

2019-2020

PCTA Student Handbook



Yeaw, Kimberly

Providence School Department

2019-2020

Providence Career and Technical High School is one of New England's premier technical high schools, providing students with both a high-quality academic education and state-of-the-art technical training. Students completing any of the nine available programs will graduate with a high school diploma and industry-recognized certification in their chosen field.

Our school mixes the best of traditional high schools with an exciting and useful technical education in thirteen different career fields:

- **Automotive Technology**
- **Construction Technology**
- **Cosmetology**
- **Culinary Arts and Hospitality**
- **Electrical Science**
- **Graphic Communications**
- **Heating, Ventilation, and Air Conditioning**
- **General Construction (Masonry)**
- **Welding**
- **Plumbing and Pipefitting**
- **Engineering**
- **PTECH**
- **Pastry**

When you graduate from the **Providence Career and Technical High School**, you'll have more than a diploma. You will have the skills and certification necessary for success in college or a career immediately after graduating. If you choose to go on to college or a technical school, you may be able to enter with advanced standing and graduate sooner than your classmates. If you choose to pursue a career immediately after high school, the skills you learned here will help you get a high-paying job with room for growth.

VISION

The vision of Providence Career and Technical Academy is to provide equitable education to all students so that they can enter the career and college of their choice without remediation.

MISSION

"Providence Career and Technical Academy is a leading Career and Technical Education school with the vision of creating lifelong self-directed learners and critical thinkers. We deliver our instruction through a personalized learning environment that will provide each and every student with the technical, academic, social and emotional skills to be college and career ready."

CORE PRINCIPLES

- We will promote robust student learning by using research based practices, sound instructional strategies, and rigorous common assessments.
- We will create data guided classrooms that are students-centered and vibrant places of inquiry to engage students in rigorous thinking.
- We will work collaboratively with colleagues, students, parents, and community members to maximize our students' academic, technical, social and civic potentials
- We will create meaningful support systems to ensure that all students have multiple opportunities to learn and demonstrate proficiency while maintaining access to exciting after-school academic, social, and recreational activities.
- We will create a culturally responsive, safe, professional, nurturing and welcoming school community.
- We will set high expectations for learning and teaching that we expect all students, faculty and staff to reach.

School Information

Providence Career and Technical Academy

41 Fricker Street
Providence, RI 02903
401-456-9136 (main office)

Website: www.providenceschools.org/pcta

Twitter: @PCTAProvidence

Facebook: @PCTAHS

School Hours

8:00 am – 2:45 pm

Administrative Staff

Principal

Wobberson Torchon

Assistant Principal

Judy Fried

Judy Valentine

Director of PTECH

Anthony Bailey

Director of CTE Programs

Ramon D. Torres

Director of Guidance

Melissa Halpert

Guidance Counselors

Donna McKenna

Kathy Morrow

Providence Career and Technical Academy 2019-2020

Breakfast at 7:20 AM – 7:55AM

DAILY Schedule T, W and TR & F 9-3, 9-4, 9-5 & 9-6 2019

Teacher starts	7:55
Mentoring	8:00 – 9:00
Announcements	9:00 - 9:05
PERIOD 1	9:10 – 9:56
PERIOD 2	10:01 - 10:47
PERIOD 3	10:52 - 11:38
PERIOD 4	11:43- 1:03
A Lunch	11:43 – 12:07
B Lunch	12:11 – 12:35
C Lunch	12:39 - 1:03
PERIOD 5	1:08- 1:54
SDL 6	1:59 – 2:45

Providence Career and Technical Academy 2019-2020

Breakfast at 7:20 AM – 7:55AM

<u>DAILY</u> Schedule <u>M, T, W and Thursday</u> 58minute classes		<u>FRIDAY</u> 51 minute classes	
Teacher starts	7:55	Teacher starts	7:55
PERIOD 1 Announcements	8:00 - 8:58 8:58 – 9:01	PERIOD I Announcements	8:00 – 8:51 8:51 – 8:54
PERIOD 2	9:06 - 10:04	PERIOD 2	8:59 – 9:50
PERIOD 3	10:09 - 11:07	PERIOD 3	9:55 – 10: 46
PERIOD 4	11:12- 12:39	PERIOD 4	10:51 – 12:18
A Lunch	11:12 – 11:36	A Lunch	10:51 – 11:15
A class	11:41- 12:39	A Class	11:20 – 12:18
B Lunch	11:43-12:07	B Lunch	11:23- 11:47
B Class	11:12 – 11:38 12:12- 12:39	B Class	10:51 – 11:19 11:51- 12:18
C Lunch	12:15 - 12:39	C Lunch	11:55- 12:19
C Class	11:12 – 12:10	C Class	10: 51 -11:50
PERIOD 5	12:44- 1:42	PERIOD 5	12:23 – 1:14
SDL 6	1:47 – 2:45	SDL	1: 19 - 2:10
Restorative Practice - Students	2:55 - 3:35	Mentoring	2: 15 - 2:45

Providence Career and Technical Academy 2019-2020
1 Hour Delay Schedule: Breakfast at 8:20 AM – 8:55AM

DAILY Schedule M, T, W and Thursday 48 minute classes		FRIDAY 41 minute classes	
Teacher starts	8:55	Teacher starts	8:55
PERIOD 1 Announcements	9:00 - 9:48 9:48 – 9:51	PERIOD I Announcements	9:00 – 9:41 9:41 – 9:44
PERIOD 2	9:56 - 10:44	PERIOD 2	9:48 – 10:29
PERIOD 3	10:49 - 11:37	PERIOD 3	10:33 – 11: 14
PERIOD 4	11:42- 12:59	PERIOD 4	11:18 – 12:33
A Lunch	11:42 – 12:06	A Lunch	11:18 – 11:42
A class	12:11- 12:59	A Class	11:46 – 12:32
B Lunch	12:08-12:32	B Lunch	11:44- 12:08
B Class	11:42 – 12:04 12:36- 12:59	B Class	11:18 – 11:40 12:12- 12:34
C Lunch	12:35 - 12:59	C Lunch	12:09- 12:33
C Class	11:42 – 12:30	C Class	11:18 – 12:04
PERIOD 5	1:04- 1:52	PERIOD 5	12:37 – 1:17
SDL 6	1:57 – 2:45	SDL	1: 21 - 2:01
Restorative Practice - Students	2:55 - 3:35	Mentoring	2: 05 - 2:45

Periods Rotation: Monday 1,2, 3, 4,5,6 Tuesday: 2,3, 1, 4, 5, 6, Wednesday: 3,1,2,4,5,6 Thursday 1,2,3,4,5,6 Friday 2,3,1,4,5,6,7.

