

Cranston East



Balance

Perseverance

Order

Respect

Leadership

Integrity

Tradition

Diversity

Spirit

Excellence

Cranston High School East



A NEASC Accredited School

Handbook

PRINCIPAL

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ASSISTANT PRINCIPALS

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Chris D'Ambrosio
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POLICIES PERTAINING TO CRANSTON HIGH SCHOOL EAST

The following pages contain information concerning policies and procedures specific to Cranston High School East in accordance with district policy. District policies and procedures are found within the Cranston Public Schools Student and Family Handbook. Please carefully review **both** of these handbooks as students and parent/guardian will be required to sign agreement pages for policies contained within. Students will receive a packet of signature pages and documents in their advisory on the first day of school. **Please note that student must return these completed documents to school by Wednesday, September 13, 2017 in order to avoid disciplinary action.**

CRANSTON SCHOOL COMMITTEE

Janice Ruggieri, Chairperson

Stephanie Culhane	Domenic Fusco	Jeffrey Gale
Michael Traficante	Vincent Turchetta	Daniel Wall

CENTRAL OFFICE ADMINISTRATION

Jeannine Nota-Masse
Superintendent of Schools

Norma Cole
Assistant Superintendent of Schools

Raymond L. Votto, Jr.
Chief Operating Officer

Joseph A. Balducci
Chief Financial Officer

Michele Simpson
Executive Director of Special and Related Services

Joseph S. Rotz
Executive Director of Educational Programs

James Dillon
Executive Director of Data Management Systems

WELCOME

The administration, faculty and staff of CHSE would like to welcome you to the 2017-2018 school year. We hope that this handbook will assist you in planning and achieving your academic goals.

This handbook covers the basic expectations, rules and policies, which govern the way we relate to each other in the school community. Our hope is to provide for the general welfare of our entire student population, while respecting the rights and aspirations of the individual.

This will serve as a map to guide you through your social, civic, and academic program of studies. The Cranston High School East community first approved these expectations in March 2002 and has updated them regularly since. It has often been said that if you don't know where you're going, you'll probably end up somewhere else. This handbook is intended to assist you in your day-to-day activities. It also offers you a valuable tool for achieving your academic goals.

At Cranston High School East, we encourage all students to follow a simple plan for success:

Set Goals - - good grades, honor roll, graduation

Be Respectful - - respect yourself, others, and property

Be a Team Player - - work with all members of the school community

Practice the Fundamentals - - be diligent about doing homework each night.

SCHOOL CREED

We, the students of Cranston High School East, resolve to maintain, to the best of our ability, clean standards in the classroom and on the athletic field, to cooperate to the greatest extent with teachers and fellow students, and to cultivate in our characters qualities of honesty, independent thought, and reliability.

SCHOOL SONG

We all sing praise to our school.
Where loyal hearts will remain.
Oh how we love her, our Alma Mater
Cranston High!

With spirits true to our school.
We'll ever sing of her fame.
Our deep devotion, our steadfast faith
She'll ever claim!

Cranston Public Schools

Building Cranston's Future One Child at a Time

2017-18 School Calendar

Resolution No. 17-03-xx approved, March 2017

August 2017							September 2017							October 2017							November 2017						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
						(10)						(18)						(21)							(16)		
																									58		
December 2017							January 2018							February 2018							March 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6					1	2	3					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28				25	26	27	28	29	30	31
31						(16)						(21)						(15)							(21)		
																									131		
April 2018							May 2018							June 2018							July 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30					(16)	27	28	29	30	31		24	25	26	27	28	29	30	29	30	31					
												(22)						(11)							180		

- August 30 & 31, 2017
- September 1, 2017
- September 4, 2017
- September 5, 2017
- September 21, 2017
- October 9, 2017
- November 10, 2017
- November 23 & 24, 2017
- December 25, 2017 - January 1, 2018
- January 15, 2018
- February 19-23 2018
- March 30, 2018
- April 16-20, 2018
- May 28, 2018
- June 15, 2018

- New Teacher Orientation
- All Teachers Orientation
- Labor Day
- First Day of School for ALL students
- Rosh Hashanah
- Columbus Day Observed
- Veterans' Day Observed
- Thanksgiving Recess
- Holiday Recess
- Martin Luther King, Jr. Day
- Mid-Winter Recess (Includes Presidents' Day / Feb. 19)
- Good Friday
- Spring Recess
- Memorial Day Observed
- Last Day of School (or 180th day/make up days for inclement weather)

ELEMENTARY

First Trimester September 5 - December 4
 Second Trimester December 5 - March 14
 Third Trimester March 15 - June 15
 (60 day trimesters)

SECONDARY

First quarter September 5 - November 8 Inclusive 45 days
 Second quarter November 9 - January 24 Inclusive 45 days
 Third quarter January 25 - April 5 Inclusive 45 days
 Fourth quarter April 6 - June 15 Inclusive 45 days

Graduation Dates Cranston High School East and West June 9, 2018
 NEL/CPS Construction Career Academy June 8, 2018
 Cranston East, West & NEL/CPS Seniors' last day of instruction June 1, 2018



CRANSTON HIGH SCHOOL EAST

Parents' Quick Reference

Procedures for Communication: Who to call when...

