



Student Handbook

School Year 2010-2011

OPENING THE DOOR TO A WORLD OF OPPORTUNITIES!

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NON-DISCRIMINATION POLICY

The Textron Chamber of Commerce Providence Academy Public Charter School is an equal opportunity/affirmative action employer.

The Textron Chamber of Commerce Academy Providence Public Charter School does not discriminate on the basis of race, age, sex, religion, national origin, sexual orientation, color, or disability. All programs are open to all individuals regardless of their race, age, sex, religion, national origin, color, sexual orientation, or disability.

I. Mission, Philosophy, Objectives, and Commitments

Mission Statement

This school exists for one purpose: to increase students' life choices after graduation. As students, we commit ourselves to this mission. As adults, we recognize our responsibility to continually re-shape the school in support of this mission.

Philosophy

The Textron Chamber of Commerce Academy Charter School is a public high school with approximately 225 students in ninth through twelfth grades. We combine a skills-based academic curriculum with work readiness preparation and internships for every student. We strive to provide a safe and nurturing environment where students, through a rigorous academic program, develop the skills and abilities they will need to pursue postsecondary education and meaningful employment, to be productive citizens, and to contribute to their community.

Guiding Principles

The Textron Chamber of Commerce Academy Charter School, in the furtherance of its mission to increase the life choices of its students, embraces the following as guiding principles:

Schools work best when they have governmental autonomy: We have created an inclusionary governance system that empowers faculty, staff, families, and business leaders in the community to actively participate in our governance.

Schools work best when they are small: We strive to maintain a small, safe and nurturing learning environment that fosters a high degree of personalization and knowledge of all students' needs, both academic and social.

Students learn best and excel when engaged in learning that is connected to the "real world": The authentic instruction and experiential learning found in our instructional practices and highlighted in our school-to-career, senior internship, and community service programs, provide a broader context which complements the traditional and structured academic program.

Data driven decision-making regarding student placement and promotion allows both the school and the student to have an accurate assessment of progress: To reach this end the school employs a longitudinal assessment system that is externally scored and aligned with national standards.

Schools cannot be isolated islands within larger communities: Textron Chamber Academy recognizes the value of community, especially the students' families, as an asset whose welcomed presence allows the school to consciously reflect, and thus better serve, that community.

Learner Exit Outcomes (LEO's)

Upon graduating from Textron Chamber of Commerce Academy Charter School, a student should be able to demonstrate he or she:

Self-Directed Achiever who:

- can set appropriate, achievable goals and options for him/herself and develop plans to reach them
- maintains self-esteem and a healthy lifestyle
- uses time constructively and truly realizes his/her physical, intellectual and creative potential

Effective Communicator who:

- uses communication skills to accomplish goals
- uses writing and speaking skills to communicate his/her ideas
- uses reading and listening skills to receive and understand the ideas of others

Quality Performer who:

- creates intellectual, artistic, practical and physical products, using the knowledge and skills developed while enrolled at TCCA
- demonstrates pride in his/her work
- meets defined expectations and assesses his/her work against high standards

Complex Thinker and Problem Solver who:

- applies critical, analytical, creative and reflective thinking skills to a given situation
- develops strategies to identify and define problems, solve them, and implement and assess various solutions
- operates from multiple points of view

Collaborative Worker who:

- performs the role of team leader or team member at appropriate times
- manages interpersonal relationships well within a variety of settings
- can secure and keep a job

Responsible Global Citizen who:

- respects the diversity of cultures and of individuals
- is a knowledgeable participant in society
- uses limited natural resources wisely
- makes decisions consistent with a personal philosophy and system of ethics respectful of the rights and needs of others.

Student Responsibilities

Every student has the responsibility to:

- Attend school each day;
- Come to school on time and ready to learn;
- Show respect for self, others and property in the school;
- Complete all assigned work by the required due dates;
- Maintain passing "C" or better grades in all assigned classes and participate in tutorial if he/she receives grades below "C";
- Discuss any reasons that may hinder his/her ability to comply with these responsibilities with his/her designated Dean of Students, an Administrator, and/or a Teacher

Additional student service requirements:

- 9th graders are required to perform a minimum of 50 hours of community service;
- 10th graders are required to perform, at a minimum, enough additional hours of community service to bring their two-year total to 100 hours; upon completion of 100 hours, sophomores are eligible to participate in the TCCA student employment program.
- 11th and 12th graders participate in the student employment program.
- 12th graders are required to complete successfully a senior internship placement. Students and parents/guardians must attend a mandatory meeting that explains the program and also sign a consent form before a student will be allowed to participate in the program.

Parent(s)/Guardian(s) Responsibilities

Every parent/guardian has the responsibility to:

- Ensure that their child attends and arrives to school on time prepared to learn daily;
- Help their child plan for each day, week, and school year;
- Share in the mutual respect of all the school's policies;
- Attend meetings that are scheduled with the school faculty or staff to reinforce Textron Chamber Academy polices;
- Inform Textron Chamber Academy if their child receives special services such as IEP, 504 Plan, LEP or ESL and/or needs special devices;
- Inform the main office and designated Dean of Students of any personal information changes (for example, address, telephone, cell phone, work phone, and name changes) immediately.
- Contact the school at any time to speak with their child's Dean of Students to check in his/her progress including behavior, attendance, and/or lateness concerns and the Guidance Counselor and/or your child's teachers with academic concerns.

If communication breaks down between the parent(s)/guardian(s) and any school professional, it is encouraged that the parent(s)/guardian(s) immediately contact the Head of School.

School Responsibilities

There are certain rights that are shared by all who are involved with the Textron Chamber of Commerce Academy Charter School. Students, parent(s)/guardian(s), staff, teachers, and administrators have the right to be respected by one another. Additionally, all who are involved with the Textron Chamber Academy are entitled to a safe and orderly environment in which to work and learn.

