



***Classical High School***  
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**CLASSICAL HANDBOOK**  
www.classicalhighschool.org

**Mission**

Classical High School, a demanding college preparatory examination school, serves a diverse community and provides its students with the means to achieve high standards in a rigorous learning environment. Classical encourages its students to pursue academic, athletic, artistic and personal growth so they will experience success in colleges and universities, and will demonstrate excellence and leadership within the global and local community.

**Core Beliefs and Values**

We believe that our school honors the dignity of all through high expectations, humility and grace. Further, we believe that:

- rigorous standards and expectations are necessary to create the ideal learning environment.
- all students must have equal access to all educational opportunities and that with the right support, all students can achieve at high levels.
- students must learn in a safe and nurturing educational community reflecting the involvement of students, parents, stakeholders and staff.
- education in a culturally, socially, and economically diverse environment enriches learning, builds community and opens the minds and hearts of people.
- in order to achieve their full potential, all members of our community must be valued as unique individuals with cognitive, physical, social, emotional, and spiritual needs.
- learning is an active, collaborative and evolving process where personal responsibility is essential to ongoing growth and development.
- our school must be flexible and accountable to its learning community and committed to a process of self-evaluation, reflection and change.

**21<sup>st</sup> Century Learning Expectations**

**Academic**

**Communication**

- Students will read widely and critically understanding a variety of texts.
- Students will write and speak effectively with clarity and purpose in English and other languages.

**Problem Solving**

- Students will utilize a variety of methods and resources to reason & think critically.
- Students will creatively solve problems by acquiring and applying new knowledge and skills.

**Technology**

- Students will apply a variety of technology skills and tools to access information, analyze data, and communicate ideas and information.

**Arts and Culture**

- Students will engage in and demonstrate an awareness of how elements of the arts and culture communicate values and perspectives of various social, political and economic systems.

**Social and Civic**

**Responsibility**

- Students will be respectful, knowledgeable, healthy, and ethical members of the school and the community by utilizing effective personal management, decision making and social skills.
- Students will be responsible for their growth by developing personal learning goals as well as exploring a variety of post secondary pathways of interest.

**Community**

- Students will be flexible and collaborative learners able to work in and appreciate diverse groups, environments and situations.
- Students will engage in and make positive contributions to their school, local, national and/or global community.

### Overview of Classical High School

Since our incorporation on March 20, 1843, each member of the Classical community has been searching to find his or her personal arete in respective fields. Such influential people as the noted author S.J. Perelman, the honorable John O. Pastore, U.S. Senator, former Governor Bruce Sundlun, Pulitzer Prize winner John W. Dower, and Mayors Allen Fung, Angel Taveras and Jorge Elorza have attended Classical High School.

Classical provides numerous educational opportunities through its wide range of courses and extra-curricular activities. At Classical, students are given a choice of course selection that helps them focus more on the field or fields that they are interested in with an array of Advanced Placement Courses (22) with College Board approval.

Classical ranks among the top high schools in Rhode Island. Recently, it has been listed by *US News and World Reports* as being one of the top high schools in the United States. *The Washington Post* has ranked Classical High School as one of the 200 most challenging high schools in the United States. Additionally, the Siemens Corporation named Classical as the award recipient of the coveted Siemens Award in Math and Science for having the highest Advanced Placement Math and Science scores in Rhode Island.

## Academic Policy

### Academic Integrity

The expectation of all Classical High School community members is that they demonstrate a personal sense of ethics that includes 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.

Cheating is defined as using someone else's work or labor with or without their knowledge and representing it as your own. This includes (but is not limited to) giving or receiving answers or work on an assessment, plagiarism, any use of cell phone or other device during an assignment / assessment. If a student assists someone in misrepresenting their work, in any way, it is considered cheating, even if there is no benefit to the accomplice.

### Classical Requirements for a Diploma

In order to graduate from Classical, a student is required to have a minimum of 22 credits and pass Junior Research Technology Seminar and meet or exceed expectations for the graduation exhibition. The Classical course diploma requires four years of Latin.

English	4 years	Junior Research Technology Seminar	1/2 year
Mathematics	4 years	Fine Arts	1/2 year
Laboratory Science	3 years	Physical Education / Health	4 years (1/2 credit ea year)
History	3 years	Electives	As needed
Foreign Language	3 years		

### Junior Research Technology Seminar and Graduation Exhibition

In their Junior Year, all students must:

1. Successfully complete the *Junior Research Technology Seminar* semester course and,
2. Meet or exceed the standard on their Graduation Exhibition.