Call the Main Office (270-8126) when...

- Your child will not be in school because of illness
- You have a question about school lunch forms
- You want to leave a message for your child

Call Food Service Aramark (270-6069) when...

- You have questions about free or reduced lunch status or account balances
- Lunch menus and applications are available at: <http://www.cpsed.net/index.php/2012-07-25-01-08-22/lunch-menus-and-applications>

Call or e-mail your child's teacher (270-8126) when...

- You have a question about your child's grade
- You have a question about your child's assignment
- Detention
- You have a question about a teacher assigned
- You have a question about an in class incident

Call or e-mail a Department Chair (270-8126) when...

- You have curriculum questions
- You are concerned about the actions of a teacher and have found that direct contact was non-productive

Call (270-8123) or e-mail (jpotemri@cpsed.net) the Assistant Principal of Academic Affairs, Mr. Potemri, when...

- You have concerns that were not satisfactorily addressed by your child's guidance counselors
- You have questions about credits earned at East or received from another school

Call the Office of Student Services (270-8122) or e-mail an Assistant Principal Mr. D'Ambrosio (cdambrosio@cpsed.net) Mrs. Matoian-Heard (smatoian-heard@cpsed.net) when...

- You want to be proactive regarding a potential peer conflict
- You have a question about an assigned office detention or suspension
- You want to report a bullying incident
- You have a concern about the action of a teacher that has not been responded to satisfactorily by the Department Head
- You have a question about an attendance matter
- You have questions about school policy
- You have questions about a student's financial obligations
- You want to speak to the School Resource Office

If you need to change your address, please complete a residency change form. This can be found on the main webpage [CPSSED.NET](http://www.cpsed.net) under the "Community" tab under the "Registration" link or by clicking on this link [Residency Change Form](#)

Call or e-mail your child's guidance counselor (270-8123) when...

- You have concerns about your child's adjustment or school performance
- You have a question about your child's schedule or course selections
- You want to request homework assignments for your child because of illness
- You want to discuss standardized test scores
- You have questions about your child's status in regards to credits or graduation requirements
- You want to discuss credit recovery
- You have questions about post-secondary planning

Guidance Counselors:

- Mr. Thomas Centore tcentore@cpsed.net
- Mrs. Leslie Conley lconley@cpsed.net
- Mr. James Creamer jcreamers@cpsed.net
- Mr. Rick Gebhart rgebhart@cpsed.net
- Ms. Risca Goldman rgoldman@cpsed.net
- Mrs. Jodi Murphy jmurphy@cpsed.net
- Ms. Lisa Ventetuolo lventetuolo@cpsed.net

Call (270-8508) or e-mail (daulenbach@cpsed.net) the Assistant Principal for Special and Related Services Mr. Aulenbach when...

- You have questions about student's eligibility for special education services
- You have questions or concerns regarding your child's Individual Educational Plan (IEP) implementation that were not satisfactorily answered by your child's case manager

Call (270-8124) or e-mail (vvarrecchione@cpsed.net) the Athletic Director, Mr. Varrecchione when...

- You want to contact a coach directly
- You have a question about interscholastic athletics and events
- You have questions about eligibility

Call (270-8127) or e-mail (kfield@cpsed.net) the school nurse, Mrs. Field when...

- Your child has a medical condition that the school needs to be aware of
- You have questions about health records

Call (270-8126) or email (skelly@cpsed.net) the Principal, Mr. Kelly, when

- You have a suggestion that may improve the school
- You have concerns that have not been responded to your satisfaction by the appropriate staff

Cranston High School East

Schedule Rotation

2017-18

	A	B	C	D	E	F	G	Advisory
7:37-8:31	1	2	7	4	5	3	2	7:37-8:24
8:36-9:32	2	6	6	2	2	4	1	8:29-8:59 9:04-9:51
9:37-10:31	3	7	5	1	1	2	5	9:56-10:43
10:36-12:02 Lunch Period	4	5	1	5	3	1	7	10:48-12:14
12:07-1:01	5	4	3	6	7	6	4	12:19-1:06
1:06-2:00	6	3	4	7	6	7	3	1:13-2:00

