



Central Falls High School

Student Handbook

2017-2018



Central Falls High School Mission Statement

"The mission of the Central Falls High School is to cultivate academic, social and civic responsibility within the school community, as we prepare students for participation in a global society."

Our Core Values

Academic Responsibility

Students will:

- **Manage and direct their own learning**
- **Communicate clearly and effectively**
- **Research, analyze, evaluate and synthesize to solve problems**
- **Apply skills to create a product with integrity and originality**
- **Use technology to access, manage, integrate, evaluate and create information**

Social Responsibility

Students will:

- **Utilize time and manage work efficiently**
- **Work both independently and collaboratively**
- **Act responsibly with the interests of the larger community in mind**
- **Demonstrate understanding and respect for the diversity of ideas, cultures and lifestyles**
- **Demonstrate leadership in the school and community**

Civic Responsibility

Students will:

- **Participate in civic life through staying informed and understanding governmental processes**
- **Respect people, ideas and property**
- **Participate in school and community activities**
- **Perform community service**

TABLE OF CONTENTS

I. Academic Opportunities and Expectations

- **Early, Conditional Acceptance to Rhode Island College**
- **Attendance Incentives**
- **Early Enrollment Program**
- **Multiple Pathways to Graduation**
- **Graduation Requirements**
 1. **Credits**
 2. **Proficiency-based Graduation Requirements (PBGR)**
 3. **Community Service**
- **New High School Graduation requirements for 9th Grade**
- **Schedule Changes and Drop/Add Period**

II. Community Expectations

- **Restorative Practices**
- **Students in Good Standing with the Community**
 1. **Attendance and Punctuality**
 2. **Electronics**
 3. **Dress Code**
- **After-school Restoration and Community Service**
- **Social Restriction**
- **Food and Drink**
- **Day-to-Day Protocols**
- **AWOL**
- **Hallway Transitions**
- **Student Identification Card**
- **Suspension**
- **Conferencing**

III. Parent Engagement and Expectations

- **Home School Connections**
- **Home School Communication**

I. Academic Opportunities and Expectations

Central Falls High School offers many unique opportunities to students including: (1) Early, conditional acceptance to Rhode Island College, (2) Attendance Incentives, (3) Early Enrollment Program (EEP), and (4) Multiple Pathway Programs.

Early, Conditional Acceptance to Rhode Island College

Rhode Island College offers conditional acceptance to Central Falls High School (CFHS) students who have exhibited academic success in grades 9-11. Each year, conditional acceptance letters are awarded to juniors to encourage their continued and even deeper commitment to their education. The district and RIC offer incentives to students who meet the rigorous academic and attendance requirements of the initiative. The benefits of this early, conditional acceptance to college include:

- \$50 Application Fee is waived
- \$200 Enrollment Deposit is waived
- \$220 Housing Deposit is waived for those students who decide to live on campus
- The opportunity to enroll in a College Success Strategies class and earn a free college credit
- Scholarship opportunities

Conditionally-accepted students must:

- Maintain a cumulative GPA of 2.5 through the end of the first semester of senior year
- Take the SAT or ACT exam
- Complete the Rhode Island College application
- Have no more than 2 unexcused absences and no more than 3 unexcused incidents of tardiness during the first semester of the 2017-2018 school year

Attendance Incentives

At the end of each quarter, CFHS will present students who demonstrate exemplary attendance with a Superpass. The criteria to earn a Superpass are as follows:

- Students must have a 90% attendance rate
- Cumulative GPA of 3.0 or higher

Students who earn a Superpass do not have to wear a school uniform; however, they must dress in professional and/or school appropriate attire. Administration reserves the right to offer students who earn a Superpass additional privileges such as signing up first for school events, employment opportunities and/or other events and activities.

Early Enrollment Program

The Early Enrollment Program (EEP) is a concurrent enrollment program that offers college credit from colleges and universities to highly motivated high school seniors and select juniors. Concurrent enrollment means the student earns both high school credit and college credit for certain designated courses. Students who are seeking an academic challenge and have maintained a strong academic average may qualify for participation in the EEP, contingent upon the recommendations of teachers and school counselors.