The *Junior Research Technology Seminar* will require students to research a topic of personal interest and produce an argumentative research paper. Other supporting assignments, such as a journal, abstract and a portfolio are additional elements necessary for successful completion of the course. By the end of the course students will determine the initial plan for their final exhibition. During this exhibition, students will present their findings and additional information via a form of technology to a panel of judges comprised of teachers, administrators and members of the community.

### Subjects and Credits in a Given Year

<b>Freshman Year</b>		<b>Sophomore Year</b>	
<i>Subject</i>	<i>Credit</i>	<i>Subject</i>	<i>Credit</i>
Intro to Literary Study	1	World Literature or Honors English	1
Algebra I	1	Geometry	1
Foreign Language I	1	Foreign Language II	1
World History or AP World History (*must be selected via entrance exam scores)	1	Modern/Contemporary World History or AP European History	1
Biology	1	Chemistry or AP Chemistry	1
Physical Education / Health	1/2	Physical Education / Health	1
Fine Art	1/2	Elective	1/2
<b>CREDITS</b>	<b>6</b>	<b>CREDITS</b>	<b>6</b>
<b>Junior Year</b>		<b>Senior Year</b>	
<i>Subject</i>	<i>Credit</i>	<i>Subject</i>	<i>Credit</i>
American Literature or AP English Language	1	British Literature or AP English Literature	1
Algebra II	1	Math	1

Foreign Language III Modern/Contemporary	1	Science	1
US History or AP US	1	Elective	1
Physics or AP Biology or AP Physics B	1	Elective	1
Junior Research Seminar	½	Elective	½
Physical Education / Health	½	Physical Education / Health	½
CREDITS	6	CREDITS	6

By Rhode Island state law all students must have:

- Physical / Health Education for 4 years.
- ½ year Fine Arts

### Graduation Ceremony

Only students who have completed all Classical High School graduation requirements will be allowed to participate in the graduation ceremony.

### Summer Reading

Our comprehensive summer reading program is designed to enrich the students' reading and critical thinking skills, and to expose the students to various literary genres. This purposeful program includes the English, Social Studies, and Science Departments and complements our core curriculum, preparing students for the rigors of college work. Each department conducts an assessment at the beginning of the school year.

### Non-Classical Courses

Students transferring into Classical must see the Guidance Teacher Leader before determining their unit credits toward our diploma. All courses on the Classical transcript are courses completed at Classical High School. Classes taken outside of Classical will not be used to determine a student's rank, cumulative average or GPA.

### 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. (See Summer School Policy).

### College Credit Requirements

Since requirements vary from college to college, students are encouraged to review the requirements for the colleges of their choice in the Guidance Department's Catalogue Library. Classical High School's requirements for graduation generally meet or exceed all college requirements.

### Advanced Placement

Advanced placement courses are college-level courses offered in Art, Biology, Calculus, Chemistry, Computer, English Language, English Literature, Environmental Science, European History, Foreign Languages, Government, Physics, Psychology, Statistics, World History and U.S. History. According to 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. AP courses are weighted for class rank.

### Changes in Course Selection

During the first two weeks of the school year, students who have a legitimate reason for altering their course selection may do so if they bring a note from home to their counselor. Changes can then be made if room exists, if the move does not adversely affect the class from which the move is taking place, and if it is in the best interest of the student.

### Skyward

Students and parents can access grades, attendance, discipline and missing assignments via the Skyward portal using a computer or the smart phone app. See [classicalhighschool.org](http://classicalhighschool.org) for a link.

### 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 students and parents 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 pupil's achievement from the beginning of a course. The exact formula for the final grade is: Q1 20% + Q2 20% + SE1 10% + Q3 20% + Q4 20% + SE2 10% (SE=Semester Exam)

01	Commendable Effort	23	Actively participates in class activities
02	Satisfactory Effort	24	Is eager to learn new concepts
03	Unsatisfactory Effort	25	Takes pride in producing quality work
04	Commendable Citizenship	26	Interacts with peers well
05	Satisfactory Citizenship	27	Uses study time efficiently
06	Unsatisfactory Citizenship	28	Grasps concepts quickly & is making excellent academic progress
07	Does not participate in class	29	Is independent and self-motivated
08	Does not prepare work well or on time	30	Shows excellent effort
09	Does not come to class prepared	31	Works well independently
10	Does not prepare for tests	32	Shows respect for others
11	Does not make up missed work due to absence	33	Shows improvement
12	Does not finish homework	34	Has a positive attitude in class
13	Performing below grade level	35	Contributes constructively to class activities
14	Absences contributed to failure	36	Demonstrates strong leadership
15	Lack of effort contributed to failure	37	Excellent study habits
16	More study needed at home	38	Good effort
17	Impolite and discourteous	39	Excellent performance
18	Unwilling to cooperate	40	Quality work on time
19	Absence has resulted in lower grade	41	Self-disciplined
20	Parent conference requested	42	Good group work
21	Listens attentively and follows directions	43	Shows improvement
22	Is productive & involved during independent work time		