	1 st	2 nd	3 rd	4 th
Lunch Schedule	10:36-10:56	10:58-11:18	11:20-11:40	11:42-12:02
Advisory Schedule	10:48-11:08	11:10-11:30	11:32-11:52	11:54-12:14

CHSE CORE VALUES AND BELIEFS ABOUT LEARNING

- All students are active learners.
- All students take responsibility for their education and growth.
- Involved families help students' academic and social well-being.
- All staff deliver high-quality programs and curricula.
- A safe and orderly learning environment supports and encourages productive learning experiences
- Versatile learning occurs in our classrooms, on our playing fields, in our arts programs, and in our community engagements.
- Our diversity is our strength and enriches the Cranston High School East learning experience.

B O L T S **P R I D E**

Balance

- Home, school, and work
- Prioritize your commitments
- Expand your horizon

Order

- Be self-disciplined
- Be polite and courteous
- Follow the rules and instructions

Leadership

- Set the example
- Guide others
- Be reliable and trustworthy
- Fulfill your commitments and

Tradition

- Leave YOUR legacy
- Keep the Thunderbolt spirit alive

Spirit

- Bleed GREEN
- Support your school community
- Be a member of the CHSE team

Perseverance

- Be confident
- Never give up
- Work hard

Respect

- Encourage and support each other
- Recognize the worth of everyone
- Given to all

Integrity

- Be honest
- Always do the right thing
- Demonstrate fairness

Diversity

- We are One
- Appreciate differences

Excellence

- Set goals
- Exceed expectations
- Hold and achieve high standard

THE CRANSTON HIGH SCHOOL EAST ADVISORY PROGRAM

The goal of the CHSE Advisory Program is to provide a nurturing environment where students have the opportunity to develop positive, meaningful relationships with their peers and teacher-advocates. By engaging in activities that enhance academic success, build group spirit, appreciate individual differences, and support one another through active advocacy, the school community should achieve a sense of personalization.

2017 – 2018 CHSE Personalized Learning Environment Program Overview:

- Program activities created by a Personalization team and conducted by all faculty, staff, students and some parents/community members.
- Advisory sessions occur weekly and in extended advisory assemblies
- Advisors use curriculum created by Personalization team
- Advisors/students create and record reflection on sessions.
- Students record reflections in Digital Portfolio.
- Students will complete and maintain Individual Learning Plan.

CRANSTON HIGH SCHOOL EAST SOCIAL, EFFORT AND CITIZENSHIP RUBRICS

Social Expectation: (citizenship rating on report card)

The Cranston High School East graduate is a respectful, ethical, responsible, and a courteous individual, who can work both independently and cooperatively, by following the rules outlined in the Cranston Public Schools Handbook.

ASSESSMENT	EXPECTATIONS
Excellent: 1	The student has distinguished him/herself by always adhering to the rules in the student handbook; always conducts him/herself in an exemplary manner; always abides by the school's "Core Values" of Order, Respect, Integrity, and Diversity; is always prompt to class; always makes a concerted contribution to the scholarly and disciplined atmosphere of the school, and is a role model for others to emulate.
Satisfactory: 2	The student usually adheres to the rules in the student handbook; usually conducts him/herself in an acceptable manner; usually abides by the school's "Core Values" of Order, Respect, Integrity, and Diversity; is usually prompt to class; and makes a satisfactory contribution to the scholarly and disciplined atmosphere of the school.
Unsatisfactory: 3	The student rarely adheres to the rules in the student handbook or the "Core Values"; has cut more than one class, or has interfered with the learning process of others; has defied authority and /or has been disrespectful to either faculty and /or his/her fellow classmates one or more times; the student is not prepared for class; or the student has cheated one or more times by using either another student's answers or device to obtain answers to quizzes, tests and /or homework; or the student has made one or more racial, ethnic, religious, or sexually-oriented inappropriate comments.

Effort Expectation: (effort rating on report card)

The Cranston High School East graduate is disciplined; embodies the meaning of dedication, motivation, and integrity; is a self-starter, possessing a vigorous sense of work ethic; perseveres and overcomes in the face of adversity; and is a life-long goal-setter, who strives to achieve the highest academic and personal goals.