SDL are for the following:

3 days for Summit, 2 day for Khan linked to College Board

“EL Students”: 4 days of ELD, 1 day for SDL, 4 days for CORE English, 1 day for SDL

“AP students’ juniors & seniors”: 3 days of AP, 1 day for Khan linked to College Board, 1 day for SDL

Seniors: 3 days of SDL, 1 day for college and career, 1 day for senior project

Providence Career and Technical Academy 2019-2020

2 Hour Delay Breakfast at 9:20 AM - 9:55AM

DAILY Schedule M, T, W and Thursday 38 minute classes		<u>FRIDAY</u> 32 minute classes	
Teacher starts	9:55	Teacher starts	9:55
PERIOD 1 Announcements	10:00 - 10:38 10:38 - 10:41	PERIOD I Announcements	10:00 - 10:32 10:32 - 10:35
PERIOD 2	10:46 - 11:24	PERIOD 2	10:40 - 11:12
PERIOD 3	11:29 - 12:07	PERIOD 3	11:17 - 11:49
PERIOD 4	12:12 - 1:19	PERIOD 4	11:54 - 12:54
A Lunch	12:12 - 12:36	A Lunch	11:54 - 12:18
A class	12:41 - 1:19	A Class	12:22 - 12:54
B Lunch	12:55 - 1:19	B Lunch	12:30 - 12:54
B Class	12:12 - 12:50	B Class	11:54 - 12:26
PERIOD 5	1:24 - 2:02	PERIOD 5	12:59 - 1:31
SDL 6	2:07 - 2:45	SDL 6	1:36 - 2:08
Restorative Practice - Students	2:55 - 3:35	Mentoring 7	2:13 - 2:45

Periods Rotation: Monday 1,2, 3, 4,5,6 Tuesday: 2,3, 1, 4, 5, 6, Wednesday: 3,1,2,4,5,6 Thursday 1,2,3,4,5,6 Friday 2,3,1,4,5,6,7.

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Seniors: 3 days of SDL, 1 day for college and career, 1 day for senior project

Revised 7-18-19

2019-2020 Providence Public Schools

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July	
4	Independence Day

August	
12	Victory Day
29	Teacher Orientation and Professional Development

September	
2	Labor Day
3	First Day for Students
30	Rosh Hashana

October	
1	Rosh Hashana
9	Yom Kippur
14	Columbus Day

November	
6	Professional Development Day - No Students
11	Veterans Day Observed
12	End of 1st Quarter
19	Report Cards Available
28	Thanksgiving
29	Thanksgiving Recess

December	
23	Winter Recess Begins
24	Christmas Eve
25	Christmas Day
31	New Year's Eve

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

January	
1	New Year's Day
2	School Resumes
20	Martin Luther King Jr. Day
29	End of 2nd Quarter

February	
4	Report Cards Available
17	President's Day
18	President's Day

March	
11	Professional Development Day - No Students

April	
3	End of 3rd Quarter
9	Report Cards Available
10	Good Friday
13-17	Spring Recess

May	
25	Memorial Day

June	
17	Last Day/End of 4th Quarter & Report Cards Available
18-24	Weather Make-Up Days

= No School

= No School/Voluntary PD

MAJOR RELIGIOUS & CULTURAL HOLIDAYS

- | | |
|------------------------------------|-------------------------------|
| Aug. 11*Eid al-Adha | Jan. 6Three Kings Day |
| Sept. 30-Oct. 1Rosh Hashanah | Jan. 25Lunar New Year |
| Oct. 9Yom Kippur | Feb. 26Ash Wednesday |
| Oct. 27Diwali begins | April 9-16Passover |
| Nov. 28Thanksgiving | April 10Good Friday |
| Dec. 23 - 30Hanukkah | April 12Easter |
| Dec. 25Christmas | April 19Orthodox Easter |
| Dec. 26 - Jan. 1Kwanzaa | April 24*Ramadan begins |
| Jan. 1New Year's Day | May 24*Eid al-Fitr |

General Information

Arrival at School

Students arriving prior to 8:00 am should move directly into the cafeteria. Breakfast food is available from 7:30 am – 7:50 am.

Students arriving after 8:00 are to report to the main office to sign in at the attendance kiosk then report directly to class with the late slip.

Advisory/Mentoring:

On Friday afternoons, students will report to their mentors in the designated classroom.

Emergency Information

Parents or Guardians are required by school policy to submit the following emergency information:

1. Home telephone number
2. Telephone numbers of both parent/guardians at work
3. Telephone numbers of two individuals who will be willing to come for the student at the school in case of illness or serious injury, and assume responsibility.

Fire Drills and Emergency Evacuation

- Fire drills are required by law.
- When the fire alarm sounds all students shall evacuate the building in such a manner as to insure the safety and welfare of others.
- Exit the building to a safe place with your class at least 500 feet away from the building and await further instructions.
- Students are to remain in a group with their class and teacher.
- Never re-enter the building until you are instructed to do so.
- All students must participate in the following Emergency Procedural Drills:
 - Lock down mode: All classrooms and offices will be secured from the inside. No student may enter or leave under any circumstances. Instructions will be announced over the intercom.
 - Evacuation: In the event of a situation exists where students must be moved, the evacuation will be to either the back fence of the PCTA field or Classical field.

Passes

Students must have a pass from their teacher all times when walking through the hallways during class time.

Cell Phone and Electronic Devices

In order to respect the educational environment:

Cell phones must be turned off and put away during the school day. Students may not use cell phones during the school day. All emergency calls must be directed to and from the school office.

The use of personal music devices/electronics is not allowed during class or passing time. Teacher retain the right to select and play music during class.

Any student found using a cell phone or music device will have the device confiscated and returned at the end of the period or day depending upon the teacher's discretion.

Dress Policy

The Providence School Board believes that the type of attire worn by the students materially affects their attitude towards themselves, their relationship with others, and their feelings toward school in general. Therefore, the Board requires all students to present a positive professional image as evidenced by appropriate appearance and attire.

Students must come to school in appropriate attire:

- Pants, shirts, and blouses must not be revealing/see through.
- Exposed undergarments or midriffs (belly shirts) are not acceptable.
- Tank tops and tube tops must be worn with a shirt with sleeves.
- Shorts and skirts must come down to the length of the student's extended figure tips.
- Spandex clothing is permitted in P.E. classes only.
- Hanging pocket chains, sunglasses, hats, dude-rages, handkerchiefs, bandanas, gang paraphernalia and clothing that displays profanity, encourages violence or the use of drugs, alcohol or tobacco or has sexual connotations are not permitted.
- Words or images on clothing may not be vulgar, or advertise alcohol, drugs, or gang affiliations.
- Students participating in physical education shall be allowed to wear any color shorts or sweatpants and T-shirts without penalty.
- Scarves and/or hats for religious or medical purposes are accepted and respected.

Free and Reduced Price Lunches

PCTA participates in the State Free and Reduced Price Lunch Program. At the beginning of the school year, the application form and eligibility requirements are distributed to each student. All students who complete and return the form, regardless of income, are eligible for a free lunch.

Health Requirements

Students are required to comply with the State health regulations in order to be in attendance in a public school. Parents of students who do not meet the requirements will be contacted by the school nurse and are required by law to meet these requirements in order to remain in attendance.

Books

Books, which are school property, are loaned free of charge to the student and should be covered and returned in good condition when called for by the teacher or when leaving school. Reimbursement is

your responsibility if you fail to return a book or other school property. You should expect to pay for school property, which has been lost or unnecessarily mutilated.

Computer and Internet Use

Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Lockers

Student will be assigned lockers for their use, however, the locker remains school property, and periodic inspections may be made of student lockers. An open/unlocked locker is an invitation to theft; students are responsible for locker contents. Lockers are to be used only before and after school and between classes. Improper use of a locker will result in appropriate disciplinary action and reimbursement for damages.

Lost and Found

Any item found in a classroom should be turned over to the teacher in order that it may be returned to the owners. There is a lost and found box located in the main office. Any item that is found outside the classroom should be placed in this box. Items of any value should be turned in to the Main Office.

Personal Property

The school will not assume responsibility for the loss or theft of personal property or articles of any nature that have been forgotten or left in classrooms, cafeteria, field house, etc.

Transportation

Students must apply for a bus pass at the beginning of the school year. To be eligible, students must reside more than two miles from the school. All applications are due within the first two weeks of school and the passes are distributed by their cluster Administrator at the beginning of each month.

