **ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

The goal of the eligibility requirements for athletics and extracurricular activities is to encourage students to be as serious about their academics as about their athletics and activities. Our intent is not to punish students, but to provide the support for them to improve their academic grades and attitude. The use of progress reports will offer students, coaches, advisors, and parents the opportunity to solve academic problems before there would be consequences. The weekly monitor

system will allow those students who fail a course the opportunity to improve without losing an entire quarter or athletic season.

#### *USE OF PROGRESS REPORTS FOR ATHLETES:*

All participants in extracurricular activities or athletics will be monitored during the quarter or athletic season(s) by using mid-quarter progress reports. The Guidance Counselor and/or Athletic Director will screen all progress reports and inform coaches or advisors of students who receive unsatisfactory progress reports. There will be no suspension from games, practices, or activities based on progress reports. Coaches and advisors will be expected to monitor students who have received progress reports informing them of the possibility of losing eligibility if grades do not improve.

#### *ACADEMIC ELIGIBILITY GUIDELINES:*

Narragansett High School has established eligibility guidelines that exceed the standard established by the R.I. Interscholastic League. All eligibility decisions at Narragansett High School will be based on quarter grades. Students with one "F" in a quarter may continue to participate but will be monitored closely by the Athletic Director, Guidance Counselor, Coach, and Advisor.

Students with two failures in a quarter will be ineligible for all practices, contests, and activities for two weeks. After the initial two-week suspension, the student must have two additional weeks of satisfactory Athletic Department or Guidance Office Progress Reports in order to become re-eligible.

Students may rejoin practices and non-performance activities for the second two-week period. Any student in this category is, therefore, ineligible to compete or to participate in any athletic contest or performance activity for one month, but can return to practice or the non-performance activity after the initial two-week period. Once a student returns to the eligibility list, s/he must complete weekly progress reports for the rest of the quarter in all classes to maintain eligibility.

Students with three or more failures will be declared ineligible under both Narragansett High School and R.I. Interscholastic League rules until the end of the quarter.

#### *PROGRESS CHECKS:*

Parents can access their child's current academic record by logging onto PowerSchool anytime during the semester. All parents and students either have or will be issued a username and password. If you do not have a username or password, please call the school to obtain one. Teachers are required to update student academic records every two weeks. Parents may also contact individual teachers through this process as well.

#### **EXTENDED SCHOOL DAY/AFTER-SCHOOL PROGRAM**

Extended school day for seniors meets in the Media Center and runs from 2:40-3:30 Monday-Thursday. It is an academic support program to help seniors meet (1) their Senior Project deadlines and (2) other graduation requirements.

Ninth grade students who are failing either math or English may be required to attend a mandatory after school program from 2:40-3:30 in these subject areas. This program also runs Monday-Thursday.

#### **GRADING SYSTEM**

The following system of grading is used at Narragansett High School:

A+	97 - 100	P = Pass
A	93 - 96	
A-	90 - 92	F = Fail
B+	87 - 89	
B	83 - 86	I = Incomplete
B-	80 - 82	
C+	77 - 79	W = Withdrawn
C	73 - 76	
C-	70 - 72	WF = Withdrawn/Failure
D	65 - 69	
F	64-below	A = Audit

Students are allotted credit for courses they pass on the basis of the semester average. Each marking period grade is worth 40% of the semester grade, and the semester examination is worth 20% of that grade. The first marking period grade, the second marking period grade and the first semester examination are averaged to obtain the first semester average. The third marking period grade, the fourth marking period grade and the second semester examination are averaged to obtain the second semester grade.

Grade Point Average (G.P.A.) is a cumulative average based upon grades in subjects which students take in grades 9 - 12. All courses are included except Independent Study, Physical Education/Health and courses included in Special Services.

This average is based on the semester grade in each subject according to the following weights:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
A+	6.00	5.00	4.00
A	5.60	4.60	3.60
A-	5.30	4.30	3.30
B+	5.00	4.00	3.00
B	4.60	3.60	2.60
B-	4.30	3.30	2.30
C+	4.00	3.00	2.00
C	3.60	2.60	1.60
C-	3.30	2.30	1.30
D	3.00	2.00	1.00
F	0	0	0

G.P.A. is computed at the end of the student's junior year and in January of the senior year. It is used primarily to determine class rank and eligibility for the Honor Roll for all grades.

### **GRADUATION REQUIREMENTS**

In accordance with State mandate, Narragansett High School's diploma system requires all students to:

- Accumulate 25 Carnegie Units (credits) - 4 of which must be in math and 4.5 which must be in English
- Demonstrate proficiency in each required task of a "Senior Project"
- Complete thirty (30) hours of community service

In order to graduate from Narragansett High School, a student must have attended Narragansett High School for at least a full semester immediately prior to graduation. The transcripts of



students who transfer from another school will be reviewed to determine if any modifications in either course or credit requirements are warranted. Under extenuating circumstances, the credit requirement for physical education/health may be waived for medical reasons.

In order to become Valedictorian or Salutatorian, the student must have attended Narragansett High School for all of his/her junior and senior years.

**Due to the COVID-19 pandemic, adjustments to certain requirements will be considered on a case by case basis and addressed with the Graduation Committee.**

### **HOMEWORK POLICY**

Students' grades generally depend upon the amount and the degree of preparation devoted to each course. Some courses do not require as much preparation as others; regardless of the subject, all homework is expected to be completed as required by the teacher.

The amount of time required to prepare homework will vary from day to day, from subject to subject and from student to student. While some of this work can be completed during the school day, substantial portions will have to be done at home. Teachers will explain their individual policies concerning homework to their classes. In general, homework is due on the day for which it was assigned. Teachers may request students to stay after school to complete assignments. Students absent when the assignment is given are responsible for completing the assignments to the satisfaction of the teacher.

### **HONORING COURSE SELECTIONS**

Course selection is one of the most important commitments that take place each year. Discuss your choices with your counselor, teachers and parents. Once you choose your program, we strive to tailor our resources to meet your needs. Teaching personnel, rooms, textbooks and materials are all planned with your selections in mind. It is important, then, that once enrollment has been determined, teachers and rooms have been assigned based upon course selections and the number of students taking these courses, out of fairness to all, we must assume that your schedule for the upcoming year has been finalized. Students and parents, therefore, should plan to make adjustments in course selections prior to the end of the current school year. It is also important to note that courses will be offered pending sufficient enrollment and availability of staff. Students who have selected a course that may be canceled will be asked to make an alternate selection.

Based on the courses that the students and parents have requested, a master class schedule is developed which attempts to accommodate the requested course selections. In some cases, students may have scheduling conflicts which will have to be resolved with the counselor through the selection of alternate courses. Because the number of classes to be offered, class size and teacher assignments are determined during this processing, late course changes may be impossible to arrange.

### **HONOR ROLL**

1. The Honor Roll is determined each semester based upon a student's G.P.A. for that particular semester's work.
2. Students must complete a minimum of five full credit courses each semester to be eligible for the Honor Roll.
3. Any student, regardless of G.P.A., with a grade below "C" will not be eligible for distinguished or high honors.
4. **Distinguished Honors:** A student must achieve at least 90% in each course including PE/Health.

**High Honors:** A student must achieve a minimum average of 85% for all courses including PE/Health with no C's allowed.

**Honors:** A student must achieve a minimum average of 80% for all courses including PE/Health with one C allowed.

### **INDEPENDENT STUDY PROGRAM**

The Independent Study Program (ISP) is an attempt to nurture independent thinking, creativity and self-direction. Independent study allows students to develop individual interests and talents or pursue an area of interest in greater depth. Independent study allows students to work independently under the direction of a teacher-consultant on a subject of interest that is not covered in the regular curriculum. Independent study may not be used to satisfy formal course requirements or graduation requirements.

Students should begin by investigating an area of interest and determining its feasibility as a subject for Independent Study. A faculty member should be sought as an advisor. Teachers involved in the program will serve as guides and resources for the student, but will not assume responsibility for the project. After conferring with the assigned guidance counselor and electing to undertake the program, the student is responsible for the selection of a topic for study, establishing goals and outcomes of the study, and selecting the appropriate methods and media. ISP forms may be obtained from the guidance counselor.

A student who elects the ISP must ask a teacher in the subject matter field to act as the sponsor and to review a completed ISP form. The teacher will then submit the form to the department chairperson, guidance counselor and principal, who will judge the project and approve or disapprove of it with recommendations that could make an unacceptable project suitable for resubmission. Once the project is accepted, the student establishes a working relationship and deadlines with the sponsor. Sponsors will be limited to no more than five students per semester.

To be considered for first semester approval, projects must be submitted by June 1<sup>st</sup> of the previous school year. To be considered for second semester approval, projects must be submitted by December 15<sup>th</sup> of the current school year. Students are encouraged and are free to work on their ISP as their daily schedule permits - before or after school, weekends, or possibly during the study period. For this reason, ISP's will not appear on a student's schedule.

An ISP must be selected in addition to the five and one-half credit student requirement. This study is not a substitute for a specific subject matter offering. The student is encouraged to use previous study or interest as a foundation for the ISP. Not more than one credit can be earned by a student during any academic year. The student may choose a semester project (1/2 credit) or a year-long project (1 credit). The student may undertake two consecutive semester projects. When a student successfully completes the ISP, his/her transcript will signify that an ISP was undertaken, the area in which it was pursued, a grade of Passing (P), and the credit earned. After the student has completed the ISP, the sponsor will submit an evaluation form to the guidance counselor.

### **MAKE-UP ASSIGNMENTS**

Any absences and missed work resulting from family vacations and/or college visitations may be excused and made up when prior notification is given to the student's teachers and the school administration. There is a form in the school's office which is to be used for this purpose and which must be completed in advance. However, the grade awarded for daily class participation cannot be made up.

Parents may obtain make-up work for students who will be absent from school for more than two days due to illness by contacting the main office; parents should be prepared to give the teachers' names, dates of absence, the date and time the assignments will be picked up, and the name of the person who will pick up the assignments. The assignments may be picked up at 2:15 PM the day after the request is made. When students are absent from school for one or two days, it is their responsibility to arrange appointments with teachers so that work may be made up and credit received. Extension of the makeup date may be granted by mutual agreement between the individual teacher and the pupil. If students fail to make-up work within the given time or fail to reach an agreement with the teacher(s), no credit for the work missed will be granted

### **CREDIT RECOVERY PROGRAM**

The purpose of credit recovery at NHS is to give high school students who have previously attempted a course, but not earned credit, the opportunity to do so. Credit recovery is not a replacement for credits earned in a classroom environment. Therefore, it is not appropriate for a student who is attempting a course for the first time or is in need of supplemental tutoring outside of the classroom setting to be enrolled in the program.

NHS Guidance Counselors or School Administrators may assign any student to the credit recovery program under the following conditions:

- a) After attempting a course, the student has failed the course with a numeric grade below 65 but above a 50.
- b) When a student has insufficient credits in comparison to their projected graduation date.
- c) When a student has missed a significant portion of the course work due to an extenuating circumstance, as determined by the administrator.