We, the administration, faculty and staff, agree to:

- Strive to attend work every day;
- Conduct ourselves in an appropriate professional manner;
- Provide each student with a safe environment;
- Provide a strong academic curriculum and real work and internship experiences;
- Provide an advisor for each student;
- Mentor students in all after school jobs, internships and activities;
- Provide additional counseling support and tutorial services, where needed;
- Award a high school diploma for all students who successfully graduate from our program.

II. Basic School Information

School Schedule

Students are required to be present in school every official school day. Regular attendance during all classes, exams and scheduled activities is required.

For the 2010-2011 school year, the school day will run from 8:05 AM to 2:20 PM. The school operates on a block schedule with a three-day rotation. Students are enrolled in six courses, four of which meet each day for between 75 and 77 minutes.

Time	Period	Length (minutes)
7:45-8:00	Breakfast	
8:05-8:10	Homeroom	5
8:13-9:28	Block 1	75
9:30-10:45	Block 2	75
10:47-11:12	Advisory/DEAR/Lunch 1	25
11:15-11:40	Advisory/DEAR/Lunch 2	(25)
11:45-1:00	Block 3	76
1:03-2:20	Block 4	77

A DAY	B DAY	C DAY
1	5	3
2	6	4
3	1	5
4	2	6

Advisory meets Tuesdays and Thursdays. *Drop Everything and Read (DEAR)*, our sustained silent reading period, meets Mondays, Wednesdays, and Fridays.

School Closing/Delayed Opening

District officials, not school administration, decide whether to close or delay the opening of schools. In the event of a delayed opening or school closing, radio and television stations are informed and announced by 7:00 a.m. The following stations are notified:

- 63 WPRO
- 92 PRO FM
- WJAR Channel 10
- WPRI Channel 12

Visitor/Appointment - Procedures & Protocols

To gain admittance, all visitors must first check in at the school's visitor window to receive a visitor pass badge in the outer lobby and will remain in the outer lobby while the person they wish to see is contacted. As a general rule, visitors are not permitted to enter the school without an escort. A special list of non-staff individuals who are permitted in the school without an escort will be developed and names added or deleted per administrative or staff decision. All names must be approved by the Head of School.

If a visitor does not have an appointment and the person they are seeking cannot see them, they will be asked to leave their name and telephone number so we can call you back.

Common Courtesy

There are common rules of conduct that should govern any meeting between individuals. The first and foremost is that respect is given mutually and the conduct that follows is appropriate to being respectful. This does not mean that differences and even arguments will not occur. However, when a discussion gets out of hand because of inappropriate language; menacing or threatening remarks and/or actions; bullying; shouting; and/or rude interruptions, a meeting may be terminated and the inappropriate individual(s) asked to leave. Excusing oneself from such a meeting is also appropriate, but the inappropriate individual(s) need to leave the school until such time as they can act respectfully.

If the inappropriate individual(s) fail to leave, a dean or administrator should be called immediately and the staff member should go to a safe place such as the Main Office or an administrator's office.

Student Support Teams

Student Support Teams meet on a regular basis to discuss individual and school issues that have an impact on student success. The Support Teams meet with individual to provide assistance and devise interventions for academic and personal issues.

Care Team Grades 9-10-11

The Care Team is set up for the purpose of discussing students who appear to be having significant problems in their academic performance and/or behavior and formulating plans/steps to assist them. Information /suggestions will be shared with staff members per team decision. All personal information is treated with the utmost sensitivity and respect. The team will meet during the school day at a pre-designated time. Additional meetings may be held after school as necessary. The team will be made up of the Deans, the Guidance Counselor, the School Nurse, and, as need be, the Head of School. Every teacher is encouraged to participate either by attending or submitting information to the Care Team in the appropriate manner.

Initially, the Care Team will deal with students in grades 9-11 but the weekly meeting can be altered to deal with a specific grade.

Senior Team: At Risk Students (STARS) Grade 12

STARS has the objective of keeping a watchful eye on the senior class and developing interventions and/or strategies for those seniors who appear at risk of not graduating. Information/suggestions will be shared with staff members per team decision. All personal information is treated with the utmost sensitivity and respect. The team will meet once a month for the first quarter; twice a month for the second quarter; two/three times a month for the third quarter; and once a week for the fourth quarter. Additional meetings may be held after school as necessary. The team will be made up of the 12th grade Dean, the Head of Guidance, the Nurse, the Head of School, and all 12th grade teachers. It is not mandatory for teachers to attend the meetings, but their input is essential.

Teacher Support Team

The TST is an opportunity for a teacher to ask for advice on how to deal with a classroom situation that may be academic or behavioral in nature. The team of administrators and teachers meets on an "as needed" basis and will work to develop strategies for the situation.

Guidance Counselor

The Guidance Counselor provides counseling services. In addition, the Guidance Counselor provides resources and assistance for college planning, financial aid, career education, and academic advising/intervention. The Guidance Counselor is responsible for scheduling, maintaining academic records, special education counseling, referrals, and related issues.

Deans of Students

The Deans of Students provide counseling support for students' issues in the school and in the community. In addition, the Deans have been assigned the responsibility of administering student discipline. The Deans will be responsible for home visits and networking community services for students and their families. The Deans are also responsible for the direct contact with parent(s)/guardian(s) of all students.

Advisory

Every student will be assigned to an Advisory that will meet regularly throughout the student's high school career. Each Advisory will have a teacher or administrator as its Advisor. The purpose of this program is to facilitate a more personalized environment in which to foster the student's academic and social development. To this end, an evolving, changing curriculum will be utilized to best serve the needs of the students.

After School Tutoring

TCCA offers after school tutoring and homework assistance from 2:30 to 3:30 PM each Monday through Thursday. In addition, the school offers tutoring and homework assistance on most Saturday mornings. Students should enquire with their teachers, listen for morning announcements, or consult the tutoring schedule posted in the main lobby for details.

TCCA's After School Program (ASP; often referred to informally as "Night School") includes an "Hour of Power" where students participating in the program read and complete homework. ASP Staff members, during that time, are available to assist students. Teachers may also set up tutoring times at their discretion.

