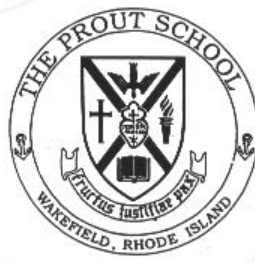


*A Catholic, Diocesan Coeducational College Preparatory  
High School*

*An accredited member of the New England  
Association of Schools and Colleges*

*An International Baccalaureate School*

# THE PROUT SCHOOL



## *Parent and Student Handbook 2017-2018*

*The Administration of The Prout School reserves the  
right to amend this handbook, as it deems necessary.*

*a community of learners + a community of believers  
+ a community of friends*

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**HISTORY**

The Prout School is a Catholic co-educational high school operated by the Diocese of Providence.

Situated on 25 acres of forest and field, Prout was founded in 1966 as Prout Memorial High School for girls. The school was built by the Sisters of the Cross and Passion (Passionists) to serve the needs of the families in the Washington and Kent County area and was named after the religious community's foundress, Elizabeth (Mother Mary Joseph) Prout. In January 1987, responding to the need for a co-ed Catholic high school in southern Rhode Island, the school opened its doors to young men. Today Prout Memorial School is known simply as The Prout School.

**MISSION STATEMENT**

The Prout School is a vibrant Catholic community that educates the whole person for productive membership in the global community by fostering quality in spiritual, academic, artistic and athletic pursuits.

**SCHOOL OBJECTIVES**

**The Prout Community is committed to empowering students:**

- To enter into a personal relationship with Jesus as a lifelong role model, friend, and guide.
- To value personal and liturgical prayer as central to their lifelong relationship with the Lord.
- To develop a sense of individuality and its relationship to the community.
- To be respectful and responsible, personally and socially.
- To embrace a healthy lifestyle.
- To become aware of themselves as members of a global community and to participate in its growth through service.
- To learn the strategic processes of problem solving.

To acquire and fine tune reflective, creative, and critical thinking skills.

- To find, evaluate, and responsibly apply resource information.
- To develop communication strategies for speaking, writing, reading, and listening.
- To appreciate and to participate in the creative arts.
- To enjoy the challenge of athletics and to display good sportsmanship.
- To be receptive to the responsibilities and joys of lifelong learning.
- To use the computer as a tool for writing, communication, accessing/managing information, and problem solving.
- To work independently and cooperatively.

#### **HERALDRY**

**THE CROSS:** Symbol of the faith by which we accept Christ, his teaching and his law, as embodied in his Church.

**THE BOOK:** Symbol of the knowledge of God and of all his works in the world, to be acquired during the years in school.

**THE TORCH:** Symbol of the light of Christian living which the students must carry into the world of careers for which their spiritual and academic training is preparing them.

**THE DOVE:** Symbol of the Holy Spirit, the Spirit of peace. Brooding over all, guiding and rewarding the students striving after the goodness (justitia) which, as they learn in their school days, is to be found in the observance of God's laws. Christ said, "If you love me, keep my commandments." The Passionist Sign binds the four quarters.

#### **SCHOOL MOTTO: FRUCTUS JUSTITIAE PAX "PEACE IS THE FRUIT OF JUSTICE"**

*The Prout School does not discriminate on the basis of race, color, national and ethnic origin in the administration of educational policies, admission policies, loan programs, scholarships, athletics and other school programs.*

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**ADMINISTRATION, FACULTY, AND STAFF**

Principal/Head of School	Dave Estes
Assistant Principal	Carolyn S. Lawrence
Dean of Students	Jeanne M. Tierney
Academic Support Counselor	Mallory Lepere
Enrollment Management	Sharon DeLuca
Director	
Advancement Associate	Rose Slusarczyk
Athletic Director	Michael Traficante
Business Manager	Donna Nardone
Business Secretary	Jeanne Deus
Chaplain	Fr. Joseph Upton
Campus Ministry	Lily Araujo
Computer Services	Malcolm Davidson
Institutional Advancement	Nicole Kelly
Director	
Director of Guidance	Mary Hoyt
Guidance	Linda Price
Guidance	John Gaffney
Guidance Secretary	Michelle McCormick
Director of College Placement	Mary Hoyt
College Placement/Enrollment	Edna DeCesare
Management Secretary	
Librarian	Denise Peloquin-Burns
Maintenance	Rolando Feliz
Nurses	Gail Sullivan, Leah Violet, Stephanie Dowd, Bev Richards
Assistant Principal's Secretary and Office Manager	Lisa DeVito
Dean of Students Secretary and Main Office	Patricia Horoho

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**ACADEMIC DEPARTMENTS**

**\*Denotes Department Chair**

**ENGLISH**

Nikki Kettle\*  
Mary Hoyt\*  
TBA  
Catherine Shackleton  
Eric Hartell

**RELIGION**

Michel Frappier\*  
Lily Araujo  
Cynthia Cavanagh  
Marie Lachapelle  
Philip Faraone

**CREATIVE ARTS**

Michael Elson\*  
Philip Faraone  
Vivian Humphrey  
Kristen Rich  
TBA

**FOREIGN LANGUAGE**

Jennifer Trevisiol\*  
Josefa Dougal  
James Larson  
Brittany White

**COMPUTER SCIENCE**

Diane Wilkens

**SOCIAL STUDIES**

Karen Johnson\*  
Tyson Edmonds  
Michael LaBarbera  
Michael Sweeney

**MATHEMATICS**

Norman Poulin\*  
TBA  
Kendra Pitkin  
Jessica Remillard

**SCIENCE**

Lynn Simeoni, Ph.D.\*  
Christopher Bromley  
Hanan Mogawer, Ph.D.  
Diana McLaughlin  
Suzanne Paquette

**PHYS. ED./HEALTH**

Ronald Renzi\*  
Ria Carroll

**CLASS MODERATORS**

Ninth Grade	Ms. Carroll, TBA
Tenth Grade	Mrs. DeLuca, Ms. Tierney
Eleventh Grade	Mr. Elson, Mrs. Rich
Twelfth Grade	Mr. LaBarbera, Mr. Renzi

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**GRADUATION REQUIREMENTS**

Prout students must successfully complete and earn at least 24 credits to obtain a Prout diploma. The following units must be completed in each subject area.

	Credits
Religion	4
English	4
Physical Education/Health	2
Mathematics	3
Science	3
Social Studies	3
Foreign Language	3
(Three year sequence of one language)	
Arts	½ *

\* (one full credit of arts required for Class of 2021 and subsequent classes)

In addition to the above credits, students must be enrolled in a minimum of 5 ½ credits of elective course work.

**NOTE:** Prout students must be enrolled in a course during every period.

**SAMPLE CORE CURRICULUM**

**GRADE 9 HONORS**

English 9H  
Foreign Language I  
Geometry H/Algebra 1H  
Western Civ. 9H  
Biology 9H  
Religion 9  
Phys. Ed./Health

**GRADE 9 COLLEGE PREP**

English 9  
Foreign Language I  
Algebra I  
Western Civ. 9  
Biology 9  
Religion 9  
Phys. Ed./Health

**GRADE 10 HONORS**

English 10 H  
Foreign Language II H  
Algebra I/H/Geometry H  
US History H or AP History  
Chemistry H  
Religion 10  
Phys. Ed./Health

**GRADE10 COLLEGE PREP**

English 10  
Foreign Language II  
Geometry  
US History  
Oceanography  
Religion 10  
Phys. Ed./Health

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**GRADE 11 IB/HONORS**

English 11 H or IB  
Foreign Language III H/or IB  
Pre-Calc H / IB Math H  
Social Studies  
Science  
Religion 11  
Theory of Knowledge I (Open  
only to IB diploma candidates  
and required of those students)  
Phys. Ed./Health

**GRADE 12 IB/HONORS**

English 12 H or IB  
AP Calculus AB/BC  
Foreign Language 4 IB  
Physics or Science Elective  
IB Biology or  
IB Physics  
Social Studies Elective  
Religion 12 IB  
Phys. Ed/Health  
Theory of Knowledge II (Open  
only to IB diploma candidates  
and required of those students)

**GRADE 11 CP**

English 11  
Foreign Language III  
Algebra II or Math Elective  
Social Studies  
Science  
Religion 11  
Phys. Ed./Health

**GRADE 12 CP**

English 12  
Math Elective  
Foreign Language IV  
Religion 12  
Social Studies Elective  
Science Elective  
Phys. Ed./Health

**NOTE: Students scheduled for AP and/or IB classes must sit for the AP and/or IB examinations.**



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**GRADUATION AWARDS**  
**VALEDICTORIAN/SALUTATORIAN**

**Criteria**

- **Beginning for the Class of 2018, the students with the top ten weighted GPAs as calculated through the end of the third quarter of the senior year, will be invited to enter speeches to be considered by a faculty/administration panel to represent their class as Valedictorian and Salutatorian during commencement exercises.**

**THE PROUT CRUSADER AWARD**

**Criteria**

- lives out the ideals of the school's mission statement listed herein:
  - strives to live according to the teachings of Jesus
  - seeks to develop unique talents and gifts and uses them in the service of others
  - is eager and able to meet high academic standards
  - makes significant contribution to the life of the school community
  - is loyal to the school

**THE ELIZABETH PROUT AWARD**  
**CHRISTIAN SERVICE**

This award is named for Elizabeth Prout to honor her legacy as described in Heralds of Hope:

"In the course of her work as Foundress of the Congregation, her gifts manifested themselves in compassion for the poor, the deprived, and the suffering, flowing from her contemplative union with Christ crucified, and channeled to relieve the most pressing needs of the local church of her day. This was Mother Mary Joseph's charism. This was the heritage she bequeathed to her Sisters."