NHS Guidance Counselors or School Administrators may require students to participate in the credit recovery program in the following settings/circumstances:

- a) In an after or before school program
- b) In place of PLT, study hall, or another organized time during the school day.
- c) During Extended School Day

### **MARKING PERIODS**

*(Subject to change)*

1<sup>st</sup> Quarter: Ends November 10<sup>th</sup>

3<sup>rd</sup> Quarter: Ends April 6<sup>th</sup>

2<sup>nd</sup> Quarter: Ends January 27<sup>th</sup>

4<sup>th</sup> Quarter: Ends June 22<sup>nd</sup>

*Report cards are issued four times during the school year. Parents/guardians may view their child's report card on PowerSchool.*

### **2023 -2024 Narragansett High School Bell Schedule**

Advisory - Monday & Friday; TASC - Tuesday, Wednesday, & Thursday  
53-minute classes; 28-minute Advisory/TASC Block; 3 Minute Passing

	A Day	B Day	C Day
8:00 - 8:53	1A	1B	1C
8:56 - 9:49	2A	2B	2C
9:52 - 10:20	Advisory/TASC	Advisory/TASC	Advisory/TASC
10:23 - 11:16	3A	3B	3C

11:19 - 12:38	4A First Lunch: 11:19 - 11:41 Second Lunch: 12:16 - 12:38	4B First Lunch: 11:19 - 11:41 Second Lunch: 12:16 - 12:38	4C First Lunch: 11:19 - 11:41 Second Lunch: 12:16 - 12:38
12:41 - 1:34	5A	5B	5C
1:37 - 2:30	6A	6B	6C
2:30 - 3:30	Extended School Day Monday - Thursday	Extended School Day Monday - Thursday	Extended School Day Monday - Thursday

**2023 -2024 Narragansett High School 1 Hour Delay Bell Schedule**  
 Advisory - Monday & Friday; TASC - Tuesday, Wednesday, & Thursday  
 45-minute classes; 20-minute Advisory Block; 3 Minute Passing

	A Day	B Day	C Day
9:00 - 9:45	1A	1B	1C
9:48 - 10:33	2A	2B	2C
10:36 - 10:56	Advisory	Advisory	Advisory
10:59 - 11:44	3A	3B	3C
11:47 - 12:54	4A First Lunch: 11:47 - 12:09 Second Lunch: 12:32 - 12:54	4B First Lunch: 11:47 - 12:09 Second Lunch: 12:32 - 12:54	4C First Lunch: 11:47 - 12:09 Second Lunch: 12:32 - 12:54
12:57 - 1:42	5A	5B	5C
1:45 - 2:30	6A	6B	6C
2:30 - 3:30	Extended School Day Monday - Thursday	Extended School Day Monday - Thursday	Extended School Day Monday - Thursday

**2023 -2024 Narragansett High School 2 Hour Delay Bell Schedule**  
 Advisory - Monday & Friday; TASC - Tuesday, Wednesday, & Thursday  
 38-minute classes; No Advisory/TASC Block; 3 Minute Passing

	A Day	B Day	C Day
10:00 - 10:38	1A	1B	1C
10:41 - 11:19	2A	2B	2C
11:22 - 12:00	3A	3B	3C
12:03 - 1:08	4A First Lunch: 12:03 - 12:25 Second Lunch: 12:46 - 1:08	4B First Lunch: 12:03 - 12:25 Second Lunch: 12:46 - 1:08	4C First Lunch: 12:03 - 12:25 Second Lunch: 12:46 - 1:08

1:11 - 1:49	5A	5B	5C
1:52 - 2:30	6A	6B	6C
2:30 - 3:30	Extended School Day Monday - Thursday	Extended School Day Monday - Thursday	Extended School Day Monday - Thursday

### **SUMMER SCHOOL/TUTORIAL**

Any student who fails a course with a grade of at least 50 or greater may remediate that course by attending an approved summer school or 15-hour tutorial and completing with a passing grade. All courses must be approved in advance by the Guidance Department. A notation of the summer course achievement will be made on the student's permanent record, and appropriate credit will be given for passing the course.

### **TASC BLOCK**

Teachers in Academic Support Centers (TASC) are intended to be a student-driven and teacher-directed academic period during the school day to support the optimal teaching and learning conditions and provide both students and adults additional time to focus on learning. TASC meets every Tuesday, Wednesday, and Thursday during the academic school year.

### **PARENT PARTICIPATION**

Your sons and daughters will spend a large part of their adolescent years in high school. These are crucial years when they are rapidly becoming adults, when new stresses and strains are operating, when their social interests are at their highest point and when they are feeling the need to break away from adult control and stand on their own feet. We are dealing with emerging adults who must achieve independence, but who in the process must be intelligently and sympathetically helped and guided. This is not always an easy task, and it takes full understanding and cooperation among each of the three parties concerned -- the youth, the parents and the school.

The school can cooperate with parents and their children but cannot supply the control and initiative that must come from the student and/or parent. Although the school cannot change the native abilities of any given youth, by working with parents we can help students to use their abilities most effectively.

#### **THE PARENT HAS A RIGHT TO EXPECT:**

1. That the high school be operated in a business-like and responsible manner.
2. That student learning be given highest priority and first claim on the resources of the school.
3. That parental inquiries and concerns receive prompt and courteous attention and that the school's response to these inquiries or concerns reflects a constructive and helpful attitude.
4. That assignments be definite and that a reasonable amount of assistance be given in class and, on the initiative of the student, as much more individual help as resources will permit.

#### **THE HIGH SCHOOL HAS A RIGHT TO EXPECT:**

1. That student attendance is regular and punctual. If a student is to succeed in high school, regular attendance must be as much an obligation as it would be in employment.
2. That student engages in a regular routine of home study.
3. That students who are absent from school not expect a valid excuse to absolve them from the responsibility for making up the work missed.

#### **FACTORS ON WHICH THE HOME AND SCHOOL SHOULD COOPERATE:**

1. That student's class schedules and participation in extracurricular activities are well balanced and receive constant attention.

2. That the home and the school to watch the progress of the student on regular grading reports submitted by each teacher.
3. That students learn to get along with others, carry their own responsibilities and develop self-discipline.

### **WHAT TO DO WHEN CERTAIN PROBLEMS ARISE**

Since it is impossible for administrators and counselors always to be at their desks, please leave your name and telephone number. You can be sure that if you do not reach the person you want at that minute, he or she will reach you at the earliest possible moment.

1. Discussion of a student's progress in a certain class or classes usually requires that an appointment be made with the teacher or teachers. Such an appointment can be arranged by calling the main office (792-9400) and leaving a message on the teacher's voicemail.
2. Problems relative to student discipline should be directed to the Assistant Principal.
3. Health queries should go to the school nurse (792-9400—ask for extension 4020).
4. Student absence and tardiness must be reported to the main office.
5. In cases of extreme emergencies, a student may be contacted by calling the main office. Students and teachers are called out of class only in cases of extreme emergencies.
6. Questions relative to transportation (bus routes, bus stops, bus times of arrival and departure) should be directed to the Transportation Office (792-9440).
7. Questions or concerns relative to athletics should be directed to the Director of Athletics (792-9400—Press 3).
8. Matters of general school administration involving teaching staff, finance, organization and public relations should be directed to the Principal.
9. Parents and students should feel free to consult with counselors at any time during the school year to obtain advice about courses to be taken. Parents should call for an appointment, and/or students may leave their names in the Guidance Office requesting a conference.

### **HOW PARENTS CAN BECOME INVOLVED**

Parents may become involved in high school by taking an active interest in your son's or daughter's program by engaging in any one or combination of the following:

1. Joining the Guidance Advisory Council, the PTO, and/or the Athletic Boosters Club.
2. The newsletter can be found at the Narragansett School System website:  
[www.nhs.nssk12.org](http://www.nhs.nssk12.org).
3. Attending Open House and special programs to inform you about the high school.
4. Calling any member of the administrative staff for answers to questions or to give any suggestions you may have to improve the program for our students.

### **EARLY SIGN-OUT PROCEDURE:**

The school day ends at 2:30 PM. If a student needs to leave early, a note or phone call must be received by the attendance secretary. The note must state the reason for leaving and a telephone number for verification by a parent or guardian. Notes must be verified before a student may leave school grounds. Students are to sign out at the main office and sign back in upon return. Any student leaving school early must adhere to dismissal procedures or will be disciplined accordingly. *No student will be excused after the fact for leaving school early.*

# *NHS Code of Behavior*

Life at Narragansett High School is guided by the principles of mutual respect and responsibility between and among the adults and young adults who comprise our school community. At Narragansett High School, we expect students to demonstrate self-discipline in managing their behavior. We encourage self-discipline when we acknowledge that students are responsible for their own behavior and when we organize our classrooms and our activities to reflect our belief in their ability to make good choices.

We realize, however, that at times individual students do not exercise appropriate self-control, despite the positive and caring attitude of the teacher, and that they consequently do not meet their responsibilities as school citizens. At such times, we must assist the student in establishing self-control through a combination of efforts. We need to gather our resources around that student; teachers, guidance counselors, and parents must be called together to help the student to seek a solution to the problem.

## **Student/Assistant Principal Planning Conference:**

When a student is excluded from all or part of the class(es) or school activity(ies), the student will report to the Assistant Principal for a planning conference. One or more of the following courses of action may be pursued:

- referral to Guidance Counselor, Student Assistance Counselor, School Social Worker, etc.
- referral to the Teacher Support Team/Grade Level Academy
- conference with Parent(s) or Guardian(s)
- Teacher/Student planning conference
- Other

The following disciplinary sanctions may also be applied, depending upon the seriousness of the offense.

## **Teacher/Student Planning Conference**

The teacher and student will meet after school to discuss the problem and to seek a solution. The teacher and student will agree upon a plan of action to assist the student in choosing to exercise self-control. A student must report to that teacher first before reporting to any other activity after school.

If the student chooses not to participate in seeking a solution, the following range of disciplinary sanctions is in place:

- **Administrative Detention**

Administrative detention will be served from 2:30-3:30PM Monday through Thursday. Students must report with study materials and remain quiet. No student will be excused, after the fact, for not reporting to detention. Inappropriate behavior during administrative detention may result in Saturday detention or suspension.

**All assigned administrative detentions should be served on the day assigned. Students who fail to serve detentions within the allotted time will be placed on indefinite social suspension until the detentions are completed. Students who owe detentions will forfeit their ability to participate in after school events, such as sports, dances, proms, etc. Failure to attend detention is a suspendable offense.**

- **Saturday Detention**  
Saturday detention is served from 8:00 - 11:00am, **ONLY AS NEEDED**. Students will report to the school prepared to perform a combination of activities which may include school service, physical exercise, and counseling. Students may be required to complete a packet which addresses the nature of the infraction which resulted in the detention. Students who fail to report, exhibit inappropriate behavior, arrive tardy, or fail to complete an assigned packet will be suspended.
- **Social Suspension**  
Social suspension is exclusion from all extracurricular activities. This includes such activities as dances, sports, proms, banquets, recognition ceremonies, school-sponsored trips, and any other activities which are not required by an academic course. Each semester, social suspension may be assigned for up to ten (10) weeks each time a student is suspended or when chronic infractions occur, i.e. when a student is assigned Saturday detention more than two (2) times or administrative detention more than five (5) times.
- **In-School Suspension**  
Students can be assigned to In-School Suspension (ISS) for a variety of reasons. Students on ISS must remain in the ISS room all day except for an escorted lunch. Students will hand in their cell phones to the Assistant Principal while they are serving ISS. Students on ISS may not participate in any school activities and will have a week of social suspension for each day of ISS.
- **Out of School Suspension**  
Suspension is exclusion from school privileges by administrators for no more than 10 consecutive school days. Students may not attend or participate in any school activities during the suspension period. Except in case of an emergency, or where a student's presence constitutes a threat of disruption, no student will be suspended without an informal due process hearing. All reasonable efforts will be made to contact the student's parent(s) prior to suspension. When parental contact cannot be made, the student will be assigned Time Out for the remainder of the day. A parental conference may be required before the suspended student is readmitted. Students on ISS may not participate in any school activities and will have a week of social suspension for each day of ISS.
- **Expulsion**  
Expulsion is exclusion from school privileges for more than 10 and up to 180 consecutive school days. Any student faced with expulsion will be given the opportunity for a formal due process hearing before the school committee.
- **Community Service**  
In some cases, students may be given an opportunity to perform community service in lieu of suspension. A list of agencies will be provided and it is the responsibility of the student to arrange the work schedule and complete the service in the allotted time.
- **Other**  
Other alternatives will be considered to assist students in establishing self-control.

## **DUE PROCESS**

Students are entitled to receive a written statement of the school's major rules and regulations. In disciplinary cases carrying the potential of suspension, students are entitled to a limited form of due process which includes the right to:



1. Notification of specific charges and evidence against them
2. Present their defense in an informal hearing with a building administrator.
3. Receive notice (oral or written) of the decision reached.
4. Appeal a decision containing a substantial error to the principal.

In cases involving a possible expulsion, due process provisions are expanded and formal.

