

# EAST PROVIDENCE HIGH SCHOOL



## Teacher Handbook 2018-2019

**EPHS PRINCIPAL:** Ms. Shani Wallace

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

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

**SCHOOL RESOURCE OFFICER:** Officer Doug Borden

**CAREER TECH CENTER, PRINCIPAL:** Mrs. Karen Mellen

East Providence High School  
2000 Pawtucket Avenue  
East Providence, RI 0291  
Phone: (401) 435-7806  
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## **East Providence High School MISSION STATEMENT**

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

### **EPHS Student Learning Expectations**

#### **Academic:**

All East Providence High School graduates must achieve proficiency in each of the PBGR requirements.

#### **Social:**

All East Providence High School graduates must adhere to the school's common core of respect, tolerance and responsibility by complying with school rules in demonstrating behavior that contributes to a positive learning community.

#### **Civic:**

All East Providence High School graduates must complete 6 hours of community service for each year they are in attendance at our school.

### **Faculty & Staff Expectations**

§ School hours are: 7:15am – 2:00pm

§ Teachers are asked to SIGN IN at the Main Office upon entering the building, as well as SIGN OUT prior to leaving for the day

§ Any teacher who knows they will be arriving late to school is asked to contact Kim Marshall (401) 435 – 7806 ext 100 **and** their Department Head to help us prepare for emergency covers, as needed.

§ Any teacher who is late must sign the late sheet so that we know you are now in the building.

§ Any teacher leaving the building during the day is asked to SIGN OUT and back IN upon return.

§ Teachers are encouraged to check their Mailboxes upon entering and leaving the building each day.

§ **Teachers are asked to assist in the Hallways during passing time.**

§ Students should be encouraged to go directly to their next period class.

§ Teachers must take attendance every class period.

§ Students are NOT to have phones or headphones out.

§ Students are NOT to have any liquid beverage besides WATER.

§ Students are NOT to be wearing Hats or Hoods.

§ Students should **ONLY** be at their **LOCKERS** at the following **designated times** (unless sent by a teacher with a pass):

§ **7:25am - 8:29am - 10:45am - 1:45pm**

§ Teachers are asked to have **Substitute Lesson Plans** ready and turned into their Department Heads and to keep them updated on a **regular** basis.

§ Please include **Fire Exit Routes** and **Emergency Evacuation Notes** as well.

§ Please mention where your **Emergency Evacuation RED Bag** is located.

§ Teachers are asked to review Emergency Fire and Evacuation Routes

§ Please update Emergency Folders and Bags: have current Rosters at all times, RED & GREEN cards, pen/pencil, scrap paper.

§ Please be sure Emergency Folders and Bags are Visible and Available for Immediate Use.

§ Be sure to review Fire Exits, Evacuation Routes and expectations with students in each class.

§ Teachers are encouraged to have and maintain close communication with parents/guardians. Use of up to date Websites, Google Classroom, Skyward Grades, Phone Calls and Emails are encouraged. Teachers are also encouraged to have Face to Face meetings with parents and are encouraged to do so with the student's Guidance Counselor.

§ **FERPA:** Teachers and Staff must be aware of Federal Educational Right to Privacy Act (FERPA) requirements (*see below*) and must not discuss personal information about students on the phone when others are present. Staff should go into a private office to discuss students. Please avoid talking about confidential matters in common areas such as hallways, lobbies, Room 119, Main Office, teacher rooms, etc.

**FERPA – the Federal Education Right to Privacy Act**

*Protects student information. All information concerning students is considered confidential and may not be shared with anyone who is not a district employee or government authority with an identified need to know. Do not release any information if you are unsure the requestor has a right to this information. Explain you need to confirm whether or not you may discuss the matter before proceeding. If someone requests personal information on a student, direct that person to the student directory OR offer to contact the student's family and give the requestor's phone number to them so that they may choose whether or not to make contact.*

*Student ID numbers are also considered confidential and should not be posted. (These identification numbers are used by students to purchase lunches and to access their computer accounts.) It is inappropriate to discuss student information with staff who are not directly involved in working with that student. Examples of this information would include referrals, personal journals/writing, documented academic progress, etc.*

*Any school problems and information concerning students must be kept confidential and left at school. During the year, teachers may receive written confidential information concerning their students. This information should be kept in a place not accessible to students.*

*Examples of confidential information include, but not limited to:*

- 1. Memos/E-Mails from administration*
- 2. Memos/E-Mails from counselors*
- 3. Memos/E-Mails from the nurse*
- 4. Grades/Grade books*
- 5. Any student records Special Ed plans / 504's*

**Advisor/Advisee**

The purpose of the East Providence High School Advisory is to make a large school smaller through the scheduling of groups of students who interact and make a connection with an advisor throughout the school week. The intent is for the student to make a connection with their group and their advisor that develops throughout their high school career.