Videotaping and pictures

Photos and video footage of PCTA students involved in various school related activities are often used as part of the high school's educational and community relations program. Photographs/videotape may be used for educational purposes, in district publication, video productions, television and on the school's web page. At the beginning of the school year, students receive an opt-out form. If the student chooses to not be recorded in any way, the form must be completed by a parent/guardian and returned to the Main Office.

Visitors

All visitors shall first come to the Main Office for an official Visitor's Pass. State Law provides that unauthorized visitors can be removed by the Police. PCTA is unable to host visiting student, except those who are here on official school business.

Inclement Weather Plan

In the case of inclement weather, parents, students and staff should listen to radios or watch news channels for possible delay or cancelation. The information will also be posted on the local news stations' websites. These changes of the school day are implemented for the entire school department.

Attendance Procedures

The Rhode Island General Laws §16191 require regular attendance of all students enrolled in a public school. The law is to give you the opportunity to receive an education that will enable you to become a responsible citizen. Parents and guardians have the responsibility of ensuring attendance and punctuality. A student's attendance at school is a serious matter that can have a significant impact on his/her academic standing. When students are absent or late, they miss all or part of the classroom instruction. The learning experiences that take place in a classroom are a meaningful and essential part of the educational structure and are reflected in their grades. Time lost from class is irretrievable. Research shows that a student's attendance is directly related to success in school.

Tardy policy

All students are due to report to their first period class by 8:00 am. Any student who arrives after this bell is considered late and is to report to the main office for a tardy slip at the kiosk.

An excuse for lateness is mandatory. The Cluster Administrator will use progressive discipline.

Continued lateness will result in disciplinary action and a parent conference.

Absence make up work

After an absence, the student must present a note to the guidance office or nurse's office in order for the absences to be excused. If an extended absence is anticipated, i.e. three days or more, the parent should also advise the main office and request that he/she contact the student's teachers and/or guidance counselor for homework assignments. If a student is absent three or more school days, upon return to school the student must bring in a doctor's note to the guidance office or nurse's office.

It is the responsibility of each student on returning to school following an excused absence to check with each teacher to see that every assignment is completed in its entirety and handed in, and all tests are made up within a reasonable length of time, determined by the teacher before the end of the marking period.

Voluntary Extended Absence

If a student needs to be absent for an extended period of time beyond three days due to religious obligations or family commitments, the student must present a written justification to the main office in advance of the expected absence. On the Principal's approval, the student must arrange with each of the teachers in order to borrow books and to procure assignments for that period.

Early Dismissal

Important: If you student is going to be signed out, please provide a note before first period so the main office can verify the Emergency Contact Information and registration files in a timely manner.

At the start of each school year, an emergency form will be sent to families and must be returned. Only persons listed on the Emergency Forms are able to sign out a student from school. Authorized persons who sign-out must be 18 years old or older.

When a parent/family member arrives at the school to pick up a child from early release, they are to report directly to the main office. Parents/family members will not be permitted to go to the student's classroom or any other secure areas of the building.

Office staff will ask the parent/family member to present a positive form of photo ID. If the individual does not have an ID in their possession, they will be asked to retrieve it.

The photo on the ID must match the individual and the name on the ID must match the name listed on the student's Emergency Form. Again, all persons must be 18 years or older to sign-out a student.

If the names and/or the photo do not match, the student will not be released.

Once confirmed, the office staff will make a copy of the person's photo ID and the student will be allowed to leave with the parent/family member.

When the student arrives at the office, the parent/family member will sign the log book (name, date, time, student name, reason for dismissal) and leave with the student.

Academic Policies and Procedures

Academic integrity

PCTA's students are expected to demonstrate a personal sense of ethics that include honesty, integrity, grace, humility, and dignity. Therefore, students are responsible for earning grades honestly and honorably, in all areas including but not limited to essays, tests, quizzes, exams and homework. Failure to meet this expectation will result in disciplinary action.

Plagiarism

Rationale: Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of PCTA.

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting it as one's own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as one's own
- submitting purchased papers as one's own
- submitting papers from the Internet written by someone else as one's own

- supporting plagiarism by providing work to others, whether it is believed it will be copied or not

Cheating

Rationale: Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of PCTA.

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes:

- Copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- Exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- Giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- Taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- Using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.
- Using cell phones, or any other electronic device, to obtain information during a test or an assessment.

Consequences:

At the discretion of the teacher, students involved in plagiarism will receive one or all of the consequences listed below:

- Receive '0' for the assigned work –
- Receive an alternative assignment based on the same concepts
- Participate in a meeting with the teacher, administrator and parent

- Complete equivalent time in detention
- These consequences are for students who plagiarize or cheat as well as for student who provide, assist or support the student.

Alternatives to cheating and plagiarism:

No student needs to cheat or plagiarize. PCTA provides numerous support services for students to help them achieve success honorably. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize.

The following behaviors promote true student achievement:

1. Be prepared. Try to keep to a realistic schedule balancing academic obligations and one's social and personal life.
2. Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.
3. If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.

PCTA Requirements for a Diploma

ELA	4 CREDITS	FINE ARTS	.5 CREDIT
MATHEMATICS	4 CREDITS	TECHNOLOGY CREDIT	.5 CREDIT
SCIENCE	3 CREDITS	PE/HEALTH	2 CREDITS
SOCIAL STUDIES	3 CREDITS	ELECTIVES	2 CREDITS
WORLD LANGUAGE	2 CREDITS	TOTAL	21 CREDITS

Determination of Credit

One credit is given for each full-year course: a half credit is given for each semester course. A failing grade is designated by a mark of “F” (59 or lower). A mark of an “F” may be made up by successful completion of summer school depending upon attendance.

Advance Placement & College courses

Advance placement and College courses (EEP) are college-level courses may be offered in English Language, English Literature, Environmental Science, US History, Computers and Statistics. According to the Providence School Department policy, a student who takes an AP course is required to take the AP examination in order to gain AP designation on transcripts.

Skyward

Students and parents can access grades and attendance via the skyward portal using a computer or a smartphone app. See the schools website for the link.

Grading Policy

Students are encouraged to come to class prepared, do their homework and participate in all class activities. However in an effort to measure students true knowledge only assessments will be used to calculate the score of all students. Assessments are end of units, end of chapters, projects, tests and quizzes.

Progress Reports

Progress reports are interim reports sent out at the end of the first five weeks of each marking period. All progress reports, giving student's and parent's information on the student's progress in each class, will be available through the Skyward Parent Portal.

Report Cards

Report cards are available on the Skyward Parent Portal quarterly. Grades are cumulative. Each successive report card reflects a student's achievement from the beginning of a course.

Grading System:

MARK	AVG.		MARK	AVG.		MARK	AVG.
A+	97 – 100		C+	77 - 79		F	0-59
A	94 - 96		C	74 – 76		I	INCOMPLETE
A-	90 – 93		C-	70 – 73		N	N/A
B+	87 – 89		D+	67 – 69			
B	84 – 86		D	64 – 66			
B-	80 – 83		D-	60 - 63			

Senior Seminar

This unique opportunity allows for students' interest in their technical area can be explored and showcased. It allows every student the opportunity to demonstrate what they have learned and acquired through their years studying at PCTA. The senior project is divided into three areas: seminar paper, hands on project, and presentation. Each student is required to participate in the senior seminar yearlong class to write a comprehensive research paper, complete ten hours of hands on work to develop a product, and present their work and learning stretch to a panel of judges. Every graduate must complete the three components to the level of proficiency in order to be eligible to graduate.

Incomplete Grades

Students who receive a grade of "I" for any marking period have two weeks to complete their work. Unless special permission is granted any incomplete grades after two weeks will become failing grades.