### **GUIDELINES FOR STUDENT DETENTION AND SUSPENSION**

DET=Detention

ISS=In School Suspension

OSS=Out of School Suspension

<b>Infraction</b>	<b>Consequence</b>
Threatening a student or staff member	Up to 10 days OSS/Expulsion
Physical abuse of staff	9 OSS to Expulsion
Possession/use/sale/under the influence of drugs or alcohol	9 OSS to Expulsion
Possession/smoking marijuana	9 OSS to Expulsion
Vandalism/graffiti	Up to ten days DET to 10 OSS
Forgery	Up to ten days 5 OSS
Stealing/possession of stolen property	Up to ten days 10 OSS
Fighting/assault/threatening	Up to ten days 10 OSS
Verbal abuse/offensive gesture at staff	Up to ten days 10 OSS
Insubordination/defiance of staff	Up to ten days DET to 10 OSS
Leaving school grounds/Truancy	Up to ten days ISS to 10 OSS
Disruptive behavior in classroom/school area	2 DET to 10 OSS
Smoking/Possession of smoking materials	Up to ten days ISS to 10 OSS
Not reporting to assigned detention	2 DET to 2 ISS
Refusal to wear a face covering/mask (when applicable)	1 DET

### **LEAVING SCHOOL BUILDING AND/OR SCHOOL GROUNDS:**

Students who leave the school building and/or grounds without permission will be disciplined in the following manner:

**First offense:**

1. Parental notification by office

2. Minimum one administrative detention for each class missed or possible in-school suspension or out of school suspension.
3. A "0" assigned for all work missed

**Second and each subsequent offense:**

1. Loss of driving privileges, in-school suspension, out-of-school suspension, and/or social suspension.
2. A "0" assigned for all work missed.

## *Guidance Services*

### **ASSIGNMENT OF COUNSELORS/COUNSELING SERVICE**

Counselors are assigned by advisories for all students. All counselors will be listed on schedules the first day of school and will stay with the student for their entire high school years.

**Individual Appointments:**

Each student will have a minimum of two scheduled appointments per year with his/her Guidance Counselor. Counselors will issue a pink pass to each student indicating the scheduled meeting time. Students are encouraged to notify their counselor if they are unable to make these meetings so that they may be rescheduled as soon as possible.

The sequence of individual appointments is as follows:

**Grade 9 Students: Fall meetings and early Spring Scheduling meetings.**

**Grade 10 Students: Fall meeting, late Winter Scheduling meeting and late Spring meeting.**

**Grade 11 Students: Mid-Winter meeting, College Fair, and late Spring meeting.**

**Grade 12 Students: Multiple meetings throughout the year**

**Other Appointments:**

Counselors may request additional individual appointments with students as the need arises. Likewise, students are encouraged to request appointments with their counselor for additional guidance. Students may request an appointment by signing up through the Guidance Secretary in the Guidance office. Counselors will then schedule the student as soon as possible. Counselors will also see students to deliver the guidance curriculum in small group meetings through advisories. Parents may also request appointments with their child's Counselor through the Guidance Secretary at 792-9400 (press 2).

**Please note: Students must sign in when reporting to the Guidance Office to meet with a Counselor.**

### **COLLEGE BOARD ADMISSIONS TESTS**

The Scholastic Assessment Tests are the standard college admissions tests. Students may use calculators for both the PSAT/NMSQT and the SAT I. Scores are determined on a scale from 200 to 800. The evaluations of different scores vary depending on the college and its standards. Most colleges prefer the SAT I to be taken no later than November of the senior year.

The SAT I Test will have two sections: evidence-based reading and writing and a math section. All 11th grade students at Narragansett High School will be offered the opportunity to take the SAT I free of charge. Students must sign up through the Guidance Office.

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a multiple choice test that measures developed verbal and mathematical reasoning abilities. The test is only offered once a year and will be administered on October 16, 2019 at Narragansett High School. Juniors must take the PSAT/NMSQT in order to be considered for the Merit Program, a nationwide scholarship competition; only junior year scores are used to determine eligibility. The State of Rhode Island has offered to pay for all Narragansett High School 10<sup>th</sup> grader students to participate in the PSAT. Narragansett High School will pay for all 9th graders to participate in the 8-9 PSAT test, preparing our students for the rigors of the testing. Additionally, the Narragansett School System will also pay for a Spring testing of the SAT for all 11th graders and PSAT 10 for all 10th graders.

The SAT II: Subject Tests are another part of the College Board's SAT program. These examinations give students an opportunity to show their academic strengths in subjects of their choice. These are multiple choice examinations and are scored the same as the SAT I. Some colleges specify which tests should be taken depending on the major they are looking at pursuing, but others may allow applicants to make that decision. You should find out the requirements of the colleges to which you plan to apply and also see your counselor for more specific information concerning the SAT II: Subject Tests. Not all colleges require the SAT II Subject Tests.

Advanced Placement Tests are administered during a two-week period in May. Students enrolled in advanced placement courses here at NHS, are required to take these AP examinations. Colleges may, according to their individual policies, award credit, advanced placement standing or both for the achievement of specific scores on these examinations.

The new SAT is designed to measure a student's ability to understand and process elements in three subjects: reading, writing, and math. SAT scores are calculated based on a student's performance relative to other test-takers, and have proven to be an indicator of collegiate success. The SAT consists of four required sections:

Section	Number of Questions	Time
<b>Reading</b>	52 questions	65 minutes
<b>Writing and Language</b>	44 questions	35 minutes
<b>Math - No Calculator</b>	20 questions	25 minutes
<b>Math - Calculator</b>	38 questions	55 minutes
<b>Essay (optional)*</b>	1 Question	50 minutes

\*When you register for the SAT, you indicate whether you will be taking the SAT with or without the essay. Some high schools and colleges require the essay. Others don't. It is wise to research schools beforehand in order to decide if you want to take the SAT with Essay.

**School Code #: 400064 | Test Center #:40-225 (South Kingstown)**

Please view the College Board website to view test dates and to register:

[www.collegeboard.com](http://www.collegeboard.com)

## **COLLEGE REPRESENTATIVES**

Representatives of approximately 120 schools and colleges visit the high school each year. These schools vary in size, structure, curriculum, atmosphere and geographical location. Listings of the schools and the date and time of the visit are posted on the guidance bulletin board and noted on the bulletin which is read during the advisory period.

Juniors and seniors are encouraged to register for information sessions with college representatives. Students must sign up in the guidance office prior to the day that the college representative will be here. Interviews are held in the guidance conference room. Students will pick up their passes on the morning of the interview and keep it to show to teachers. Students may be excused from a class to attend a college interview at the discretion of the classroom teacher or counselor.

## **GRADE/CLASS YEAR CLASSIFICATION**

The grade classification of each student is based on the number of passing credits accumulated toward graduation. The grade of the student will be based on the following criteria:

- 9th grade/Freshman: 0-6.5 credits
- 10th grade/Sophomore: 7-12.5 credits
- 11th grade/Junior: 13-19 credits
- 12th grade/Senior: 19.5-25+ credits

## **RHODE ISLAND DIPLOMA SYSTEM**

The Rhode Island Department of Education has updated the Diploma System that applies to all public high school students. For more information about the Diploma System and state mandated graduation requirements, visit the R.I. Department of Education website at [www.ride.ri.gov](http://www.ride.ri.gov).

Narragansett High School's graduates must demonstrate proficiency in standards-based content as well as locally developed assessments. The high school's diploma requirements incorporate course work, state testing, and proficiency-based assessments. Narragansett High School uses Senior Project as our local, proficiency-based assessment graduation component.

The school developed its graduation requirements with the goal of ensuring that our graduates are career and college ready. To help them achieve this goal, teachers and guidance staff will provide students and parents with the necessary resources, including an electronic Individual Learning Plan (ILP), which is a dynamic, student-directed tool that allows students to explore, map, and track academic goals, college and career plans, interests, learning goals, and graduation requirements. For more detailed information about the school's diploma requirements, see the Narragansett High School Program of Studies.

# *Organizations and Activities*

## ***AFTER SCHOOL ACTIVITIES***

All school functions held after regular class hours are considered part of the entire educational program and as such are governed by the general regulations applicable at all other times. The following procedures must be followed for the recognition of school clubs and organizations by the Student Council and the school administration:

1. The club or organization must develop a constitution which specifies the purpose, functions and needs of the group.
2. Included in its plan for operation must be proposed budget figures which indicate the cost involved and the means by which it plans to subsidize its activities. If the advisor is to be paid, this must be stipulated in advance and is subject to School Committee approval.
3. There will be no size limitation; rather, the number of members must be commensurate with the activity and the amount of interest displayed.
4. The constitution must be presented to the Executive Committee of the Student Council for consideration. It will be presented at one council meeting and acted upon at the next.
5. Since it is not the purpose of these procedures to interfere with those clubs and organizations which presently exist and seem to be quite widely accepted in their functions and operations, it is proposed that recognized school clubs and organizations which do exist be given approval under a grandfather clause, that they be allowed to continue to operate as they have in the past subject to rules established for all school clubs. Any change in function or purpose or status of the advisor requires the submission of a constitution to the council.
6. Student Council approval is a necessary first step in a series of actions which an organization must encounter on its way to existence. The ultimate approval, especially as regards educational philosophy and financial support, must come from the School Committee through its designated agents, the Superintendent and the School Administration. The acceptance of a club organization by the Student Council will be passed on to the school administration, superintendent's office and school committee for approval.
7. Recognition of a club or organization brings with it all the benefits of existing clubs and organizations in the use of school facilities and fundraising. It assumes the responsibilities of existing organizations in the acceptance of established policies and restrictions which will govern all school clubs and organizations.
8. In order to avoid conflicts, two fund raising activities that are service oriented will be permitted.

# *Athletics*

Narragansett High School offers a comprehensive program of sports for both boys and girls.

## **FALL**

### BOYS

Varsity Soccer  
Varsity Cross Country  
Varsity Football  
Unified Volleyball (Co-Ed)  
Football Cheerleading (Co-Ed)

### GIRLS

Varsity Soccer  
Varsity Cross Country  
Varsity Tennis  
Varsity Volleyball

## **WINTER**

### BOYS

Varsity Basketball  
Varsity Wrestling  
Ice Hockey (Regional Cooperative Team)  
Indoor Track & Field (Co-Ed)

### GIRLS

Varsity Basketball  
Varsity Swimming  
Competition Cheerleading (Co-Ed)  
Ice Hockey (Regional Cooperative Team)

## **SPRING**

### BOYS

Varsity Baseball  
Varsity Tennis  
Varsity Lacrosse  
Varsity Golf (Co-Ed)

### GIRLS

Varsity Softball  
Varsity Lacrosse  
Outdoor Track & Field (Co-Ed)  
Unified Basketball (Co-Ed)

JV schedules are created, if the numbers for participation warrant. All school rules apply to all athletes, as well as the rules outlined in the Narragansett High School Athletic Handbook.

## **ACADEMIC DECATHLON**

The United States Academic Decathlon is a team competition wherein students match their intellects with students from other schools. Students are tested in ten categories:

*Art, Economics, Essay, Interview, Language and Literature,  
Mathematics, Music, Science, Social Science, and Speech*

Gold, silver and bronze medals are awarded for individual events and total scores. Winning teams advance through the local, regional, and state levels of competition. The State champions compete at the national finals.

## **CLASS OFFICERS**

Class officers are responsible for providing the leadership to their respective classes. They work closely with the administration and class advisors in determining and planning class activities. Elections for the following year are usually held in the month of May. Each class elects a President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer. There are several election guidelines that must be emphasized:

1. A student can only be elected to one position. Students can be elected to Student Council and Class Officers. We currently have, and have had in the past, Class Presidents be Student Council President. It is a small school; leaders are sometimes scarce.
2. Only those students who turn in the required petition by the designated time will have their name on the ballot.
3. The election takes place in advisory. A student who is absent has a right to vote the next day they can, regardless of the potential change in outcome, they have the right.
4. In order to be elected on the first ballot, a student must receive a majority vote. If not, a run-off election will be held. The winner will then be the student with the most votes.

Elections are conducted by the advisor. The detailed NHS election procedure is available from class advisors.

### **ENVIROTHON**

Envirothon is a hands-on interscholastic competition of the student's environmental knowledge. Two 5-member teams attend weekly training through the year and attend an all-day State competition in May. If the team wins the State competition, they will advance to the North American Envirothon during the summer.

### **FUTURE FARMERS OF AMERICA (FFA)**

A national organization of students enrolled in the horticulture program. FFA members are actively involved in educational, recreational and leadership activities. Members have the opportunity to compete at the state, regional, and national level.

### **INSTRUMENTAL ENSEMBLE**

Instrumental Ensemble is open to all students with a strong musical background and enthusiasm. This group will complement the concert band and work on literature selected by the students for solo instrument(s) or small ensembles. This organization will participate in the winter and spring concerts. Band festivals are optional. Rehearsals will be held after school on a regular basis.