Excellent: 1	The student surpasses expectations and assumes responsibility for his/her education; he/she exhibits exemplary work ethic while possessing a high ambition to learn; homework and assignments are always turned in on or before the due date and the work is thorough and complete; the student is a leader in class participation and helps spur conversation and debate in the classroom; the student is proactive and willingly seeks out extra help from teachers and other available resources; the student asks clarifying questions when faced with challenges to learning.
Satisfactory: 2	The student usually exhibits a sense of work ethic and possesses an appropriate level of ambition and enthusiasm to learn; homework and assignments are usually turned in on or before the due date and the work is usually thorough and complete; the student participates in class discussion and is a willing contributor to the class; the student is proactive and seeks out extra help from teachers and other available resources; the student usually asks clarifying questions when faced with challenges to learning.
Unsatisfactory: 3	The student rarely displays a sense of work ethic and the desire to learn is not present; homework and assignments are rarely turned in on or before the due date and the work is not thorough and often incomplete; the student fails to actively participate in classroom discussions; he/she is not a proactive problem solver and/or fails to develop plans to recover failing or poor grades; the student is unwilling to seek out extra help from teachers and other available resources.

Civic Expectation: (Rating used for attainment of community service hours)

The Cranston High School East graduate is a contributing member of his/her community, and as such, functions as an informed, involved citizen who advocates for positive changes in surrounding environment.

Excellent: 1	The student has submitted appropriate paperwork indicating more than 20 hours of community service and /or *service learning have been completed.
Satisfactory: 2	The student has submitted appropriate paperwork indicating that he/she has participated and completed the required 20 hours of community service and /or service learning, or has completed 5 hours each year.
Unsatisfactory: 3	The student has not submitted appropriate paperwork indicating that he/she has participated in or completed the required 20 hours of community service and /or service learning, or has completed less than 5 hours each year.

*Service Learning: Service learning is an active teaching and learning strategy that integrates meaningful community service with classroom instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

ACCIDENTS

Whenever an accident occurs in school or on school property it must be reported immediately to the teacher in charge, who then will report the accident to the Administrative Office and any other necessary authorities. The school, when necessary, will make proper medical referrals. To this end it is important that parents or guardians complete the **EMERGENCY CARE CARD** sent home at the beginning of the school year.

ATTENDANCE

Attendance is mandated by Rhode Island General Laws 16-19-1. Regular attendance is pivotal for academic success at Cranston High School East and also in developing positive habits necessary for post-secondary and workplace success. Regular attendance includes positive daily attendance, coming to school on time (not tardy to school) arriving in class on time (not tardy to) and attending all classes as scheduled (not cutting class). **If there is a problem at school or at home that contributes to a student's absenteeism, please contact the student's guidance counselor so that the problem can be resolved.** Teachers are not obligated to provide make-up assignments for students who have "cut" class or who miss class without a verifiable excuse. Please reference the Cranston Public Schools Absence and Tardy Policy 5113 for complete list of school approved absences and protocols regarding attendance.

Unexcused Absences

Students who have more than **5** unexcused absences per quarter (**unexcused absence #6**) will be **on Social Probation and not eligible to participate in** extracurricular activities or school-sponsored events after school hours; after school or on weekends.

Students who are **chronically absent** (more than 10% of the school year) will be referred to **Truancy Court**. To avoid being referred to Truancy Court, students should attend school regularly or provide the appropriate documentation of school approved excused absences to the Main Office in a timely fashion.

Tardiness to School

Students, who are late to school must sign in at the tardy desk. In accordance with district policy, students are assigned **Office Detention** on their 5th - 8th tardy. **Tardy #9** results in **Social Suspension** (ineligible to participate in athletics and any other extra-curricular activities). Tardies reset at the beginning of the year and the beginning of third quarter. All days tardy beyond eight (8) will result in social probation and/or additional disciplinary consequences. Continued tardiness will result in progressive discipline measures

Tardy to class.

All students are expected to arrive to class on time. Failure to do so will result in teacher detention. Failure to report to assigned teacher detention will result in a referral to the Office of Student Services (OSS). Students who are late more than 4x per quarter will be referred to OSS and could result in further disciplinary action.

AUDITING POLICY

A student may request permission to audit a class for personal enrichment, academic preparation for a higher level class for which the student has not met the basic requirements, or to improve background in a course previously taken. Permission to audit is given by the Principal on a space available basis. Students auditing a course receive a regular academic grade (which counts toward honor roll), but do not receive either academic or GPA credit. A student who audits a class is required to fulfill all class requirements, and will receive a regular grade (A+ through F-).