**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		

In addition, teachers may make up to five comments per class:

**Honor Roll**

The Honor Roll lists all students registering honor grades in academic courses. The Honor Roll is comprised of two lists: one straight "A"; and one of "A's" and "B's" average no grade below "C-". Students must also pass phys. ed./health to be considered for honor roll status.

**Class Rank**

6<sup>th</sup> semester rank is computed at the end of the Junior year. The 7<sup>th</sup> semester rank is computed in January/February of the Senior year and both are recorded on the permanent transcript. Marks earned in the ninth, tenth, eleventh and twelfth grades are used in determining the final high school rank. Students must have completed 4 semesters at Classical High School by the time the 7<sup>th</sup> semester rank is to be issued prior to graduation. The 7<sup>th</sup> semester rank is used to determine the class Valedictorian and Salutatorian. Only Classical courses are factored into the student's class rank. All subjects for which unit credit or fractional unit credit is given, whether passed or failed, will be recorded and used in computing class rank. Advanced Placement classes are weighted. The following values are used for class rank:

A+	98.5	C+	78	F	45
A	95	C	75		
A-	91.5	C-	71.5		
B+	88	D+	68		
B	85	D	65		
B-	81.5	D-	61.5		

**Mid-Term / Final Examinations**

Two-hour departmental examinations are required near the end of each semester. Any student who is absent from any examination receives a failing grade. Makeup exams are only allowed under extenuating circumstances with written verifiable excuses. Permission for makeup exams can only be granted by administration. Some departments offer alternative forms of assessment. See grading to calculate semester exams into grades.

**SCHOOL POLICIES AND PROCEDURES**

**Attendance**

- The school day at classical is defined by the Providence School Department. Check [classicalhighschool.org](http://classicalhighschool.org) for exact times.
- Students who arrive early may wait for the first bell in the cafeteria. Until the first bell no one is allowed into the corridors or stairwells.
- Students are allowed in corridors and lavatories without passes prior to the homeroom bell. After the homeroom bell, students without passes are subject to disciplinary action.
- After homeroom all students pass to their first period class. There are four minutes allowed for passing between classes. Students late to class shall be disciplined by the subject area teacher. Students who are chronically late are referred to the Assistant Principal.

#### **Lateness to School**

- All students are due to report to their homeroom by the first homeroom bell. If students arrive after the first homeroom bell but before the end of homeroom they must report to their homeroom.
- Any student who arrives to homeroom after first homeroom bell is considered late and will remain after school for administrative detention unless he/she has a signed legitimate excuse from a parent.
- Students who arrive after first homeroom bell are to report to the main office. An excuse for lateness is mandatory. The appropriate Assistant Principal will assign students that do not have a signed legitimate excuse detention.
- Continued lateness will result in disciplinary action and a parent conference.

#### **Absence Make and Up Work**

After an absence, the student must present a note to the attendance clerk 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 counselor and request that he/she contact the student's academic teachers for homework assignments. If a student is absent three or more school days, upon their return to school the student must bring in a doctor's note to the attendance clerk.

It is the responsibility of each student on returning to school following an excused absence to check with each academic teacher to see that every assignment is completed in its entirety and handed in, and that all tests are made up within a reasonable length of time, determined by the teacher before the end of the marking period. All tests, quizzes, or work covered during an unexcused absence cannot be made up.

#### **Voluntary Extended Absence**

On rare occasions, it might become necessary for a student to be absent for a week or more because of religious obligation or family commitments. Should such an occasion arise, the student in question should present a written justification to the Assistant Principal well in advance of the expected absence. On his approval, the student should arrange with each of his teachers in order to borrow books and to procure assignments for that period.

#### **Early Dismissal**

Important: If your child is going to be signed out please provide a note before homeroom to the main office; this will give our clerks time to research Emergency Contact Information and registration files.