### **JAZZ ENSEMBLE**

An exciting and popular group open to the following instruments: sax (alto, tenor, baritone), trumpet, trombone, guitar, bass, drums and keyboards (piano, synth). Students who play concert instruments (flute, clarinet, etc...) will receive extra help in converting. Music styles will include swing, rock and jazz ballad. This group will meet during the first semester and perform at the Holiday Concert as well as other gatherings upon request. Membership is by audition only. Please check for rehearsal schedule.

### **MATH TEAM**

The main purpose of the Math Team is to stimulate more sustained and intensive effort in solving math problems. The Rhode Island Math League, (RIML), sponsors four math meets per year where students compete with other students throughout the state for team recognition, and also for individual distinction. The results are published statewide and the test solutions then become available to all competitors. At the end of the season, the top teams in the state compete again in April for the state championship. Individual members may also try out in the spring for the R.I. Math Team, which then competes at a regional competition sponsored by the Atlantic Regional Math League, ARML. Membership is open to all serious math students.

### **MOCK TRIAL**

The Mock Trial Team investigates the facts of a legal case, analyzes witness statements, explores relevant legal authorities concerning the case, and learns appropriate procedural guidelines for the defense and prosecution teams in a court of law. The team will then apply this knowledge to an assigned court case and compete against other high school teams within the State. Team competitions will occur in various State Courthouses. The Mock Trial Team is an excellent way to learn about the criminal justice and legal professions. It will help you develop your speech, debate, and theatrical skills. It is also an excellent way to improve your knowledge of American law and the U.S. Constitution.

### **MODEL LEGISLATURE TEAM**

The Model Legislature Team at Narragansett High School has had great success in introducing students to the actual process of a legislative session. Students compete with other high school teams to develop legislative bills, debate the merits of those bills, and vote to pass the bills into

legislative “law.” Students participate in various team positions such as legislative clerk, lobbyists, State Representative, or State Senator. Students with two years of experience in the program compete for positions such as Legislative Committee Chairperson, Conservative or Liberal Party leadership positions, Speaker of the House of Representatives, or President of the State Senate. The team begins preparing for the competition in October, and the season ends in late March or early April.

**Meetings are mandatory.** The final day of the competition occurs in the legislative chambers at the State House in Providence. This is a great activity for anyone interested in criminal justice, law, business, or education as a career.

### **NATIONAL HONOR SOCIETY**

The Mariner Chapter of the National Honor Society is an affiliate of the National Honor Society through Narragansett High School’s membership in the National Association of Secondary School Principals.

The first step toward becoming an honor society member is that a student must achieve a minimum cumulative average of 3.1 over the first two years at the high school. Having attained this average does not mean that the student is automatically a member. The honor society members must meet and maintain four pillars; the scholarship is just one. It is, however, the one that earns the student the initial invitation. The other pillars are service, leadership, and character. In the fall of the school year, junior and senior students who meet the academic requirement for membership are informed through a letter delivered to the Advisory and are asked to complete and submit a Candidate Information Form electronically. On this form, students answer questions about themselves, as well as the remaining pillars that must be met.

The expectation is that incoming juniors accumulate thirty (30) documented hours of service after their acceptance into the society and thirty (30) for the senior year for a total of sixty (60) documented hours over the two years. Incoming seniors must present thirty (30) documented hours once they have been accepted for membership. The further expectations are that the student continues to attend monthly membership meetings, participate in service projects, maintain the required academic average, perform in leadership roles, and experience no character infractions all the while being a stellar role model in the school and community.

New members will be assigned mentors, and the formal induction will be held in the spring of the school year. Please visit the school website: <http://www.nhs.nssk12.org> for more information.

### **RHODE ISLAND HONOR SOCIETY**

Membership in the Rhode Island Honor Society is open to those seniors who achieve an average of 85 or a cumulative grade point average of at least 3.0 at the end of the first semester in grade 12 and meet all other requirements outlined in the Rhode Island Honor Society constitution.

### **STUDENT COUNCIL**

The Student Council represents the student body in matters pertaining to school government. It sponsors freshman orientation, dances, pep rallies, and homecoming events among other activities and donates to various charities during the year. All students are encouraged to attend meetings and actively participate in all activities as well as to bring issues before the council. Any student or organization interested in publicizing an activity should contact the faculty advisor. Elections for Student Council for the following year are usually held in the month of May. Each class may send up to 8 representatives to serve on the Student Council. The officers are elected by grades 9, 10, and 11 and the president(s) must be a member of the upcoming senior class. There are several election guidelines that must be emphasized:

- 1) A student can only be elected to one position in the Student Council.



- 2) Only those students who turn in the required petition by the designated time will have their name vetted and placed on the ballot.
- 3) The election takes place in Advisory.
- 4) In Order to be elected on the first ballot, a student must receive a majority vote. If not, a run-off election will be held. The winner will then be the student with the most votes.

Elections are conducted by the advisor. The detailed NHS election procedure is available from the main office and/or Student Council advisor(s).

### **STUDENTS AGAINST DESTRUCTIVE DECISIONS**

(S.A.D.D.) is a group of concerned teenagers who have banded together to join in the fight against the number one killer of young people - drunk driving. S.A.D.D. is designed to better educate students about drinking and driving. The main goal is to improve young peoples' knowledge and attitudes about alcohol and drugs and to help them make healthy decisions regarding substance abuse and its consequences. Any student in grades 9 - 12 is eligible to become a part of the group by attending a meeting once a week and helping with planning and implementing programs at the high school.

### **THEATER PRODUCTION**

A theater production is presented in the fall and spring. Informational announcements are made to apprise the school community about these events. Interviews and auditions are scheduled in order to determine interest and to select the cast, crew, and production staff for the play. Each year, the plays are chosen which can best be produced by willing and able members of the school community.

### **WORLD LANGUAGE CLUB**

The World Language Club provides students from French, Italian and Spanish classes the opportunity to interact and organize various international activities. The officers and the members of the club meet twice a month to plan the International Christmas Dinner, Foreign Language Week and Foreign Language Honors' Night.

### **OTHER STUDENT GROUPS**

ACT Team (Tolerance Team); GSA Group (Gay, Straight, Alliance); VASSA Group (Varsity Athletes Against Substance Abuse).



## *Narragansett Pier Middle School*

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### 2023/2024 School Year Information and Guidelines

On behalf of the faculty and staff, it is with great excitement that I welcome you to Narragansett Pier Middle School for the 2023-2024 school year. I hope you find yourself refreshed after a nice summer break and excited for what is to come for this new school year! As with all things new, I hope you are eager to embrace the changes we will see in this upcoming year. We also will continue to support your academic, social, and emotional needs.

Important information regarding academics, behavior, health and so much more can be found in our handbook. Please be sure to read it through with your families. By being aware of our school policies and procedures, we can all help maintain a safe and supportive environment for all who attend The Pier School.

Similarly, to last year, we challenge you to be an active part of your school community. This may look different for everyone, but it may be joining a new intramural sport, starting a new club, or participating in one of our amazing arts programs this year!

Best of luck this year and remember to always be kind, be courageous, and continue to be YOU!

*Colleen Johnson*  
Narragansett Pier School Principal

# Faculty and Staff

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## Middle School Telephone Numbers

Main Office | (401) 792-9430 (press 0)  
FAX Number | (401) 792-9436  
Attendance | (401) 792-9430 (press 1)  
Guidance Office | (401) 792-9430 (press 2)

### **Administration**

Colleen Johnson	Principal
Emily Chartier	Dean of Students

### **Clerical**

Laura Hoxie	Secretary
Rebecca Marcello	Secretary

### **Professional Staff**

Rebecca Angell	District Social Worker
Jennifer Benson	NPS Psychologist
Jacob Bromberg	NPS Technology
Lauren Durney	Evaluation Team Chairperson /Induction Coach
Ann Marie Glanville	District Speech/Language Pathologist
Linda Jordan	District Occupational Therapist
Jessica LaVallee	District Literacy Coach
Julie Malloy	School Nurse Teacher
Stefanie Mezzanotte	NPS Guidance Counselor
Michael Millen	NPS Athletic Director
Vanessa Miller	District Technology Coach
Linda McQuaide	District Mathematics Coach
Melissa O'Neil	District Literacy Specialist
Angela Saillant	NPS Nurse Teacher
Donna Wallace	District Physical Therapist

### **Faculty and Staff**

Rebecca Ansaldi	Teaching Assistant
Terry Burke	Art
Julie Camara	Grade 7 Special Education
Katie Chapman	Grade 8 Mathematics
Lynn DiTusa	Grade 7 ELA
Chris Dolos	Grade 8 Science
Jessica Drinkwater	Literacy Specialist
Velena Foster	Teaching Assistant
Katie Freeman	Grade 5 Special Education
Katie Griffin	Grade 6 Special Education
Hannah Hackett	Grade 6 ELA
Daniel Healey	Band

Kevin Holden	Grade 8 Social Studies
Sean Horgan	Computer Science/Band
Christina Izzi	Foreign Language/ELL
Ryan Kanaczet	Grade 6 Science
Joseph Kutcher	Grade 7 Science
Martha LaBelle	Physical Education/Health
Amy Lamb	Teaching Assistant
Fritz Lanz	Math Interventionist
Danielle Lippacher	Grade 5 Math
Jennifer Loiselle	Reading Interventionist
Christine McDonough	Grade 5/6 Special Education
Elizabeth McKanna	Grade 6 Social Studies
Sheila McPartlin	Grade 6 Mathematics
Carolyn Mellors	Grade 7 Social Studies
Stephanie Miko-Rydzaj	Lunch Aide
Holly Mills	Teaching Assistant
Nadia Moss	Grade 5 Social Studies/Science
Caley Mulcahy	Grade 8 Special Education
Suzanne Pezza	Grade 5 ELA
Matthew Pottle	Grade 7 Agricultural Science
Jessica Rodrigues	Librarian
Lennon Schroeder	Foreign Language
Robert Shields	Grade 8 ELA
Michael Simeone	Music
David Smith	Physical Education/Health
Lauren Spink	Grade 7 Math

### **Mission**

The mission of the Narragansett Pier School is to guide our fifth through eighth grade middle level students through a period of growth and change intellectually, emotionally, physically and socially.

### **Vision**

In order for Narragansett Pier School to continue its journey as a high performing middle school, it must have a clear sense of the goals it seeks to reach, the students and community it serves, and the contributions that all must make in order to achieve this vision. As a result, the NPS community will:

- treat all people with respect, and foster a climate of appreciation for diversity.
- be a place where learning is the focus, and there are high expectations for all learners.
- be a place of continual change and evolution as we strive to help all students learn and grow as responsible citizens of our community.
- be a place where communication is valued and supported as a way to ensure cohesiveness and continual focus on our mission and goals.
- be a place to grow leaders among all groups in the community.
- maintain a clean, safe, and healthy environment through good maintenance, a clear health and wellness policy, and constant vigilance with regard to security issues.
- celebrate and value the success of its community members.

### **Students**

An exemplary school recognizes the importance of each individual student. As a result, each student understands that he or she is an important and valued member of the community.

Therefore, all students will:

- be active members of the community and develop a sense of belonging through participation in the life of the school.
- be active participants in a variety of rich educational experiences.
- meet or exceed high academic expectations.
- will set and meet high expectations for themselves.
- will be respectful, tolerant members of the community.

### **Staff**

An exemplary school recognizes the critical role of each staff member in the success of all students. As a result, all staff members will:

- have clearly stated, high expectations for student success and will work individually, collaboratively, and collegially to foster the success of all members of the community.
- model their commitment to lifelong learning through focused professional development and reflection resulting in the use of “best practices” in instruction, discipline, and human relations.
- communicate openly among and between grade levels and other identified groups and individuals as a way to ensure cohesiveness and continual focus on our mission and goals.
- value and work toward curriculum consistency and support instructional improvement efforts.
- be responsible members of the community as shown through active participation in the life of the school.
- utilize tools such as the NPMS website, student handbook, monthly newsletter, parent LISTSERV (email notification system), progress reports, report cards, parent conferences, annual open house, and other direct means of communication.
- provide notification of school events, programs, testing results, academic progress or concerns.
- welcome parents as valuable members of the school community.