There are many resources in the library for the planning advisory activities, see Ms. Donna Sousa for assistance.

Other expectations for Advisory:

- Review of rules, regulations and schedules (on going updates & changes)
- Continued progress and record keeping of Portfolios – updating Portfolios online/use of Google Docs
- Various Advisory meetings
  - ILP review and revision. Discuss college, career, training/trades, goals and interests

Advisories will be split into two groups (and “A” and a “B” for each grade level and by Guidance Counselor). See assigned groups listed below.

At various times throughout the year, small group assemblies may be called to meet together. Please take note of which group your Advisory is assigned to.

**9A (Santos/Newman)**

Albanese - Cornier - Izzi - McNulty – Mihalos - Monteiro - Phillips – Prior

**9B (O’Brien/Traverse)**

Amara - Anderson – Bornhoeft - Butler - Cardin-Prochniak - D’Orsi – Duarte - Hynes - Kizzee - McCabe - Poore – Reese - Sousa – Vierra

**10A (Silva/Newman)**

Almeida - Card-Kohanski - J.Chapman - Hanley - Martinous - A.Melo - Murray – Smith – Shorts

**10B (DiFilippo/Duran)**

Axelsson – Bedrosian – Crawley – Ferrara – Giammarco – Gorham – Hallam – Lamontagne – Mar. Silva - A.Nelson - Patty -Schwab – Sisti - Vieira

**11A (O’Brien/Newman)**

Andrade – Banville - Hunt - Lawson – Medina - Mosco – D. Nelson - Raposo – Salisbury – Voccio

**11B (Santos/Traverse)**

Borges - J. Braga – Cunha - Eastwood – Hanlon - Kilely-Garcia - Maini - R.Mello – Moretti – Nobrega - Richardson - Salois -Sanders - Shannon - Turbitt

**12A (Duran/Newman)**

Avjian - K.Braga - Branch - Fitzgerald - Lurgio - S.Melo – Moran - Pedro – Pizzi - Price

**12B (DiFilippo/Silva)**

Cabral - T. Chapman - Coughlin – Cordeiro – Finn - Galligan – Jackson – Lee - Martin – Masse - Pallotta – Piro - Russo - Sorice - Stevenson

## **AESOP – Reporting Absences**

### **PROCEDURES FOR TEACHERS' ABSENCES**

In the event that you are unable to attend school for any reason, the East Providence School Department has implemented an automated service for recording absences and finding substitutes. This service is called AESOP (Automated Educational Substitute Operator).

The AESOP service will be available to you 24 hours a day, seven days a week.

### **Reporting Absences through AESOP**

#### **By phone:**

\* (Simply dial **1-800-942-3767** by **6:00am**):

1. Enter your identification (telephone number) and PIN numbers.

*(Please notify the central office with any concerns regarding your identification and pin number.)*

2. Once you are logged in the system, you will be given prompts for the various menu choices.

#### **Via Internet (Access AESOP on the internet at <http://www.aesoponline.com>):**

\* Here you will be able to enter illnesses (family and personal). You are permitted to enter leave for personal, bereavement, or jury duty but are required to complete a form.

\* Professional leave must still be approved by the Principal or Designee.

\* When entering an absence, please wait until you receive a confirmation number before you terminate the phone call. Your transaction is not complete until you receive a confirmation number.

Please contact Central Office with any questions and/or concerns.

## **After-School School Meetings**

A schedule of monthly General Faculty & Department meetings for the 2017-2018 school year are identified below in the current Calendar of Events which may be adjusted as needed. General Faculty meetings will be held in the Auditorium from 1:55 – 2:55pm.

Department Meetings are held in accordance with your Department Head.

The Principal will notify the faculty of any changes to the meeting schedule according to the contract.

As per teacher contract, a teacher is required to attend no more than 9 after school meetings in a year, of which no more than three (3) shall be scheduled in a month.