Community Service Program

The Textron Chamber Academy Community Service Program is an opportunity for students to give something back to their community. Ninth graders are required to perform a minimum of 50 hours of community service, and 10th graders are required to perform, at a minimum, enough additional hours of community service to bring their two-year total to 100 hours. Students earn one half credit for each 50 hours service up to a total of 100 hours (one credit).

Upon completion of 100 hours, sophomores are eligible to participate in the TCCA student employment program. We suggest that students commit themselves to serving for two afternoons per week, totaling four hours service per week.

When performing community service students assume certain responsibilities. At the same time, they maintain certain rights when giving their time to any organization. The following guidelines will help ensure that students have a positive community service experience.

Students are responsible for:

- Being honest about your scheduled time;
- Cooperating with staff at your site and asking for help when needed;
- Recording your service hours on the attendance sheet and turning them in when the sheet is filled;
- regularly making back-up photocopies of your attendance sheet and storing it in a secure place;
- Completing all required hours; and
- Notifying your service placement directly if you are going to be absent or late

Students are entitled to:

- A clear, appropriate assignment
- Supervision and support
- Safe, healthy working conditions

If you have any questions please feel free to contact Community Service Coordinator Chiara Deltito or one of Deans of Students: Rochelle Baker or Michael Shepard at 456-1738.

Health

In accordance with the General Laws of Rhode Island, each student shall receive health services while attending school.

Every student upon entering any public school in this state shall furnish to the school nurse evidence that such person has been properly immunized.

A physical examination is also required upon entering the seventh grade. Any student not showing evidence of the examination will need to complete this upon entering high school.

Any student not in compliance with the above shall be excluded from school by the administration, pending the completion of the required vaccines or examination.

Every student shall be given a Snellen vision-screening test at least once a year.

Any student who is taking medication during school hours must have a consent form signed by his/her parent(s)/guardian(s) and physician. Any student requiring crutches for any injury must have a written note from the physician.

Field Trips

Textron Chamber Academy sponsors two types of field trips. On specially-designated "Enrichment Days," the entire student body will participate in off-site events such as *Scavenger Hunt*, *March Madness*, and *Field Day*. A parent signature on the general permission form enclosed with this Handbook will permit students to participate in these Enrichment Days. The second type of field trip is that sponsored and organized by an individual teacher. Field trips by classroom teachers will require a specific permission trip for each student signed by a parent/guardian once the trip has been approved by Administration.

Computer Room and Student Access Computers

The Computer Room and other student access computers exist for the benefit of the TCCA student body and must be used in a manner that respects all users, applicable laws, and the computers themselves.

- No food or drinks will be allowed in the Computer Room or in close proximity to other student access computers. There are NO EXCEPTIONS to this policy.
- All students must sign an Internet Acceptable Use contract before accessing the school's computers. [See the Appendix for a copy of the Internet Acceptable Use Policy and Contract.]
- Students are neither allowed in the Computer Room nor may have access to other student access computers without supervision of a teacher or other staff member.
- Loading of any software, programs or games is not permitted.
- Students are not to change, manipulate or "hack" any computer settings.
- Students are not allowed to print non-school related materials.
- Students are not allowed on sites prohibited by staff.
- Students are to use only their own login.
- Students are not to access any folder but their own.

Violation of any of these rules will be treated with the utmost seriousness and may result in suspension of the student's computer use.

After School Programs

The school routinely offers after school programming most days Monday through Thursday. Starting time for after school programs varies, but typically no program begins earlier than 3 PM. Participation in some programs is determined early in the school year and remains fixed for the year; other programs are open to attendees on a week-to-week basis. Ending time for programs also varies, with all programs ending by 6:30 PM at the latest. Students in programs extending through the dinner hour are provided with a substantial snack at about 5 PM. Since some programs change from one year to the next, parents and students should enquire with the student's dean for more information. Information will also be posted at the school.

Participation in after school programs is a privilege. Therefore, students who are failing with E or F grades two or more subjects for the quarter and students on behavioral contracts will not be permitted to participate in after school programs. Students so excluded may again participate in after school programs if their quarter grades (not cumulative grades) for the next quarter do not include two or more E or F grades or when their behavioral contract successfully ends. The programs **Brother2Brother** and **Sister4Sister**, due to their therapeutic and social/emotional focus, are exempted from this policy with respect to regular weekly meetings of those programs. Students in **Brother2Brother** or **Sister4Sister** who are failing two or more subjects or who are on behavioral contracts may not participate in recreational activities sponsored by these two programs.

Extracurricular Field Trips

From time to time, TCCA sponsors extra-curricular field trips for students. In order to participate, students must return a signed field trip permission form and pay any costs for the trip charged by the school. If school funding permits, the school will offer financial assistance to students and their families on a case-by case basis.

Participation in after extracurricular field trips is a privilege. Therefore, students who are failing with E or F grades two or more subjects for the quarter and students on behavioral contracts will not be permitted to participate in these field trips. Also, students who have misbehaved on previous field trips may not be allowed to participate in the field trip at the discretion of the student's dean, the sponsors of the trip, or the Head of School.

III. Admissions Policy and Process

Textron Chamber of Commerce Academy Charter School is a lottery application school. All students must complete a TCCA application and return it to the Dean of Students/Admissions.