### **Parents**

An exemplary school recognizes the importance of family involvement in the success of all students and the school itself. As a result, all families will:

- take an active interest in their child’s academic progress.
- facilitate parent and staff communication by utilizing tools such as the NPMS website, student handbook, monthly newsletter, parent LISTSERV, (email notification system),
- progress reports, report cards, parent conferences, annual open house, and other direct means of communication.
- develop a sense of belonging to the school community through active participation in the life of the school.
- have the opportunity to participate in volunteer activities at the school, pending background check.
- be respectful, supportive members of the school community.

# *NPS Expectations and Guidelines*

## **ADVISORY**

The Narragansett Pier School provides a nurturing environment that is child-centered and conducive to the unique learning needs of our students. Advisor/Advisee programs are considered to be an essential element of developmentally responsive middle schools. It has been established that when students make lasting connections with one adult, academic and personal outcomes improve. At the Pier School, teachers and guidance counselors together will implement an advisor/advisee program that is designed to provide support and caring throughout our students' middle school years grades 6 thru 8. Each child within the school will establish a positive relationship with at least one adult in the school. The Pier School is committed to provide time weekly for teachers to connect in a personal way with a small group of students to provide advice and encouragement. Because we believe that our students need to be life-long learners, work cooperatively with others, appreciate diversity, and become active, responsible citizens, we believe the advisor/advisee program will be instrumental in our students' positive academic and personal development. Through meaningful activities, the advisor/advisee program will further develop our students' sense of belonging with adults, other students, and the community.

## **ASSEMBLIES**

We believe that students can learn in many different ways. One way to reinforce some of the things that are taught in regular classes is through assemblies. We regularly use our cafeteria or gymnasium to have special presentations of visiting guest speakers and presenters. Please keep in mind that when students are a member of an audience, they are required to be on their best behavior and to show proper appreciation of the performance or presentation.

## **DANCES**

Dances may be scheduled throughout the school year for students in grades 7 and 8. In order to attend a dance, a student may not receive any detentions or disciplinary referrals to the office during the week of the dance. Students who do attend must remain for the entire duration of the dance. They may not arrive late or leave early. A student who is absent or suspended from school on the day of a dance may not attend. Typically, dances will be from 7PM – 9PM. Parents are asked to pick up students promptly at 9:00 P.M. Students are allowed to walk home, but must submit a request form, signed by parents, and have it approved by administration 24 hours prior to the dance. Dances are for Pier Middle School students in grades 7 and 8 only; March Madness is open to all Pier School Students.

## **GUIDANCE**

The Guidance Counselor's role at the Pier School is to assist students with their development both academically and socially. The counselor will always be on hand to aid teachers, parents and students in seeking solutions to problems involving middle school students. Students, parents and teachers are encouraged to seek the counselor's assistance in the problems encountered by the student population at Pier Middle School.

Counselors are available to:

- Orient new students to the Pier School.
- Interpret test data for students and parents.

- Assist parents in understanding their child's learning cycle.
- Assist parents and students in dealing with neighborhood, bus, or school problems.
- Provide students with career information.
- Provide students with vocational and technical school information.
- Work with groups of students.
- Assist individual students with personal problems.
- Attend MDT, IEP, and 504 meetings as needed.
- Work with outside agencies.

### **LOST OR DAMAGED PROPERTY**

The school cannot accept responsibility for stolen money, cell phones, any devices that connect to phones, such as watches, or other articles. Students should become increasingly responsible for their own property as well as that of the school. Labeling articles will assist in the return of lost items. We strongly advise that students not bring excessive amounts of money or valuables to school. We often have unclaimed clothing and other articles in our lost and found section of the cafeteria or the main foyer.

### **MAKE-UP TIME/TEACHER DETENTION**

Any of your teachers may keep you after school for make-up work or make-up time in case you have missed some work or class time or for behavioral reasons, providing they have given 24-hour notice and/or contacted your parents. If you have been assigned teacher detention, you are responsible to report without delay to that teacher directly at dismissal. Failure to report for teacher detention may result in the assignment of two one-hour office detentions and a discipline referral will be included in your file. A conference with Administration may be held.

## ***NPS Code of Behavior***

Life at Pier School is guided by the principles of respect, responsibility and safety between and among the adults and young adults who comprise our school community. At Narragansett Pier School, we expect students to demonstrate self-discipline in managing their behavior. We encourage self-discipline when we acknowledge that students are responsible for their own behavior and when we organize our classrooms and our activities to reflect our belief in their ability to make good choices.

We realize, however, that at times individual students do not exercise self-control, despite the positive and caring attitude of the teacher, and that they consequently do not meet their responsibilities as school citizens. At such times, we must assist the student in establishing self-control through a combination of efforts. We need to gather our resources around that student; administrators, teachers, guidance counselors, support staff and parents must be called together to help the student seek a solution to the problem.

We use an incident report system for student discipline. This system was designed to ensure consistency in the overall discipline at the Pier School. When a student misbehaves (frequently

talking in class, fooling around, gum chewing, being disruptive), the behavior may be reported and filed in the office. When an incident has been filed, the Assistant Principal may hold a conference with the student. At this time, parents/guardians may be contacted. If deemed necessary, a conference will be arranged with the parent, student, and the teachers involved to develop a plan for correcting the misbehaviors.

When a student commits a serious offense, such as swearing, fighting, insubordination (any intentional failure to follow the directions of a staff member), etc., the student will be sent directly to the office. A report will be filed recording the appropriate consequences for the offense and the circumstances involved. Actions taken will range from detention to school suspension, in addition to other possible consequences. Parents will be notified and a meeting and/or restorative conference - potentially including any students, parents and school staff involved - may be scheduled. In the case of school suspension, a reinstatement conference is necessary with a parent in order for a student to be readmitted to school on the day she/he is scheduled to return.

Also, please note that skipping teacher detention is recorded as a serious offense. This type of behavior will result in the student being sent to the office to meet with the Dean of Students.

Lastly, appropriate behavior is not only expected in class, but also in the cafeteria, hallways, and at recess. These disciplinary procedures apply to all areas of our school and anytime NPS students participate in school sponsored trips or activities. **FOR EACH TEACHER DETENTION MISSED, TWO OFFICE DETENTIONS MAY BE ASSIGNED.**

Please Note:

- If school is cancelled for inclement weather, that day may not constitute a suspension day and any office detentions would be rescheduled.
- Student Athletes should also reference “STUDENT ATHLETE CODE OF CONDUCT” on page 32.

***The following range of disciplinary sanctions is in place:***

- Administrative Detention- will be served afterschool from 2:30-3:30 PM. Students must report with study materials and remain quiet. No student will be excused, after the fact, for not reporting to detention. Inappropriate behavior during administrative detention may result in additional detentions or suspension.

All assigned administrative detentions should be served within three school days of the infraction. Students who fail to serve detentions within the allotted time period will be placed on indefinite social suspension until the detentions are completed. Under no circumstances will detentions be allowed to accumulate from one month to the next.

- Social Suspension is exclusion from all extra-curricular activities. This includes such activities as dances, sports (including sports tryouts) banquets, recognition ceremonies, school-sponsored trips, and any other activities which are not required by an academic course. Each semester, social suspension may be assigned for up to ten (10) weeks each time a student is suspended or when chronic infractions occur. Generally, a student receives a week of social suspension for each day of suspension. Any student with 3 suspensions in a semester will be placed on indefinite social suspension. A student may also be assigned social suspension for incomplete school work assignments or as a consequence for general misbehavior (see page 23).



- In-School Suspension- Students can be assigned to In-School Suspension (ISS) for a variety of reasons. Students on ISS must remain in the ISS room all day except for an escorted lunch. Students in ISS may not participate in any extracurricular activities on the day of the ISS.
- Suspension- is exclusion from school privileges by administrators for no more than 10 consecutive school days. Students may not attend or participate in any school activities, including sports, during the suspension period. Except in cases of an emergency, or where a student's presence constitutes a threat of disruption, no student will be suspended without an informal due process hearing. All reasonable efforts will be made to contact the student's parent(s) prior to suspension. When parental contact cannot be made, the student will be assigned ISS for the remainder of the day. A parental conference is required before the suspended student is readmitted.
- Expulsion- is exclusion from school privileges for more than 10 and up to 180 consecutive school days. Any student faced with expulsion will be given the opportunity for a formal due process hearing before the school committee.
- Other- alternatives (including, but not limited to mediation, community service, restitution, morning administrative detention, lunch detention, extended after school detention and Saturday detention) will be considered to assist students in establishing self-control and/or resolving conflict.

## *Academic Policies and Procedures*

### **REPORT CARDS**

Reports of students' progress are available anytime by accessing the Power School portal. A password to the portal will be issued to both you and your student. Report cards are available approximately one week after each quarter ends. Report cards are handed out to students in November, January, and April and parents are asked to sign the report cards and have students return them to their homeroom/first period teacher. Report cards will be mailed home in June. The format of the report card may vary from each grade and subject. Also, selected comments will be listed dealing with student behaviors and class participation. All subjects will be listed on the report card.

### **PROMOTION CRITERIA**

#### General Guidelines:

- Narragansett Pier School believes that given time and effort, all students will learn.
- When determining an individual student's eligibility for promotion to the next grade, factors such as IEP or 504 designations, age of student, grades, and previous and/or on-going interventions, will be considered.
- For the purpose of this policy, academic subjects include mathematics, English/Language Arts, science, and social studies.

#### Failure of Mathematics and/or English/Language Arts:

- A student who fails mathematics must attend and pass a mathematics summer program.

- A student who fails English/Language Arts must attend and pass a literacy summer program.
- The student must complete and pass the summer course(s) to be promoted to the next grade.
- A cost may be incurred for summer courses.

Failure of Subjects Other Than Mathematics and English/Language Arts:

- A student who fails any two academic subjects must complete and pass one summer course, the content of which will be prescribed by the summer school coordinator, in order to be promoted to the next grade. If one of the subjects is math or English/Language Arts, the policy stated above applies.
- A student who fails any three academic subjects must complete and pass two summer courses in order to be promoted to the next grade.
- A student who fails any four academic subjects may be ineligible for summer school and can be retained.
- A cost may be incurred for summer courses.

Eligibility to Participate in 8th Grade Promotion Ceremony:

- Any student who fails two or more academic subjects will not be allowed to participate in the eighth-grade promotion exercises.

**EXTENDED SCHOOL DAY PROGRAM**

If a student is failing a class at progress report time or they begin to fall behind in class assignments prior to progress report time, they may be assigned to an extension of the school day to make up work that is missing or receive additional supports to succeed in class work. If a student is assigned to Extended School Day for incomplete school work, they will be on social suspension until he/she exits the program for work completion.

RULES FOR STUDENTS ENROLLED IN SUMMER LEARNING PROGRAM

1. Students must be on time for all classes.
2. Students must attend every class in order to receive credit. More than two absences (for emergency reason only) will result in failure or termination from the program. All absences must be verified by a parent/guardian.
3. Students must remain in class until dismissed by the instructor.
4. Misbehavior of any kind will not be tolerated. Any student who cannot behave properly and respectfully will be terminated from the summer program.
5. All Narragansett Pier Middle School student rules are expected to be followed. This includes such things as no gum chewing, proper attire, no hats, electronic devices, etc. Please refer to the School Code of Behavior section of this handbook for more information.
6. Students may not loiter in the building before or after classes.
7. Students may not interrupt classes for any reason.
8. Promotion to next grade is contingent upon successfully completing the requirements of the program. A parent conference may be requested with a teacher and/or administrator.

**MAKE-UP WORK POLICY**

Students will have an opportunity to make-up any work missed due to absences. For every day missed, students will receive two days to make-up assignments. Teachers may accept assignments

beyond this, but it is at their discretion. Assessment make-ups will be at the discretion of the teacher, but do need to be made-up in a timely manner.

### **HONOR ROLL**

Pier Middle School has an honor roll in grades seven and eight. In order for students to be eligible, they must achieve all grades of 80% (B-) or above in ALL classes.

### **NATIONAL JUNIOR HONOR SOCIETY**

Our seventh and eighth grade students are also eligible for induction into the Mariner Chapter of the National Junior Honor Society. These honor students stand out in their excellence in character, citizenship, and public service. They are recognized for their excellence in academics by maintaining an average of 90% or better. In addition, students must complete 12 hours of community service. Once inducted, students must maintain their high caliber of excellence in order to remain members.