**Criteria:**

- Puts others above self
- Actively responds to those in need as Jesus taught us
- Uses gifts and talents to serve the school, church, or local community
- Embodies the spirit of giving

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**STUDENT EVALUATION**  
**GRADING SYSTEM**

Report cards are issued every quarter. Prout uses numerical grades and a number system for effort and attendance for each student.

Quarter averages are determined by a simple class average of tests, quizzes, and homework as determined by the course requirements.

Semester averages are determined by each quarter counting 40% and the semester exams counting 20%. Final grades are determined by averaging the first and second semester averages.

Classes meeting for only one semester will carry over the semester grade as the final grade for that class.

If a student earns a failing grade in more than two subjects at year's end, he/she may not be allowed to return to Prout the following September.

	QPA			
	Grade		Numerical	Letter
AP/IB	Honors	College Prep		
4.96	4.63	4.3	97-100	A+
4.66	4.33	4.0	93-96	A
4.36	4.03	3.7	90-92	A-
3.96	3.63	3.3	87-89	B+
3.66	3.33	3.0	83-86	B
3.36	3.03	2.7	80-82	B-
2.96	2.63	2.3	77-79	C+
2.66	2.33	2.0	73-76	C
2.36	2.03	1.7	70-72	C-
1.66	1.33	1.0	65-66	D
0.0	0.0	0.0	64-50*	F

50 is the lowest numerical grade assigned for quarter and semester averages, unless a lower grade is approved by the Assistant Principal.

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**CHRISTIAN SERVICE HOURS**

The annual Christian Service Hours requirement will be recorded and assessed in students' Religious Studies classes. Christian service hours completion are a requirement for promotion for grades 9-11. Christian service hours completion are required for graduation for grade 12.

Every student in every Religious Studies class in every grade will be required to complete 20 Hours of Christian Service by the end of the 3<sup>rd</sup> Quarter. The hours will be due on March 16<sup>th</sup> of each year.

Hours completed over this past summer may count towards students' hours for this school year. Students who have already completed their hours are advised to write down what they did so they are prepared to reflect on this experience in the spring.

If students have traditionally completed their Christian Service Hours during the 4<sup>th</sup> Quarter, students should seek permission from their Religious Studies teacher for the Service. These extensions will be made on an individual basis depending on the teacher and the nature of the service requested. If this is the case, students should seek permission early in the year, as an extension will only be granted far in advance. Christian Service forms and specific criteria can be found on the Prout School website under the Campus Ministry link.

**SCHEDULING AND COURSE ENROLLMENT**

Occasionally it may be necessary to drop or add a course to the list of course offerings, even after students have registered for the coming year. Course offerings are dependent on teacher availability and on subscription by a minimum number of students. Additionally, some courses are reserved for students who meet certain academic requirements, and they may also be subject to a teacher selection process.

Students are not routinely permitted to change classes once they are registered for them. It is assumed that students take proper care in registering for the appropriate classes, and that the school is doing all it can under the given circumstances to meet the needs and interests of the students.

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Class changes will be made if the counselor determines that there has been an error in the schedule, an inappropriate placement has been made or a required class needs to be added.

**Wanting a different teacher teaching the same class and level, not liking a class, wanting to be with friends or different period are not legitimate reasons for a class change.**

**Required classes, once attempted, shall not be dropped. Level changes may be considered with a teacher's recommendation.**

**Guidance Counselors can authorize dropping a class within the first 15 days of school. Beyond that, Guidance Counselors must have the Assistant Principal's approval to add or drop a course.**

## **HONOR ROLL**

The Honor Roll has three categories:

Highest Honors: A numeric average of 95-100 with no grade lower than a 90.

High Honors: A numeric average of 90-94 with no grade lower than an 85.

Honors: A numeric average of 85-89 with no grade lower than a 77.

These honor categories will be granted at the end of each quarter.

## **MID-YEAR AND FINAL EXAMINATIONS**

Course requirements include exams at the mid-year and at the end of the school year. The exam schedule is published by the Assistant Principal several weeks before the examination dates.

**It is very important for parents to acquaint themselves with the following examination policies and to specifically remember that they must notify the school if their child is ill and will miss an exam. Failure to notify the school prior to an examination may result in a zero for the examination.**

## **EXAMINATION POLICIES**

1. Only absences due to verified illness will be excused. Students missing a final or semester exam due to vacation should not expect to be allowed to make-up the exam.
2. Any student with an outstanding tuition balance, overdue library books, or athletic department uniforms will not be permitted to sit for exams.

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3. Any student who is in the building but not taking an exam must report to the designated silent study area.
4. All students must wear uniforms while taking all exams.
5. If a student does not show up for a scheduled exam, a parent must call the morning of the exam to explain the reason for absence and schedule the make-up exam; if a parent does not call, the student will not be allowed to make up the exam.
6. Each exam is two (2) hours long. Students must remain in the exam room the full two (2) hours. If a student finishes early, he/she may do other studying and should come prepared.
7. If a student uses an electronic device during an exam without the teachers' permission, the student may receive a zero.
8. **The regular bus schedule will be in effect during exam week except during make-up exams.**

### **HOMEWORK**

Students are always assigned homework. Teachers will notify verbally or in writing exactly what their homework policy is to the students and parents. An assignment may be the outgrowth of a lesson requiring further study; it may prepare for further work; it may enrich a lesson; or it may help reinforce concepts, understandings, skills, appreciations, or attitudes. Properly planned and implemented, homework can provide practice necessary to the mastery of skills, help develop student study habits, foster initiative and responsibility, and afford parents an opportunity to acquaint themselves with the school program and their child's educational progress.

Homework time suggested for grades 9-12: two to three hours per day.

### **ACADEMIC DISHONESTY**

For the purposes of The Prout School, **cheating** is defined as the presentation of any work by a student which is not entirely his/her own. In a moral environment, academic dishonesty cannot be tolerated. This applies to cheating of any kind on a quiz, test, homework, exam, project or major paper.

**Plagiarism** is an especially egregious form of cheating. Plagiarism, according to Webster's II New College Dictionary, is defined as "to steal and use the ideas or words of another as one's own." Thus, plagiarism can be easily avoided by never passing off an original idea obtained from another and crediting correctly an existing source of information. The Prout School recognizes that there are various ways

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in which students may attempt to plagiarize. If a teacher suspects that plagiarism has occurred, then the proper steps should be taken.

In an effort to encourage academic integrity, teachers should respond to any violation in the following manner:

- a. Copied or plagiarized work is confiscated and given over to the content area teacher or to the supervising teacher. If cheating is suspected, the teacher presents evidence to the Assistant Principal to support the allegation and a disciplinary form will accompany the evidence.
- b. The content area teacher contacts the student's parent(s) or guardian with the details of the incident in a timely manner.
- c. In consultation with the Assistant Principal, a penalty is decided with regard to the potential allegations, ranging from losing credit for the assignment, losing the opportunity to make-up the assignment, detention, in-school/out of school suspension and/or dismissal (if applicable).
- d. A plagiarized assignment may receive no credit and the plagiarized assignment will be documented.
- e. The Assistant Principal confers with the Dean of Students with regard to the incident.
- f. The National Honor Society Advisor and the student's guidance counselor are informed of the infraction if applicable.
- g. A repeated offense will result in further disciplinary action by the Administration.

## **ACADEMIC REPORTS**

In an effort to keep parents closely informed of their child's academic progress, the following modes of communication are utilized. Please note that it is expected that Edline will be replaced with another online portal during the 2017-2018 academic year:

- Edline – Parents are encouraged to monitor their child's Edline account which will be updated throughout the quarter.
- Progress Reports – issued to poor performing students mid-quarter
- Report Cards - approximately a week after the quarter ends.

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**PROGRESS REPORTS**

Progress Reports are issued to all students whose work is deficient to that point in the quarter. These reports must be signed by a parent and returned to the teacher within two (2) school days. If the actual form is lost, the teacher will contact the parent.

**PROGRESS REPORT SCHEDULE - ALL GRADES**

**First Semester**                      September 26 and December 11  
**Second Semester**                  March 5 and May 7

**REPORT CARD SCHEDULE**

November 9      January 26      April 13      June 29

**ACADEMIC PROBATION**

Students failing more than one subject at the end of any quarter will be placed on academic probation. They may not participate in extracurricular activities (including theatre and athletics) until the next report card or progress report is issued. At that time if a student is failing less than (2) two classes, they may resume participation.

The assistant principal and principal are the only personnel who may assign to or remove a student from probation. No student, parent, or staff member/moderator/coach should be involved in resuming participation of any student without express notification from the assistant principal or principal.

**FAILURES**

**Students who fail a course must clear the failure through one of the options below. Students who fail more than two of their subjects may not return to The Prout School for the following year. Students who fail two subjects must meet with the principal or his/her designee to assess the needs of the student and the possibility of continuing at Prout.**

**MAKING UP FAILED COURSES**

Failures are not eliminated from the transcript. For students making up work in summer school, a passing grade in summer school will result in a grade of 65 for the course.

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**Make-Up Options:** Prior approval from the Guidance Office is required. Parents are responsible for locating tutors and summer school courses.

1. Summer school courses in an accredited school.
2. Summer tutoring of a minimum of 30 hours by an accredited teacher. A portfolio of graded work must be maintained and a letter, signed by the tutor, verifying that the student has successfully completed 30 hours in the course.
3. The student must take and pass the final exam at Prout at the end of the tutoring. A grade of 65 is recorded for the course.

## **INCOMPLETE GRADES**

If a student misses school with a documented excuse, he/she may be eligible to receive an incomplete. Incompletes can only be granted by the Assistant Principal and will include a plan for the completion of missed work. A fourth quarter incomplete must be made up within two weeks after school ends.