The application process is as follows:

- Step 1** Student completes and returns the Textron Chamber of Commerce Academy Charter School lottery application to the Dean of Students/Admissions.
- Step 2a** When fewer students apply than seats are available, all student applicants shall be enrolled in our summer school program or an alternative.
- Step 2b** When more students apply than seats are available, the school will conduct a blind lottery to determine selections of all completed applicants to determine enrollment.
- Step 2c** Once all available seats have been filled, the remaining lottery applications shall be placed on a waiting list and ranked in order the way they were drawn. The waiting list shall not be carried over from year to year.
- Step 3** The school will exempt siblings of current students from participating in the lottery process.
- Step 4** Students must successfully complete a one-day observation visit at TCCA.
- Step 5a** Families will be notified in writing or by phone call whether or not the student has been selected from the lottery process for summer school enrollment.
- Step 5b** Students selected with pre-existing IEPs shall be subjected to an IEP Evaluation Team meeting post-lottery. Only the IEP Evaluation Team can determine that the school is not an inappropriate placement for a student with an IEP.
- Step 6** An orientation interview will be scheduled with the student, parent(s)/guardian(s) and the Dean following the notification. The student, parent(s)/guardian(s), and the school will sign a tri-party contract that outlines the responsibilities of each person.
- Step 7** All accepted students must successfully complete the mandatory TCCA Summer School Program. Students enrolled into the school during the school year are required to attend the next year's summer school session or an appropriate alternative.

IV. Academics at TCCA

Ninth Grade Immersion Summer School

Summer school is a Textron Chamber of Commerce Academy Charter School tradition that dates back to the school's inception. Incoming ninth grade students must attend summer school prior to the beginning of the ninth grade year. Each student who successfully completes summer school will receive one half credit toward graduation. Summer school is a combination of many things: instruction in basic skills, getting to know the school and the other students, meeting teachers, taking field trips and developing the class spirit that is valued here at Textron Chamber of Commerce Academy.

Summer school is required for all incoming students who are accepted prior to or during the summer session, which runs from 8:00 AM to 11:15 AM for 20 days in June and July. Good attendance, effort, and positive behavior are critical during the summer session, just as they are during the regular school year. Students whose attendance, punctuality, effort, or behavior are poor will begin the school year placed on a strict probationary contract or may lose their eligibility to attend TCCA. During the summer, breakfast, lunch, transportation, ESL services, and special education services are not available.

Curriculum

The following curriculum was adopted for the 2010-2011 school year. The standard course sequences are listed by level and grade. Individual students may have a variation of the standard curriculum to accommodate individual needs and previous educational experience. The curriculum at Textron Chamber of Commerce Academy Charter School is designed to develop and reinforce students' skills in reading, writing, mathematics, and critical thinking.

Year One (Grade 9)

- English Language Arts 1
- Algebra 1
- World History
- Physical Education & Health
- Literary Arts
- Physics 1
- Advisory

Year Two (Grade 10 or 10+***)

- English Language Arts 2
- Intro. Computer Literacy
- Geometry
- Chemistry
- Portuguese 1 or *Literary Arts 2
- U.S. History
- Advisory

Year Three (Grade 11)

- English Language Arts 3
- Geometry or Algebra 2*
- Portuguese 2
- Physical Education & Health
- Health Careers 1 or Hospitality 1
- Biology
- Advisory

Year Four (Grade 12)

- English Language Arts 4
- URI Writing or Writing Research Seminar/ Internship
- Health Careers 2 or Hospitality 2
- Anatomy/Physiology (elective)
- Advanced Computer (elective)
- Algebra 2*/Advanced Math/Math-related course
- Advisory

* NWEA scores and/or teacher recommendation determine placement in Literacy and English and math courses.

Performance Based Graduation Requirements (PBGRs)

The State of Rhode Island has adopted a new system to award high school diplomas which began with the Class of 2008. In addition to earning passing grades, students must also demonstrate proficiency or skills in other ways. In order to earn a diploma at Textron Chamber Academy, students must:

- Earn necessary credits (26 out of a possible 29 for the Class of 2010 and beyond)
- Complete satisfactorily all State Testing at a level of "ALMOST PROFICIENT" or better
- Demonstrate proficiency through performance-based comprehensive assessments
- Complete at a level of Proficient or better a Senior Internship Exhibition

In addition to the students' regular grade report cards, twice per year TCCA will mail home to families and students our **Proficiency -Based Promotion & Graduation System Report**. This document will reflect progress in meeting the school's proficiency-based graduation requirements.

Each of these requirements is explained below in more detail.

Credits

TCCA issues one academic credit for each year-long class a student successfully completes and a half credit for all semester-long courses. Members of the Classes of 2010 and beyond need 26 credits to graduate. Students must pass English and their mathematics course each year to be promoted to the next grade and/or to graduate.

- Grade 9** Students must earn a minimum of five (5) credits, including English Language Arts 1 (ELA1), and mathematics (usually Algebra 1) to be promoted.
- Grade 10** Students must have earned a minimum of twelve (12) total credits, including ELA2 and mathematics (usually Geometry) to be promoted.
- Grade 11** Students must have earned a minimum of 19.5 total credits, including ELA3 and mathematics (usually Algebra 2), to be promoted to grade 12.
- Grade 12** Students must earn a minimum of 26 credits, including ELA4, mathematics or a math-related course, and both semesters of Internship in order to graduate.

All students take the equivalent of 6 full-year courses in each academic year. Incoming ninth graders earn one half ($\frac{1}{2}$) credit for successfully completing our Ninth Grade Immersion Summer School. Students earn one half ($\frac{1}{2}$) credit each year for earning a grade of "Satisfactory" in Advisory. Freshmen and sophomores can earn one half ($\frac{1}{2}$) credit for each fifty hours community service completed, up to a total of 100 hours (one credit) over two years. Juniors and seniors employed in TCCA's Student Employment Program earn one half ($\frac{1}{2}$) credit for each six months of successful employment up to a total of one credit. Juniors earn one half ($\frac{1}{2}$) credit for completing all New England Comprehensive Assessment Program (NECAP) testing. In the summer between sophomore and junior year, students may earn one half ($\frac{1}{2}$) credit by participating in our three-week long Math & Science Camp. In total, students thus have the opportunity to earn 29½ credits, with 26 being necessary for graduation.

The grading structure at TCCA is as follows:

A +	97-100	B+	87-89	C +	77-79	E	50-69	F	0-49
A	93-96	B	83-86	C	73-76				
A-	90-92	B-	80-82	C-	70-72				

At TCCA, students need to earn at least a 70 (C-) for the course to receive credit. TCCA does not award passing D grades.