- Classical High School will require advance notice (a note) that students will be need to be released from school early so that necessary verification can be completed and a pass can be issued, minimally disrupting instruction with calls to classrooms.
- At the start of each School Year, an Emergency Form will be sent out to families and returned. Only persons listed on the Emergency Form are able to sign out a student from school. Authorized persons who sign-out students must be 18 years of age or older.
- When a parent/family member arrives at the school to pick up a child for early release, they are to report directly to the main office. Parents/family members will not be permitted 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 photo do not match, the student will not to be released.
- Once confirmed, 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. Students should be waiting in the main office because they received a pass from office staff in the morning.
- When the student arrives at the office, the parent/family member will sign the log book (name, signature, date, time, student name, reason for dismissal) and leave with the student.

#### **School Nurse**

- Classical High School has the full-time services of a school nurse. The nurse's hours are posted on the nurse's office door. If the nurse is not available, the students should report to their guidance counselor or the main office for assistance.
- Dispersion of non-prescription drugs - A non-aspirin pain reliever (acetaminophen/Tylenol) may be dispensed during school hours by the nurse/teacher only if a school department permission slip, signed by the parent is on file in the school nurse's office.
- Gym excuses: Long term excuse from a doctor or a temporary excuse from the home must be brought to the nurse for validation.

### **Books, Technology and Other School Resources**

Books, which are school property, are loaned free of charge to students and should be covered and returned in good condition when called for by the teacher or when leaving school. Reimbursement is the students' responsibility if resources (books, calculators, chromebooks, etc.) are not returned. Students should expect to pay for school property, which has been lost or damaged.

### **Extracurricular Activities**

Classical High School has a policy for determining eligibility for participation in extracurricular activities: All outstanding detentions must be served prior to a student participating in a sport, club, or an activity.

### **Academic Eligibility**

- In order to be eligible for participation on an athletic team and/or an extracurricular activity, students must achieve a minimal 68 grade point average during the 1st, 2nd, and 3rd quarter grade reports and a minimal 68 grade point average on the 4th quarter cumulative grade assessment.
- Additionally, if a coach, or advisor, or the athletic director believes that participation will impact negatively on the student's academic progress, they may declare the student academically ineligible.

### **Provisional Eligibility**

- If a student does not meet academic standards based on his or her previous quarterly marks, he or she may present improved marks at progress report time that shows current academic eligibility.
- These marks must be approved by the coach of the team, the advisor, and the Athletic Director before the student will be allowed to participate in the Classical activity.
- During the academic probation period, the student may be allowed to practice but must also attend mandatory tutoring sessions.

### **Eligible Athletes with Current Academic Difficulties**

- If a participating student, academically eligible to participate, receives two or more unsatisfactory on his/her progress report, he or she must attend mandatory tutoring in each subject for which an unsatisfactory has been received.
- The coach, advisor and the Athletic Director will facilitate and closely monitor the tutoring and supervise the study program. The coach, advisor and Athletic Director each may decide to suspend a student's athletic participation if either believes the student cannot perform satisfactory academic work while participating on an athletic team.

### **Summer School Policy**

Students wishing to make up course failures will be permitted to enroll in summer school provided their absences do not exceed 20 days. The mark for the failed subject will be averaged with the grade from successful completion of summer school.

### **Free and Reduced Price Lunches**

Classical High School participates in the State Free and Reduced Price Lunch Program. At the beginning of the year, each homeroom teacher passes out the application forms and eligibility requirements to each student. All students who complete and return the form, regardless of income, are eligible for a free lunch.

### **Withdrawal Procedures**

Once a student enrolls in Classical High School, it becomes extremely difficult for him/her to transfer out until the end of the year. Usually a student may transfer out only if he is withdrawn from the public school system, e.g. transferring to a private or parochial school or if the family is moving to another city or town. Students may transfer within the Providence Public School System at the end of a semester only.

If a student wishes to transfer, he/she must meet with his counselor to receive a transfer request form to be filled out by his parent and then submitted to the Student Registration Center (325 Ocean St.). The counselor will give the student a check-out list so that he may return his books. Unless this procedure is followed, Classical will not forward any records.

### **Student Parking**

There are no facilities provided for student parking at Classical. Students' cars will be towed at the owners' expense.

### **Safety Drills**

Fire, evacuations and lock down drills are required by law. Instructions are posted in each room indicating the exit for that room when the fire signal sounds. Although Classical may be considered a fireproof building, it does contain flammable materials. For this reason, fire drills are considered serious and are designed to protect life from the hazards of fire, smoke inhalation and panic in the event of a real fire. Students pass quietly from their rooms to the assigned exit in order to evacuate the building; all staff and students must move at least 50 feet from the building and await further instructions. Students are to remain in a group with their class and teacher. Talking should be minimal so further instructions can be given.