## **CONCUSSIONS AND OTHER ACADEMICALLY DEBILITATING MEDICAL CONDITIONS**

The Prout School implements and supports a policy of accommodations for students who suffer from concussions or other academically debilitating medical condition upon notification from the parent and receipt of medical documentation. All medical documentation must be given to the Vice Principal, school nurse, and guidance counselor. Teachers should refer to the student's guidance counselor for specific directions regarding accommodations.

## **STUDENTS WITH SPECIAL ACADEMIC NEEDS**

We acknowledge each student as unique in his or her learning, means of processing information, problem solving approaches, and ability to use information. We also believe each student has the right to experience academic success through hard work. We empower students to become independent learners and self-advocates with their peers, in the classroom, and in their everyday life.

We do recognize that students may have disabilities in learning, emotional, physical or other health related areas. For those students admitted with a documented disability (*Individualized Educational*



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*Plan (IEP), 504 Plan or private school plan, completed within the last year, or a neurological or psychology evaluation completed within the last 3 years),* The Prout School offers an Academic Support Service that provides students with basic strategies, academic skills and the knowledge necessary for them to realize their full potential. Our inclusive community recognizes the additional challenges many of these students face.

Our school is designed for students who are capable of completing a four year college preparatory curriculum. As IEP's and 504 plans are under the jurisdiction of public schools, The Prout School, as a private school, is not legally required to implement them nor does the school agree to alter and/or modify its curriculum to accommodate the specific needs of individual students.

We do offer reasonable accommodations dependent on resources and personnel to assist students with learning differences and disabilities in their day to day classes. Accommodations students receive are determined on a case by case basis and MAY include the following:

- Additional time on major tests or exams (up to time and ½).
- Distraction free testing environment on major tests or exams.
- Preferential seating
- Refocusing cues to gain or sustain attention

**STUDENT RECORDS**

The school will not release any student records without written authorization of that student or his/her parent/guardian. When, therefore, a student/guardian requests to have his/her records forwarded to a new school, a parent/guardian should request and sign the Third Party Release Form obtained in the main office and submit it to the main office.

**TUITION AND FEES**

**FEES**

Specific course and activity fees (i.e., International Baccalaureate, retreats) may also be assessed.

**PAYMENTS**

There are three options for paying tuition:

1. One total payment on July 1st.
2. Two payments due on July 1st and December 1<sup>st</sup>

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3. Monthly, through an outside tuition management service with payments beginning in July and ending in April.

## **REFUNDS**

In order to receive a full tuition refund, less the non-refundable deposit, the parent(s) or guardian(s) must notify the admissions office in writing prior to August 1, 2017. The refund policy for cancellation after August 1, 2017 is as follows: if enrollment is cancelled between August 1, 2017 and the end of the first quarter, with or without written notice to the admissions office, the parent(s) or guardian(s) financially responsible for the student will be obligated to pay 25% of the contracted amount. Any cancellation during the second quarter will require payment of 50% of the contract amount. Any cancellation during the third and fourth quarter will require payment of the full contract amount. There will be no refunds for students dismissed for disciplinary reasons.

## **STUDENT LIFE**

The Prout School, as a Diocesan Catholic high school, is committed to the spiritual, academic, and social development of each child. School regulations and sanctions are a means of guiding students to develop into a faithful, intelligent, and caring person.

All members of the Prout community are to be respectful to each other. Students will maintain appropriate physical, emotional, spiritual, and sexual boundaries. The school community will flourish if school rules, regulations, and guidelines are seen as a means of helping one another to develop the self-discipline and good order which leads to a harmonious environment.

Since each individual student is a member of a community here at Prout, he/she is expected to:

**Respect Self** - i.e., wear the uniform correctly, be on time to school, classes, and appointments.

**Respect Others** - i.e., be courteous to peers and adults, respect others' privacy and belongings.

**Respect Property** - i.e., take care of equipment, one's own and others' property, school building and grounds. Taking food out of the commons and gum chewing are prohibited.

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Students have the basic personal responsibility to:

- Attend school regularly and be on time.
- Attend classes and be on time.
- Abide by the rules and regulations set by the faculty and administration.
- Not to interfere with the education of others.
- Respect the rights of all others in the Prout community.
- Behave in accordance with the goals and mission of Prout **at all times**, whether in school or out in the community.

## **RESPECT FOR MEMBERS OF THE PROUT COMMUNITY**

All members of the Prout Community are expected to demonstrate respect for themselves and for all others including faculty, staff, fellow students, fellow families, visitors (including visiting teams, fans, and groups) and members of the greater community. Parents/guardians, as essential partners in the education of their children, are expected to be respectful to faculty, staff, students, visitors, and members of the greater Prout Community. The implied partnership between teachers and parents/guardians is important for the development of all students. If the partnership breaks down, parents/guardians may be required to withdraw the child from school.

## **REPUTATION OF THE SCHOOL/UNAUTHORIZED USE OF SCHOOL NAME/EMPLOYEES**

Any student who engages in an activity that receives public attention that is embarrassing to The Prout School and its good name may be required to withdraw from school. The Prout School does not sanction the use of its name or the name of any group associated with The Prout School on any website without the expressed written consent of the Principal. Any student inappropriately using or referring to the name of The Prout School or names of its employees on any website **including any social networking sites may be subject to disciplinary action, including suspension or expulsion.**

## **SOCIAL MEDIA**

Parents/guardians are encouraged to monitor and, if necessary, limit the use of social media. Excessive uses of social media sites and a preoccupation with these forms of communication distract students from their studies, limit authentic interactions, promote unauthorized use of electronics during the school day and, when used

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inappropriately, have been determined to be the cause of student conflicts. The Prout School believes that all social media postings are moral decisions for which students can be held fully responsible.

## **VISITORS/VOLUNTEERS**

Special guests, parents, volunteers, and school officials are all welcome in the school. Students wishing to have a guest visit for the day must have the visit approved by the Director of Admissions three school days prior to the day of visit. Parents visiting should first report to the main office to sign in. ALL visitors and volunteers must sign in and wear the appropriate guest tag while in the building. Tags are issued at the main office. If any parent volunteers in the school or chaperones a field trip, the parent must complete a Volunteer Application, complete a criminal background check and adhere to all Prout School policies.

Students have the right to attend school in safety, without disruption or disturbance, and without interference of any kind. School officials have the duty to provide for the protection and safety of students and of school property. Any person in the building or on school grounds without supervision and authority is trespassing. Failure to leave the school building, or the school grounds, when requested, will result in notification of local law enforcement and possible prosecution.

## **LOCKERS AND LOCKS**

Lockers are loaned for student convenience. All lockers are assigned by the Dean of Students. Lockers must be kept locked. School purchased locks are required and the only locks permitted. Locks may be purchased during the first week of school in the Main Office for \$5.00.

Students may not change lockers without permission of the Dean of Students. Books, clothing, school supplies, and valuables should be locked in lockers daily. The privilege of using a locker will be revoked if a student fails to keep their locker clean, locked or fails to clean out their locker at the end of the year when directed to do so.

The Prout School is not financially responsible for the loss or damage to any computer, electronic device brought into the school. Other personal belongings, including money left in unsecured places are likewise not the financial responsibility of the school. A student who is a victim of a theft nevertheless should report it immediately to the Dean of Students for potential disciplinary investigation and action.

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Generally, students' privacy will be respected, but parents, school officials and civil authorities have access to lockers under the legal principle of *in loco parentis* (i.e., in place of parent). If necessary, a student's locker may be searched or the individual student may be searched as well as his/her belongings.

## **GYM LOCKERS**

A second lock must be purchased to lock belongings in gym lockers during Phys. Ed. class. All student belongings and lock must be removed at the end of class.

## **SPORT LOCKERS**

Athletic lockers may be obtained from the Athletic Director to store athletic equipment. Students should not leave athletic equipment in classrooms, hallways or stairwells. Students are responsible to clean out lockers at the end of the school year. Failure to do so may result in losing the privilege to have a sports locker in the subsequent year.

## **SEARCH POLICY**

Students at The Prout School and their parents accept that the Administration of The Prout School has the right to search students, lockers, clothing, backpacks, bags, possessions, as well as vehicles parked on school property. Not allowing the Administration to perform such a search may be grounds for a student's dismissal.

## **ELECTRONIC DEVICES, SCHOOL COMPUTERS/ INTERNET USAGE AND STUDENT CELL PHONES**

### **Electronic Devices, School Computers and Internet Use**

Students and their Parents/Guardians must complete and sign The Prout School's *Regulations for Student Acceptable Use of Technology Resources; Technology Use by Students* and return it to the Dean of Students by the first week of school. This policy applies to all school computers, electronic devices, including but not limited to cellphones, smart watches, laptops, earphones, tablets, etc. Electronic devices may not be used in the classroom without specific teacher approval. **All such devices must be registered with the Dean of Students prior to permission being granted for use in the classroom.**

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Misuse of **any** electronic device including cellphones, any form of Electronic Bullying or misusing the schools' WIFI and distribution of WIFI password is not permitted. Students are not permitted to record the image or sound of another student, faculty or staff members without permission from Administration. Violations of this policy is a Class II Offense and will result in immediate disciplinary action which may include suspension of participation in any club, organization, student government, extra-curricular activity, co-curricular activity, or athletic activities and/or suspension or dismissal from the Prout School.

Taking electronic devices to school is at the students' own risk. The Prout school takes no responsibility, financial or otherwise, for lost, confiscated, damaged or stolen electronic devices.

### **Cell Phones**

As the use of cell phones is disruptive to the learning process, The Prout School mandates that students not use cell phones or other electronic devices to call, text, video or message while in school between the hours of 08:07 A.M. and 02:30 P.M. unless approved for educational purposes.

Students are not permitted to check their cell phone messages during the school day. Students are not permitted to use their cell phone while engaged in any before or after school academic activity anywhere on campus. If a student is found in possession of a cell phone during this period of time, it will be confiscated and disciplinary action will be imposed. Multiple infractions of the Prout School cell phone policies may result in confiscation for longer time periods and disciplinary action which may include suspension of participation in any club, organization, student government, extra-curricular activity, co-curricular activity and athletic activities.