Honor Roll

The Honor Roll lists all students registering honor grades in academic courses. The Honor Roll is comprised of three lists: High Honors, Honors, Honorable Mention.

Four year plan:

SUBJECT	GRADE 9	GRADE 10	GRADE 11	GRADE 12
Technical Area of Focus	Orientation to Technical Career 1 Period/ Area of focus	Sophomore area of focus 1 Period	Junior area of focus Every other week	Senior area of focus Every other week
English 4 years	Language Intro To Lit (Summit) ELD 9 PTECH+ WPL9 1 credit	World Literature (Summit) PTECH+ WPL10 ELD 10 1 credit	American Lit(PTECH Summit) AP English Language (Summit) EEP ELD 11 1 credit	British Senior(PTECH Summit) +Research/Literature/ AP English Literature(EEP) ELD 12 1 credit
Math 4 years	Algebra I(Summit) Algebra II(Summit) 1 credit	Algebra I (Summit) Algebra II(Summit) 1 credit	Math Model Algebra II (Summit) Geometry(PTECH Summit) Pre-Calculus/ Calculus 1 credit	Pre-Cal Algebra II(Summit) AP Calculus AP Statistics(Summit) 1 credit
Science 3 years	Biology(Summit) 1 credit	Chemistry(Summit) 1 credit	Physics(Summit) 1 credit	Environmental AP(Summit) Environmental (Summit) 1 credit
Social Studies 3 years	World History(Summit) 1 credit	Modern/Contemp(Summit) World 1 credit	Modern US History(Summit) AP US History(Summit) 1 credit	Law & Society Modern US History(Summit) 1 credit
World Language 2 years	Spanish I(Summit)/ French I(Summit) 1 credit	Spanish I/II(Summit) or French I(Summit)/II 1 credit	Spanish II(Summit)/III(Honors) French II/III AP Spanish 1 credit	Spanish III/Honors French III AP Spanish(Summit) 1 credit
PE/Health 2 years	PE 9 .5 credits	PE 10 .5 credits	PE 11 .5 credits	PE 12 .5 credits

Grade Specific Course Fine Arts. 5 credit Technology .5 credit 2 additional electives Total 21 credits.	Art Intro .5 credit	technology .5 credit	Ceramics/Computer Application/Film Studies .5 credit	Ceramics/Computer Application/Documentary .5 credit
Automotive 1 period of Khan/IXL a day for juniors and seniors	Automotive Exploration 1 credit	Automotive I 1 credit	Automotive II 2 credits	Automotive III 2 credits
Graphics Communications 1 period of Khan/IXL a day for juniors and seniors	Graphics Communications Exploratory 1 credit	Graphics Communications I 1 credit	Graphics Communications II 2 credits	Graphics Communications III 2 credits
Cosmetology 1 period of Khan/IXL a day for juniors and seniors	Cosmetology exploration 1 credit	Cosmetology I 1 credit	Cosmetology II 2 credits	Cosmetology III 2 credits
Culinary 1 period of Khan/IXL a day for juniors and seniors	Culinary Exploration 1 credit	Culinary I 1 credit	Culinary II 2 credits	Culinary III 2 credits
Pastry 1 period of Khan/IXL a day for juniors and seniors	Pastry Exploration 1 credit	Pastry I 1 credit	Pastry II 2 credits	Pastry III 2 credits
Carpentry 1 period of Khan/IXL a day for juniors and seniors	Carpentry Exploration 1 credit	Carpentry I 1 credit	Carpentry II 2 credits	Carpentry III 2 credits
HVAC/R 1 period of Khan/IXL a day for juniors and seniors	HVAC Exploration 1 credit	HVAC I 1 credit	HVAC II 2 credits	HVAC III 2 credits
Electrical 1 period of Khan/IXL a day for juniors and seniors	Exploration 1 credit	Electrical I 1 credit	Electrical II 2 credits	Electrical III 2 credits

Welding 1 period of Khan/IXL a day for juniors and seniors	Exploration 1 credit	I 1 credit	II 2 credits	III 2 credits
General Construction 1 period of Khan/IXL a day for juniors and seniors	General Construction Exploration 1 credit	General Construction I 1 credit	General Construction II 2 credits	General Construction III 2 credits
Pre-Engineering 1 period of Khan/IXL a day for juniors and seniors	Pre-Engineering Intro to Engineering Design I 1 credit	Pre-Engineering Intro to Engineering Design II 1 credit	Pre-Engineering Engineering Design & Development 2 credits	Pre-Engineering Engineering Design & Development 2 credits
PTECH 1 period of Khan/IXL a day for juniors and seniors.	Coding 1 credit	AP Computer Science A 1 credit	AP Computer Science B 2 credits	Cyber security 2 credits

ELL students with a composite score of a 1 or 2 on the ACCESS will take core English plus ELD at their grade level. EL students with a score of 3 will be placed in a sheltered core class. Students with a composite score of 4 and 5 will be in regular core English.

Self-contained students will take core courses in self-contained setting but will take electives and CTE in inclusionary classes.

Summit

Students need to be successful with an 80 % accuracy on all content assessment and complete all projects with the cognitive skill cutoff grade required by summit. If a student did not finish one required item, they will have an incomplete for the year. Once the incomplete is corrected the final grade of the student becomes the grade for the every single quarter and semester.

SDL

Self-directed learning class where students select what they want to work on to successfully complete every class. Two of the SDL periods will be reserved to work on Khan Academy which is linked to their CollegeBoard practice.

Surveys

Surveys are a wonderful opportunity for schools to collect data to guide our practice. Therefore all students are required to take all district authorized surveys i.e. Surveyworks, Senior Exit Survey, Youth Behavior Survey.

EWS:

The Providence Career and Technical Academy wants to become the kind of national model school that responds effectively to the needs of his students. We recognize that certain students may come to the school with a set of indicators that can prevent them from excelling or graduating on time if they are not addressed properly. These indicators are:

1. Poor attendance.
2. Frequent suspensions.
3. Previous grade failure.
4. Poor math and English performance.
5. Poor results on standardized assessments.

Analysis of student data is at the basis of our EWS approach. Our system screens students with these indicators (could be one or a combination) and identify them as “At Risks”. Once identified, the students are referred to an Attendance or Performance Coordinator (APC) who matches them with the right support and intervention. We follow the Analyze, Strategize and Act cycle of inquiry approach to make sure that the level of services provided to the students is congruent with their level of needs.

Process:

- Classroom teachers identify at risk students, conference with them and refer them to an Early Warning Coordinator through a EWS form (google doc link).
- EWS Coordinator places students in after-school support and proper monitoring.
- EWS Coordinator conferences with referred students and communicates program goals to students and parents while documenting attendance and participation to program.
- Guidance counselors receive a copy of the referral and monitoring documents.

After each cycle or quarter, after-school instructor evaluates students’ progress and makes recommendation to sending teachers. Upon reaching proficiency, student can be exited out of the program by the sending teacher.

Homework

Homework is defined as a task assigned by a teacher to be completed outside of the classroom. Homework assignments are designed to complement work completed in class and extend learning beyond the school day. All assignments are aligned to the PPSD guaranteed and viable curriculum frameworks.

Homework is a necessary component of a student's educational experience and is a prerequisite for engaging students in rigorous learning activities. Homework encourages self-discipline, pride in one's work, self-esteem, and an interest in learning. Homework reinforces the PCTA home/school connection.

Homework may be assigned in preparation for upcoming lessons or as an extension of class work.