CAFETERIA

The school cafeteria provides students with the opportunity to either bring food from home or purchase a well-balanced lunch at a reasonable price. The cafeteria also provides a clean environment in which to eat. It is the student's responsibility to clean his/her area after breakfast/lunch and deposit all trash in the wastebaskets. **Food may not be taken from the cafeteria to any unauthorized area.**

DETENTION

After school **office detention** may be assigned when a student violates the established discipline code. Students assigned to detention must report to the Main Cafeteria by 2:05 PM. Detention will be held from 2:10 to 3:10 P.M. on Tuesdays, Wednesdays and Thursdays at Cranston High School East. Failure to report to detention as required will result in further disciplinary consequences. Students who are assigned to detention are expected to bring sufficient materials to work on for the entire period. Any student assigned to detention will be given a 24-HOUR NOTICE, and is then expected to begin serving the assigned hours the following school day. Students will not be excused from detention for any reason other than a documented medical, dental, or legal note or by the special permission of an administrator. Part time jobs, rehearsals, games, practices, etc. are not acceptable reasons for being excused from detention.

EMERGENCY CARE CARDS/VISITOR IDENTIFICATION

The school must have accurate student address and contact information for all students. **Emergency Care Cards** are sent home with students the first day of school and must be completed and returned by **September 13th**. Failure to do so will result in delays in receiving important academic communications or emergency calls from the school and students are subject to disciplinary action. Please remember students can only be dismissed to contacts on the **Emergency Care Card** who furnish current **photo identification**. **Every time** a parent/guardian or visitor comes to the building for any reason, they must provide and a current photo **ID and sign in and out the visitors log or a fill out a student dismissal slip**.

During the school year, please contact the Main Office to update phone numbers and emergency contacts. They will send new **Emergency Care Cards** home with the student for completion. **If you need to change your address, please complete a residency change form. This can be found on the main webpage CPSED.NET under the "Community" tab under the "Registration" link.**

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities enrich the curriculum by providing a wide variety of experiences in which a student can participate. Students may request adding a new club or activity through the Principal, if sufficient students express an interest, a faculty advisor is available, and facilities can be provided.

Students are encouraged to participate in one or more extra-curricular activities, while accounting for other academic, home, Activities are scheduled after the school day. The advisor must supervise all after-school activities, and only officially recognized school groups may use the school building or facilities.

In order to be eligible to participate in any Interscholastic Athletic Program and/or school activity or club a student must:

- Take at least the equivalent of five (5) credits **and**
- Pass at least 60% of the courses in the quarter when the sport or activity is taking place **and**
- Receive no more than **two** threes (3) in citizenship

A student will receive a “3” in citizenship if s/he has: (1) cut class more than once or (2) repeatedly interfered with the learning process of others. **Social probation** may be imposed at the discretion of the administration, due to chronic attendance or behavioral infractions.

With the Principal's approval, certain activities may require higher eligibility standards.

EXTRA HELP

Students are encouraged to seek extra help from their teachers whenever there are questions or problems concerning assignments or an understanding of the material. This is particularly important after absence from school. It is the student's responsibility to request extra help with her/his teachers. To accommodate students all teachers will be available in their classroom or designated area from 2:00 - 2:20 every school day, except when their attendance is required at departmental or staff meetings.

FIRE DRILLS/SAFETY DRILLS

Fire, lockdown, shelter in place and evacuation drills will be conducted at regular intervals as required by law as a safety precaution. It is essential that when the first signal is given, everyone promptly complies. In the case of a fire drill or evacuation drill, students will quickly clear the building via the designated route. No one is to stay in the building during a fire/evacuation drills, and no one may re-enter the building until told to do so. Students are required to check-in with their teacher and remain with their class during the drill. Disciplinary consequences may apply if students do not adhere to drill procedures

GRADUATION REQUIREMENTS

The Cranston Public Schools Performance Based Graduation Handbook contains all of the information regarding graduation requirements for students. Links to this document are found on the main CPS website and the CHSE webpage and are updated when the current year handbook is available. No Student will be allowed to participate in Graduation Exercises unless all graduation requirements are satisfied.

GUIDANCE SERVICES

Guidance services are available to all students. Many problems relating to school or one's personal life can be helped through counseling with a trained person. It is important that students seek help in dealing with such issues in order to be able to better deal with academic demands. The counselors and other support personnel are trained to deal with such issues, and will be available to you with an appointment. Except in the case of an emergency, appointments should be made a few days in advance in the Guidance Office. Student can request a guidance appointment online by clicking on Request Guidance Appointment link on the CHSE website under the Student tab. Students will be notified of guidance appointments via their CPS email.

HEALTH SERVICES

Students should inform parents if they do not feel well before coming to school. While students should be encouraged to minimize time out of school, a fever or vomiting in the last twenty-four (24) hours is reason to stay home. If a student becomes ill while in school, he/she may see the nurse after obtaining a pass from the classroom teacher. In urgent situations, students may be seen without a pass. Unless authorized by the nurse or an administrator, students may not leave the building due to illness. If the nurse is unavailable, students who are ill may report to the Office of Student Services.