### **BULLYING DEFINITION**

**Bullying is a form of harassment. For the purposes of this policy, bullying is defined as:**

*The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not limited to actions such as verbal taunts, name-calling, and put downs, including ethnically-based or gender based verbal put downs, and extortion of money or possessions.*

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Students who engage in any act of bullying while at school, at any school function, in connection with any school sponsored activity or event, or while in route to or from school are subject to school disciplinary policies, up to and including suspension and expulsion, subject to applicable due process requirements, will be imposed. Law enforcement officials shall be notified of bullying incidents as required by law.

There are four main kinds of bullying. Here are some examples:

***Physical Bullying***-when someone hits, shoves, kicks, spits or beats up on others, including damaging or stealing another student's property.

***Verbal Bullying***-name calling, mocking, hurtful teasing, using comments of a sexual or racial nature, humiliating or threatening someone, making people do things they do not want to do.

***Social bullying***-excluding others from the group, spreading gossip or rumors about others, making others look foolish, or making sure others do not spend time with a certain person.

***Electronic bullying*** through the use of technology or any electronic communication such as but not limited:

Using a computer, e-mail, instant messaging, photo electronic or photo optical systems, phone or cellular phone text messages to threaten or hurt someone's feelings, single out, embarrass or make someone look bad, spread rumors or reveal secrets about someone. The creation of a web page or blog in which the creator assumes the identity of another person

The knowing impersonation of another person as the author of a posted content or message

The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, of the creation, impersonation, or distribution results in any of the conditions enumerated the Prout School bullying policy.

## **BULLYING PROHIBITION AND PREVENTION**

The Prout School will maintain an environment that is free from all forms of intimidation and harassment: physical, verbal, written, psychological, social and electronic.

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Bullying is an offense against human dignity and Christian charity. The Prout School does not tolerate any action from any member of the Prout community that may be defined as bullying/cyber bullying under RI statue 16-21-34.

The Prout School is working to eliminate bullying and harassment in all forms within our school in order to provide a safe and secure school climate so that all students may learn. We seek to create a school environment where the dignity of all is guarded and where each member treats one another with respect. As such, any behavior which is contrary to this objective is unacceptable. It is important that all members of our community are aware of school policies including what bullying looks like.

The school principal, or his designee, shall investigate all reports of bullying/cyber-bullying. The victim of bullying or anyone who knows of or witnesses an incident of bullying shall make a report to the school. Forms are available from the Main Office, the Guidance Office or the Dean of Students. A copy of The Prout School *Bullying and/or Cyberbullying* report form may be found on the Prout School website [www.theproutschool.org](http://www.theproutschool.org).

**SEXUAL HARASSMENT**

The Prout School is committed to providing an educational environment that is free of sexual harassment. Sexual harassment will not be tolerated by The Prout School in any form on or off campus. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment and will not be tolerated. It is a violation of this policy to condone sexual harassment by another person. For the purposes of this policy, to “condone” sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment. Any student found to have sexually harassed another individual is subject to disciplinary sanctions, up to and including suspension or permanent exclusion from the school. Sexual harassment is a Class II Offense.

Retaliation against any other person because he/she complains of sexual harassment or assists a school investigation of harassment is prohibited and constitutes a Class II Offense.

**Sexual Harassment by Students**

Students are prohibited from making unwelcome sexual advances or requests for sexual favors and from engaging in any other verbal or



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physical conduct of a sexual nature when those advances, requests or conduct have the purpose or effect of unreasonably interfering with the education of another student or the working environment of any employee of The Prout School by creating an intimidating, hostile, humiliating or sexually offensive educational or working environment. This includes students' conduct on campus, on the school bus or any other school related activity on or off campus.

Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by The Prout School on a case-by-case basis. The following are some examples of language and conduct which all students of The Prout School are cautioned to avoid. This is not an exhaustive list.

- Comments to, or about, any student or school employee on his/her appearance that are sexually graphic or would otherwise tend to be degrading
- Any physical contact of a sexual nature
- Jokes or other remarks with sexual content that is graphic or may otherwise be offensive to others in any form including social media.
- Sexually suggestive sounds or gestures.
- Display of objects, posters, pictures or clothing of a sexual nature.

### **Sexual Harassment by a School Employee**

It is a violation of the Prout Schools' policy and the *Policies and Procedures for the Catholic Schools of the Diocese of Providence* for any teacher, administrator, coach or other school employee, male or female, to sexually harass a student by means of any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

### **Procedure for Complaint and Investigation**

If any student or parent/guardian believes that he/she has been subjected to sexual harassment or witnessed the sexual harassment of another whether by a student, a teacher, a coach, a school employee or any other person, they should report the incident to the Principal, Vice Principal, Dean of Students or any other school personnel with whom the student feels comfortable.

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It is the policy of the Prout School to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation. All students, teachers, coaches, school employees or any other person, are expected to cooperate fully with any investigation of sexual harassment.

**UNIFORM**

Please see uniform grid online and the end of this handbook. Failure to wear the required dress uniform for Liturgy will result in an automatic detention.

**UNIFORM FOR MID TERM AND FINAL EXAMS**

All students must be in the appropriate school uniform of the day to be able to sit for their Mid Term or Final Exams. Any student not in their proper uniform will not be allowed to sit for their exam.

**TAG DAYS/Non-Uniform Days**

Tag Days support student clubs and activities. Failure to pay for a Tag Day will result in automatic detention. If inappropriate clothing is worn, the student will be sent home unless the parent brings an appropriate change of clothing to school.

**ID CARDS**

An ID card is issued to each student at the beginning of the school year. The ID card should be on the student when in school. The card must be presented to the main office when reporting late to school. The card should be presented when a student attends a Prout activity. Any student who does not have an ID card will be subject to disciplinary action.

**DAILY ANNOUNCEMENTS**

In school, announcements are read over the public address system each morning during homeroom. Teachers or organizations making announcements must present them to the office by 8:00 a.m. Morning announcements will be sent to all families via Constant Contact each day. Students are expected to be QUIET during announcements.

**SCHOOL CANCELLATION/SNOW DAYS/EMERGENCY NOTIFICATION**

There are a variety of systems employed to notify parents of school closings, delays, or emergency situations. These methods of

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communication include email delivery and a phone notification system. They will be utilized whenever appropriate or possible. Additionally, a school closing or delayed opening will typically be announced on a media network of television and radio stations provided by RIBA, the Rhode Island Broadcasters Association. If the closing is announced during the school day we will attempt to utilize the parental notification system mentioned above which consists of phone calls home and email notifications.

If Prout has school on a day that the schools in a student's town cancels on account of bad weather, that student will still be marked absent from Prout if he/she does not come to school. However, in such an emergency, the absence will be considered excused and will not count toward the maximum of fifteen absences allowed per year.

In a dangerous inclement weather situation, The Prout School does not expect that a student attend school. In the event your town or community is undergoing dangerous weather, please keep your child home. We leave this final determination up to the parents. Should stormy weather begin during the school day, necessitating the canceling of after school activities, the administration will make every effort to announce the cancellation before lunch. This will give students enough time to notify their parents. We do not recommend that you allow your child to drive to school on days of threatening weather.

All students who come to school on buses must return home on buses, unless their parents/guardians pick them up. Parents/guardians are advised to not allow students to drive on days when ice or snow may result in treacherous driving. Should an unforeseen storm occur students will not be allowed to call home to get permission to drive home early. Parents must initiate the process by calling the school.

**PASSING TIME**

There is a four minute passing time between classes; students are to move quickly and with respect toward one another. Disruptive behavior will be addressed by the Dean of Students. Students should be on time for each class.

**LOCKERS AND LOCKS**

Lockers are loaned for student convenience, and are assigned lockers by the Dean of Students. Students should use their lockers daily and

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keep them locked. Generally, students' privacy will be respected, but parents, school officials and civil authorities have access to lockers under the legal principle of *in loco parentis* (i.e., in place of parent). If necessary, a student's locker may be searched or the individual student may be searched as well as his/her belongings.

School-issued locks are required and the only locks permitted. They may be purchased during the first week of school. Students should not change lockers without permission of the Dean of Students. Books, clothing, school supplies, and valuables should be locked in lockers daily. The Prout School is not responsible for any computer, electronic device or personal property, including money, brought into school. The privilege of using a locker will be revoked should it be abused. Personal belongings left in unsecured places are not the responsibility of the school.

A second lock must be purchased to lock belongings in gym lockers during Phys. Ed. class. The belongings and lock must be removed at the end of class. Also, athletic lockers may be obtained from the Athletic Director to store athletic equipment in. Students should not leave athletic equipment in classrooms. Students are responsible to clean out lockers at the end of the school year.

## **SEARCH POLICY**

Students at The Prout School and their parents accept that the Administration of The Prout School has the right to search students, lockers, clothing, backpacks, bags, possessions, as well as vehicles parked on school property. Not allowing the Administration to perform such a search is grounds for a student's dismissal.

## **STUDENT DRIVING AND PARKING**

Seniors are permitted to drive to school and park in the designated student parking areas. Juniors will be permitted to drive on a limited basis (as space is available). All student drivers must register their cars with the Dean of Students and obtain a parking pass by the end of the first full week of school. Students must have a visible parking pass or they may be asked not to park in the school lots. **Speed limit on school grounds is 5 m.p.h.** Students may not leave the building during the school day to go to their cars. If students drive recklessly, are continually tardy, are found in their cars during school hours, break driving laws, or leave the campus during the school day, etc., driving privileges may be revoked at the discretion of the Administration.

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**SKATEBOARDS**

Skateboards are not allowed on campus.