- Preparation Homework - given to prepare a student for upcoming lessons
- Practice Homework - designed to reinforce lessons already taught in class
- Extension/Creative Homework - intended to provide challenging learning opportunities for enrichment and extension of the lesson

These three types of homework assignments reinforce the Providence Public School District’s curriculum frameworks and promote inquiry, problem solving, discovery, application and analysis of concepts.

Student Responsibilities

- Complete homework within the assigned timeframe.
- Use teacher feedback on assignments to improve depth of understanding in the classroom.

- Help your peers engage in their learning, but do not engage in copying work.
- Ask for and make up work in a timely manner.
- Communicate with teachers when assignments are helpful or frustrating.
- Become a reflective and independent learner.

Parent Responsibilities

- Encourage students to complete their homework.
- Provide a supportive environment and adequate materials for completing homework.
- Communicate to the school any needs, issues, and concerns about homework.
- Support the school's policy regarding the value and purpose of homework.

Homework Grading Policy

Teachers are expected to check for homework daily and maintain accurate homework records. At the end of a unit the teacher will calculate the average homework score earned by each student during that unit. Homework assignments should never be counted as entire test grades. Homework is to be viewed as independent practice designed to help students prepare for and/or practice the learning.

Exams and Standardized Assessments

Students are expected to take final exams during the regularly scheduled exam period. Exams will be made up at the teacher's convenience. Failure to fulfill final exam responsibilities during the prescribed time will result in a zero on the exam.

All students are required to fulfill all standardized assessment responsibilities, i.e. STAR, NGA, ACCESS, SAT/PSAT, and district interim assessments.

Summer school

Students wishing to make up course failures will be permitted to enroll in summer school. The mark for the failed subject will stay on the student's transcript as well as the summer school grade will be listed on a separate line.

Summit Summer Support (SSS)

Any students who have an Incomplete as a final grade in Summit and who only missed a combination of four elements (content assessments, projects) will be eligible for SSS.

Academic Planning and Career & Scholarship Preparation

College and Career fair

During September approximately fifty (50) colleges, unions, technical schools, and organizations are invited to PCTA to meet with all PCTA students.

FAFSA Night

One evening all senior parents and students are invited in the beginning of November to complete the FAFSA. The guidance department also offer hours during the school day. These dates are advertised on the school website and the seniors are informed throughout the year. All seniors are required to complete a FAFSA regardless their decision to attend college or not.

Scholarships

All scholarship opportunities are posted in a binder in the Guidance Office. See the Guidance secretary for the list.

Working Papers

Working papers application can be picked up at the Guidance office and then turned into the Student Affairs Office. All instructions are on the application.

Transcripts

PCTA guidance counselors issue transcripts to prospective colleges through the Common App. All other inquires must speak to the designated guidance counselor and a 48 hour waiting period is required.

Proof of Residency Letter

Must request with guidance secretary and a waiting period between 24-48 hours is required.

SAT, PSAT, ACT, AP exams

SAT are given the 1st Saturday of usually every month check out collegeboard.org for exact dates. Juniors will also take them during the school day in April.

PSAT will be given during the school day in October.

ACT check dates on act.org

Advanced Placement Exams – 2nd & 3rd week of May

Code of conduct

PCTA Code of Honor

- Demonstrate personal integrity at all times
- Choose peace over conflict
- Respect ourselves and others

Student behavior

- Students will act with respect toward all staff and students.
- Students are expected to be on time and prepared for their classes. They should not stand and loiter between classes. Student should go directly to their next class at passing.
- Students may not sit in the hallways during class time.
- Students should not be doing class work in the halls. Students who need to work in an alternate need to be supervised.
- Students are not to use the emergency stairwells, elevator, and the back hallway in the basement.
- Students will not park cars in the school lots. They may park cars on the street.
- Students who need to leave school for any reason must report to the main office before leaving.

- Students must have permission from a parent or guardian and must sign out. This includes students are 18 years of age or older.
- Students staying after school must sign into a program and must take part in the program activities. Students may not just “hang out” in school after the regular school day is over.
- Student must follow all district rules regarding internet and computer use.
- Students are expected to follow the Providence District Wide Code of Conduct Grades PK-12.
- All areas beyond school grounds are off limits. Students may not go “out to lunch, breakfast, etc.” or bring food into the building. Dunkin Donuts, Burger King, McDonald’s, Subway and all other restaurants are not to be used during school hours.

Harassment/discrimination

The entire school community—students, families, staff, and community partners—is responsible for helping to prevent bullying and harassment. A school environment free from bullying and harassment is critical for creating and maintaining a safe, secure and positive school climate and culture that supports academic achievement, increases school engagement and respects the rights of all individuals and groups. In accordance with state law (Rhode Island General Law § 16-21-33, “Safe schools act”) and PPSD policy, bullying and harassment are prohibited and must be reported to the appropriate school administrator. Refer to PPSD policy, “Students and Staff Bullying and Harassment” for details on prohibited behavior and protections.

Bullying and/or harassment include, but are not limited to, acts that:

- 1) Belittle, harm and/or overpower another individual, cause physical or emotional harm, or place an individual in reasonable fear of harm.
- 2) Create an intimidating, threatening, hostile or abusive educational environment.
- 3) Infringe on the rights of a student to participate in school activities.
- 4) Materially and substantially disrupt the education process or the orderly operation of a school.
- 5) Are directed at an individual or group of individuals based on appearance, intellectual capacity, ability, opinion, race, religion, gender, country of origin, age, sexual orientation, gender identity, or disability.

Level One Infractions – Interventions and Suspensions

- Level One infractions include student behaviors that do not meet the basic expectations of respect and courtesy and that undermine a safe and orderly learning environment.
- Teachers are encouraged to address Level One behaviors directly, but may call upon an administrator to assist in the delivery of consequences or to model strategies for managing Level One issues in the classroom.
- As a first response, the administrator will use tiered intervention(s) appropriate to the student’s grade level to address student misconduct, and to avoid repetition of the infraction in the future. Level One infractions are reviewed on a case-by-case basis to determine the appropriate consequences and intervention.
- Not all Level One offenses should result in a suspension, but should include an intervention or restorative practice as a means to model corrective behavior.

- Depending on the severity of infraction, in some instances, a Level One infraction **may** result in suspension of up to five (5) school days.

Academic Integrity–Cheating, Plagiarism: Cheating includes any act of academic dishonesty or rule-breaking to gain academic advantage, including cheating on tests or other assignments, and appropriating another’s work as one’s own without the required citation or attribution. This includes copying or plagiarizing the work of others without required permission or acknowledgement. This infraction should include an intervention as an alternative to suspension.

Communication/ Electrical Devices: Students may not engage in unauthorized use or have on their person a phone or other electronic communication device that violates the Code of Conduct. Deliberate misuse of electronic devices before, during or after the school day to commit an act of violence, and misuse of social media to perpetuate the same act of violence, are prohibited.

Disorderly Conduct: Disorderly conduct is defined as any act that substantially disrupts the orderly conduct of a school function, or behavior that substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff or others. Disruption caused by talking, making noises, throwing objects or otherwise distracting another constitutes disorderly conduct. If a teacher is prevented from starting an activity or lesson or has to interrupt what he/she is doing in order to try to stop destructive behavior, such behavior is considered disorderly. More serious incidents may be reported at a different infraction level, as appropriate.

False Identification: A student will neither use another person’s identification, nor give false identification to any school official with intent to deceive school personnel, or falsely obtain money or property.

Fighting: No student is allowed to participate in a fight involving physical violence. Fighting includes participation in minor physical altercations and tussles but does not include verbal confrontations. Very serious incidents will be categorized as Assault/Battery. This infraction should include an intervention/restorative practice as an alternative to suspension.