State law also requires the school practice lock down procedures. This is in case of an intruder in the building or when leaving the school would be more dangerous for students and staff members. All classroom and offices will be secured from the inside. No student

or staff my leave under any circumstances. There should be no noise from anyone and students and staff are to move out of line of vision so the intruder is not attracted to the room. Instructions will be announced over the intercom.

Both drills are to be taken seriously by staff and students in order that instructions can be heard and all community members can be ready in case of emergency.

### Dress Policy

The Providence School Board believes that the type of attire worn by students materially affects their attitude toward themselves, their relationship with others, and their feelings toward school in general. Therefore, the Board requires all students to present a positive 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 fingertips.
- Spandex clothing is permitted in P.E. classes only.
- Hanging pocket chains, sunglasses, hats, dude-rags, 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 affiliation
- Students participating in physical education shall be allowed to wear any color shorts or sweatpants and T-shirt without penalty.
- Scarves and/or hats for religious or medical purposes are accepted and respected.

### Cell Phones and Personal Music 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 **never allowed** during class time or passing time, project-based activities, in the cafeteria or cooperative learning experiences. Teachers 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 will only retrieve the device after serving detention. For repeat offenders they will serve additional detention time and parents/guardians will be called. If these interventions still result in the use of musical device, the behavior may lead to a suspension.

## CODE OF CONDUCT

### District Wide Code of Conduct

The right of each student to learn will not be compromised.

Every school must ensure the safety of all members of its community.

Maintaining school connectedness is the driving value for all disciplinary action.

### Providence Schools Discipline Strategy

- Maintain Clear Expectations
- Teach Expectations & Related Skills
- Model Expectations
- Provide Positive Recognition
- Consistently Deliver Consequences and Interventions

Effective discipline will be implemented through effective partnerships with students, families and the community. Expectations and consequences for student conduct will reflect a balance between the responsibilities and rights of the individual and the responsibilities and rights of the school community. Providence Schools will maintain positive school environments that are conducive to effective and efficient learning and value the need of every student, family, and staff member to feel proud of, connected to and safe in their school.

### Scope of Discipline

It is the responsibility of all school personnel to maintain student discipline before, during and after the school day in school buildings, on school premises, at other locations while attending school-sponsored activities, and while in transit to or from school.

### Suspension

- If a student conducts himself in such a way that he infringes upon the rights of other students or certified staff members, or if he conducts himself in such a manner as to interfere or disrupt the learning process, or if he manages to conduct himself in such a manner as to present a real danger to the health and safety of other students and certified staff, then his presence in the school shall be deemed detrimental to the common good of the school and he shall be suspended according to school committee policy.

- In accordance with the 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 suspension may be appealed to the principal. The student will continue to do assigned work during suspension. Parent/guardian can pick-up the work at the school during the period of suspension from the Guidance counselor.

### **Exclusion**

In accordance with the Code of Conduct, at the discretion of the School Board, a student may be denied the right to attend school classes or 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 his /her designee and then to the School Board.

### **Scope of Prohibited Behavior**

- These acts which are clearly defined and categorized in the District wide Code of Conduct booklet are prohibited before, during and after school, if such acts occur in school buildings, on school premises, at other locations while attending school-sponsored activities, or while engaged in school-related conduct, including going to and from school. Conduct is school-related if it involves other school students, property or personnel, or if, at the discretion of the principal, the student's continued presence in school will disrupt the educational process or threaten the welfare of the school community. The rules appearing in this Code of Behavior also pertain to behavior on RIPTA buses and/or school buses/vans which convey students to or from school.
- Re-admission to schools will not be automatic. Students who have been excluded from schools will only be permitted to re-apply when their period of exclusion has ended. Admission will depend on School Committee approval after review of individual cases.
- Corporal punishment is deemed on unacceptable form of discipline. However, the Committee reassures all staff that they have the right to use reasonable force to quell disturbances and/or stop disruptive behavior.
- Academic penalties may not be invoked as a punitive response unless it is determined that the student has not fulfilled course objectives in addition to his unacceptable behavior.

### **Discipline Referral**

A student who is sent to the office because of a classroom infraction must report to the appropriate Assistant Principal's Office. There he/she awaits the receipt of the teacher's behavior report before having an interview with the Assistant Principal. Detention and/or other consequences (including social probation) will be given by the appropriate Assistant Principal.

### **Cutting of Classes**

A student who cuts a class must confer with the Assistant Principal or Dean. He/she will not be allowed to make up any test, quiz, or work he may have missed while cutting. Detention and/or other consequences (including social probation) will be assigned.