**PARENT MESSAGES** - Parents are asked to call school with messages for their children when necessary. **Students are not permitted to check cell phone messages during the school day.** Please place all calls through the main office. Students may use a designated “student phone” in the Main Office before school, during lunchtime, and after school.

**STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money, computers, electronic devices, or cameras to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property.

**The school will not take responsibility for lost or stolen items. Items should be locked in student lockers.**

**LOST AND FOUND**

“Found” articles should be brought to the Main Office. A student who has lost an article should inquire about it in the Main Office. Student belongings left lying around will be collected. Books will be kept in a cabinet in the Main Office; clothing will be collected in the Lost & Found bins in the North Commons. At the end of each semester, all items will be distributed to the needy.

**CAFETERIA/LUNCH**

Seniors are required to take lunch in the North Commons and all other students in the South Commons. Students are only permitted to have food or drink in the North or South Commons. Water should be kept in the locker if necessary. No food or beverages should be brought into homeroom or any classroom throughout the school day. Students are asked to pick up after themselves at lunch and to help out when asked. Students who do not comply are subject to disciplinary action.

Students may take the entire period for lunch or they may use some of the time to confer with a teacher who is free, go to Guidance, go to the

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Library, or one of the offices for business. They must obtain a hall pass from the teacher on lunch duty to be allowed to leave the cafeteria.

**ATTENDANCE**

**SCHOOL ABSENCES**

Students are expected to attend all classes each day that school is in session. Students arriving in homeroom after attendance has been taken must report directly to the main office. Detention will be assigned to any student after being late to school three times in a quarter and any time thereafter during the quarter. If a student continues to be late, they will receive Saturday detention. A day lost from class can never be recaptured. Dialogue and exchange is the key to learning; therefore, attendance and participation is vital. Absence from class must be only for the most serious of reasons.

**When a student is absent from class, a parent must call the School and inform the main office or leave a voicemail between 7:30 and 8:30 a.m. The school will make every attempt to contact a parent to verify an absence.** It must be specified if a student is missing a test that day. Make-up tests will be scheduled for the first make-up day after the test is missed. Written verification of an absence must be submitted to the main office no later than the second school day following the absence. Failure to submit a written excuse will result in detention.

**A student may not participate in or attend any before or after-school activities, including athletics, on a day the student is absent.**

Fifteen absences in any one class may result in a failing grade for that course. Absences due to illness count toward the eighteen-day limit (9 for semester-long courses)

Attendance is taken in each class and recorded on the student transcript. For semester courses, eight absences in any one class may result in a failing grade. Students must present absent notes when they return to school. Failure to do so may result in detention.

Students exceeding these limits will be required to set up a conference with the Assistant Principal to work out a plan to avoid loss of credit. Unique circumstances, approved by the Administration, may result in an approved absence.

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Students should check the Edline web site for any homework missed due to absence.

Parents are urged to make all appointments before or after school hours. Appointments made during the school day may result in a larger number of absences in one class when in fact the total number of days absent may be significantly fewer.

Seniors are allowed 2 absences for college visits with prior authorization and written documentation submitted in advance to the main office prior to the visit. These 2 absences will not count toward the 18-day limit.

The school looks with disfavor upon absences because of family vacations. We strongly urge parents to plan vacations during school recesses. In the case of absences due to vacation, teachers are not required to provide make-up work or tests. Students are responsible for missed assignments and must secure them from another student or Edline, not the teachers. Remember, a student is only allowed eighteen absences per class in a given year. More than eighteen absences may result in automatic failure. Missing a midterm or a final exam because of a family vacation may also result in automatic failure.

**CLASSROOM ATTENDANCE:****Excessive Absenteeism:**

Attendance will be checked carefully at the beginning of each class. Teachers will report cases of excessive unexcused absenteeism to the Dean of Students so that the student and their parent or guardian may be called in for a conference. If a student misses more than nine (9) classes per semester, eighteen (18) totals per year, they may be subject to disciplinary action which may include suspension of participation in any club, organization, student government, extra-curricular activity, co-curricular activity, athletic activities, suspension, loss of credit for the course and/or referral to Truancy Court.

As per Policies and Procedures for Catholic School of the Diocese of Providence 4.4 (D) Students who are truant will be reported by the principal to the local public school district where the student resides. All truancy cases will be heard by Family Court.

**TARDINESS**

Students arriving late to school after 8:08 a.m. must report directly to the Main Office to sign in and obtain a pass. The late student must

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present their ID card to sign in. **A parent must call or send a note explaining a student's tardiness. Parents will be contacted otherwise.** Students may be excused for tardiness if they present a doctor's, dentist or physical therapy note or if they have been to a funeral. **If a student is late more than six times in a Quarter, the student and his/her parents may be asked to come in and meet with the Dean of Students. Arrival to school after 8:45am is considered tantamount to cutting first period. Students arriving after first period must report directly to the Dean of Students with a note explaining their tardiness.**

Arrival to school after 11:00am is a tardy and a ½ day absence. **Participation in any or attendance at any before or after-school activities/athletics is not allowed that day.**

**Students are allowed a maximum of 3 tardies each quarter.**

**Detention will be assigned for each time thereafter.**

**Students should be allowed to leave homeroom only if they present their teacher with a signed pass or if they are called to be someplace for a specific reason.**

Students will not be allowed into any class after the second bell without presenting a valid pass. If a student is detained by a teacher or administrator from a previous class, the pass must be written by that teacher or administrator. If a student is returning to class from a guidance meeting, the pass must be written by the counselor. **Passes will not be provided by the Main Office.** Detention will be assigned if no pass is presented.

**CLASSROOM TARDINESS:**

Students are expected to be on time to school, their classes and to be present for all Liturgy services. Teachers will record all tardiness to class unless the student has an excused tardy pass from the Main Office, Guidance, the Nurses' Office or Administration. Teachers will refer habitual tardiness to the Dean of Students. Habitual tardiness will result in detention and loss of the privilege of parking on campus if applicable.

At the discretion of Administration, the student may also be subject to additional disciplinary action which may include suspension of participation in any club, organization, student government, extra-curricular activity, co-curricular activity, athletic activities, suspension, loss of credit for the course and/or referral to Truancy Court.



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**EARLY DISMISSALS**

The school urges parents to schedule appointments after school. **However, if this is not possible and a student must be dismissed from school early, a written note must be presented to the Dean of Students by 8:30 a.m.** This note should specify the reason, time, and phone number where a parent or guardian can be reached. Telephone calls will not be accepted for early dismissal. **Students are allowed a maximum of 3 early dismissals per quarter.**

**Leaving school before 11:00 a.m. is recorded as a ½ day absence. Participation in or attendance at after-school activities are not allowed that day.**

**IMPORTANT: The school does not assume the responsibility of calling parents to verify early dismissal.**

**EMERGENCY PROCEDURES**

As of the 2007 Rhode Island legislative session, the emergency drill requirements (RIGL 16-21-5) mandate that all public and private schools practice fifteen emergency drills per school year; fire drills, lockdowns and evacuations. All students and their parents/guardians should familiarize themselves with the Prout School Emergency Procedures.

**FIRE DRILL PROCEDURE**

- The signal for a fire drill will be the ringing of the fire alarm system within the school.
- Unless other instructions are given, students should proceed with their classroom teacher in a silent and orderly manner in single file along the route indicated on the fire exit sign posted in each room.
- Should that route be blocked, students are to go to the next available exit.
- There should be absolutely no running or talking during fire emergency procedures, but students must move quickly and orderly.
- All students will return to the building and their classrooms with their teacher at the sound of the horn or as directed.

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**LOCKDOWN DRILL PROCEDURE**

Lockdown drills are used for unique circumstances.

- Head of School or his designee will announce “Lockdown.”
- All students, faculty, staff and visitors not in a classroom should immediately go into the nearest classroom or office.
- Teachers should check the hallways for students; bringing them into the classroom before closing and locking the door.
- Students should be gathered in the safest area of the room, sit on the floor and BE SILENT.
- Cell phones should not be used.
- The Lockdown Drill ends when the Head of School or his designee announces over the intercom “*The Lockdown Has Ended,*” or when the police end it.

**EVACUATION PROCEDURES FOR STUDENTS**

- During an evacuation, students are to follow normal fire drill procedures, unless the Head of School or his designee alters the route. Follow an alternate route if the normal route is too dangerous.
- All students are to remain silent, orderly and stay with their teacher during the evacuation.
- Following your teacher, report to the designated evacuation location such as the back end of the soccer field, the campus water tower, Immaculate Conception Campus, the McGrath Judicial Center, South County Commons, Wakefield Mall, etc.
- During an evacuation, if a student is in the hallway or bathroom, the student must evacuate immediately and not attempt to re-join their class. They must report to the closest teacher, staff member or administrator and remain with them until the evacuation is concluded.
- Teachers and their students will return to their classes when the Head of School or his designee announces an “All Clear.”

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**PARENT/GUARDIAN RESPONSIBILITIES**

- Parents and legal guardians of students will be provided with a Student Emergency/Medical Information Card each year. Parents/guardians are responsible for ensuring that information on the Student Emergency/Medical Information Card is current at all times.
- It is imperative that the Prout School be notified immediately of any changes to a students' legal custody or custodial status. Court documentation must be provided.
- In case of a declared emergency, students will be released ONLY to persons designated on this card.
- In a declared emergency, parents/guardians may be directed to a relocation site off campus to be reunited with their child when it is safe to do so. Unless directed, **do not come** onto the school campus as this will risk impeding and obstructing emergency responses.
- Parents/guardians are encouraged to discuss the Prout Emergency Procedures plan with their child and are responsible for informing students what they should do in case of an emergency, disaster, or event.
- Parents need to give specific directions to each student to follow the policy outlined above and to follow the directions of school personnel.
- School authorities will do everything possible to care for each student while he/she is under Prout supervision.
- It is critical that students **do not** have directions from parents/guardians that are contrary to the School's stated policy on retention at school and authorized release in case of a severe emergency.