### **STATE ASSESSMENT PROGRAM**

Students in Grades 5 – 8 are required to participate in state assessments for mathematics and English language arts. Additionally, 5th and 8th grade students are required to participate in state mandated science testing. The results of these assessments are given to school districts upon completion. We are then able to share the information with parents and include the data in students' files, enabling us to consider additional information when reviewing their progress and educational plans. The testing dates will be posted on the school website, as soon as they become available.

We consider this component of our students' school experience to be very important. We ask for parents' help and cooperation by making sure students attend school on time on all testing days, get sufficient rest, and eat a healthy breakfast.

## ***NPMS Athletics***

NPMS offers an Interscholastic Sports Program for Grades 6, 7 and 8 and an Intramural Program for Grades 5-8. The following is a list of Interscholastic Sports that NPMS has declared for the school year: boys' and girls' soccer, basketball, cross country, track and field, cheerleading, wrestling, boys' baseball, and girls' softball. Announcements for tryouts will be made prior to each season.

The RI Interscholastic Sports League requires that students be in good academic standing. They also require student athletes to complete a participation form and have a current physical prior to participation. Also, school administrators will be in regular contact with coaches to ensure that students are in good behavioral standing. Athletes accept the responsibility of being leaders and taking pride in representing NPMS in a positive manner.

### **6TH, 7TH & 8TH GRADE ATHLETICS**

Narragansett Pier Middle School believes that extra-curricular activities should be a vital component of a student's experience in a middle school community. In order to provide athletic opportunities for our students, the Pier School offers both an intramural program and an interscholastic sports program. The staff also believes that participation on athletic teams is not a right, but a special privilege and that our student-athletes must realize the extra responsibility that goes with being a representative of the Pier School. Therefore, in order to ensure that the

integrity of the student's academic experience at the Pier School is maintained, the following guidelines must be adhered to in order to participate in the interscholastic sports program:

### **STUDENT ATHLETE ACADEMIC CODE**

1. All students in grades 6, 7 and 8 may participate in tryouts.
2. All athletes' grades will be reviewed each Monday. Any student receiving a grade of 64 and below in English, Mathematics, Social Studies, Reading/Writing, or Science will be considered ineligible and may not participate in any games or practice until a satisfactory report of Grade 65 or better is reported on the following or subsequent Monday. During that period, students are on academic probation and will attend a mandatory homework club 2 days a week.

### **STUDENT ATHLETE CONDUCT CODE**

1. School suspension (first of school year)- the student may be suspended from all athletic practices and contests for two weeks.
2. School suspension (second of school year) - the student may be suspended from all athletic practices and contests until the end of the current school year.
3. School suspension during tryouts- student may be ineligible to play sports for that season.
4. Any student who continually disrupts classes and is consistently removed from class may be suspended from play for one week. Repeated disruptions will result in further suspensions and possible removal from the team.
5. Any student found to be possessing, distributing or using tobacco, nicotine devices, vapes, alcohol or a controlled substance while on school premises, on school transportation, or at any school sponsored activity will be suspended from their team for the remainder of that season.



## *Narragansett Elementary School*

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### 2023/2024 School Year Information and Guidelines

Welcome to the new school year. We begin this year with enthusiasm to partner with you in your child's year of learning! As always, we will continue to strive to provide meaningful content and social emotional learning for all children. The staff will continue our learning to enhance our knowledge, strategies and tools to provide a current, engaging learning experience for our young learners.

Please consider us partners in teaching your child. Our teachers will be holding Back to School Nights for parents early in the school year where you will learn about your child's classroom, curriculum and plans for their school year. Additionally, we will have a Parent Teacher Conference meeting after the first round of trimester report cards. Please review the district calendar in the attached parent handbook or on the website. At any time between these events, you can always contact your child's teacher to discuss progress and ways you can support your child. Our teachers are available via email and will be in contact with you to see how you prefer to communicate: phone or email. We encourage and rely on your participation, and will send home ways to help your child practice skills they have learned in school. This may be in the form of nightly homework assignments, reading/ math practice and even games. It is important for your child to show you what they are learning and will motivate them to continuously- "show what they know!"

We have an amazing PTO that is making plans to enhance our school family community as we have begun the ability to socialize and hold events- indoors and outdoors. They will also be looking for parent participation. I hope you are able to join them.

This handbook has been designed to provide you with district and school specific information, protocols and policies. Please familiarize yourself with this document. There is a sign off sheet acknowledging you have read it as well as an important sheet sign off necessary for your child to participate in several school activities and learning. Please return these to school as soon as possible.

Most of our school communication will come to you via email. Please be sure we have your most current email and phone information on file. As always, I am here to support the love of learning and available to you- a phone call or email away.

Most Sincerely,  
Lisa Wilson

# Faculty and Staff

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## Elementary School Contacts

Main Office | (401) 792-9420 (press 0)

FAX Number | (401) 792-9424

### Administration

Lisa Wilson	Principal
Tracey McCallig	Dean of Students

### Student and Family Support Staff

Rebecca Angell	District Social Worker
Tara Reddington	School Psychologist

### Clerical

Nancy Kenyon	Office Secretary
CJ Tudino	Secretary

### Faculty and Staff

Amanda Augustinsen	Grade 3
Kayla Allen	Grade 4
Hilary Black	Grade 3
Emma Catanzaro	Foreign Language Teacher
Patty Carosotto	Preschool
Jenine Clarke	Grade 4
Mary Ann Cook	Grade 3
Lauren Corbeil	Grade 2
Marnie DeLuca	Special Education
Beth Marsella	Grade 1
Jessica Deremer	Art Instructor
Jack Fernandes	Technology Specialist
Karen Festa	Social Emotional Learner Educator
Jane Flood	Speech Therapist
Katie Freeman	Special Education
Emily Gallo	Preschool
Kristin Gerard	Kindergarten
Meghann Gerrish	Preschool
Molly Hammell	Music Instructor
Anthony Hassell	Health & Wellness
Tonia Hassell	Reading Specialist
Ashley Heeder	Grade 4
Tanya Hubert	Kindergarten
Holly Hummel	Physical Education

Amy Hunt	Kindergarten
Jennifer Ibsen	Grade 2
Christina Izzi	ELL Instructor
Brien Jennings	Library-Media
Linda Jordan	Occupational Therapist
Jillian Lemke	Early Childhood Special Educator
Jen Lubic	Reading Specialist
Mary Beth Marcotte	Physical Education
Whitney McGinn	Preschool
Nancy McGonagle	Math Interventionist
Kristin Marsella	Preschool
Leah Mitchell	Math Interventionist
Kim Mulvey	Grade 1
Shannon Oberheu	School Nurse
Kim O'Donnell	Grade 1
Mary Patty	Speech Therapist
Michelle Souchette	Grade 2
Nicole Tavarozzi	Special Education
Donna Wallace	Physical Therapist

**Teacher Assistants**

Cynthia Day	Jeannine Marsh
Beth Dorich	Jillian Reposa
Kiara Duffin	Michaela Skerry
Robyn Hannon	Robin Whalen
Sida Hyde	Jennifer Yee

**Maintenance/Custodial Staff**

Al Cesario	Samantha McCrave-Harvey
Debbie Martone	

## **NARRAGANSETT ELEMENTARY SCHOOL MISSION**

*“We Care, We Share, We Dare”*

Narragansett Elementary School, in partnership with parents and the community, prepares students for their future by:

- Setting high standards
- Focusing on rigorous learning for all students
- Challenging students to become self-directed learners
- Fostering creative and critical thinking
- Providing safe, healthy, nurturing environment
- Celebrating diversity

### **CORE VALUES/BELIEFS**

At Narragansett Elementary School, we believe that all adults and students can learn and reach their potential in a school environment where:

- Instruction is focused on essential concepts that are taught over an extended period of time with the opportunity to apply learning in a wide variety of texts and contexts.
- All children and adults behave respectfully and responsibly.
- Teachers create safe classrooms where teaching the whole child is differentiated and inclusive and habits of mind are encouraged.
- Adults collaborate and employ best teaching practices to foster lifelong learning.
- Assessment data is used to guide developmentally appropriate instruction.
- The unified arts are valued and integrated throughout the curriculum.

### **CHARACTERISTICS OF OUR SCHOOL**

- Clear and shared focus
- High standards and expectations for all
- Effective school leadership
- High levels of collaboration and communication
- Curriculum, instruction and assessment are aligned with standards
- Frequent monitoring of learning and teaching
- Focused professional development
- Supportive learning environment
- High level of family and community involvement



# *School & Family Compact*

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

## **As a teacher, I will:**

- ❖ Consistently provide high-quality curriculum and instruction to help each student achieve the school's high academic standards.
- ❖ Motivate my students to learn.
- ❖ Have high expectations and help every child develop a love of learning.
- ❖ Communicate with families about student progress on an ongoing basis.
- ❖ Provide a warm, safe, caring learning environment and make the school accessible and welcoming for families.
- ❖ Provide meaningful daily homework assignments to reinforce and extend learning (10 minutes per grade.)
- ❖ Participate in professional development opportunities that improve teaching and learning.
- ❖ Work to support the formation of partnerships with families and the community.
- ❖ Respect the school, students, staff and families.

## **As a student, I will:**

- ❖ Come to school ready to learn and work hard.
- ❖ Bring necessary materials, completed assignments and homework.
- ❖ Know and follow school and class rules.
- ❖ Ask for help when I need it.
- ❖ Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- ❖ Limit my TV watching, video gaming and computer time and remember to study or read every day after school.
- ❖ Respect the school, classmates, staff and families.

## **As a parent/guardian or family member I will:**

- ❖ Provide a quiet time and place for homework and monitor TV viewing, video gaming and computer time.
- ❖ Read to my child or encourage my child to read every day (10-30 minutes).
- ❖ Communicate with the teacher or the school when I have a concern.
- ❖ Take an active interest in my child's academic progress.
- ❖ Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- ❖ Regularly monitor my child's progress in school through report cards, parent/teacher conferences and test results.
- ❖ Develop a sense of belonging to the school community through an active participation in the life of the school.
- ❖ Consider the opportunity to participate in the volunteer activities at the school, pending a passed background check.
- ❖ Communicate the importance of education and learning to my child.
- ❖ Respect the school, staff, students, and families.

# *NES Expectations and Guidelines*

One goal of the Narragansett Elementary School is that each child will become a responsible member of the school community. Students are expected to learn to be responsible members of the school community. Students are expected to be responsible for their learning, their behavior, and they are expected to follow these school-wide rules. All students will show courtesy and respect to every individual within the school community.

## **Code of Behavior**

Life at Narragansett Elementary School is guided by the principles of mutual respect and responsibility between and among the adults and students who comprise our school community. We encourage self-discipline and we acknowledge that students are responsible for their own behavior, and we organize our classrooms and our activities to reflect our belief in their ability to make good choices.

We realize, however, that at times individual students choose not to exercise self-control, despite the positive and caring attitude of the teacher. At such times, we must assist the student in establishing self-control through a combination of efforts. At times, we need psychologists, administrators, and parents to be called together to help the student seek a solution to the problem.

At the Narragansett Elementary School, students may be spoken to by the teachers or assistants about any inappropriate behavior. Students may also be spoken to by the principal or assistant principal or the behavior specialist. In some cases, a student may be given a “time out” for inappropriate behavior. For more severe behaviors, an in-school suspension may also be given. In extreme cases, suspension or expulsion may be instituted. All significant behaviors require the student to do a behavior plan.

## **Yellow Cards**

If a student is sent to the office or behavior room, a yellow discipline card is filled out reporting inappropriate student behavior. Cards are kept throughout the year to document student behavior. This card is used as an opportunity to track behavior and provide support when and where necessary. This card is not meant to serve as a punitive measure but more of a way to determine need for support if behaviors are observed as a pattern.

## **Playground Rules**

Students will attend recess with their grade level group members. Students will be offered specific play areas and Teaching Assistant to supervise their class. Games and activities will be designed for the area they play in.

- ❖ Leave footballs, hardballs, bats, baseballs, collector cards, radios, iPods, or handheld electronic games/devices at home.
- ❖ In order to prevent injuries, stay away from the road, cars, windows, and the doors to the school to prevent injuries. Do not climb trees or go into the woods.
- ❖ Play safely and keep hands to yourself.
- ❖ Stay on the playground.
- ❖ Get permission before going into the building for any reason.
- ❖ Report all injuries on the playground to an assistant.
- ❖ Follow all directions given by the assistants – at all times.