# Bell/Class Schedule

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

M - T - Th - F																			
MIN	TIME	Day A	Day B	Day C	Day D	Day E	Day F	Day G											
64m	7:25 - 8:29	1	6	4	2	7	5	3											
64m	8:33 - 9:37	2	7	5	3	1	6	4											
64m	9:41 - 10:45	3	1	6	4	2	7	5											
79m Lunch Block	10:49 - 12:38	4	2	7	5	3	1	6											
65m	12:40 - 1:45	5	3	1	6	4	2	7											
		<i>Dropped Periods</i>																	
		6,7	4,5	2,3	1,7	5,6	3,4	1,2											
<b>Wednesday Advisory</b>																			
<b>A - B - F &amp; G days</b>						<b>C - D &amp; E days</b>													
MIN	TIME	A	B	F	G	MIN	TIME	C	D	E									
47m	7:25-8:12	1	6	5	3	47m	7:25-8:12	4	2	7									
47m	8:16 - 9:03	2	7	6	4	30m	8:16 - 8:46	ADV	ADV	ADV									
30m	9:07 - 9:37	ADV	ADV	ADV	ADV	47m	8:50 - 9:37	5	3	1									
64m	9:41 - 10:45	3	1	7	5	64m	9:41 - 10:45	6	4	2									
79m Lunch Block	10:49 - 12:38	4	2	1	6	79m Lunch Block	10:49 - 12:38	7	5	3									
63m	12:42 - 1:45	5	3	2	7	63m	12:42 - 1:45	1	6	4									
<b>Extended Wednesday Advisory</b>																			
<b>A - B - F &amp; G days</b>						<b>(C, D, and E days)</b>													
Min	Time	A	B	F	G	Min	Time	C	D	E									
47m	7:25-8:12	1	1	5	3	47m	7:25-8:12	4	2	7									
47m	8:16-9:03	2	6	6	4	45m	8:16-9:01	ADV	ADV	ADV									
45m	9:07-9:52	ADV	ADV	ADV	ADV	47m	9:05-9:52	5	3	1									
49m	9:56-10:45	3	1	7	5	49m	9:56-10:45	6	4	2									
79m Lunch Block	10:49-12:38	4	2	1	6	79m Lunch Block	10:49-12:38	7	5	3									
63m	12:42-1:45	5	3	2	7	63m	12:42-1:45	1	6	4									
		<b>Lunches</b>																	
		1	10:49 - 11:14																
		2	11:17 - 11:42																
		3	11:45 - 12:10																
		4	12:13 - 12:38																

Lunches are balanced by the number of students in each department on a given day. Please follow your assigned lunch period for each Day noted. It is for the safety and comfort in the cafeteria that lunches are assigned as they are. If you need to change your class to a different lunch, for any reason, please let one of the Assistant Principals know PRIOR to you doing so, therefore, allow

### Department Daily Lunches - 2018 - 2019

A Day			
Lunch 1	Lunch 2	Lunch 3	Lunch 4

B Day			
Lunch 1	Lunch 2	Lunch 3	Lunch 4

C Day			
Lunch 1	Lunch 2	Lunch 3	Lunch 4

D Day			
Lunch 1	Lunch 2	Lunch 3	Lunch 4

E Day			
Lunch 1	Lunch 2	Lunch 3	Lunch 4

F Day			
Lunch 1	Lunch 2	Lunch 3	Lunch 4



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<b>G Day</b>			
<b>Lunch 1</b>	<b>Lunch 2</b>	<b>Lunch 3</b>	<b>Lunch 4</b>

### Calendar of Events

A copy of the Calendar of Events for EPHS is consistently updated on the google form: EPHS Calendar of Events 2017.2018 and shared with the entire staff. Please be sure to look for updates and changes. Below are the current scheduled events through September:

#### August 2018

20-24: Marching Band Camp 6:30am - 3:00pm

27: Convocation - Teacher Orientation

**Full Faculty Meeting, 2pm**

28: First Day of School - **Grade 9 ONLY**

28: Sr. Pics 2pm -8pm

29: Sr. Pics 2pm -8pm

30: Sr. Pics 2pm -8pm

29: First Day of School - ALL GRADES

TBA: **RtI** Meeting, 2pm

#### September

**3: Labor Day-No School**

**5: Department Meetings, 2pm**

**12: Primary Election Day, No School**

**13-14: School Photo & ID**, all students & Faculty must take a picture

18: **EPHS Blood Drive: 7:30-1:30**, Small Gym

**24: Tri-M Chapter Induction Ceremony, 6:30pm, Auditorium**

26: ½ way mark Q1

Progress Monitor Day (F Day)

**Financial Aid Info night for Parents, 6pm**

TBA: **Vision Screening, 7:30am**

TBA: **RtI** Meeting, 2pm

## **Cheating & Plagiarism**

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

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

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

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

## **Child Abuse and Neglect**

1. All employees of the East Providence School Department have the responsibility to immediately report any **suspected** cases of child abuse or neglect to his/her principal or immediate superior
2. The school nurse shall be consulted to determine if there are any injuries. If abuse or neglect is suspected, DCYF shall be notified within **24 hours**.