**SCHOOL NURSE**

**MEDICATION**

All medicine, including over the counter pain relievers, is required by law to be stored and locked in the School Nurse's office. Medication may only be administered by a registered nurse, and requires a physician authorization/signature and parent authorization to be dispensed at school. Students may not self-medicate while in school.

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Medication forms are available on the school website. These forms should be completed and returned to the School Nurse before school opens. All medical conditions and allergies should be disclosed to the Nurse as well as indicated on all Field Trip Permission Forms.

### **SERIOUS ILLNESS/INJURY**

If a student is seriously ill or injured, the classroom teacher should inform the Main Office immediately. If able, the student should be escorted to the Nurse's Office. Otherwise, the Main Office will send the nurse to the student. The School Nurse or designated person will dial 911 for emergency assistance if necessary.

### **DRESS CODE**

#### **Regular Uniform:**

##### **Senior Boys**

1. Long-sleeved oxford shirt, white or any solid pastel color.
2. Donnelly's gray pants.
3. Belt, solid black or solid brown.
4. Any bowtie or necktie.
5. Any solid, same-colored socks. No anklet socks.
6. **Optional add-ons:** Prout black fleece; any solid black pullover sweater with/without logo, worn to the belt; or solid black blazer.

##### **9-11<sup>th</sup> Boys**

1. Long-sleeved white oxford shirt with Prout logo.
2. Donnelly's gray pants.
3. Belt, solid black or solid brown.
4. Prout Tie.
5. Any solid, same-colored socks. No anklet socks.
6. **October 2 - May 12:** Black fleece with Prout logo, black sweater with Prout logo, or black sweater vest with Prout logo.

##### **Senior Girls**

1. Long-sleeved oxford shirt, white or any solid pastel color.
2. **Skirt option:** Gray Donnelly's skirt or sports skirt, worn with black opaque tights. The skirt and sports skirt must be worn no higher than 2 inches from the top of the knee. Skirts must not be rolled at the top.
3. **Pants option:** Gray Donnelly's pants with solid black or solid brown belt with any solid same-colored socks. No anklet socks.
4. **Optional add-ons:** Prout black fleece; any solid black pullover sweater with/without logo, worn to the belt; or solid black blazer.

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**9-11<sup>th</sup> Girls**

1. Long sleeved, white oxford shirt with Prout logo.
2. **Skirt option.** Gray Donnelly's skirt or sports skirt worn with black opaque tights. The skirt and sports skirt must be worn no higher than 2 inches from the top of the knee. Skirts must not be rolled at the top.
3. **Pants option.** Gray Donnelly's pants with solid black or solid brown belt with any solid same-colored socks.
4. **October 2 - May 12:** Black fleece with Prout logo, black sweater with Prout logo, or black sweater vest with Prout logo.

**Dress Uniform (Worn for Liturgy)**

**Senior Boys**

1. Long-sleeved oxford shirt, white or any solid pastel color.
2. Donnelly's gray pants.
3. Belt, solid black or solid brown.
4. Any bowtie or necktie.
5. Solid black blazer, worn regular length.
6. Black dress socks. No anklet socks.

**9-11<sup>th</sup> Boys**

1. Long-sleeved white oxford shirt with Prout logo.
2. Donnelly's gray pants.
3. Belt, solid black or solid brown.
4. Prout tie.
5. Black dress socks
6. Black long-sleeved sweater with Prout logo.

**Senior Girls**

1. Long-sleeved oxford shirt, white or any solid pastel color
2. **Skirt option:** Gray Donnelly's skirt or sports skirt, worn to the knees, with **either** opaque tights or black leggings/solid black dress socks
3. **Pants option:** Gray Donnelly's pants with solid black or solid brown belt with black dress socks.
4. Solid black blazer, worn regular length.

**9-11<sup>th</sup> Girls**

1. Long sleeved white oxford shirt with Prout logo.
2. **Skirt option:** Gray Donnelly's skirt or sports skirt worn with black opaque tights. The skirt and sports skirt must be worn no higher than 2 inches from the top of the knee. Skirts must not be rolled at the top
3. **Pants option:** Gray Donnelly's pants with solid black or solid brown belt with black dress socks.
4. Black long-sleeved Prout sweater.

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**Warm Weather Option**

**Senior Boys**

1. Short-sleeved oxford shirt, white or any solid pastel color.
2. Prout long and short sleeved polo shirts, maroon or white may be worn beginning on May 14. They may also be worn on “Prout Outerwear” Fridays, unless otherwise announced.

**9-11<sup>th</sup> Boys**

1. Short-sleeved white oxford shirt with Prout logo.
2. Prout long and short sleeved polo shirts, maroon or white, may be worn beginning on May 14. They may also be worn on “Prout Outerwear” Fridays, unless otherwise announced.

**Senior Girls**

1. Short-sleeved oxford shirt, white or any solid pastel color.
2. Solid black knee-high socks (with skirt option).
3. Prout long and short sleeved polo shirts, maroon or white, may be worn beginning on May 14. They may also be worn on “Prout Outerwear” Fridays, unless otherwise announced.

**9-11<sup>th</sup> Girls**

1. Short-sleeved white oxford shirt with Prout logo.
2. Solid black knee-high socks (with skirt option).
3. Prout long and short sleeved polo shirts, maroon or white, may be worn beginning on May 14. They may also be worn on “Prout Outerwear” Fridays, unless otherwise announced

**Shoes – All grades**

1. Black or brown lace-up shoes or Sperry-style shoes of any color.
2. No boots, slippers, flip flops, high-heeled shoes, or sneakers.

**Notes:**

1. Failure to follow the guidelines for wearing skirts may result in forfeiture of the option to wear skirts.
2. Start and end dates of warm and cold weather options are subject to change due to actual weather conditions.
3. Dress uniform may be worn at any time.
4. Girls may replace black opaque tights with black leggings worn with black socks (not anklets).
5. The maroon sweaters, vests and fleece are being phased out. If any student still has these items he or she may wear them instead of the black sweaters, vests and fleece – except on dress uniform days.

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**PERSONAL APPEARANCE**

Parents are to make sure that their children are dressed appropriately for school. Prout students are expected to be neatly dressed and well-groomed at all times, just as they would be at a job where dress clothes are required. Boys must be clean-shaven. The dress code should foster a positive attitude of respect for one another. **Students not in compliance with the uniform code may be sent home. ALL items must be purchased from Donnelly's School Apparel.**

**HAIR**

Outlandish hair styles (shaven heads, unnatural color, or spiked hair) are not in keeping with the school's educational mission and will not be tolerated. Students' hair should not fall below the eyebrow and/or cover the face. Students wearing inappropriate hairstyles or shaved heads may be placed on disciplinary probation.

**PLEASE NOTE:**

- 1. Any student in violation of the uniform code will be issued a violation form. Three violations will result in a detention. These detentions accumulate during the school year. Note that this does not apply to Dress Uniform Days wherein each violation will lead to a detention.**
- 2. Underclothing should not be visible under Prout shirts. Only solid white undershirts are permitted. Long sleeve shirts should not be worn under short sleeve polos.**
- 3. Oxford shirts must be tucked in.**
- 4. Hats or any type of head covering may not be worn in school.**
- 5. Jewelry must not detract from the uniform. No chains, handcuffs, spiked belts or heavy bracelets may be worn.**
- 6. Students may wear small earrings on each ear and jewelry must be appropriate for school.**
- 7. Body piercings, including nose rings, are not acceptable and must be removed.**
- 8. Tattoos are not acceptable. A visible tattoo is an example of a dress code violation that may make it impossible for a student to continue at The Prout School.**
- 9. Sandals and flip flops are not permitted.**
- 10. Boys who are not clean shaven will be required to shave in school, with a new disposable razor provided by the school. If this is unacceptable, the student may be required to return home until the situation is remedied.**

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**11. In all cases the final determination on a question of dress code, including the interpretation of a rule or guideline, rests with the Dean of Students.**

#### **TAG DAYS/Non-Uniform Days**

It is expected that students will dress appropriately and tastefully on any day that a school uniform need not be worn. Students may not wear hats or shorts or T-shirts. Clothing with inappropriate slogans or messages are not acceptable. Students may not wear excessively short, tight or revealing clothing. Students may not show midriffs or excessive cleavage; shirts should have a sleeve and not be low cut. Students may not wear tank tops or basketball jerseys without a T-shirt underneath. If inappropriate clothing is worn, parents may be called. No flip-flops are allowed. No chains, handcuffs, spiked belts or heavy bracelets may be worn.

### **DISCIPLINE CODE**

#### **GENERAL PENALTIES FOR VIOLATION OF SCHOOL REGULATIONS**

The penalty system and discipline code is reviewed at the end of each academic year by a board of administrators, faculty, parents and students. The purpose of disciplinary penalties is not simply to punish but to correct behavior and develop an understanding that repetitive misconduct, even of minor infractions, is disruptive.

**The Dean of Students administers the Code of Discipline, in the name of the Principal. The Prout School requires that all of its students obey the rules and regulations of The Prout School and act in a manner that demonstrates respect for the administration, faculty, staff, and each other both in and around school and at school events. We believe that true discipline is imposed by individuals upon themselves and that the relationship between a school and its students depends on mutual trust and respect. When this relationship breaks down there are school-imposed consequences that are designed to remind the student of the school's expectations in this regard. The Prout School expects the student and the student's parent(s) to cooperate in accepting the disciplinary correction. Continuing enrollment at The Prout School is dependent on this acceptance.**



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**Class I Offenses**

While all infractions of school rules and policies require our attention and correction, the following are generally able to receive corrective action described below. Naturally, multiple infractions may result in a problem being raised to a higher level.