Multiple Pathways to Graduation

CFHS is committed to ensuring that all students graduate with the proficiencies that will help them to be prepared for college or their chosen career pathway. The Director of Multiple Pathways collaborates with certified teachers to provide opportunities for all students to be successful. CFHS offers a number of pathways to academic credit and work-related experience, including:

- **Expanded Learning Opportunities** - individual, credit-bearing courses which are generally initiated by students, as a result of a particular interest or passion. The learning objectives and work of the course are negotiated among the student, the cooperating teacher, and the outside mentor.
- **Guide to Success** - a program for students who are older than traditional students and who are behind in the number of credits they need for graduation.
- **Virtual Learning** - a computer-based learning program where students can access courses 24 hours a day. This program helps to accommodate accelerated students as well as those who may not perform to their full potential in the traditional school setting. Virtual Learning is also available to students who would like to take a course in a subject not offered by the high school.
- **PM School** - During the evening hours, content courses are offered by certified teachers to accommodate students who have scheduling conflicts or who may not be performing to their full potential in the traditional school setting. PM School may include a combination of ELO, traditional classroom courses, and virtual opportunities.

Graduation Requirements

1. Credits

To earn a diploma from CFHS, students must accumulate a minimum of 22 credits

English	4
Mathematics	4
Science	3
Social Studies	3
Health & PE	4
The Arts	2
Electives	1.5
Technology	.5
Total:	<hr/> 22 Credits

2. Proficiency-based Graduation Requirements

Central Falls High School has a proficiency-based graduation requirement (PBGR) which all students must complete over a four-year period. PBGR tasks demonstrate student proficiency that is consistent with the Rhode Island Department of Education's common core of learning. The graduation portfolio is a collection of evidence which shows that a student has the skills and knowledge expected from a graduate of Central Falls High School.

All students are expected to complete assigned portfolio tasks from each of their content courses. In addition to completing portfolio tasks, each year students are required to complete a minimum of five hours of Community Service, an Individual Learning Plan (ILP), a Summative Reflection, and deliver an Oral Presentation during their advisory period.

To graduate from Central Falls High School a student must successfully meet the criteria of each PBGR indicator by senior year:

- 20 Proficient Portfolio Tasks
- 20 Hours of Community Service
- Resume
- Cover Letter/College Essay
- Summative Reflection
- Completed ILPs
- Proficient Senior Presentation

While the school will provide the resources and support necessary for successful portfolio completion and presentation, it is the student's responsibility to fulfill all requirements and seek solutions to problems that arise.

3. Community Service

As stated previously, CFHS requires students to complete 20 hours of community service before graduation. Community service encourages students to explore different types of hands-on work they might like to continue after high school. At the same time, these experiences can be impressive on resumes for college or employment. Students should serve at least five hours in each of the first three years of high school to avoid the need to fit them all into their senior year.

New High School Graduation requirements for 9th Grade

On July 1, 2017, the Rhode Island Department of Education approved and adopted new graduation requirements. The new regulations have strict guidelines around students' reading and performing numeracy at or above grade level. Students performing below grade level will be given intervention/tutoring opportunities. These opportunities may occur before, during, or after school. Administration may require a student to attend intervention/tutoring sessions. If a student is mandated to attend these sessions, the intervention/tutoring will take precedence over any sports/club or extracurricular activity.

Schedule Changes and Drop/Add Period

In addition to the courses required for graduation (see *Graduation Requirements*, above), the guidance department makes every effort to accommodate student elective requests. Despite these efforts, scheduling conflicts may occur and require course changes. If course changes need to be made, priority will be given to scheduling the required courses for graduation; therefore, students may not be enrolled in all of their chosen electives.

CFHS expects that students will enroll in a rigorous academic schedule and will be committed to achieving success in all courses. Specifically, all students are required to carry a full 7-credit course-load each year. Students may be denied changing or dropping a course if there is no academic basis for the change.

- During the ADD/DROP period (*Full Year Courses*-the first 15 days of the school year; *Semester Courses*- first 10 days of the semester) counselors may make schedule changes to relieve over-enrollment, conflicts, or for any student who has a legitimate need to change a class.