**DCYF Referrals: 457-4708**

**Child Abuse/Neglect Reporting Hotline: 1-800-742-4453 (1-800-RI-CHILD)**

3. In the event that mental/emotional abuse is suspected, please seek the School Social Worker.
4. All staff shall be made aware of School Committee Policy (V.A.13) regarding reporting child abuse/neglect.

## **Child Safety**

All employees of the East Providence School Department have the responsibility to immediately report any conversation pertaining to suicide, suicidal thoughts, or self-injury to Principal/Admin, Social Worker, Dean or Nurse.

This report shall be made **immediately** and **verbally** to the Principal/Admin, Social Worker, Dean, or Nurse.

- Student should never be left alone or sent looking for support on their own.
- Teachers should call the appropriate office immediately to request help.
- Every threat should be considered real.
- Do not engage in a conversation with the student regarding suicide or self harm.

## **CPT**

CPT is encouraged to be used for but is not limited to:

- **Discuss lesson plans and assessments:** Teachers may opt to collectively review lesson plans or assessments that have been used in a class, and then offer critical feedback and recommendations for improvement.
- **Discussing student work:** Teachers may opt to look at examples of student work turned in for a class, and then offer recommendations on how lessons or teaching approaches may be modified to improve learning and the quality of student work.
- **Discussing student data:** Teachers may opt to analyze student-performance data from a class to identify trends—such as which students are consistently failing or underperforming—and collaboratively develop proactive

teaching and support strategies to help students who may be struggling academically. By discussing the students they have in common, teachers can develop a stronger understanding of the specific learning needs and abilities of certain students, which can then help them coordinate and improve how those students are taught.

- **Creating courses and curriculum:** Teachers may opt to collaboratively work on lesson plans, assignments, projects, and new courses. Teachers may also plan or develop other types of learning experiences, demonstrations of learning, etc ...

### **Delay of School – No School –Early Closing**

Skylert Announcement – School phone messages to parents and staff

Media School Announcements:

Radio Stations: WPRO – WWLI – WLKW – WHJJ

TV Stations: Channels 6 – 10 – 12

### **East Providence High School**

**2018-2019**

### **TWO Hour DELAY Schedule**

<b>TIME</b>	<b>Day A</b>	<b>Day B</b>	<b>Day C</b>	<b>Day D</b>	<b>Day E</b>	<b>Day F</b>	<b>Day G</b>
<b>9:25 - 9:58</b>	1	6	4	2	7	5	3
<b>10:02 - 10:35</b>	2	7	5	3	1	6	4
<b>10:39 - 12:31</b>	<b>4</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>6</b>
<b>12:35 - 1:08</b>	3	1	6	4	2	7	5
<b>1:12 - 1:45</b>	5	3	1	6	4	2	7

### **LUNCHES**

<b>Time</b>	<b>Lunch</b>
<b>10:39 - 11:04</b>	<b>1</b>
<b>11:08 - 11:33</b>	<b>2</b>

11:37 - 12:02	3
12:06 - 12:31	4

**1 Hour Delay:**

8:25 – 9:09  
 9:13 – 9:57  
 10:01 – 10:45  
 10:49 – 12:36  
 12:40 – 1:45

**2 Hour Delay:**

9:25 - 9:58  
 10:02 - 10:35  
 10:38 - 12:38  
 12:35 - 1:08  
 1:12 - 1:45

When storms hit our region, the Superintendent of Schools has the option to delay the opening of school for one or two hours. In that event, students SHOULD NOT be sent to school at the usual time. Supervision at our school may not be available, due to road conditions that keep personnel from arriving before school begins. Please remind students of this!

**Emergency Drills (Evacuations/Lockdowns/Shelter in Place/Fire)**

All staff members are to become familiar with expected conduct and behavior for each type of Emergency Drill.

Fire Drills and other emergency situations absolutely **require** attendance to be taken. Everyone **must be accounted for**.