Forgery: A student will not sign the name of another person for the purpose of defrauding school personnel or the Providence School board. This category includes forging or tampering with school-related documents.

Fraud: A student may neither deceive another nor cause another to be deceived by false or misleading information in order to obtain anything of value.

Gambling: A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions. The definition of gambling includes unlawfully betting or wagering money or something else of value; assisting, promoting or operating a game of chance; or tampering with the outcome of a sporting event or contest to gain a gambling advantage.

Insubordination/Disrespect: Refusing a directive of a teacher, administrator or other staff member is considered insubordination/disrespect.

Internet Acceptable Use: It is unacceptable to use the network and the internet in any way to promote or engage in any activities that are deemed criminal under federal, state or local laws, including but not limited to copyright, credit card and electronic forgery laws or anything not within the scope of education use. The PPSD Internet Acceptable Use policy explains in detail the proper

use of the District computer network and devices; students and parents/guardians are required to read and sign off on the policy each school year.

Larceny/Theft/Possession of Stolen Property (personal) under \$500: A student will not, without permission of the owner or custodian of the property, take property or have in his/her possession property that does not belong to him/her. This category includes the unlawful taking, carrying, leading or riding away of property of another person, without threat, violence, or bodily harm.

Obscene/Abusive Language: The infraction includes directing obscene offensive, indecent, disgusting, abusive, harsh, injurious or insulting language or gestures, verbally or in writing, to a student, teacher, staff member, or volunteer.

Trespassing: Trespassing is defined as entering or remaining on a public school campus or restricted area without authorization or invitation, and with no lawful purpose for entry. The definition may include breaking in with the intent to commit a crime. Any student while under suspension or exclusion from school cannot be on the school premises. Visitors must report to the office. Failure to report to the office could result in criminal charges filed with the Providence Police Department.

Tobacco: Possession, use, sale or distribution of tobacco or tobacco products, including but not limited to cigarettes, cigars, pipe tobacco, or electronic cigarettes, is prohibited.

Vandalism/Graffiti: Vandalism is the willful and/or malicious destruction, damage or defacement of property, real or personal, without the consent of the owner or the person having custody or control of it. This category includes graffiti, such as writing, painting or carving on school textbooks or library books, desks, tables, walls, woodwork or other surfaces. This infraction should include an intervention as an alternative to suspension.

Level Two Infractions – Suspensions and Interventions

- Level Two and Level Three infractions may result in suspensions up to ten (10) school days and/or a referral to the student affairs office (SAO) and/or law enforcement.
- These infractions are the most serious in nature because they pertain to the violation of specific laws and/or compromise the safety of others. The school administrator acts *in loco parentis* and documents until such time as the parent/guardian has been contacted and arrives to be with the student and documents the outcome.
- The infractions listed below may rise to the level of a violation of a specific law; however, this list is in no way exhaustive.
- Students referred to SAO for Level Two and Three infractions could face any of the following consequences, which will be determined by the school administrator or the hearing officer at the student affairs office:
 - Intervention and/or restorative practices.
 - Change in suspension (in school or out of school). Possible referral to Providence Police.
 - Emergency placement to an off-campus alternative education program (AEP). Possible restriction of extracurricular activities.
 - Outside referral to social service agency.

Bullying: Acts, gestures or expressions, whether via written, verbal or electronic communication, that cause physical or social-emotional harm and/or distress, and/or that place another in fear of social-emotional harm and/or distress, or of damage to his/her property, are considered bullying.

Bullying may create an intimidating, threatening, hostile or abusive educational environment for others, and is often repetitive, intentional behavior. Examples include destruction of property, taunting, verbal harassment including name calling, graffiti, stalking, intimidation, threatening and/or humiliation. Chronic bullying can lead to stealing, physical assault, sexual harassment and/or violence.

Destruction of School Property: A student will not willfully cause destruction of property of the school or others. Actions that impair the use of something are considered destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures and damaging school equipment or school buses, etc., to the point where repair is necessary are considered acts of property destruction.

Extortion: This category includes unlawfully obtaining money, property, or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal persecution, threat of destruction of reputation or social standing, or through other coercive means. A student will not make another person do any act against his/her will by force or threat of force, expressed or implied.

Incite to Riot: Inciting a riot is defined as causing a disruption to the learning environment in the school or otherwise preventing orderly conduct.

Harassment—Stalking: Stalking is defined as threatening by following or watching another person, or placing her/him in fear of receiving bodily harm, sexual assault, confinement, or restraint. This infraction includes stalking carried out through the use of technology or any electronic device.

Harassment—Prejudice/Hate Crimes: his definition includes actions motivated by hostility or hatred due to some characteristics or perceived characteristics of the victim. Examples include any act or attempted act to cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism or force, when the act is motivated all or in part by hostility to the victim's real or perceived membership in a class (including, but not limited to, race, religion, color, gender, gender identity or expression, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or disability). This definition includes prejudice-related harassment or hate crimes carried out through the use of technology or any electronic device.

Hazing: Hazing is a method of initiation into any team, organization, group, club, etc., that causes or is likely to cause bodily danger, harm, personal degradation, disgrace, humiliation or mental harm.

Robbery: Defined as taking or attempting to take anything of value that is owned by another person or organization when the act takes place under confrontational circumstances, by force or threat of force or violence and/or by putting the victim in fear.

Sexual Harassment: Sexual harassment involves unwanted sexual advances, requests for sexual favors or other verbal or physical conduct or communication of a sexual nature that is offensive and objectionable to the recipient, causing discomfort or humiliation. This definition includes sexual harassment carried out through the use of technology or any electronic device. A student will not use words, pictures, objects, gestures or other actions relating to sexual activity or a person's gender as defined by federal regulations when the words, pictures, objects, gestures or other actions have the effects of (1) violating the right of a person to a safe and nurturing environment in which to learn, (2) creating discomfort or (3) producing a reluctance to participate in school activities. Sexual harassment shall be reported immediately to school officials.

Sexual Misconduct: This category involves any act of a sexual nature that substantially disrupts the orderly conduct of a school function and includes sexual activity, indecent exposure, and displaying pornographic imagery. Serious, non-consensual offenses will be coded as Sexual Assault/Battery.

Technology/Unauthorized Use of Computers/Other Technology on School Property: A student will not engage in the unauthorized or inappropriate use of technology, nor willfully cause or attempt to cause damage to technology or data. This category includes any violation of district technology policies but does not include cyberbullying. Refer to the PPSD Internet Acceptable Use policy for more information.

Threat/Intimidation: This category includes unlawfully placing another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. This also includes bullying and cyberbullying (bullying through the use of technology or electronic device).

Level Three Infractions – Suspensions and Interventions

- A Level Three infraction may result in a suspension of up to 10 school days and/or possible referral to the student affairs office, with a recommendation for exclusion (removing a student from school for a period 10-180 school days).
- Decisions to exclude a student may only be made by the director of student affairs.
- Regardless of the length or type (in-school or out-of-school), all suspensions must be documented and reported as a suspension in the PPSD student information system, known as Skyward, by the end of the school day.
- Level Three infractions include zero tolerance infractions.
- Under Rhode Island State Administrative Code (Rhode Island Administrative Code 21-2-39:3.0, 3.28 Zero Tolerance) and Rhode Island General Law (RIGL 16-21-18, “Students prohibited from bringing or possessing firearms on school premises”) zero tolerance infractions include possession of a weapon, possession of controlled substances, and aggravated assault. Any student found to be in possession of a weapon or involved in an aggravated assault will immediately be suspended in accordance with applicable due process provisions. During this suspension, the district will take the necessary steps to determine any additional action to be taken, which may include exclusion for a period of 10 to 180 school days.
- A limited number of offenses constitute the basis for excluding a student. If a school administrator finds that a student has committed, attempted to commit, aided or abetted in the commission of, conspired to commit, or participated in any manner—even if unaccomplished—in the commission of any of the Level Three infractions listed below, the administrator may submit a recommendation to the director of student affairs that the student be excluded from school attendance. The administrator may notify the police when category Level Three infraction is committed and shall make all reasonable efforts to contact a parent or guardian of the student.