### **Leaving School Grounds**

Leaving school grounds is strictly forbidden. The crossing of either Westminster Street or Broad Street represents a real safety hazard, and this necessitates stringent measures. Leaving school grounds will lead to disciplinary action, which may include suspension.

### **Alcohol and Drugs (including Tobacco)**

Students have the right to attend school in an environment free of alcohol, tobacco and drugs that are mind or mood altering substances. Medical research substantiates that the use of alcohol and mood modifying substances produces harmful effects on the human body and will affect academic and athletic performance.

The use of Alcohol, Drugs and Tobacco is illegal and strictly forbidden on the school grounds or at school activities. The campus is patrolled periodically, and anyone caught drinking or smoking will lead to disciplinary action, which may include suspension.

### **Bullying and Harassment**

- **Bullying** is defined as the victimization, intimidation or mistreatment by others in the school community, based on unequal physical, psychological or social power or perceived power. Bullying does not include elements of bias (as defined below under Harassment). Bullying does include cyber-bullying and hazing (as defined below).
- Bullying implies behaviors that can cause physical and/or emotional harm, are unwelcome, intentional, unprovoked, and usually repeated. Bullying can be verbal, physical, direct (face-to-face), or indirect (e.g. through another person, in writing, etc.).
- **Cyberbullying** is defined as any willful and repeated harm inflicted through, but not limited to, the use of computers, cell phones, and other electronic devices. The following are examples of cyberbullying, when they are intentional and result in social-emotional harm and/or distress:
  - Sending text messages over the Internet or using a cell phone or texting device or medium
  - Sending or posting text, images, audio, or video on or over the Internet or through a cell phone or electronic network (sexting), including social networking sites
  - Sending a threatening, intimidating, graphic or sexually explicit picture or video via the Internet or using a cell phone or electronic network, including social networking site

- **Harassment** is defined as unwelcome, intentional, unprovoked discriminatory behavior toward an individual or individuals, motivated by prejudice based on any one or more of the following real or perceived characteristics and/or legally protected categories: race, color, religion, ethnicity/natural origin, disability, sex, sexual orientation, gender identity, and age. Harassment includes cyber-harassment (as defined below).

#### **Consequences**

- Consequences and appropriate remedial action for students who commit acts of bullying, harassment and/or dating/sexual violence may range from positive behavioral interventions up to and including suspension or exclusion as outlined in the District's Code of Conduct Policy.
- Retaliation or threats of retaliation in any form by the aggressor and/or his/her accomplices designed to intimidate the target, those who are witnesses to such behavior or those who are investigating such behavior will be subject to discipline as outlined in the District Wide Code of Conduct.

## **STUDENT SERVICES AT CLASSICAL**

### **The Guidance and Counseling Department**

At Classical, the Guidance Department is organized to give continuous assistance to each student in knowing himself as an individual and a member of society. Each counselor attempts to assist the student in making the most of his strengths and in correcting or compensating for his limitations.

Each student is assigned a counselor who counsels him throughout his enrollment at Classical. With the advice of his counselor, the student establishes an appropriate program to fulfill the student's educational and vocational goals to commensurate with the interests, aptitudes, abilities, and past achievements of the student.

Individual conferences between counselors and students are called periodically during the school year by the counselor. Students, however, are encouraged to request a counseling appointment at any time. Parents, also, are encouraged to contact the counselor if they are concerned about their child's progress, social adjustment, selection of courses, or if the home environment has changed so as to affect his progress in school.

Since teachers and counselors are available only at certain times, appointments are necessary. The school telephone number is 456-9147.

The following is the procedure which counselors utilize when requesting students from class:

1. Students must have a pass to see a counselor. Teachers will not accept a verbal request unless it is an emergency.
2. Students are to schedule appointments and receive passes before school or during homeroom period.
3. Except for emergencies or pressing problems, counselors will schedule students during a non-academic period whenever possible. However, if the counselor's request conflicts with a quiz or test, the student is not to be dismissed.
4. Juniors and Seniors are allowed to perform college searches in the college room before/after school.

### **Student Assistance Program**

A Student Assistance Program is offered at Classical High School where a counselor is available to see students with alcohol, drug, school, peer or other personal problems that lead to at risk behaviors. Students can refer themselves or be referred by friends, teachers, guidance counselors, administrators, and/or parents.

The Student Assistance Counselor sees students individually to help them deal with personal stresses, conducts group sessions, and matches students and their families with the appropriate resources for additional services if necessary.