NO AMBIGUOUS verbiage will be used. Direct, clear language will be used: “Run, Hide and Fight”.

Monthly meetings and practice will ensure our emergency procedures.

Staff is to communicate the importance of EVERY DRILL we practice. Staff is to communicate to students the importance of **“if you see something (out of place/out of ordinary/something not right), SAY SOMETHING.”**

**Evacuations:**

- All schools are required to conduct 2 Evacuations per year
- There will be 1 announced and 1 unannounced Evacuation per year
- EVACUATION LANGUAGE:

**“Attention, please. We need to institute an EVACUATION of the building. Teachers are to take their students to Designated Assembly Area (PCD Fieldhouse – “our OFF-SITE EVACUATION” ... OR ... Fire Drill Area ... whichever is stated to use). Students please remain with your teacher.”**

- Attendance is to be taken – it will be collected

### **Reverse Evacuation:**

- REVERSE EVACUATION LANGUAGE:

**“Attention, please. We need to institute a REVERSE EVACUATION. Students and Staff should move inside as quickly and orderly as possible. Students are to return to their current or previous classroom.”**

- Attendance is to be taken – it will be collected

### **Lockdown:**

- LOCKDOWN LANGUAGE:

**“Attention, please. We have an emergency situation and must implement LOCKDOWN procedures. Students go immediately to the NEAREST classroom. Teachers LOCK classroom doors and keep all students inside the classroom until further notice. Do NOT open the door until notified by an Administrator or Law Enforcement.”**

- Attendance is to be taken – it will be collected
  - Doors should be locked and window covered
  - Students are to be seated along the wall of the door (out of site)
  - Classroom should be silent. Teaching should be suspended and all audio should be silenced until the “all clear” is announced.

### **Fire Drills:**

- All schools are required to conduct 13 Fire Drills per year
- 1 out of 4 Fire Drills shall be obstructed by one or more exits and stairwells are blocked off or not used
- Fire Drills are to be regarded as if a real fire may be occurring.
- Fire Drills may take place at any time whether students are in class, in an assembly, passing to other classes, or in the Lunch Room.
- All occupants must be sure to vacate the building.
- Physically handicapped individuals may be escorted to a predetermined Area of Refuge within the building. Students are NOT to be left UNATTENDED in the Area of Refuge.
- **Fire Drills during PASSING** (between periods): WALK, do NOT run to the nearest exit. All teachers will be expected to be on duty to help assist maintaining an orderly evacuation. When an All Clear is given, students and staff may re-enter the building.
- **Fire Drills during CLASS TIME:** Teachers are to escort their classes out of the building and remain with students until an All Clear is given. Attendance must be taken and turned in.
  - **Please assist and escort random students you see who are NOT with their regular classes. Please stay with them and stand with another class/teacher. Have that teacher hold the RED card in the air.**
  - Teachers are to take their Emergency Folder containing a Class Roster and the Attendance Form to be used during all drills.
  - Teachers are to make sure all students have left their room, close and lock the door to the room.

- Attendance is to be taken – missing and/or found students are to be reported

### **Shelter in Place:**

- Doors are to be locked.
- Teaching may continue.
- No Student or Faculty member is to leave the classroom until notified.
- Attendance is to be taken – it will be collected

### **Faculty Advisory Committee**

The Faculty Advisory Committee will meet as needed on the 2<sup>nd</sup> or 3<sup>rd</sup> Monday of each month from 1:45 – 2:30pm. A notice will be forwarded as meetings are scheduled.

### **Faculty Duties**

**This year we are asking for assistance ONLY during each passing time and during Lunch Periods.**

- **Cafeteria Duty:** (Lunch Duty) Teachers are asked to help monitor the lunch room with Deans and Administrators
  - › Teachers are asked to move around the cafeteria during lunch
  - › Encourage students to clean their areas at the end of lunch
  - › Help monitor students exiting cafeteria
- § Students are NOT to stand around the entrance area
- § Students must be seated at a table
- § Students are NOT to be in the Lobby outside of the Cafeteria
  - Students may use the bathrooms outside of Café and should be monitored for their return to the Café
- § Students are NOT to go to their LOCKERS or CLASSROOMS during Lunch Time.