# *Narragansett Parent Involvement Policy*

The administration, staff and parents of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community to prepare students for a lifelong love of learning.

## **Visitation:**

Parents and/or guardians are welcome in Narragansett Elementary School. We also welcome prospective students, transferring students and new families.

- Please contact your child's teacher or building administrator to make an appointment to visit the classroom or tour the school.
- On the day of your visit please report to the main office to be welcomed. You will be asked to sign in.
- If you are visiting a specific classroom for an extended period of time you will be asked to sign a confidentiality agreement

## **Volunteering**

There are many opportunities to volunteer at NES. Parents can volunteer in several capacities: on a regular basis or during classroom or school wide events. **To ensure safety, all volunteers and chaperones MUST have a background check.**

This process is done through our school district and takes approximately one week.

If you are interested:

- Sign up for school wide events with the PTO during Grade Level Open House Meetings
- Speak to your child's teacher (classroom help, chaperones, etc...)
- Inquire at the office if you do not have a child in the school and wish to offer your services or prefer to be a volunteer in non-classroom capacities (library, art, cafeteria etc...)

Resources and Information:

- BCI (background check) forms can be found in office and online at [Narragansett Elementary School: Forms](#)
- volunteer handbook can be found in the office
- chaperoning guidelines are located in front office
- training is available through the classroom teacher or other assigned personnel

Please Note:

- Volunteering is at the discretion of the teacher and classroom schedule. If there are no opportunities in your child's classroom, other opportunities are available.
- Change of information-if you have any personal information change it is the parents' responsibility to update/change background check information

## **Events**

There are many school sponsored events for parents and families throughout the school year. Families are encouraged to attend as it is an important part of school experience and a way to show the importance of a school/home connection to children.

We are proud to offer academic information events (Literacy and Math Nights), family events (Pizza Picnic, Bingo Night, School Concerts etc..), and classroom sponsored activities.

- If financial barriers keep you from attending, extra support is available (contact principal for details).

- Volunteers are needed to run events. An opportunity to sign up to volunteer for specific tasks will be at open house in September

### **Communication**

There are a variety of ways that NES staff communicate with parents.

If a parent requires translation services, we will accommodate this request.

#### **Daily Communications:**

- Backpack Notices- please check your child's backpack regularly
- Phone and e-mail communication: each teacher has school email and phone extensions which can be located on the [school website](#).

#### **Web Based Communication**

- Alert Now phone message system
- School website: [Narragansett Elementary School Website](#)
- Listserv- sign up to receive school notifications. This can be done online or through the student handbook form

#### **Ongoing:**

- School sign
- Parent corner in main office
- PTO bulletin board near front office

#### **Monthly:**

- School Newsletters
- PTO meetings and Newsletters
- School Committee Meetings

#### **Annually:**

- Parent Night/Parent-Student Events
- Parent /Teacher Conferences happen in December each school year
- Report Cards- students in preschool will receive 2 report cards each year. Students in Grade K-4 will receive 3 report cards each year.

### **Education**

Academics, teaching and learning are at the forefront of what we share with parents. The curriculum and Grade Level Expectations can be located on the district website: [Narragansett School System: Curriculum](#)

If your child is having academic issues, please contact your teacher to discuss supports that are in place and available for each student.

#### **Testing:**

Each school year, we screen and assess students with a combination of school, district and state assessments. We provide assessment information through the mail, with report cards or during parent/teacher conferences.

#### **Report Cards**

At NES, we have a standards based report card. Each reporting period, the classroom teacher indicates your child's progress aligned to what the child is expected to know and be able to do at their grade level for that time of year. Students are expected to meet Common Core State Standards as their standard requirement. Parents are asked to acknowledge that they have received the report card and review it with their child.

### **Educational Terms:**

MTSS- Multi Tier Support System is an academic and behavioral intervention process which uses research based assessments and methods to help students identified at risk and gives them early support

PLP -Personal Literacy Plan is a plan for students who are reading below grade level

IEP - Individual Education Plan is an individual plan for students who need special education services

### **Questions and Concerns**

If you have questions or concerns regarding your child's learning, the following protocol is asked to be followed:

- ❖ Contact your child's teacher by email, note or phone.
- ❖ If your concern is not resolved, then make an appointment with your child's teacher to discuss your concern.
- ❖ If further help is needed, then contact the principal
- ❖ NES has a school psychologist that is available to discuss concerns.

### **Leadership**

We welcome parents to become involved in a leadership role. The following are options for this:

- PTO-Parent Teacher Organization, [Narragansett Elementary School: PTO](#)
- SIT- School Improvement Team- a team including administration, teachers, parents and community members who meet monthly to develop and monitor a goals-based plan for each academic school year
- PAC-Parent Advisory Council- special education parent committee meets monthly,  
  
[Narragansett School System: Student Services](#)
- Systems Design/Strategic Planning Committee- district educational plan that the superintendent, building administrators, community members and parents develop and review annually

### **Teachers/Staff Professional Development**

With regard to professional development, the school will provide training to school staff to strengthen parent involvement efforts relating to:

- the value and utility of contributions of parents,
- how to reach out to, communicate with, and work with parents as equal partners,
- implementing and coordinating parent programs,
- building ties between parents and the school,
- parental participation in homework and teacher communication.

# *Title 1*

**Narragansett Elementary School receives Title 1 funds. Parents of children attending NES may request the professional qualifications of their child’s teachers. Parents may request information related to state certification, highly qualified status, emergency certification, and degrees as well as information about the qualifications of paraprofessionals. This information is available by calling the main office at 792-9420.**

Title 1 federal funds come to the school based on the number of students who qualify for free and reduced lunch. These funds pay for educational support to help all students reach their academic potential.

- Parents will be notified if their child is a Title I student.
- The school will host a Title I event:
  - open to all Title I parents, regarding Title I regulations, parent involvement policy, service child will receive, the rights of parents to be involved and parent information sessions.
- Title 1 families will receive notification and invitation to the event through the school flyers and mail.
- Childcare will be provided at the Title I event.
- Parents and students will be asked to provide feedback regarding Title 1 programs (parent workshops, student intervention programs during the school day, after school and summer) in order to plan future programs.
- Annually-Title I parents will be involved in reviewing and planning the Title I plan.
- **Title I Program** is designed to help students become successful in the regular classroom. Students are identified through formal and informal testing and teacher observation of their performance in the regular reading and/or math program. The Title 1 teachers work closely with the classroom teachers to coordinate additional direct instruction to remedial students. Group size ranges from one to five students at a time. Depending on the needs of the student, the supplemental instruction may take place within the classroom or in another area.

## **Parent Involvement Policy**

This policy was written by parents, teachers, and administrators from the School Improvement Team, Title I parents, in collaboration with the Rhode Island Parent Information Network. This policy will be reviewed and revised annually as our school community changes each spring with the School Improvement Team (including Title I Parents) Parents, teachers, and administrators will be involved in all revision of this policy and this policy is to be posted in the school handbook and on the school website.

## **PARENT INFORMATION**

### **Parent – Teacher Organization**

The Parent-Teacher Organization (PTO) is an important part of our school community in Narragansett. The PTO sponsors a variety of activities at all three schools in the district. Membership applications and volunteer sheets will be sent home in the fall. The PTO will also solicit members and volunteers at Open House in the fall. Parent involvement in the PTO can be a rewarding experience for you and your child. Please note that a passed background check is required to assist with PTO events.

### **Back to School Night/Parent Presentations**

Grade levels will also be having a Parent Back to School Presentation evening meeting to discuss specific grade level programs. The grade level Parent Presentation meeting dates are located on the district calendar.

### **Parent Notices**

Copies of notices, lunch menus, etc., are in the main office if you need anything you may have missed.

### **Student Birthdays**

All families must adhere to the nutrition snack guidelines. Birthday Invitations-We ask that invitations for outside school parties and celebrations be mailed, via US mail or given to all students in the class. If not all students, at least all boys or all girls in a class. This is to avoid hurt feelings.

### **Special Offerings**

The South County YMCA provides Before-School and After-School Daycare at the YMCA. The YMCA will transport children to and from the YMCA I South Kingstown. Information is by calling the YMCA directly at 783-3900.

### **After school PTO and enrichment opportunities**

- An After School Enrichment Program is offered by the PTO in the fall and spring. Flyers go home to describe offerings. Sign-up is done by the PTO.
- Before- school band is offered a few days a week by our music teacher. This program is for 4<sup>th</sup> graders.

## *Curriculum Summary*

Our educational program reflects the requirements of the Rhode Island Department of Education and is in alignment with the RIELDS (Rhode Island Early Learning and Development Standards for preschool) CCSS (Common Core State Standards) for grades k-4. Details are available at the [Rhode Island Department of Education](#). We practice developmentally appropriate instruction, utilizing teaching and learning strategies that are both age and individually appropriate.

### **Preschool**

The Narragansett Integrated Preschool program supports the whole child and the diverse community we service. We maintain high expectations for all students. We intentionally plan for student's individual needs and support students at their developmental level. Our high-quality program is based on the belief that preschool students learn through play and exploration of their environment. The classroom environment is structured to provide opportunities for all students to experience learning. Narragansett supports all students as learners embracing research-based teaching practices that utilize universal design for learning and differentiation.

### **Grades Kindergarten through Fourth Grade**

**English Language Arts** instruction is integrated into all subject areas. The English Language Arts Program is a comprehensive language arts program aligned to Right to Read Legislation.

Phonics and word study instruction occurs in grades K-4. Spelling instruction is directly taught at each grade level.

All children have the daily opportunity to write in meaningful ways. Writing instruction, begins in kindergarten. Direct instruction in the writing process is mandated K – 4. Students are writing in journals, working on a draft of a story or writing their observation of a science experiment. They are taught to consider the purpose for writing, as well as the audience.

**Mathematics** instruction is hands-on, concrete, and keyed to the Common Core State Standards of the RI Department of Education, which outlines what children should know and be able to do in mathematics.

The resource used for daily math instruction is Bridges, which includes number corner daily. The curriculum is supplemented with online math programs such as I Ready. A parent letter will go home with each student for each unit of study, outlining the Common Core State Standards addressed in the unit and other resources.

Through the use of manipulatives (pattern blocks, colored chips), children build concrete concepts of number, classification, pattern, number identification and value, place value, addition, subtraction, multiplication, and division. As students build these concrete concepts, they move to more symbolic levels. The problem-solving approach is emphasized and integrated through all areas of the curriculum. Instruction is differentiated to meet the academic needs of students of all abilities.

**Science** instruction is hands-on whenever possible and aligned to content for science. Science Notebooks are used to ensure scientific writing occurs within each unit. We also use the Gems Net Science kits which provide a variety of hands-on inquiry-based lessons in science.

**Social Studies** is curriculum driven and hands on. For example, students learning about the Town of Narragansett may take walking field trips after looking through maps, reading or listening to stories about “the old days”, and then perhaps write journal entries, newspaper articles, or stories about what they learned.

**Foreign Language** - Students in grades Pre-Kindergarten– 4 will receive instruction in Spanish once a week throughout the year.

**Technology** is available in all classrooms to reinforce and enhance the integrated curriculum. Grades 1 through 4 will receive a chrome book computer to be used in the classroom and at home for distance learning. Kindergarten students receive I-Pads. Students will use their own device at school (and at home). Computers are used for a variety of purposes including: word processing, creative writing, problem solving, multimedia presentations, and skill reinforcement. All computers at NES have access to the Internet, which offers a wide variety of educational resources and research opportunities. Parents need to sign a form at the start of the year about appropriate computer use in school.

### **Media Center**

The library program for grades K – 4 is centered on student and teacher needs. The kindergarten classes visit once per week to share a story and borrow a book. Grades one through four are scheduled into the library for a library-skill lesson for a 6-week rotation. These grades also visit, as needed, in small groups or individually to borrow books, use library materials, or media



production. The library hosts a Promethean Board for access to all classroom teachers to use with students.

The children are responsible for the books they borrow. They are taught about book care during their visits to the library and are encouraged to return them when due. Books are loaned for a two-week period with grades K– 2 borrowing one book at a time, grade 3 borrowing two books at a time and grade 4 borrowing a maximum of four books at a time. Overdue notices are sent out monthly, as are bill notices for books long overdue. Books lost or destroyed should be paid for to allow the school to maintain suitable selections.