**Samples of Class I Offenses:**

1. Improper dress or appearance
2. Taking food out of the Commons
3. Loitering and being unprepared for class
4. Gum Chewing
5. Noisy behavior in the hall or in class
6. Mildly disruptive behavior in the halls or class
7. Talking out of turn
8. Pushing, shoving, or dangerous movement
9. Tardiness to school or class
10. Unauthorized Cellphone use
11. Refusal to comply with a teacher directive

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**Consequences for Class I Offenses: These may be applied singly or in combination:**

1. Detention, including Saturday detention
2. Written punishment
3. Withdrawal of privileges
4. Removal from student leadership positions
5. Parental meeting or guidance conference

**Class II Offenses**

Class II offenses are inherently more disturbing than Class I offenses. The continuation of this sort of behavior brings a student closer to being asked to withdraw from school. At times even a single occurrence of a Class II offense may warrant suspension or withdrawal.

**Samples of Class II Offenses:**

1. Repeated Class I Offenses
2. Failure to surrender a cellphone or electronic device when requested to do so by a teacher or administrator.
3. Fighting
4. Bullying/harassment/cyber bullying

5. Academic Dishonesty –Cheating/Plagiarism

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6. Vandalism, damage or disregard for school or personal property
7. Possession or using Tobacco products on/around campus, or at Prout events
8. Gambling
9. Smoking
10. Use of profanity
11. Theft, breaking and entering or tampering with school security devices
12. Disrespectful behavior toward a teacher or member of staff
13. Throwing or shooting objects
14. Truancy and cutting class
15. Disrespectful behavior to anyone
16. Possession or use of drugs or alcohol on or off campus
17. Dangerous driving or motor vehicle violations on or near campus
18. Selling drugs or alcohol
19. Lying
20. Tampering with or using emergency devices without permission
21. Bringing obscene material to school or school events
22. Talking or disorderliness during a fire drill, lockdown or evacuation
23. Possession of a weapon, or facsimile weapon at school or school sponsored events
24. Failure to cooperate in a locker or book bag search by an authorized member of the administration
25. Improper or unauthorized use of the school 's name
26. Actions or misconduct outside of school that reflects poorly on The Prout School
27. Rude or disruptive conduct as a spectator at a game or school activity
28. Deliberately missing detention
29. Forgery
30. Unexcused excessive tardies to school
31. Violation of Electronic Device Policy
32. Misuse/abuse of WIFI and WIFI password
33. Disruptive behavior in the lunchroom

**Consequences for Class II Offenses. These may be applied singly or in combination:**

1. Before/after school detention and/or Saturday morning detention for a specific or indefinite period of time
2. Disciplinary Probation Review by the Dean of Students, and a Disciplinary Review Board at the discretion of Administration

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3. Completion of a specific number of community service hours as assigned by the Dean of Students
4. Disciplinary Probation for a specific period of time
5. Prohibition from participation or attendance at school events, sports, or activities for a specific period of time
6. Suspension from classes, either at home or at school for a specific period of time. While under suspension, the student must leave the school grounds at 2:30 p.m. and may not participate in or attend any extra-curricular activities.
7. Home suspension until a decision about withdrawal has been made by the Principal after consultation with the Assistant Principal and the Dean of Students
8. Prohibition from participation in prom and graduation exercises
9. Restitution for damaged or stolen property or goods
10. Referral for counseling
11. Report to police
12. Recommendation for expulsion and expulsion from school

**Discipline**

Violations of the school's rules or regulations are controlled by the Detention System. Any member of the faculty observing a student committing an act contrary to good order should take action. If a faculty member deems it serious enough to merit sanction, he/she should report the incident to the Dean of Students. The Dean of Students will award the sanction and see that it is carried out.

A student whose behavior outside of the school jeopardizes the school's good name may, at the discretion of the Administration, be asked to leave the school, do home study, be barred from participation in any school activity, or be subject to other disciplinary actions.

**Detention**

Students may be assigned detention by the administrators for Class I or II Offenses. A faculty member may assign detention for Class I Offenses or uniform violations to a student. If a student feels that an assigned detention was unwarranted, it should be appealed to the person issuing the detention. The Dean of Students, Vice Principal and the Principal will determine all appeals.

**Teacher Detention**

Students are required to attend a teachers' detention first for Class I Offenses. If a student fails to complete a teachers' detention then an

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office detention will be issued for failing to report to the teachers' detention. The student will be required to complete both the teachers' detention and the office detention. Teacher detention dates and times will be at the discretion of the teacher. The teacher will notify the students' parents. Notification and incident details are to be documented on the Detention Form. The student will have 48 hours' notice to serve detention and be informed why they have detention. They will be issued a detention slip as a reminder that detention will be served on a particular date. The student will be given a copy of the detention slip and a copy of the detention slip will go to the Dean of Students.

**Office Detention**

Students are required to attend Office detention with the Dean of Students for Class II Offenses. After school office detention will be held on Thursdays after school from 2:35 to 3:30 in room 510 and will be supervised by a rotating schedule of teachers. Before school office detention will be held on Tuesdays before school from 07:10 to 8:05 in room 510 and will be supervised by the Dean of Students.

**Detention-Prom, Dances, Theater, Athletes, Class Officers, Student Council and Clubs**

Students are required to complete detention in a timely manner. If a student reaches 3 unserved detentions and the student is a member of a club, the theater, a class officer, a student council member, or on an athletic team, no participation or presence at a school event including prom will be allowed until all detentions as determined by the Dean of Students or Administration have been served.

**Late for School (Unexcused)**

3 Tardies per Quarter	=	1 Office Detention
6 Tardies per Quarter	=	2 Office Detention
		No participation in activities listed above until all detentions are served
7 Tardies per Quarter	=	Mandatory Parental Meeting with Administration
		No participation in any activities listed above until parental meeting takes place and all detentions are served

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10 Tardies per Quarter	=	1 Day in School Suspension/Community Service/No participation in activities listed above while under suspension and all detentions are served
More than 10 per Quarter	=	Out of School Suspension/Community Service/No participation in activities listed above for the remainder of the quarter/may be referred to Truancy Court

Although the administration attempts to notify parents of the detentions, as a courtesy, it is the responsibility of the student to inform his/her parents of any assigned detention. **Being late to detention will result in an additional detention.** Students in uniform for detention. Students must be in uniform. A request to change a scheduled detention date should be made to the Dean of Students and it should be rare. Rescheduling an assigned Detention because of medical/dental appointments or other family responsibilities must be cleared with the Dean of Students prior to the detention date. Students will not be excused from a scheduled Detention for participation in sports, clubs, the theater, after school employment or any other activity. **Deliberate cutting of assigned detention is a Class II offense and will receive a consequence as such.**

## DISCIPLINARY PROBATION AND REVIEW

### Disciplinary Probation Review

A Disciplinary Review Board consisting of guidance counselors, other administrators, and faculty may be convened by the Dean of Students to review disciplinary infractions and to recommend disciplinary action.

**Before a student is placed on Disciplinary Probation, the Dean of Students will gather input from the student, the student's teachers, and counselors to determine whether a student should be placed on Disciplinary Probation. The Dean of Students or the Disciplinary Probation Review Board, if convened by the Dean of Students, may impose Disciplinary Probation. The principal maintains the right**

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**of overall review and implementation of the length of the consequence.**

A student placed on Disciplinary Probation may be required to leave the school grounds at 2:30 p.m. and may not participate in or attend any extra-curricular activity during the period of the suspension. Students placed on Disciplinary Probation will not be allowed to continue as a member of an athletic team or activity for the length of the probation. Disciplinary Probation is assigned by the Dean of Students.

**SUSPENSION**

A student may be suspended from school for chronic misconduct or serious disciplinary violations. These situations, which may result in suspension, will be judged on an individual basis. In-school suspensions are administered by the Dean of Students and may include after school activities. The focus of discipline is corrective and every effort is made to correct the type of action that incurred the violation. Consequences may be tailored to best fit students' responses and the need to achieve appropriate correction.

When a student is suspended from school or receives in-school suspension, parents are notified. The parent may be required to accompany the student on his/her return to school and meet with a member of the administration.

While serving an in-school suspension students will complete class assignments, tests, etc. and must leave to school campus at 2:30 pm while under suspension. Students may not participate in or attend any extra-curricular activities while under in-school suspension.

Out-of-school suspended students may not enter school property while serving their term of suspension. Students may not participate in or attend any extra-curricular activities while under in-school or out-of-school suspension. No special arrangements will be given to allow students to makeup missed work while on out-of-school suspension.

**PROCEDURES FOR STUDENTS WITH IN-SCHOOL SUSPENSIONS (ISS)**

1. Students are to report immediately to the Dean of Students upon entering the school, and bring with them books and materials needed for the day.

2. Assignments will be requested from the teachers.

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3. Students will eat lunch in the ISS room.
4. Assignments will be collected at the end of the day and forwarded to teachers.
5. ISS students must leave school grounds at 2:30 and may not participate in any after school sports or activities.

**STUDENT ACTIVITIES**

Extracurricular activities are an important part of student life. Activities are a time for students with varied interest to meet and share their talents. In a school such as Prout, we look to parents and other volunteers to strengthen and broaden the scope of offerings for our students. To participate in any extracurricular activity including prom, a student must be in good standing academically and as a citizen in the Prout community. Students must realize that being part of a student activity or a club means that they represent, not only themselves, but also The Prout School. Thus the school community expects all its members to represent themselves and their school in a respectful manner. Behavior must be in compliance with regulations and goals expressed in this handbook.