- **NO CHANGES** to a student’s schedule will be made after the ADD/DROP period unless there are special circumstances, such as extended illness, implementation of a special learning plan, or teacher/team confirmation that a student has been misplaced in the class.
- Students who recognize that they are performing poorly in a specific course are expected to be proactive and seek extra help and support. Classroom teachers, the Director of Multiple Pathways, and student counselors are available to help students obtain the resources needed to be successful. No schedule changes will be considered unless a student has demonstrated multiple efforts to obtain extra help from a teacher and/or an authorized peer assistance program. These efforts need to be documented on a *Class Change Request Form*, which is available in the guidance office. Students must have the teacher of record sign the form.
- After going through these steps, if a student still wishes to withdraw, a meeting will be held with the student, parent, teacher, and a school counselor to best address the student’s needs and goals. Administration will make the final decision regarding all scheduling changes after the ADD/DROP period. Completion of a class change request form does not ensure an automatic schedule change. If a change occurs, the grade/attendance will follow the student to the new course.
- If special circumstances do allow a withdrawal from a class, students who are not passing will receive a “Withdraw-Failing” (WF) grade that will appear on their transcripts and may affect the grade point average and class rank.

II. Community Norms and Expectations

Restorative Practices

CFHS is a restorative practices school. Restorative practice holds all community members to high expectations while also providing high levels of support. The practices focus on building strong relationships, maintaining the community, and repairing harm when it has taken place.

Restorative practices are not a program, but a way of being together. Conflict is a part of life, but it doesn’t have to be destructive. In fact, working together to resolve disagreements and handle misbehavior constructively builds social and emotional competencies, a strong sense of community, and mutual caring.

Students in Good Standing with the Community

Students in *good standing* are eligible to play sports, join clubs, and participate in social events. Those who are on *social restriction* have opportunities to win back their good standing. But it's always best to cooperate with the basic expectations to avoid missing out on social events.

To be in *Good Standing*:

- Your attendance rate needs to be 80% or higher (this will be checked on a monthly basis)
- All restorative hours must be completed by the end of every month; if hours are owed at the end of a month, you are on social restriction for the following month
- You must wear your school uniform every day
- In addition to the three requirements above, athletes must meet all inter-scholastic requirements

Exemplary student performance is the school community's goal; misbehavior and distractions disrupt learning. Therefore, a few non-negotiables include:

1. Attendance and Tardiness

Learning to show up every day and on time is a life skill that is especially important to career and college success. CFHS enforces attendance and punctuality to help students learn these essential habits.

- School start time: 8:00am. Students arrive before 7:50 a.m. (or 7:30 a.m. if they would like to have breakfast; the cafeteria closes at 7:50 a.m.)
- Late slips must be obtained before reporting to class if a student is late to school. Any student who arrives late to school will be required to report to the parent room. Late students may be required to participate in a restorative circle, complete a reflection sheet, or both. The circle and reflection sheet are tools that are used to help students identify strategies that they can use to make sure they arrive to school on time.
- Calls home will be made both in the case of absenteeism and tardiness.
- School end time: 2:30 p.m. No student will be dismissed early from school unless a primary parent/guardian (must be listed in Skyward) comes to the school -in person, with a picture ID-and signs the student out at the main office.

Please note: According to Rhode Island State Law, after ten days of "unexcused" absences, you and your family are at risk of being summoned to Truancy or Family Court. Also, according to the district's attendance policy, four instances of tardiness to school equal one day of unexcused absence. Truancy Court takes place at school; Family Court is in Providence. Legally, parents must take time off from work to comply with court appearances.

CFHS will continue to use *conferencing*, which is an alternative to Truancy or Family Court, for chronic absenteeism. Conferencing attempts to solve the problem among the immediate people involved, so the matter does not have to go to court.

2. Electronics Protocol

Students may use electronics in specific areas of the building, at specific times. *Pictures, videos, and phone calls are prohibited throughout the school building at all times.*

- **Cafeteria:** Students may use electronic devices during their assigned lunch and may also use headphones when listening to music.
- **Hallways:** During passing time, a student may check their phone for text messages, Social Media sites (Facebook, Twitter, etc.) in the hallway. For safety reasons, headphones and music are not allowed during passing time. During class time, no student is allowed to use electronics in the hallway.
- **Classrooms:** Unless a teacher includes student electronics in a lesson or learning activity, electronics are not to be seen nor used in the classroom.
- **Students who do not follow the electronic expectations will have to hand in their device(s) and pick it up after school at 2:45 outside of Room 105. If a student continuously does not comply with the electronic expectations, CFHS reserves the right to revoke all electronic privileges.**