Arson: Arson is defined as unlawfully and intentionally damaging or attempting to damage any real or personal property by fire or incendiary device. A student is prohibited from willfully and by means of fire causing harm to property or any person, and from participating in the burning of property or any person.

Controlled Substances - Sale of/Possession with Intent to Sell: The sale of--or the possession of, with the intent to sell--any controlled drug or narcotic substance or equipment and device used for

preparing or taking drugs or narcotics is prohibited. This category includes over-the-counter and prescription medications. A student will not possess, use, and/or offer to buy or sell, propose to sell and/or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this category as long as his/her use and possession of the prescribed medication is authorized at school.

Controlled Substances - Possession or Under Influence: The unlawful use, purchase, possession, or transportation of alcohol or any controlled drug or narcotic substance, or equipment and device used for preparing or taking drugs or narcotics. Category includes over-the-counter and prescription medications if abused by the student. A student will not possess or use a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol, including being under the influence of alcohol or drugs on school transportation, at school-sponsored events, or at school. A student legally in possession of prescribed medication will not be in violation of this category as long as his/her use and possession of the prescribed medication is authorized at school.

Fire Regulations Violation: False Fire Alarm/False Bomb Report or Tampering with Fire Alarm System: This category encompasses any threat (verbal, written, or electronic) to bomb or use other substances or devices for the purpose of exploding, burning or causing damage to a school building or school property or to harm students or staff. Unless an emergency exists, a student is prohibited from willfully sounding a fire alarm or causing a fire alarm to be sounded, and from communicating or causing to be communicated information that a bomb is located in a school building or on school property. These acts are prohibited irrespective of the whereabouts of the student. A student must neither destroy, damage nor otherwise tamper with a fire alarm system in a school building. A student may not cause a false fire alarm or otherwise cause others to believe that there is a fire without reasonable belief that there actually is a fire or emergency. A student may not possess matches or lighters.

Fireworks, Explosives: A student shall not possess, handle, transmit, conceal or use any device or substance that can be used as an explosive.

Physical Assault/Battery: Physical assault/battery is defined as an actual, intentional touching or striking of a student, teacher or staff member against his or her will, including when a student physically attacks or "beats up" another student, a teacher, or a staff member, or when a student intentionally causes bodily harm to another student, a teacher, or a staff member. This category, which includes an attack with a weapon or threat with a weapon, should be used only when the attack is very serious and warrants calling the school administration, the police or security.

Sexual Assault/Battery: This category addresses a sexual act committed on another person without their consent or ability to consent, and includes causing another person to engage in an unwanted sexual act by use of force or threat of force. Sexual Assault/Battery includes rape (oral, anal, or vaginal), fondling, forced kissing, and child molestation.

Weapon Possession: Students are forbidden from possessing, handling, transmitting, concealing or using any weapon, device, instrument, material or substance, animate or inanimate that is used for or is readily capable of causing bodily injury to another person. This definition includes firearms, bombs and other explosive devices; knives and other sharp objects; bullets; blunt objects; and harmful chemicals, as well as realistic replicas of weapons. This prohibition is in place even if no other individuals were injured, threatened or frightened by the weapon. A student shall not use any object that is permitted in the school as a weapon or in any manner likely to cause injury to another

person. PPSD may use discretion in enforcing the Zero Tolerance policy. If the instrument blade is measured with a ruler to be 3 inches or greater in length, the police must be notified.

Possession: In order for a student to be disciplined for possession of a prohibited object (such as a firearm, weapon, drug or other item), the following must occur:

- The possession must be verified by at least one PPSD employee.
- In cases where possession of a prohibited object is questioned, PPSD presumes that a student who possesses the prohibited object knows that he/she is in violation of the Zero Tolerance policy. However, a student is permitted to present information regarding the possession that can overcome the presumption.
- The student had no reasonable cause to possess the object at the time. An example of acceptable cause would be a student who, in compliance with instructions from a parent or teacher, uses a parade rifle by a ROTC student during drill practice, or a sword or toy weapon in a class, a school play or school activity. However, possession of these objects outside of these circumstances would not be acceptable.

In-School Suspension:

In accordance with the Student Code of Conduct and at the discretion of the principal, a student may be denied the right to attend regular classes and be assigned to an approved alternative classroom setting within the same school. A student may be temporarily removed from the regular classroom for disciplinary purposes, during which time the student remains under the direct supervision of, and in the same physical location as, school personnel.

In-school suspension may occur in a separate classroom or a separate building and, in some instances, may occur outside of regular school hours, as long as state requirements for length of the school day are met. Typically, the student is required to complete coursework during this time. The student should receive academic instruction, intervention services, and/or counseling, as appropriate. This disciplinary action will be assigned for a period of a maximum of ten (10) consecutive school days. The student will continue to do assigned work during this time. In-school suspension may be used in lieu of out-of-school suspension at the discretion of the principal and in accordance with the Code of Conduct, except in cases where the infraction leading to suspension is listed as an exclusionary infraction. At the discretion of the principal, a student who has been assigned to in-school suspension may be denied the right to participate in extracurricular activities.

Out-of-School Suspension:

In accordance with the Student Code of Conduct and the discretion of the school principal, a student may be denied the right to attend school classes or functions for a period not to exceed ten (10) school days. A student may be temporarily removed from school, during which time the student is not allowed to attend regular school lessons or participate in other school activities. The student should receive academic instruction, intervention services, and/or counseling, as appropriate. The student will continue to do assigned work during suspension. Parents/guardians can pick-up the work at the school during the period of suspension.

Regardless of the length or type (in-school or out-of-school), all suspensions must be documented and reported as a suspension in the PPSD student information system, known as Skyward, by the end of the school day.

In accordance with Rhode Island state law (Rhode Island General Laws, 16-2-17(d) and 16-2-17.1) the district shall not issue suspensions to be served out of school unless:

The student's conduct meets the standards set forth in Rhode Island General Law § 16-2-17(a), which states that a disruptive student is a person who:

- Is subject to compulsory school attendance; and Exhibits persistent conduct which substantially:
 - impedes the ability of other students to learn, or
 - otherwise substantially interferes with the right of each student, staff-member, teacher and administrator to attend and/or work at a school which is safe and secure, and which is conducive to learning, and which is free from threat, actual or implied, of physical harm by a disruptive student; and
 - Has failed to respond to corrective and rehabilitative measures presented by staff, teachers or administrators; or
- The student represents a demonstrable threat to students, teachers or administrators (Rhode Island General Law §16-2-17.1).

Rights of Parents/Guardians/Advocates of Student Facing Suspension:

Parents/guardians/advocates of a child facing suspension for a Level One, Two or Three infraction have the right to:

1. Be contacted by phone as soon as possible to learn that their child is involved in a possible suspension or exclusion.
2. Receive written notice of suspension mailed to their home. The notice of suspension should be in the parent/guardians preferred language.
3. Request and receive a meeting with the principal to discuss the incident.
4. Request and receive a report of the school's investigation of the incident.
5. Receive appeal procedure information from the principal.