- **Café Duty Locations**

**Café 1:** Outside Café/Gymnasium

**Café 2:** Entry Doors to Café

**Café 3:** Food Lines

**Café 4:** Terrace View

- **Corridor/Hallway Duty:** Staff will be asked to monitor either the 1<sup>st</sup> or 2<sup>nd</sup> floor. While on duty, please:
  - › MONITOR Lavatories
  - › REPORT ANY/ALL curious or unusual activity/behavior
  - › ASK for ID's of random strangers entering the building through random doors (all Visitors MUST enter through Door 5 and report to the Main Office to sign in)
  - › CHECK ALL Student Passes for Destination – Teacher Signature – Date & Time (report any wandering student to the Deans in Room 119)

- **Corridor/Hallway Duty Locations**

**Hallway 1:** English Corner to Auditorium

**Hallway 2:** Nurses Office/A-wing Bathrooms to English Corner

**Hallway 3:** Math to History Wings Bathrooms

**Hallway 4:** Business to Science Bathroom & Stairs

## Assigned Duties: Quarters 1 & 2 (Lunch Block Only)

### Add In Teacher Duties

#### Field Trips

- Field trips must be related to the Classroom Curriculum
- Field trip REQUEST and TRANSPORTATION FORMS are available in the Main Office through Janice Watson. The Principal must approve all requests.
- A Field Trip **ROSTER** must be emailed to **Mrs. Janice Watson** and **Ms. Kimberly Ramsey /Ms. Beverly LeFort** (Attendance Office – Rm 119) one (1) week prior to the date of the trip.
- § This Roster will be forwarded to the entire Faculty for reference.
- A student is marked PRESENT when on a field trip or any school related function. Students are responsible for making up any missed work; this should not affect their participation grade.
- Field Trips should occur PRIOR to May 1<sup>st</sup> each year. If the event **cannot** take place at any other time, the Principal may waive the deadline (e.g.: band festivals, pre-engineering competitions, etc.)
- All permission slips must contain emergency names and numbers for each student.
- A list of all students PRESENT MUST be left with the ATTENDANCE OFFICE prior to departing the EPHS grounds. Attendance is MANDATORY before a trip departs.
- Adequate supervision is advised (1 Adult per 12-15 Students)
- § If parent volunteers are to assist with trip supervision, please **note**: Younger siblings are not permitted to attend field trips.  
-All parent or non-faculty volunteers must submit a background check and be approved by administration.
- § Provide volunteers with a brief orientation regarding chaperoning students.
- § At no time should a volunteer discipline a student. All disciplinary issues are to be handled by the supervising teachers.
- § The principal should be notified immediately of any issues that may arise on the field trip.
- Make arrangements for students NOT attending the Field Trip – Room/Class locations, etc

#### Parent Conferences

Parent conferences are encouraged. Please be in touch with your student's Guidance Counselor and/or Assistant Principal/Dean to help arrange meetings.

Meetings are normally scheduled during a teacher's duty period. If a parent requests a conference they should do so through the Guidance or Attendance/Discipline Office depending upon the concern.

You may request to have an Administrator or Guidance Counselor present at all meetings.

#### Personal Items

All employees are encouraged to NOT leave personal belongings (\$\$, purses, cell phones, etc) unattended and/or unlocked anywhere at any time throughout the building.

Lockers are available to all staff and are encouraged to be used.

### **Principal Approvals Needed**

The following need to be approved by the building Principal in advance:

1. All fundraising activities
2. All posters to be hung in the school building
3. Any announcements over the PA system
4. Field Trips
5. Use of the school building
6. All mass mailings for teacher mailboxes (email and snail mail)

### **Report Cards**

Expected Quarterly Marking Periods:

November 1, 2018

January 22, 2019

April 2, 2019

June 12, 2019

Closing of marks and distribution of Report Cards will be communicated through Guidance and Administration.

### **School Improvement Team**

Committee and meeting times to be announced.

### **School Pictures and Photo ID's**

ALL Staff and Students must have an updated picture taken for ID purposes. Please be sure to make time to get your updated photo taken. **SCHEDULED DATES:** September 13th - 14th

### **Student Attendance Process**

- Attendance must be submitted at 7:30 daily. If a student arrives to class after attendance is submitted, send them to 119 to get a tardy slip.
- Once submitted, teachers are not to make any "changes" if a mistake was made or a student arrives after attendance was submitted. All changes are to be sent to 119 and they will make the adjustments in Skyward.
- Teachers are not to mark students "Tardy" at anytime throughout the day.
- Teachers are expected to sub

**East Providence High School does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. Celeste Bowler, Title VI, VII, IX and 504 coordinator, 145 Taunton Ave., East Providence, R.I. 02914 401-435-7500**