3. Dress Code

According to the City of Central Falls Policy Book, Section 5.3.1.1, all students attending Central Falls Public Schools will need to comply with the mandatory school uniform policy, as supported by RI General Law 16-2-33.2*

The student's uniform will consist of the following choices, which can be mixed and matched:

Tops

Polo shirt in a choice of blue, white, red or khaki



Bottoms

Pants, capris, skirt, or jeans (not cut or with holes) in choice of blue or khaki



There is no shoe regulation. All these items can be purchased at a store of your choice. In addition:

- **Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited. Clothing should be neat and clean and conform to the standards of safety and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses, or blouses with only ties in the back, pajamas, and clothing constructed of see-through materials.**
- **Hats, bandanas, and sunglasses are not to be worn in school.**
- **Some classes may require specific apparel for safety and health reasons.**
- **Students in violation of the dress code will be referred to the office and the principal/Restorative Coach will render decisions in individual cases. Any student in violation of the dress code will be required to immediately make the necessary adjustments to comply with the code.**

After-school Restoration and Community Service

Students who do not demonstrate school-community expectations will be assigned to attend the After School Restoration Center (ASRC). In the ASRC, a student will reflect on his or her behavior(s), consider how to make things right, and discuss strategies to avoid the behavior occurring again. *Parents will be contacted for all serious infractions.*

Students who fail to attend their scheduled ASRC session(s) automatically receive community service hours. Administration and the Restorative Coach reserve the right to determine the number of community service hours and what constitutes community service. Restorative community service hours do not count towards PBGR/graduation community service hours.

Students who fail to complete restorative or community-service hours will be on Social Restriction.

Social Restriction

Social Restriction means the student may not participate in extracurricular activities either during or after school. These activities include, but are not limited to, such events as prom, sports, field trips, pep-rallies, school dances, clubs and/or any other social events. Students will be notified at school when they are placed on social restriction. It is the student's responsibility to inform their family that they have been placed on social restriction.

There are three ways for students to be placed on social restriction:

- 1) Owed restorative hours. Before the end of each month, students are responsible for completing all restorative hours they earned for that month. If a student fails to complete earned hours, they will be placed on social restriction for the following month. Any existing restorative time will carry over to the next month and any new time earned will accumulate.
- 2) Students must have an 80% attendance rate. Attendance rates will be checked on a monthly basis. If a student does not have an 80% attendance rate, he or she will be placed on social restriction.
- 3) School uniforms are mandatory. Students that do not arrive to school in the school uniform will be referred to the ASRC for 30 minutes each day they are out of uniform.

Food and Drink

Students are allowed to bring water in a see-through bottle into school. Coffee and other drinks are not allowed to be consumed during school hours. Students are allowed to bring a lunch to school; however, the lunch must remain in their locker until their lunch period. Students are not allowed to order food and have it delivered to the high school. We ask that parents do not deliver food to the high school for their student(s).

Day-to-Day Protocols

The restorative room is located in Room 105. Students that have been asked to take a break, have been removed from the classroom, or are not following common area expectations may be referred to the restorative room for a designated period of time.

Restorative room protocol:

- All Student who are assigned to use the restorative room must turn in their cell phones. Students who are observed in possession of a cell phone while using the restorative room will be disciplinary dismissed and will be required to have a mandatory parent re-entry meeting. Students are expected to be academically engaged while using the restorative room. After processing with restorative staff, any student in 105 must be engaged in school work. Central Falls will provide personalized learning opportunities for students in the Restorative Room. Students who do not engage in academics will be disciplinary dismissed and may be referred to PM School and be required to have a parent re-entry meeting.

Students who fail to comply with the restorative room protocol will be required to have a re-entry meeting with their parent(s).