Students who earn a grade between 50-69 (E) and who have been in attendance for at least 161 days or 90 percent of the days they have been enrolled are eligible for summer school. Textron Chamber reserves the right to operate our own summer school. Should that be the case, students with E grades are not permitted to earn credits through the Providence Public School District (PPSD) unless the course they need is not offered in the TCCA Summer School.

Students whose cumulative grade for the year falls below 50 (F) are not eligible for Summer School and must repeat the course during the school year. Students whose academic performance during the regular school year and/or summer school results in them needing to repeat a grade or specific courses cannot be guaranteed placement at TCCA due to enrollment caps and scheduling limitations.

Textron Chamber Academy is currently investigating other options for credit recovery for students who have earned failing grades, including computer-based online "distance learning." Students and families should inquire with their Guidance Counselor or their Dean to see if these options have been put into practice.

Participation in State Testing

Students must *satisfactorily complete* NECAP tests in writing, reading, mathematics, and science during the 11th grade year. To complete satisfactorily the state tests, students must be present for each test and take the test to its completion. The Rhode Island Board of Regents has established establishing a minimum proficiency score requirement of “ALMOST PROFICIENT” for tests in Reading, Writing, and Math. Students must achieve these minimum proficiency scores in order to graduate from high school. Textron Chamber Academy, through its ***Proficiency/Performance/Points-Based Promotion & Graduation System Grid*** also awards points for performance on NECAP tests in science.

Reading, Writing, Math, and Science NECAP tests for the Class of 2012 are scheduled for October 4 & 5 (Writing), 7 & 8 (Reading), 12 & 14 (Math), and May 17, 19 & 20 (Science).

Comprehensive Performance-Based Assessments

Students must demonstrate proficiency and the ability to apply what they have learned by the completion, at a level of Proficient or better, of performance-based assessments at the end of each semester. Although these assessments may include objective sections that ask multiple choice, essay, True/False questions, the majority of the assessment will involve students in applying knowledge and skills in an extended project or task. These assessments will be administered in English Language Arts, math, history, and science classes and may be administered in other classes as well.

Senior Internship Exhibition

All seniors are responsible for completing a research-based final project of their own choosing to demonstrate what the student has learned during the senior internship. Students are required to present that project in an exhibition before a panel which judges them on research, writing, presentation, and use of technology.

Transfer Students and Proficiency-Based Graduation Requirements

It is recognized that students entering the school system close to graduation may have difficulty completing graduation requirements, particularly if they transfer from a school with substantially different requirements. Consequently, the following process will be used for transferring students:

- Students entering Textron Chamber of Commerce Academy requiring two or more years of work necessary prior to graduation (typically before the start of the junior year) will meet all requirements in order to receive a Textron Chamber of Commerce Academy High School diploma.
- Students entering Textron Chamber of Commerce Academy with less than two years of work necessary prior to graduation (typically after the start of the junior year) from a Rhode Island high school with a graduation system approved by the Rhode Island Commissioner of elementary and Secondary Education may use the requirements of their prior school. In addition, other independent activities or assessments may be included with the requirements of Textron Chamber of Commerce Academy, in order to meet proficiency standards, subject to the supervision and standards of the Board Graduation Appeals Committee. The student shall meet all other graduation requirements as determined by the Board Graduation Appeals Committee. A student exercising this option must do so in writing to the principal, cosigned by parents if under 18 years of age. Any student wishing to appeal the decision of the Board Graduation Appeals Committee may follow the process of appeal described below.
- Individual cases not addressed by this policy may be addressed based on the recommendation of the Board Graduation Appeals Committee and subject to the approval of the CEO/Head of School.

Graduation Appeals Under the PBGR System

- A.** Senior Team, At-Risk Students (STARS), convening as the Graduation Review Committee (GRC), will make the final administrative recommendation to the CEO/Head of School as to which students are eligible for graduation.
- B.** This determination will be made and families of those students not eligible for graduation will be notified in writing no more than ten school days prior to the date of graduation.
- C.** Upon notification, students and their families will be afforded the opportunity to request, in writing, an appeal to a Board Graduation Appeals Committee (BGAC) formed each year by the Board to hear all final appeals in that year.
- D.** Appeals must be submitted in writing to the CEO/Head of School within two school days of notification, and the BGAC will meet within three school days of receipt of the appeal.
- E.** The BGAC will be comprised of one member from the business community, one parent, and one staff member.
- F.** The parent representative to the BGAC will not have a child eligible for graduation in the year he or she serves on the Committee.
- G.** The staff representative will have played no prior role in graduation decisions in the year he or she serves on the BGAC.
- H.** Students and their families wishing to appeal the decision of the Board Graduation Appeals Committee may request such consideration by the Rhode Island Commissioner of Education.

Participation in NWEA Testing

Students must satisfactorily complete Northwest Education Association (NWEA) testing each time the tests are administered. Students whose scores are below grade level will be provided with remedial assistance, including additional literacy and/or mathematics courses and after school and Saturday tutoring.

NWEA testing is comprised of achievement tests in the areas of reading and mathematics. Both tests use the RIT (Rasch Unit) scale to describe student achievement and growth. Each test is a computer adaptive test, one that adjusts to the ability level of each individual student in order to allow each student the ability to succeed on the test at the highest level possible. RIT scores range from 150 to 300.

NWEA testing occurs two to three times each year. The computer system will provide different questions each time. The student's score will be directly compared to the earlier score to measure individual progress.

Report Cards

The school will issue report cards quarterly with an additional warning after the first semester ends on January 28, 2011 to any student who is in danger of failing a course for the year. Quarter and cumulative grades of A, B, C, E, and F will be given in each class. In addition to the traditional course content grades, every student will receive his/her NWEA cumulative test results with improvement calculated.

If students or families have any questions regarding report card grades, please contact the guidance office.