For those extreme cases where it is necessary that medication be administered in school, a written physician's order and parent permission are required before prescription and/or over-the-counter medications can be given.

HONOR ROLL

Highest Honors:

Marking period grade of "A" in all subjects granting more than .25 credit with no grade below a "C-" in any subject

High Honors:

Marking period grade point average of 4.0 or higher in all subjects granting more than .25 credit, and no grade of "C-", or below, in any subject.

Honors:

Marking period grade point average between 3.0 and 3.999 in all subjects granting more than .25 credit with no grade below "C-" in any subject.

HONOR SOCIETIES

National Honor Society:

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those high school juniors and seniors who have demonstrated excellence in the following areas:

Scholarship: Students who have a cumulative grade point average of 3.5 or higher at the end of the 5th semester or the end of the 7th semester, are eligible for consideration on the basis of service, leadership and character.

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem-solvers, promoters of school activities, dependable, and persons who exemplify positive attitudes about life.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, and exhibits courtesy, concern and respect for others.

Rhode Island Honor Society:

The Rhode Island Honor Society serves to recognize outstanding seniors who have achieved a cumulative grade point average of 3.3 or higher by the end of the 7th semester.

Presidential Academic Achievement Award:

The Presidential Academic Achievement Award is presented to the outstanding members of the senior class who have achieved a cumulative grade point average of 3.5 or higher by the end of the 7th semester.

Thunderbolt Honor Roll:

The Thunderbolt Honor Roll serves to recognize any high school student who has achieved honor roll status for two out of the first three quarters of the school year. Membership is determined, on a yearly basis, at the end of the 3rd quarter.

INCOMPLETE GRADE

When a student has been absent from school for an extended period of time and has missed a substantial amount of work, the teacher may assign a grade of INCOMPLETE at the end of the quarter. Since a grade of "I" cannot be a final grade, it is the responsibility of the student to arrange with the teacher a schedule to make up all work missed. All make-up work must be completed **NO LATER THAN TWO WEEKS BEFORE THE END OF THE NEXT MARKING PERIOD**. Until the incomplete grade is eliminated, students will not be considered for the honor roll or honor societies, and the GPA and Class Rank standing will not be computed.

INDEPENDENT STUDY

Directed independent study may be arranged for qualified students if there is a staff member willing to serve as mentor at no cost to the school system. Any student interested in exploring this opportunity should arrange to meet with the Director of Guidance to discuss the possibility.

INTERIM REPORTS

Interim reports will be issued by teachers any time during the school year to those students who are failing, are in danger of failing, or have dropped two or more letter grades since the previous quarter, or have otherwise manifested characteristics which should be called to the attention of the parent/guardian. The teacher will maintain a record of these reports.

LAVATORIES

Students may use the lavatories adjacent to the cafeteria during the lunch periods. During class time, students must secure a pass from their teacher before going to the lavatory. If a student is ill, he/she must report to the nurse's office with a signed pass from the teacher. Remaining in the lavatory for the period will be considered a cut from class.

LIBRARY/MEDIA CENTER

The Cranston East Library is open from 7:30AM until 2:20PM. There is a librarian on duty until 2:20PM each day.

LOCKERS

A corridor locker will be assigned to every student, and aside from gym, this is the only locker the student may use. Lockers are to be kept neat and clean at all times. Lockers are school property and subject to inspection by the administration at any time. Students are strongly encouraged to lock up their valuables in the corridor locker as well as the gym locker. Money or valuables should not be left in the locker since **THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS LOST OR STOLEN FROM A STUDENT'S LOCKER**. The contents of all lockers are the responsibility of the student that has been assigned to that locker. If a built-in combination locker is not available, the student is responsible for providing a lock. The combination or extra key for the locker must be given to their advisory teacher. .

LOST AND FOUND

Lost items are usually kept in the Main Office. Found books are returned to the department from which the books were issued. Any personal items found by students should be turned into the Main Office where they will be retained for one month, and then discarded.

PARENT CONFERENCES

Parents may make appointments to meet with teachers or counselors during the school day by emailing a counselor telephoning the Guidance Office.

PASSES

Students are not permitted in the halls during class periods without a **BUILDING PASS** from school staff.

PHYSICAL EDUCATION STUDENT GUIDELNES

For health and safety precautions, it is mandatory that all students change into and out of designated PE attire.