Central Falls High School provides many opportunities to encourage disengaged students. The following is the high school protocol for re-directing students who are disrupting the educational process:

- Restorative Specialist will engage the student and will attempt to verbally redirect the student to correct the behavior or infraction (out of area, dress code, electronic violations, etc.).
- If student fails to accept redirection, the specialist will note the time on the signature sheet and disengage.
- The specialist will disengage and maintain a visual of the student until another staff member arrives on scene.
- The specialist will hand over the signature sheet to another staff member or specialist. This procedure will be followed three times.
- Once the student receives three signatures, an administrator or designee should be notified.
- An administrator or designee will arrive on scene to attempt to verbally redirect the student. If the student continues to be non-compliant staff will then initiate PM School Protocol.
- Students that are dismissed because of disciplinary reasons are expected to return to PM school. Students returning for PM School need to report to the Director of Multiple Pathways and will be dismissed when all school work is complete

AWOL

Any student who leaves school grounds without permission will require a re-entry meeting. In addition, students are not allowed to use exterior doors (2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 14, 15 and the Nurse's office Door) during the hours of 8am-2:30p.m. If the alarms are triggered the building may be placed in lockdown to allow for the administration alongside the school resource officer to investigate and determine whether or not there is an active threat to the school. If in the event of the building being placed in lockdown the student or visitor who triggered the alarm may be referred to the school resource officer in reference to RIGL 11-45-1.

Hallway Transitions

Getting to class and school on time is an important life skill that will help every individual be successful in a career or college setting. Teachers at CFHS are instructed to lock their classroom doors when the bell sounds for the start of class. Any student who is not on time to class must report to a designated location. Each student will be given a restorative slip and sent to class.

Student Identification Card

Every student will be given a Central Falls High School identification card. Students must have their identification card with them every day. Student identification cards are required for the new attendance tracking system at CFHS. In addition, if a student wants to attend a social or sporting event, he or she must show their identification card. Students will be denied entrance to extracurricular events if they do not have their identification card. If a student loses their identification card, a replacement card will be issued at the cost of five dollars.

Suspension

Schools must have a safe and orderly environment to ensure productive teaching and learning can occur. Therefore, students may be suspended for violent, threatening or intimidating behavior.

Conferencing

For serious infractions, students may be referred to an alternative suspension site. Parents will be notified accordingly. Students that have been suspended must have a re-entry meeting prior to returning to school.

Students who commit illegal behavior may be referred to the School Resource Officer (SRO) or to a conference. Conferencing is a restorative process that allows students and their families an opportunity

to make restitution instead of the matter being referred to the police. The Restorative Coach and administration will determine which incidents will be referred to conferencing or the SRO.

The conference is a meeting involving the student, parents, and school personnel, and other supportive adults. Sometimes outside service providers, already involved with the student, or one(s) requested to become involved, will also be invited. At the conference the student has the opportunity to take responsibility for his or her actions. The group makes an agreement to take steps to repair any harm caused and to work on the behavior(s). Key to the success of a conference is the development of the student's personal goals, so all participants can support him or her achieving these set goals. The conference is led by a trained Conference Facilitator.

A student may be referred to a Restorative Conference for the following reasons:

- Chronic absenteeism and danger of being referred to Truancy Court
- Tier 3 Infraction (At the discretion of administration and police)
- AWOL (leaving the school building without permission)
- Receiving more than 20 restorative referrals
- Owing more than 10 restorative hours
- At the request of a parent who has serious concerns about his/her student's behavior in school, at home or in the community

III. Parent Engagement and Expectations

Home School Connections

Parents play a critical role in the education of their children. Parental involvement in its various forms positively impacts student achievement; therefore, we are committed to continuing strong partnerships with parents in the education of their children.

Given the key role of parents in promoting effective schooling, we will provide welcoming opportunities through our parent volunteer program. The overarching goal is to promote greater success in all curricular areas. To achieve this goal, school and parents must work as knowledgeable, respectful partners. Please contact the high school to learn more about volunteer opportunities.

All parents and families are encouraged to reach out to teachers, staff, and administrators. Email systems are consistent for all school district employees and include the last name and first initial followed by @cfschools.net.

Every parent can track their child's academic progress electronically through the parent portal on Skyward. Skyward is the District's electronic record-keeping system and can be used to access grades, owed assignments, attendance records, and other information. The parent portal can be

accessed by going to www.cfschools.net/logins.html. Once on the homepage, click on the families/students link and then click on Skyward Family Access.

Home School Communication

It is vital that the school have the most up-to-date contact information form on file for your son or daughter. Please fill out the Emergency Contact Information form when you receive it and call the school immediately if your child's contact information changes at any time. This will assist in keeping you informed in a timely manner.