The school also provides report cards twice a year indicating progress in meeting the school's proficiency-based graduation requirements.

Progress Reports

At approximately mid-quarter, progress reports will be issued for each student. Progress report grades are not cumulative. They reflect the grade a student has earned at the midpoint in the quarter. Explanation codes/comments will be included for all grades of "C" or lower. Students will receive a course content grade of A, B, C, E, or F for each quarter in every class. Course grades will be determined based on academic proficiency/performance on task assigned by individual teachers. An explanation of each individual teacher's grading policy can be found on his/her class syllabi.

If students or families have any questions regarding report card grades, please contact the guidance office.

Planning for After Graduation

Students have many choices to make while they pursue their high school careers and make plans for their futures. Some students may choose to apply to a four-year college, others to a community college, and still others may apply to a technical or career school. Some students may choose to receive hands-on career training in the military, while others may choose to enter the work force after graduation. Regardless, Textron Chamber Academy's mission is to increase students' life choices so that they have many options after high school. It is our job to help students to become successful and productive in whatever path they choose.

To graduate from a Rhode Island high school, a student must have taken these courses:

English: 4 credits

Math: 3 credits (Algebra1, Algebra 2 and Geometry) plus a fourth math course or a math-related course

Social Studies: 2 credits (World History And United States History)

Science: 2 credits (Biology and one other course)

Computer: 1 credit

PE/Health: 2 credits (Grades 9 and 11)

In addition to the above courses, the following courses are required to attend a four-year college:

Foreign Language: 2 credits

Math: Advanced Math preferred or required at many colleges

The above list represents the minimum credits required. Some four-colleges require three credits in science and/or social studies. Consult the college catalog of the school to which you are applying and/or see your Guidance Counselor for more information.

Mandatory Schoolwork and Late Policy

Every student is required to do all assignments and the work must be completed satisfactorily and on time. Assignments turned in late receive reduced or no credit at the discretion of the classroom teacher as stated in his or her syllabus and class rules.

Make-Up policy

Excused Absence: If a student has an excused absence and he or she has missed schoolwork, a test or a quiz, that student will be granted up to five days to make up the work, test or quiz with no penalty at the discretion of the classroom teacher as stated in his or her syllabus and class rules. It will be the student's responsibility to meet with each of his/her teachers for the missed assigned work. Assignments, tests, or quizzes submitted/taken after that time will receive reduced or no credit at the discretion of the classroom teacher as stated in his or her syllabus and class rules.

Extended Excused Absence: In the case of extended illness, students should see their designated Dean who will confer with the Guidance Counselor to create individualized make-up schedules for all missed assignments from each teacher. Assignments turned in after the dates established will receive reduced or no credit at the discretion of the classroom teacher as stated in his or her syllabus and class rules.

Unexcused Absence: In the case of students who are absent without excuse, missed schoolwork, tests, or quizzes may be submitted/taken for full, partial, or no credit immediately upon return to school at the discretion of the classroom teacher as stated in his or her syllabus and class rules.

Cheating and Plagiarism Policy

Students are required to do all their own work to the best of their abilities. Cheating and plagiarism are not tolerated, and are considered serious offenses. Cheating and plagiarism include copying other students' homework and/or class work, presenting work not belonging to you, and obtaining any exams or tests before actual dates of the exams or tests. In addition, any materials submitted as original, which have been taken directly from electronic forms (such as the Internet), will be considered plagiarized. Students caught cheating will face immediate disciplinary action. Plagiarism is a form of academic theft and more serious penalties may be applied.

Academic Interventions

All academic violations including missed work assignments will be handled with the following process:

- STEP 1** Teacher intervention(s). It is expected, as part of basic teaching responsibilities, that individual teachers will intervene first on academic issues. Examples of some, but not all, teacher interventions are: after school discussion(s) with the student; after school tutoring session(s) with the student; and call(s) to families.

- STEP 2** If an academic offense is very serious or teacher believes additional intervention is necessary, a written referral with recommendations will be sent to the Head of School. The Head of School will respond to the referral within 24 hours.

- STEP 3** If the student's academic behavior continues, the Head of School will intervene again by contacting the parent(s)/guardian(s) for a conference to include the student, parent(s)/guardian(s), Guidance Counselor and the Head of School. The parent(s)/guardian(s) of students who continue not to comply will be contacted to discuss possible alternative school placements.

V. Attendance Requirements

Textron Chamber of Commerce Academy Charter School is scheduled for a 180-day school calendar year. To ensure academic success, students are expected to be in attendance every day and to report to every class during the school day. It is the parents'/guardians' responsibility to notify the school when their child is going to be absent.

It is the intent of this policy that school staff and parents/guardians work cooperatively to ensure the regular attendance of our students in school and to maintain close communication between home and school regarding student attendance.

1. It is essential that all Textron Chamber of Commerce Academy Charter School students be on time and attend all of their classes daily. Students will have to provide appropriate documentation (for example, a doctor's note or court papers) when they are late or absent from class. That documentation should be shown to each of his/her teachers and initialed and submitted to the designated Dean at the end of the school day.
2. Absences will be considered excused for the following reasons, when properly documented: **emergency** medical appointment, court proceedings, and death or serious illness in the family. Other absences may be excused at the discretion of the Attendance Officer and Head of School upon request of the student's parent(s)/guardian(s).
3. Parents/guardians must call if their child is going to be absent on any given day or must send a note explaining the reason for the absence(s) when their child returns to school.

Note: Parent/guardian notes are explanations but will not excuse lateness or absence.

4. Parents/guardians who call their child in as sick on a regular basis will be referred to the Attendance Officer for a conference to discuss the medical situation and to address what needs to be put in place for the child.
5. The school strongly discourages family vacations when school is in session and non-emergency doctor and dental visits during school hours when other appointment times are available.

Note: Extended days of vacation are not excused absences.