- **Appropriate attire includes:** (WHITE) athletic t-shirt or sweatshirt, (GREEN, GREY, BLACK) athletic shorts or pants, and athletic sneakers.
- **Unacceptable attire includes:** button down shirts, polo shirts, sweaters, blouses, sports bras, skirts, spandex, jeans, cargo pants or shorts, pajama bottoms, open back footwear or footwear other than sneakers
- Students who do not change or dress inappropriately for class will receive a zero for the day. Those classes cannot be made up.

Any student with an excused absence is required to make-up class within two weeks of return. Make-ups are to be completed before or after school and must be pre-arranged with your teacher. Any student that is medically excused for the duration of two weeks or more must complete an alternate assignment assigned by the teacher via the Edgenuity online platform .

PE lockers are available during class time only. Students are strongly encouraged to bring their own locks to secure their belongings. **Loss of personal property, money, etc., is the responsibility of the student.**

SCHOOL EVENTS

Specific dates for each event will be announced in school throughout the year. A calendar of events is frequently updated on the school webpage. Event details are frequently reported in the Daily Bulletin and through in-school announcements.

STUDENT PROGRESS REPORTING

Parents and students are provided a log-in to the Aspen Student Information System and encouraged to log-in frequently to review student grades, attendance and conduct information. Mid quarter progress reports and quarterly report cards are published in Aspen and are no longer printed and sent home. Parents who are unable to access this online information may contact their guidance counselor to request a printed copy of their child's progress and report cards.

PROGRAM CHANGES

Program changes necessitated by final failure, summer study, or program conflicts are made automatically by the Guidance Department during the summer. Once the school year has begun it is not school policy to permit students to change a course for reasons of homework, teacher, location of the classroom, or time of class. The Assistant Principal for Student Services will consider changes after consultation with teachers, counselors and parents.

If a course is dropped after the end of the 1st quarter, the student will receive either a "WP" (Withdrew Passing) or a "WF" (Withdrew Failing). College preparatory students should be aware that colleges do not look favorably upon withdrawal grades unless there is a truly unique and compelling reason.

If a course is dropped during the last three (3) weeks of the marking period, the student generally will receive a grade in that subject for the marking period. Exceptions are by teacher recommendation with the approval of the Principal. If a course is dropped after the Christmas Recess the student will receive a first semester grade that becomes a permanent part of the student's record. Therefore the student will receive a grade of "W" (withdrawal) for the second semester. College preparatory students should be aware that colleges do not look favorably upon withdrawal grades unless there is a truly unique and compelling reason.

RIGHTS AND RESPONSIBILITIES OF STUDENT INQUIRY AND EXPRESSION

Effective schools afford the greatest possible opportunity for freedom of inquiry and expression to all members of the school community. Thus, teachers and students are free to examine and discuss significant issues, however controversial the issue might be. The Administration encourages students to utilize both classroom settings and assemblies as proper forums for such discussions. This right is guaranteed by the Constitution and protected by the school.

SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, equipment, furniture, and facilities supplied by the school. Students who lose OR destroy school property will be required to replace or pay for the item.

SCHOOL SPIRIT

School spirit includes **courtesy** towards all members of the community, **pride** in the school and its accomplishments, **good sportsmanship**, and **loyalty** to the school, its staff, and its students. All students are encouraged to develop this kind of school spirit.

STUDENT COUNCIL

The Student Council provides students with an opportunity to express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The Council elects officers in the spring of each year and one representative from each homeroom is elected in the fall. It is the responsibility of these representatives to report to their homerooms the activities of the Council

STUDENT DISMISSAL POLICY

All requests for dismissal from school must be in writing and submitted to the appropriate school personnel before school on the day of the dismissal. Requests by telephone during the day or by written notes not submitted before school will be subject to the following procedure:

- The office will call the parent/guardian to verify the request.
- The parent/guardian will be **REQUIRED**, under School Department policy, to come to the main office and provide a current photo ID and fill out a student dismissal slip to release the student.
- In cases of emergency the school administration will make the final decision on release.

STUDENT INSURANCE

The school department provides information concerning a group accident insurance policy. Coverage under this policy is available to all students for a nominal cost at the beginning of the school year.