**SAMPLE ACTIVITIES**

Recycling Club	Student Ambassadors
Yearbook	National Honor Society
Student Council	Jazz Band
French Club	Art Club
Italian Club	Ping Pong Club
Spanish Club	Film Club
Mock Trial	SADD
Math League	Ceramics Club
Robotics Club	Surf Club
Hiking Club	Model Legislature Club
Sailing Club	Legion of Mary
John Paul II	Music Club
Senior Mentors	Squash/Racquetball Club

**STUDENT COUNCIL**

The Prout School Student Council serves as the students' voice in school policy decisions. It is comprised of representatives from each of the high school grades as well as at-large members of the student body. The Student Council officers are: President, Vice President, Treasurer, Corresponding Secretary, and Recording Secretary.

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**STUDENT COUNCIL**

Given its importance, the Student Council meets regularly during the school day to supplement its other weekly meetings. The purpose of these meetings is to permit the officers, classes and committees to discuss information and matters of concern to the whole council. The council bears the responsibility of disseminating that information to the student body.

The eligibility requirements for students seeking elected student council or class officer positions are as follows:

1. Students must be passing all courses to run for office.
2. A minimum grade point average of "C".
3. Not more than three (3) detentions within the academic year.
4. No suspensions; no social or disciplinary probations within the year they wish to serve.

Students are elected for a one-year position. Students may have to step down from their leadership positions if at the end of any quarter they:

1. have failed any classes
2. become a behavioral problem
3. have been suspended
4. have excessive absenteeism or excessive tardy to school
5. have repeatedly failed to attend Student Council Meetings

**THE NATIONAL HONOR SOCIETY**

The Elizabeth Prout Chapter of the National Honor Society, inaugurated when the school was founded, recognizes outstanding members of the student body. Elected to the Society by faculty and administrators, these students have given clear evidence of high character, consistent academic achievement, leadership, and service both inside and outside of the Prout community. Continued membership in the NHS is contingent on the student's maintaining the same high moral and academic characteristics required for admission.

The National Honor Society Moderator will timely issue guidance as to what constitutes the clear evidence required for membership in the Society. Beginning Academic Year 2016-2017, a minimum GPA of 3.6 is required for consideration for admission to the National Honor Society.



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**ATHLETICS**

The following athletic opportunities are available for those students who qualify to be on the teams. All sports teams participate in the R.I. Interscholastic League and are also subject to their rules and regulations.

**FALL**

Girls' Varsity & Junior Varsity Tennis	Division I
Girls' Varsity & JV Soccer	Division II
Girls' Varsity & JV Volleyball	Division I
Boys' Varsity Soccer	Division III
Boys' JV Soccer	Division II
Boys' & Girls' Varsity Cross Country	Class B

**WINTER**

Girls' Varsity & JV Basketball	Division II
Boys' Varsity & JV Basketball	Division III
Boys' Varsity Swimming	Division I
Girls' Varsity Swimming	Division I
Boys Varsity & JV Hockey	Division II
Girls Varsity Hockey (co-op with Tollgate/Pilgrim)	
Cheerleading	

**SPRING**

Girls' Varsity & JV Softball	Division II
Boys' Varsity & JV Baseball	Division II
Boys' Varsity & JV Tennis	Division II
Boys' Golf	Southern Division
Boys' & Girls' Outdoor Track	Class C South
Girls' Varsity & JV Lacrosse	Division II
Boys' Varsity Lacrosse	Division II

**REMINDER: In order to participate in athletics on any given day, a student must arrive at school prior to 11:00am and remain until dismissal.**

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**STUDENT NAME:** \_\_\_\_\_

**(PLEASE PRINT)**

**GRADE:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF THE PROUT SCHOOL  
PARENT/STUDENT HANDBOOK**

I have read and acknowledge the preceding pages as containing the guidelines, rules and regulations which govern all who participate in the mission of The Prout School. I also understand that should I require any additional information, the Prout Administration is there to assist me. By signing this acknowledgement, the students and parents/guardians agree to abide by these stated rules and regulations. This agreement is a condition for continuing enrollment at The Prout School.

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

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

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

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

**Please tear this page out and return it to school.**

**The administration reserves the right to amend, edit, or modify this handbook without prior notice.**

**REGULATIONS FOR STUDENT ACCEPTABLE USE OF  
TECHNOLOGY RESOURCES**

The Prout School provides technology resources to its students and staff for educational and administrative purpose. School technology resources include but are not limited to the intranet, internet access, fax, e-mail, computer programs, and telephone. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. Student use of such resources will be monitored and students have no reasonable expectation of privacy in their use of resources.

The Prout School fully endorses the use of the Internet and related technology resources as educational tools. Access to information, research sources, people and computers throughout the world is available to students. The school is committed to restricting access to questionable material and to limiting inappropriate use by having installed filtering software, direct supervision and student education. Control of all on-line activities is impossible. Therefore, all users who have access to the school's Internet and related technology resources are required to adhere to strict ethical and legal guidelines. It is the expectation of the faculty and administration that all students will adhere to the regulations stated below. If the Prout School users violate any of these provisions, their access via the school may be terminated, and the use of the school's technology resources in the future may be denied. In addition, a student who violates these guidelines will be subject to disciplinary action up to and including suspension/expulsion from school.

The Prout School recognizes that parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information resources. We encourage parents and guardians to enforce the same standards when their child uses their home computer. If a student's behavior on social media forums outside of the school, on their personal devices, may still result in discipline by the school if such conduct reflects poorly on the school or harasses other students.

**Student Compliance Agreement**

***I understand that access to the Internet and related technology resources from the Prout School must be in support of education and research, and I agree to the following:***

- I will refrain from accessing any news groups, links, list-servers or other areas of cyberspace that would be offensive to any students, teachers or parents due to racial, ethnic or minority disparagement, or pornographic, violent, illicit or illegal content.

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- I understand that I am responsible for monitoring and appropriately rejecting materials, links, dialogue and information accessed or received by me. If any material appears on screen that is unacceptable or makes me uncomfortable, I will close out of such materials immediately or, if the system will not allow me to close out of the materials, shut off the monitor and notify the supervising teacher.
- I accept responsibility for keeping copyrighted software from entering the school via the Internet. Therefore, I must not download games, music, graphics, videos or text materials that are copyrighted.
- I understand that plagiarism is unacceptable and accept responsibility for using downloaded text in an appropriate manner. I will not post, distribute or use without permission material that was created by someone else.
- I will be courteous and use appropriate language, refraining from swearing or using any forms of obscene, harassing or abusive language. If I am a victim of such harassment, I will report the abuse immediately to the supervising teacher or principal. If another user asks that I no longer communicate via email, I will stop all contact immediately.
- I will not reveal personal information including addresses (home/email) and phone numbers of others or myself.
- I will not lend any assigned user accounts or passwords to others.
- I understand that system operators and the administration will have access to all user accounts.
- If I am not sure of how to do something on the computer, I will ask the supervising teacher.
- If I suspect a security problem related to my school's accounts or on the Internet, I will notify the supervising teacher or principal and cease using such functions
- I understand that any user legitimately identified as a security risk or with a history of problems with other computer systems may be denied access to the Internet through the Prout School.
- I understand that any user attempting to maliciously harm or damage data of another user or an area of the Internet, including the introduction of computer viruses and the unauthorized use of debit or credit cards, will be denied access to the Internet through the school and will be subject to disciplinary procedures.

***To the extent a student's participation in social media while outside the School reveals his or her identity as a school student or contains content about the School, the student must strive to protect the reputation of the School. Like in all forums, when a student's conduct online reflects poorly upon the school, the school may take disciplinary action. The following are specific guidelines governing social media participation and use of social communications outside the school:***

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- Nothing is private and anything a student posts will remain public for a very long time. A student should not rely upon privacy settings in websites. Online conduct can easily fall into unintended hands – teachers, other students and strangers - when those settings fail, the website is tampered with or when intended viewers share the content with other individuals.
- Unless a student's social media participation is explicitly for a School-approved reason, social media identities, online profiles, logon ID's and user names should not specify the identity of the student as a student of the school.
- Protect school information. Refrain from sharing examples of classroom situations or personal information about other students.
- To the extent there could be any confusion as to whether the student is speaking on behalf of the school, the student should make clear that the views expressed are the student's alone.
- Students may be disciplined for inappropriate or harassing conduct even when not at school or using school property.
- Students should not respond directly to a journalist online regarding issues that concern the School. Refer the inquiry to appropriate School personnel.

**STUDENT ACCEPTABLE USE CONSENT FORM**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

I understand that access to the Prout school technology resources is not private and that the school will monitor my activity on any of those resources including the computer system, e-mail and files but not limited to these particular resources. I further understand that my responsibilities regarding technology and social media can extend to my out-of-school conduct on non-school electronic devices.

I have read and discussed with my parent/guardian the regulation for the school's technology resources and agree to abide by their provisions. I understand that violation of these provisions may result in suspension, revocation of system access or other discipline. I also understand that any actions taken through the Prout school network that are in violation of the school disciplinary code will be handled in accord with the code and that appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PARENT/GUARDIAN ACCEPTABLE USE CONSENT FORM**

I have read and agree to the school's regulations for the use of the school's technology resources and have discussed them with my child. In consideration of the privilege of my child using the school's electronic communications system (including but not limited to Internet/Intranet access, fax, e-mail, computer programs, and telephone), and in consideration of the privilege of having access to the public networks, I hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the school's policy and administrative regulations. I understand that my child could still have obligations to the school when using technology outside of the school.

I give permission for my child, \_\_\_\_\_, to participate in the school's electronic communications system, including the Internet, and certify that the information contained on this form is correct.

**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Phone** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Please provide the following required Electronic Device information:**

**Electronic Device Manufacturer:** \_\_\_\_\_  
**Electronic Device Model:** \_\_\_\_\_  
**Electronic Device Serial Number:** \_\_\_\_\_  
**Personalized Name of your Device:** \_\_\_\_\_