If a student is accumulating absences at a rate that would result in 20 or more excused and/or unexcused absences for the year, the Attendance Officer will meet with the student and his/her parent or guardian. Should the problem continue, the Attendance Officer will, at his discretion, either pursue additional interventions with the student and family to address the situation or refer the student to Compliance Committee. See the section on Compliance Committee (page 24) for more details regarding consequences for chronic absenteeism.

Tardiness to School

It is essential that all students at Textron Chamber of Commerce Academy Charter School be on time for school and for all their classes daily. If a student is tardy to school, he or she must report to the main office to get a late slip. Students who are tardy to school more than three times per semester will receive a detention.

If a student is accumulating tardies at a rate that would result in 20 or more tardies for the year, the Attendance Officer will meet with the student and his/her parent or guardian. Should the problem continue, the Attendance Officer will, at his discretion, either pursue additional interventions with the student and family to address the situation or refer the student to Compliance Committee. See the section on Compliance Committee (page 24) for more details regarding consequences for continued tardiness.

Tardiness to Class

All students are expected to be in their designated classroom when the bell rings.

1. Individual teachers will address tardiness to class in a manner consistent with classroom rules and regulations as posted and/or outlined in course syllabi. Consequences may include classroom detention, school-wide detention for chronic tardiness, and/or contact with parent/guardian.
2. Students who are detained by their teacher or another staff member at the end of a class period must get a pass from that teacher/staff member in order to be admitted to their next class.
3. Students who miss classroom detention should be assigned school-wide detention.
4. Students who are routinely late to class may be referred to the Attendance Officer for further disciplinary action at the discretion of the Attendance Officer.

Early Dismissal

With the exception of cases pertaining to health emergencies, students will not be dismissed from school during the school day without permission from their parent/guardian. Parent(s)/guardian(s) must physically appear at the school to sign their child out. Students will not be released into the hands of other family members without authorization from the custodial parent or guardian. This policy is in effect every school day, including the Day of the Junior-Senior Prom and/or other special event days.

Families should make every effort to schedule doctor/dentist appointments after school hours and to otherwise avoid dismissing students early, as instructional time needs to be given the highest priority by students, families and school alike.

Note: ALL students, including students who are 18 years of age or older, must have an early dismissal note signed by a parent/guardian with a phone number that will be verified by their designated Dean. Students that present forged early dismissal notes will be subject to disciplinary actions.

VI. Student Conduct

Code of Conduct

Textron Chamber of Commerce Academy has a core belief that each student is entitled to every opportunity to receive the best education possible. To that end, certain behaviors by students will be deemed acceptable and others will not. The following will serve as a behavioral guide for our school and all who enter it:

A. Basic Rules to Protect Our Collective Quality Of Life and the School Environment (Category 1)

1. Respect

All students are expected to treat every individual in the building, including faculty, staff, visitors, and fellow students, with respect. We share a learning community, and the opinions of all members of our community are valued. Behaviors that detract from the learning community harm everyone. Racially or sexually offensive language will not be tolerated. Everyone will be held accountable for his/her actions. Respect for personal space and property is expected of and mandated for all.

2. Dress Code/School Uniform Policy

It is expected that all Textron Chamber Academy students will be in their official uniforms each day. It is the families' responsibility to make sure that students wear the official uniform to school or the child will not be admitted to class and will be sent home. Uniforms should be clean and pressed and worn neatly and appropriately.

Uniform Description

- Maroon TCCA t-shirt, polo shirt or dress shirt/blouse; white TCCA dress shirt/blouse
- Plain Khaki pants and/or khaki skirts (no cargo pants; no corduroy)
- During the heating season, official TCCA school sweaters, fleece vests, or sweatshirts may be worn inside the school building

All uniforms must fit properly. Students may not wear their uniforms in a way that exposes undergarments. Students are not permitted to wear other clothing either underneath or over their uniforms with the exception of official TCCA school sweaters, fleece vests, or sweatshirts during the heating season.

Skirts must be longer than the length of the female student's longest finger when her arms are placed at her side. Skirts with slit sides are not permitted.

Students are prohibited, during school hours, from wearing any type of headwear, scarves, sunglasses (unless prescribed and with a doctor's note), outer coats, or similar garments. The Deans of Students may make occasional exceptions to this policy for individual students or groups of students as warranted (*e.g.*, permitting students to wear coats if a classroom is inordinately cold).

The Deans of Students are responsible for determining whether student dress is in violation of the dress code. Students who are found to be out of uniform will be subject to disciplinary action and in most, if not all, cases will not be permitted to attend classes until they are properly dressed.

3. Textbooks

All Textron Chamber textbooks must be covered. All Textron Chamber textbooks are to be returned before withdrawal from the school or before or upon completion of the final exam.

Note: If textbooks are NOT returned, students will be ineligible to take their final exam and/or receive credit for their course work. Student will pay for all lost/missing books. Text Book Fees: \$50-80 for hard cover books, \$8-15 for paperback books.

4. Copy Machines

Students are NOT allowed to use the school's copy machines. Teachers are responsible for running off their own copies. Students are not to be used to fulfill this task.

5. Telephones

No student is permitted to use the telephones in the Main Office. In case of emergency, students should obtain a pass to see a non-teaching staff person to make the necessary call.

6. Staff Lounge

Students are not allowed in the staff lounge. Please respect the privacy of this space for faculty and other staff. Teachers or other staff persons wishing to conference with students must select another area.

7. Food/Drink

Students are prohibited from bringing food and/or drinks into the classroom except when the teacher or advisory has made a special arrangement with the Head of School to allow food and/or drink. Water in no-spill containers will be permitted.

8. Electronic Devices

Students may possess electronic devices during the school day. It is expected they will be TURNED OFF and HIDDEN from the view of others during class time or when students are passing in the halls. Students who violate this policy will have their electronic devices confiscated. Students who are repeat offenders will have their electronic devices held for increasing lengths of time.

Electronic devices may be used before and after the school day and in designated areas during lunch as long as they are not disruptive to others.