TRAVEL PATTERNS

Students are expected to

- Pass through corridors quietly, especially where there are classes in session.
- Use the containers provided for all refuse.
- Leave the school building promptly at the end of the school day.
- Use the school buzzer system to access school buildings beyond class passing time access

Students are prohibited from

- Opening school entry doors to students or visitors if they are locked
- Going to parking lot or leaving the campus during the school day.
- From traveling in front of or through City Hall during the school day

Violations will result in disciplinary consequences

TECHNOLOGY USE

The Cranston Public Schools recognizes that its students need to be engaged in activities that promote 21st Century learning skills. The purpose of the use of electronic devices in CPS is educational. Technology Acceptable Use and the Bring Your Own Device (BYOD) Policies in the Cranston Public Schools Student and Family Handbook detail the responsible use guidelines and penalties for misuse. Of note, these include:

- Students are not to use electronic devices in classrooms until directed by a teacher
- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- The student shall not use the devices to record, transmit or post photos or video of a person or persons on campus, nor shall any images or video recorded at school be transmitted or posted at any time without the permission of the teacher or appropriate school official.
- Violations of any CPS policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action according to the CPS disciplinary code, which may include loss of use of device ranging from a day to the rest of the year, detention, ISS, and/or suspension. The device may be confiscated and a parent will be required to pick it up.

At Cranston High School East:

- Non-talking cell phone use is permitted during passing time and lunch
- Earbuds/headphones are not permitted at any time unless expressly directly by a teacher in class

If a cell phone or similar electronic device is used in class without teacher approval:

- The phone/device will be confiscated by the teacher and turned into OSS
- The student's parent/guardian must claim the phone between the hours of 7:00am -8:00am or 2:00pm – 2:45 pm.
- The student will be assigned four hours of office detention.

- If a student fails to turn in the phone/device when requested by a teacher or administrator, the student will be assigned in-school suspension (ISS) for a minimum of one school day and receive four hours of office detention.
- Additional offenses may result in further consequences.

VISITORS

It is required that all visitor to report to the Main Office upon entering the building and present valid picture identification. All visitors are required to sign into and out the Main Office at each visit. **Picture identification is required on every occasion visitors enter the building despite prior school visits.** Students may not bring visitors to school without obtaining administrative permission in advance of the visit. Police will be notified.

DESCRIPTION OF DISCIPLINARY ACTIONS

Teacher Detention (TD)

- TD is assigned by the teacher
- 24 hour notice is given.

Office Detention (OD)

- OD will be held on Tuesdays, Wednesdays and Thursdays from 2:10 to 3:00 in the school cafeteria. 24 hour notice is given.
- Missing OD due to absenteeism/suspension will result in OD on the next day of attendance.
- Students who do not report to office detention, **first offense**, will be assigned an additional hour of detention. Further failures to report will result in the assignment of **In-School Suspension (ISS)**
- Students will not be excused from these disciplinary assignments for any reason other than a documented medical, dental, or legal note or by the special permission of an administrator. Part time jobs, rehearsals, games, practices, etc. **are not** acceptable reasons for being excused from detention.
- Talking, sleeping, eating/drinking, leaving assigned seats, or any other inappropriate behavior will not be tolerated and subject to further disciplinary action.
- Students are encouraged to bring school work with them to work on for the entire detention.
- No cell phones or headphones will be allowed. Laptops will be allowed for educational purposes only.
- Students will not be allowed to leave the room with the exception of using the lavatory at the discretion of the supervisor (any missed time will be made up at the conclusion of detention).
- Failure to adhere to these rules and directions of the supervisor will result in further disciplinary action

In-School Suspension (ISS)

- Students will be assigned a date with at least 24 hour notice to ensure they have time to obtain all of the necessary work from their classroom teachers.
- All students are to report to the Office of Student Services (OSS) at the beginning of the school day they are assigned to the In-School Suspension room. They will be escorted to the In-School Suspension room.
- It is the student's responsibility to give their work to their teachers. Students will receive no credit from their classroom teachers for work that is not completed.

- All students have the opportunity to hand in their prohibited electronic devices at the beginning of the school day in the OSS office when they are checked into In-School Suspension and devices will be returned at the end of the day.
- Any student that gets caught with a prohibited electronic device (headphones, cell phones, etc.) will be immediately referred to an administrator for further discipline consequences.
- Students may use a personal computer for academic work only with administrator permission. Students using these devices inappropriately will relinquish the device and be subject to further disciplinary action.
- Inappropriate behavior will not be tolerated and subject to further disciplinary action.

Out of School Suspension

- Serious violations of the CPS Student and Family Handbook will result in out of school suspension.
- A reinstatement meeting with both a parent/guardian and student present must occur with the student's Assistant Principal prior to the student's readmission to school.

Social Probation

Social Probation is assigned to students that have frequently been in violation of the discipline policies and procedures found in the CPS Student and Family Handbook. A student placed on Social Probation shall not be allowed to attend any school sponsored event or activity after school hours or on weekends. Such events shall include, but not limited to, dances, proms, or athletics, either as a participant or observer.