Referral to Student Affairs Office (SAO) for a Student Disciplinary Hearing:

A general education student (a student who does not have an IEP—Individualized Education Program) facing removal from school to an alternative placement due to a Level Two or Level Three infraction must be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent/guardian and/or another adult who can provide guidance to the student.
2. The opportunity to be heard and present their own evidence.
3. The opportunity to be represented by legal counsel.

The standard of review at such a hearing shall be by a fair preponderance of the evidence that a Level Two or Level Three offense has been committed by the referred student.

Exclusion:

In accordance with the Student Code of Conduct and at the discretion of the Providence School Board, a student may be removed from school and denied the right to attend school functions for a period of ten (10) to one hundred eighty (180) school days. An appeal of an exclusion may be made to the superintendent or designee, and then to the school board.

Student Affairs Office Referral to Alternative Education Placement:

When a student is excluded from the Providence Public School District for ten (10) or more school days, the student is placed in an alternative education program during his/her exclusion period. His/her name must remain on the sending school register from which the student was referred until the period of exclusion has ended. Placement decisions of this type will be made by the director of student affairs in accordance with due process proceedings.

Students with IEPs and 504 Plans

Students with disabilities have additional protections under the Individuals with Disabilities Education Act of 2004 (IDEA) and Section 504 of the Rehabilitation Act of 1973. This includes students within special classes (self-contained classrooms) and students who receive resource services, inclusion and/or speech services. This also includes any students within the referral process, whether they have been referred to the evaluation team by parents/guardians or staff members. Additionally, this includes students who have not yet been determined to be eligible for special education but, by violating a rule or Code of Conduct, have engaged in behavior that may indicate a disability.

All students with individualized education programs (IEP) or Section 504 accommodation plans, as well as all students who are in process of being referred or evaluated for eligibility under IDEA or Section 504, are entitled to the additional procedural protections related to disciplinary actions. School personnel under this section may move a child with a disability for a Level Two or Three infraction from his or her current placement to an appropriate interim alternative educational setting or another setting; suspend for not more than 10 consecutive school days (to the extent those alternatives are applied to children without disabilities); or refer to the student affairs office (SAO).

Please refer to Rhode Island Board of Education Regulations titled, "Discipline Guidelines for Students with Disabilities under IDEA," located in the appendices of the Student Code of Conduct, for more specific information.

Student Support Services

Health Services

The nurse's office is located in the main office. This office deals with student health issues/concerns and the administration of medications. The nurse also administers health screenings. A comprehensive health records is managed in the district system, Skyward, which includes immunizations, illnesses, injuries, and physical examinations. Parents should keep the school nurse informed of significant health information to ensure the best possible care of their student.

Any student who wishes to see the nurse must have a pass from his/her teacher. If the nurse is not available, consult one of the office secretaries. **Under no circumstances are students allowed to leave the building until proper authorization has been received.**

Gym excuses

Long term excuse from a doctor or a temporary excuse from the home must be brought to the nurse for validation.

Medication Use/Storage of Medication

- Students may not carry or take medications without the knowledge and consent of the school nurse.
- Written parental permission is required when a student needs to take medication during the school day.
- Medication must be supplied in its original labeled container.
- Dispersion of non-prescription drugs – Anon-aspirin pain reliever (acetaminophen/Tylenol) may be dispensed during school hours by the school nurse only if a school department permission slip is signed by the parent and is on file in the nurse's office.

Library Media Center

Purpose: PCTA students and faculty are entitled to a pleasant library to access resources, research, study and relax. To accommodate everyone and to maintain a positive, respectful atmosphere, thoughtful and cooperative behavior must be governed. It is important that students do not inconvenience, offend, or limit the rights of other patrons who want to access print and online materials, student and enjoy the facility.

Library Online resources:

- The Library currently uses the online resources provided by the Ocean State Library System through the website: www.askri.org.
- Books: over 5,000 volumes
- Online card catalog and automated circulation system and is accessible 24/7 hours.
- Multiple laptops and Chromebooks equipped with Internet access.
- Periodicals and DVDs are available for reservation.

Accessibility

The facility is open during regular school hours and before/after school hours are based on availability. These hours are posted on the Library bulletin board outside room H314.

Borrowing Privileges

- All library materials can be borrowed for three weeks with an option to renew for an additional three weeks.
- Students are expected to return all borrowed materials in a respectful timely manner.
- If a borrowed item is lost or damaged, the students are responsible for paying the value of the item.

Computer Use Policy

All computers located in the Library Media Center are for library usage only. These devices are not allowed to leave the premises.

Student Life and Activities

PCTA is committed to providing a variety of extra and/or co-curricular after school activities that afford students and opportunity to expand their interests and develop their talents. Participation in any extra-curricular or co-curricular activity is considered an extension of the school day and the rules of conduct that apply to the normal school day apply to the activity.

Athletics

All athletic programs are in collaboration with Central High School and participates in the Rhode Island Interscholastic Program sponsored by the Rhode Island Association of Secondary School Principals.

To be eligible to participate in any interscholastic sport a student must have all of the requirements set forth in the Rhode Island Interscholastic League's book of Rules and Regulations, Current Edition, published for the Rhode Island Association of Secondary School Principals Committee on Athletics.

Student must be in compliance with the PPSD School Board policy. Physical exams are also required.

SkillsUSA

SkillsUSA is a national membership association serving high school, college and middle school students who are preparing for careers in trade, technical and skilled service occupations, including health occupations, and for further education. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel.

Clubs and organizations

PCTA collaborates with Down City Design community organization to offer educational programs and sponsor clubs for PCTA students. Clubs available are yearbook, LGBTQ club, anime club, book club, and dance club. PCTA also offers a drama club which performs at least one production yearly and the Class Activities club which meets bi-weekly to plan for fundraisers and events for each class.

School dances

- Students of Providence Career and Technical Academy at PCTA must abide by the standards set forth in the PCTA Student/Parent Handbook.
- All PCTA students attending the dance will be held accountable in accordance with school policy for the actions of themselves.
- Guest must have a Guest permission form completed and approved by PCTA administration.
- Possession, under the influence, or consumption of alcohol/drugs at a school-sponsored event is strictly forbidden. This includes consuming or using alcohol/drugs prior to the event. School policy includes parents and police notification and suspension. Police Officers trained to detect the presence of drugs and/or alcohol will be present to assist our chaperones in insuring that all persons attending have a safe and enjoyable evening.
- All PCTA school functions are non-smoking and alcohol free events.
- There will be no dismissal from the dance before 9:30 PM. No re-entry once you leave.
- Students who are suspended from school on the day of the event or who are not in school will not be allowed to attend the dance.
- Students must arrive at the dance by 7:00 PM. No late entries, NO EXCEPTIONS! No Refunds.

- Parents must provide a telephone number where they will be available during the hours of the dance.
- Sexually explicit dancing will not be tolerated.
- Backpacks and large purses will not be allowed into to dance and will be inspected by PCTA administration or SRO officer upon arrival to the dance.
- PROPER ATTITRE IS REQUIRED.

Field Experiences

The Field Experiences are part of the learning opportunity at PCTA and all students are required to attend these experiences. All students planning on going on a field experience must submit a completed and signed permission form to the teacher, at least 3 days prior to the trip. Students are responsible for work missed from classes. All school rules and regulations are in effect on a field trip sponsored by PCTA. Teachers and/or Tech teachers can refuse permission for a student to participate in a field trip. All field trips must be approved by administration one week in advance to the field trip date.