### **What About Confidentiality?**

Confidentiality is especially vital to counseling services; and therefore, it is protected and given enormous respect. In the Student Assistance Program, as well as with all guidance staff at Classical, students are protected under federal and state statutes and regulations protecting the confidentiality of alcohol and drug abuse records.

### **College Room**

The college room is equipped with 14 up-to-date computers that are to be used by students as tools in the college search and application process. The room has been modernized with funds from grants by Brown University and the Classical Alumni Association.

NO food or drinks are allowed.

### **Classical Testing Program**

- PSAT-NMSQT - Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test. This test is given to freshmen, sophomores and juniors on a Wednesday in October and lasts approximately two hours. Scores for Juniors provides scholarship opportunities..
- SAT - Scholastic Aptitude Test - (commonly referred to as College Boards) This test is administered to Seniors and Juniors on Saturdays for approximately three hours on dates selected by College Entrance Exam Board. Special Sunday test dates are available for those who, because of religious convictions, prefer not to test on Saturdays. Counselors pass out applications and special bulletins to all senior homerooms. It is the student's responsibility to register online at [www.collegeboard.com](http://www.collegeboard.com).

- SAT Subject Tests - College Board Achievement Tests - These tests are achievement tests in specific subject matter areas given on selected dates. Special Sunday dates are given for those, because of religious practices, and prefer not to test on Saturdays. It is the student's responsibility to register online at [www.collegeboard.com](http://www.collegeboard.com).
- Advanced Placement Tests (A.P.s) - These tests are given in May to qualified students who are enrolled in advanced placement courses. However, a student does not necessarily be in the A.P. class to take the A.P. examination. Deposits will be taken by the guidance department in January with the final balance due in April. Waivers for those who qualify are available. See your guidance counselor for requirements.
- TOEFL - Test of English as a Foreign language which is given to Seniors who are non-native speakers of English. This can also be used as an assessment for college/university admissions.
- STAR reading and mathematics is done in English and mathematics class to inform teachers of student progress in these skills and allows for instructional adjustments as necessary.

## CLASSICAL HIGH SCHOOL LIBRARY

Open 1 hour before and after school Monday through Thursday

### Resources

- Books: over 10,000 volumes
- On-line card catalog and automated circulation system. The Classical High School Library Catalog is accessible on all school computers that have Internet connections.
- Multiple computers equipped with Internet access and Microsoft Office programs.
- Proquest: Periodical database of over 1400 newspapers and magazines. Accessible throughout the school and from home over the Internet.
- Special Reserve: Teachers may request that books be placed on special overnight loan for particular classes and projects.
- Classes: Orientation classes are arranged through the English Department for all freshmen at the beginning of the year. Subject and project classes may be arranged with individual teachers upon request.

### Plagiarism Policy

Academic honesty is an important part of Classical High School's high standards of academic achievement. Plagiarism is considered a serious breach of these standards. The following are considered to be plagiarism indicators at Classical High School: submitting a paper that has been downloaded from another person or source, copying and pasting material from any digital source; using words of other students, parents, relatives, etc. without citing the source; submitting work previously done by another student or knowingly allowing another student to copy one's work for the purpose of presenting it as his/her own; incorrectly citing sources, violating "fair use" doctrine; or paraphrasing words from an original source without giving credit.

Plagiarism policy infractions will result in classroom teacher sanctions according to his/her previously stated policy, referral to the appropriate administrator for further review and consequences.

## STUDENT ORGANIZATIONS AND ACTIVITIES

### Student Clubs

Classical has a rich tradition of student-run and faculty-sponsored clubs, which run throughout the year. Clubs are initiated by student interest and meet before or after school and must include a faculty advisor at all meetings or events. The club directory is updated regularly and is available on the school website.

### Student Faculty Senate

- It is the purpose of the Student-Faculty Senate to improve avenues of communications among students, teachers and administrators within the school and to encourage the involvement of concerned students and faculty.
- The membership in this Senate is limited to five faculty members, nine student members, and the Assistant Principal, who is a non-voting member.
- Meetings usually are twice a month
- Students wishing to become members of the Senate may do so by completing nomination papers, which are obtained during the election period. One activity period per year is set aside for the campaign and the election.

### Class Organizations

- The Senior, Junior, Sophomore and Freshman classes each have an elected President, Vice President, Secretary and Treasurer. The class officers are responsible for the coordination of all social functions and community service projects.
- All class officers work with school officials and their class advisor to plan and coordinate all school activities.