**Physical Education** is held twice a week. Students need to dress weather appropriately for outdoor PE classes since the classes do go outside at times. Your child is required to wear sneakers in order to participate in class. It is also advisable for girls to wear shorts or pants. Parents need to sign the permission slip in this handbook for walking activities throughout the year that may be slightly off school property.

**Health Education** provided to students in grades K through 4 for the school year.

**Music and Art** classes once a week. On those days, it is advisable for students to wear comfortable clothing that allows for easy movement and the involvement with messy art materials.

**English Language Learners (ELL)** – service available to children who have a language background other than English. Children are taught how to listen, speak, read, and write English. Children are placed in the program based on formal and informal testing, along with observations made by the ELL teacher, the classroom teacher, and parents.

### **Homework Policy**

Generally, work not completed in class may be sent home to be finished. Parents can be supportive by providing a quiet place and a time for a student to do homework. Each teacher assigns homework as appropriate to the child and what is going on in the classroom. Time requirements are approximately 10 minutes per grade. Many teachers feel that the most important “homework” is when the student reads or is read to, on a daily basis.

### **Field Trips**

Trips to cultural activities, museums, or other nearby activities are an extension of our curriculum and valuable experiences for students. It is the expectation of the administration that all students travel to and from field trips on the bus provided. Exceptions must be approved by the principal. If students do not qualify for field trip participation based on behavioral or disciplinary actions, alternative educational opportunities will be made available to them at the school during regular school days.

Parents are often requested to chaperone/help on field trips. **Field trip chaperones must also have passed an up-to-date background check. The background checks do take at least a week or two and should be obtained in ample time before the field trip date. Please keep in mind that background checks expire. Be sure yours is up to date a few weeks before the trip.**

At the conclusion of the trip, students leaving school with parents must be signed out in the office. For security reasons, the school must have parent signatures as proof that students were released to them.

## STUDENT EVALUATION PROCESS

In addition to standardized assessments, all students are evaluated regularly by the classroom teacher, math interventionists and/or reading specialists. In the fall, winter, and spring benchmark testing in reading and mathematics helps teachers plan instruction, measures a child's progress and is used to select students for supplemental academic support. Students receiving Title I reading and math support are monitored frequently to ensure progress. Other formal and informal assessments and observations are done by the classroom teacher to measure a child's social, emotional, motor and academic development.

Narragansett Elementary School provides a student progress report to parents (grades K-4) on a trimester basis in December, March and June using student report cards (Pre-K are on a semester basis). A yearly parent conference will be held in December. Teachers or parents may request a conference **at any time** during the school year to discuss a child's progress. Preschool and newly entering Kindergarten students are screened in the fall with ESI-R, a developmental assessment used to identify students who may need a referral for further testing and/or early intervention support.

Elementary students will be assessed throughout the school year. The following assessments may be given:

**Curriculum Based Assessments** for Bridges (math core) or CKLA (ELA core)

**Running Records**- reading miscue analysis

**CBMs**- curriculum based measures for mathematics

**Add+Vantage**- math concepts screening.

**I-Ready**- a screening assessment of reading and math skills grade 2-4

**RICAS**- Rhode Island Comprehensive Assessment System assessing literacy and math skills for students in grade 3 and 4.

**Looking at Student Work** - On a continuous basis all teachers are involved in "Looking at Student Work". This work allows the entire faculty to engage in reflective discourse and teacher inquiry. It also allows teachers to understand the type of expectations for the community of learners, enabling our students to meet and exceed academic standards.

**Intervention**-If a student is struggling academically and/or behaviorally there is time set aside within the school schedule for staff to address such issues. Staff members may work individually or with a small group in order to provide support.

**Enrichment**-Enrichment opportunities are available to students before, during and after school as well as during class time and "lunch bunch" opportunities. Notifications are sent home regularly throughout the school year to notify parents of enrichment opportunities.

**The State Assessment Program**-In the Spring, Narragansett Elementary School participates in the Rhode Island Comprehensive Assessment System (RICAS) assessment. Our third and fourth grade students will be given the English language arts/ literacy and math components designed to measure student performance on Common Core State Standards (CCSSs). NAEP testing takes place every few years for grade 4 students only.

# *Definition of Education Terms Used at NES*

**Differentiated Instruction** – a philosophy of instruction that is practiced at Narragansett Elementary School. It is a way of teaching based on adapting instruction to student differences, thereby providing maximum growth and individual success for all students. All classrooms practice differentiated instruction to address the varying needs of students.

**MTSS**- Multi Tiered Support System which is an academic and behavioral intervention process which uses research-based assessments and methods to help students identified at risk and gives them early support in needed content or behavioral areas.

**PLP** -Personal Literacy Plan is a plan for students who are reading below grade level

**IEP** - Individual Education Plan is an individual plan for students who need special education services

**Inclusion Model** as opposed to a Pull-Out Model – a model for providing additional instruction to students within the regular classroom. Such models may be used for remedial or enrichment instruction.

**Integrated Language Arts** – Listening, speaking, reading, and writing (including spelling and grammar) are taught as related rather than separate subjects. For example, after reading an article, children might discuss it, and then write a response to it.

**Math Manipulative** hands-on-objects such as blocks, beans, bingo markers, etc., that children use to count with or arrange into patterns to help expand their understanding of math concepts.

**Outcomes** – goals or objectives that a student might be expected to achieve.

**Problem Solving** – is a primary goal in all curriculum areas. It is a process in which children share their thinking and approaches to problems with teachers and other students. Students are encouraged to learn different ways of representing problems and to consider several strategies for finding solutions to problems. We hope students will learn to value the process of solving problems as well as they value the solutions. A model for solving problems is utilized in all classrooms.

# *FORMS TO COMPLETE*

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**Please review, complete and return the following forms to your respective school**



# Narragansett School System

## STUDENT/PARENT HANDBOOK 2023-2024

### SIGN-OFF SHEET

Dear Student and Parent/Guardian:

Signed return of this page signifies that you have reviewed and are aware of the contents of this Narragansett School District Handbook and school specific guidelines and procedures for Students and Parents for the upcoming year noted at the top of this document. Please put your handbook in a safe place for easy reference throughout your high school years.

Students and parents can access the handbook on-line at [www.nssk12.org](http://www.nssk12.org)

**After filling out the Student Information form on this form and after review of the handbook and signature of this page, please have your child(ren) return this form to their respective school's front office as soon as possible but **no later than Friday, September 21<sup>st</sup>, 2023**. It is essential that we receive this signed page indicating your review of the handbook -- we will be contacting you if we do not receive it.**

Thank you for your support.

_____ Student Name (Printed)	_____ Grade	_____ Advisory Teacher ( <i>if applicable</i> )
_____ <i>Student Signature</i>	_____ Date	
_____ Parent/Guardian (Printed)	_____ Date	_____ <i>Parent Signature</i>
_____ <i>Street, Apt. #</i>		_____ <i>Home Phone</i>
_____ <i>City/Town, State and Zip Code</i>		_____ <i>Cell Phone</i>

# District Wide Acknowledgement Form

After filling out and signing this form acknowledging the contents of this handbook, please have your child(ren) return this form to their respective school's front office as soon as possible. It is essential that we receive this signed page indicating your review of the handbook -- we will be contacting you if we do not receive it.

**STUDENT'S NAME:**

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## PHOTO/DIGITAL/VIDEO AGREEMENT

I, \_\_\_\_\_, give my permission to the Narragansett Public Schools to use all images, sound, and videography of my child recorded during school activities for educational and promotional purposes. I understand and agree to allow The Narragansett Public Schools to use all photography, videography, and audio recordings of my child in any present or future media, including television and internet broadcast. These publications may include social media sites and other internet sources for purposes of highlighting our work as a district. As a guardian you reserve the right to revoke permission at any time.

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

\_\_\_\_\_  
*Date*

## WALKING PERMISSION SLIP

Throughout the school year physical education, health classes, and classrooms utilize community resources such as Sprague Park, Sprague Pond, and Bike and Walking Path. I give my permission for my child to participate on Walking Field Trips. If there are any questions, please contact your school's Physical Education Staff.

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

\_\_\_\_\_  
*Date*

## TRANSPORTATION AND BUS SAFETY CODE

We have read and understand the Narragansett School System's district Transportation and Bus Safety Code

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

\_\_\_\_\_  
*Date*

## LIBRARY USE CONTRACT

We recognize that it is neither possible nor desirable for the Narragansett School System and each district school's Library Media Center to restrict access to any material that a family may determine to be controversial. We will not hold the system responsible for materials acquired in the library. As a parent/guardian, I accept responsibility for informing my child that it is his or her responsibility to properly care for and choose books that are appropriate both in reading level and subject matter.

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

\_\_\_\_\_  
*Date*

# *Narragansett School System*

## **Responsible Use Policy: Computer and Technology**

This policy governs the access and use of all means and methods of communications including but not limited to telephone, voice mail, electronic mail, mail, computers, handheld devices, mobile phones, faxes and the use of the internet, sent by or received by a member of the Narragansett School System (NSS) community (staff, volunteer, students) using NSS communication and computer systems. This policy also applies to the electronic disclosure of student information, such as names, photos or videos. Before access may be obtained, the following policy must be read carefully, signed and returned to the school.

The use of NSS systems is intended for educational use only. Use of these systems for any other reason is prohibited. All information transmitted, received or stored using these systems is the property of the NSS. NSS reserves the right to monitor its systems and content, including all emails. You should not have an expectation that the information in the system, or in any system at NSS or at all connected to NSS, is confidential or private.

You may not use our systems in any way that may be seen as offensive, harmful, insulting or disruptive. You may not use the systems to cyberbully; this includes but is not limited to: sending derogatory, threatening, insulting or harassing remarks, sexually explicit messages, explicit comics/cartoons/jokes or other potentially offensive material, access pornography or other offensive sites, gain access to others computers, steal computer files, or to damage in any way NSS systems or any other system or computer, or junk mail, or other documents not related to school.

NSS prohibits the use of any software or files that violate applicable copyright or intellectual property laws on its systems. You may not store or transmit confidential information that includes the personal information of students or staff such as social security numbers, dates of birth, addresses, etc. on any removable storage devices, cloud, or software services.

NSS does not use device location tracking systems. NSS will not remotely activate any device's camera or microphone on a school owned device unless technology support is required or access is ordered pursuant to a judicial warrant or if doing so is necessary in response to an imminent threat to life or safety, and access is limited to that purpose.

Personally owned devices may not access school networks without prior authorization. Any personally owned device that is brought to school is done at the risk of the individual. NSS will not be responsible for any lost, stolen or damaged personal property.

In accordance with CIPA (Child Internet Protection Act), NSS filters internet content to prevent access to pornography and material that is otherwise inappropriate for minors. However, it is recognized that this filter alone, or any other, is no guarantee that users will not be able to access internet resources which are profane, offensive, obscene, or otherwise objectionable. Students should report accidental access to inappropriate content to a teacher or administrator for blocking.

### **Receipt of Responsible Use Policy**

*I understand and will abide by this Responsible Use Policy. I agree that if I violate this agreement, my access privileges may be revoked and I may be subject to disciplinary action including appropriate legal action.*

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent/Guardian (Printed)

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# *Narragansett School System*

## **Notice to Parents (and students 18 years or older) Regarding Release of Educational Records**

Under federal law (the Family Educational Rights and Privacy Act) and in accordance with “No Child Left Behind” (NCLB) with regard to military recruiters and institutions of higher education, this school district must obtain your written consent before we disclose personally identifiable information from your child’s education records. This school district, however, may release some information, known as “directory information,” without your prior written consent, unless you have asked us not to do so.

The primary purpose of releasing directory information is to allow this school district to include this type of information from your child’s educational record in certain publications, such as playbills, yearbooks, honor rolls or recognition lists, graduation programs, and sports-activity sheets.

We have designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities/sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- E-mail address
- Photograph
- Degrees, honors, awards
- Date and place of birth
- Dates of attendance and grade level

If you do not want this school to release any or all of this information without your prior written consent, please use the attached form to notify us as to which information should not be released without your prior written consent.

This form must be submitted to the school office by October 16, and it will be in effect until the beginning of the next school year.

Please do not release directory information without my prior written consent to:

- School Publications**
- Military Recruiters**
- Institutions of High Education**

**Name of student(s):**

\_\_\_\_\_

\_\_\_\_\_

**Parent/Legal Guardian:**

\_\_\_\_\_

**(or student 18 or older)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_