### School Sponsored Dances

A number of School sponsored dances may be held throughout the year. All students must adhere to the following rules:

1. Classical High School students may purchase tickets in advance or at the door.
2. Classical students may not bring guests to school sponsored dances. Only Classical students are allowed to attend.

3. Once students have entered the dance, they are not allowed to leave and return.
4. Dances last from 6:30 PM to 10:30 PM unless otherwise noted.
5. All School District and School rules outlined in the Providence Schools Code of Conduct and the Classical High School Student Handbook must be followed.
6. Sexually explicit dancing will not be tolerated.
7. Couples and partners must face each other while dancing.
8. Aggressive or dangerous dancing such as “slam” dancing is not acceptable.

Students who are found to be in violation of any of the above expectations or policies will be asked to leave a school dance and are subject to further disciplinary action

### **Social Events**

Formal and Semi-Formal functions provide students the opportunity to practice acceptable social etiquette in formal and chaperoned settings. Sexually explicit dancing will not be tolerated. Students attending these functions must be properly attired:

- A formal event (e.g. Senior/Junior Prom) requires that students be attired in tuxedos, suits, shirts with ties and/or formal neck pins, formal gowns, dresses and appropriate footwear. Senior Prom/Junior Prom is the responsibility of the Senior and Junior Class Officers and Prom Committee.
- A semi-formal event (e.g. Winter Ball) requires that students be attired in suits, sports jackets, shirts with ties, dresses, appropriate pants suits and appropriate footwear. Semi-formal Winter Ball the responsibility of the Senior Class Officers and Executive Board.
- Athletic Awards Dinner is sponsored by the Athletic Department.

### **Classical Tutorial Program**

- A school tutorial program with certified teachers is available to help students before and after school. Flyers with the scheduled subject matter and locations will be posted around the school building, in the main office area and in the Guidance Department. If a student is having difficulties in a class they should not hesitate to ask for assistance. The student should talk to their classroom teacher, advisor, guidance counselor and/or Assistant Principal.
- During the school year, successful students are called upon to help other students who are having academic difficulties. You may be requested to participate in this voluntary tutoring program by your subject teachers or your guidance. Obtain the necessary informational forms from your counselor.
- *Peer Tutoring Sessions with Classical Fellows can be arranged through special request through the Guidance Department.*

### **CLASSICAL INTERSCHOLASTIC ATHLETICS**

Fall:	Cheerleading, Football, Boys' and Girls' Soccer, Boys' and Girls' Cross-Country, Girls' Volleyball, Girls' Tennis, Girls' Field Hockey, Freshman Football, Boys' and Girls' Sailing
Winter:	Boys' and Girls' Indoor Track, Boys' and Girls' Basketball, Cheerleading, Boys' and Girls' Swimming
Spring:	Boys' and Girls' Outdoor Track, Boys' Baseball, Girls' Softball, Boys' Tennis, Boys' Volleyball, Girls' Lacrosse, Boys' and Girls' Sailing, Boys' and Girls' Golf

**Bell Schedule 2017-2018**

<b>Daily Schedule</b>	
Advisory	8:00 – 8:10
Period 1	8:14 – 9:10
Period 2	9:14 – 10:10
Period 3	10:14 – 11:10
Period 4	11:14 – 12:45
<i>A lunch</i>	<i>11:14 – 11:41</i>
<i>B lunch</i>	<i>11:46 – 12:13</i>
<i>C lunch</i>	<i>12:18 – 12:45</i>
Period 5	12:49 – 1:45
Period 6	1:49 – 2:45

<b>Wednesday Late Start Schedule</b>	
Advisory	9:25 – 9:36
Period 1	9:40 – 10:22
Period 2	10:26 – 11:08
Period 3	11:12 – 11:54
Period 4	11:58 – 1:13
<i>A lunch</i>	<i>11:58 – 12:21</i>
<i>B lunch</i>	<i>12:24 – 12:47</i>
<i>C lunch</i>	<i>12:50 – 1:13</i>
Period 5	1:17 – 1:59
Period 6	2:03 – 2:45

<b>Thursday Advisory Schedule</b>	
Advisory	8:00 – 8:45
Period 1	8:49 – 9:39
Period 2	9:43 – 10:33
Period 3	10:37 – 11:27
Period 4	11:31 – 12:57
<i>A lunch</i>	<i>11:31 – 11:57</i>
<i>B lunch</i>	<i>12:01 – 12:27</i>
<i>C lunch</i>	<i>12:31 – 12:57</i>
Period 5	1:30 – 1:51
Period 6	1:55 – 2:45