Parents should contact the school office if they need to reach their child during the school day so as not to disrupt the learning community and to allow school officials to act appropriately to the circumstances. Likewise, students should contact school officials and not call home first if an emergency arises so school officials can deal with it appropriately. Failure to adhere to these procedures can cause a student to lose phone privileges indefinitely.

The school is not responsible in any way for any electronic device that is lost, damaged or stolen, including those electronic devices that may be confiscated due to inappropriate use.

9. Smoking

We are a smoke-free school. No smoking is allowed at any time any place on campus.

10. Vandalism/Defacement of Property

Students must respect our school. Vandalism or other defacement of any school property will not be tolerated. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, tables, or walls, breaking/damaging walls or school furniture, and spray-painting (graffiti) are actions of vandalism/ defacement. Anyone caught vandalizing school property will be disciplined and required to pay for damages or make restitution. Vandalism that does not receive full restitution will have a portion, if not all, of the cost for restitution come out of Student Government funds.

11. Leaving School Grounds:

Students may not leave the school campus, defined as the school block bordered by Broadway, Dean Street, Carpenter Street, and Service Road 7 during the school day, including lunch, unless accompanied by a staff member. It is the responsibility of all members of the school community to report students who are off campus. Leaving school grounds will result in an automatic school suspension. Students are asked to respect private property on the school block. **Please note: the convenience store on Carpenter Street is off limits during the school day, including during lunchtime.**

B. Rules Against Injury to Others (Category 2)

1. Sexual Harassment

Sexual harassment is against the law and will not be tolerated. No member of the school community will use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender in a manner that violates the rights of any person. Sexual harassment will be reported immediately to the Head of School.

2. Theft/Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property nor have in his/her possession any property that does not belong to him/her.

C. Major Offense (Category 3)

Our school has ZERO tolerance regarding the use and/or possession of weapons, alcohol and/or drugs-including drug paraphernalia, or the use violence by a member of the school community towards another. Students who commit any of these Category III offenses will be referred to the district's Student Assistance Office and the Providence Police for disciplinary and legal action.

1. Weapons

Any student found to be in possession of a weapon will be suspended and referred to the SAO for a hearing, which may result in exit from our school and/or the Providence public school system for 60 to 180 days or the duration of the school year in accordance with the Rhode Island State Law.

2. Alcohol and Drugs

Alcohol and drug use is strictly prohibited. A student will not possess, use, offer to buy or sell controlled substances, dangerous drugs, prescriptions drugs, counterfeit drugs, intoxicating substances or alcohol. Any student who possesses drugs or alcohol will be automatically suspended and referred to Student Assistance Office.

Students required to take prescription drugs during school hours must present a copy of the prescription showing required times and dosages to the school nurse.

3. Physical Violence

Any student who assaults another student or staff member will be automatically suspended and referred to Student Assistance Office.

Behavioral Interventions

The process for mediating and/or investigating behaviors that violate the rules found listed in sections A, B, and C above is as follows:

- STEP 1** Teacher and/or staff intervention(s). It is expected, as part of basic classroom management, that individual teachers will intervene first on low level behavioral infractions and will intervene first on infractions that violate their own classroom policies. Examples of some, but not all, appropriate teacher interventions are: after school discussion(s) with the student; after school detention(s) with student; call(s) to parents/guardians.
- STEP 2 and any steps thereafter** If a student's inappropriate social behavior continues or if a very serious infraction occurs, a Dean of Students will intervene with an appropriate response.

Examples of some, but not all, appropriate responses are:

Discussion(s) with student	Social Probation
Phone call(s) to parent	Suspension
Meeting with student, parent, and Dean	Recommendation for expulsion
Before and/or after school detention	Compliance Committee Meeting
Saturday detention	Community Service

The appropriate Dean of Students will get back to the teacher within 24 hours. Once a referral is turned over to a Dean, it will be his/her decision as to how the offense is addressed.

Teacher Referrals

Written referrals should be presented to the appropriate Dean of Students or placed in their mailbox no later than after school on the day of the infraction. Written referrals should be explained in great detail so to allow for the most appropriate response to be administered in a timely fashion. If a very serious infraction occurs and circumstances allow only a verbal explanation, a written response should follow later on the same day.

Suspendable offenses include, but are not limited to, the following:

Fighting	Stealing
Threatening of staff or students	Smoking
Defiance or insubordination	Missing detentions
Damage to school and/or personal property	Sexual harassment
Possession/use of weapons	Cutting class
Initiating bomb threats or false alarms	Racial or religious harassment
Profanity or obscene language	Possession of obscene materials
Leaving campus without permission	Possession of alcohol, illegal drugs/drug paraphernalia

School Detention

School detention will be held on a regular schedule to be announced at the beginning of the school year. Detentions will be issued to students who are tardy more than three times per semester and for student misbehavior at the discretion of the classroom teacher or other staff member. The following rules will apply:

- All students must be SEATED in the detention room, by the beginning of the detention period, and remain there the entire detention period;
- The only individuals who may excuse a student from an assigned detention are the Deans of Students;
- School rules regarding no use of electronic devices, no food and/or drink, and appropriate dress will be in effect;
- There will be NO talking, sleeping, or heads on the desk;
- Students will utilize this time in a manner that is in harmony with school policy and expectations.

Any student failing to follow these rules will be discharged from the detention hall and subject to further disciplinary action in addition to having to make up the detention.

Students will be provided with at least 24 hours notice to serve detention, and students must serve the detention on the assigned date. Students who are present in school who fail to attend assigned detention will be issued a Saturday detention (8:00-9:00 AM). Students who fail to serve Saturday detention will be referred to their dean for additional consequences which will include serving the Saturday detention.

Compliance Committee

The Compliance Committee supports the mission of the Textron Chamber of Commerce Academy: to increase students' life choices after graduation by helping them to achieve their goals of daily school attendance and punctuality, proper behavior and citizenship, and academic success.

Toward these objectives, it is the charge of the Compliance Committee to work with students who are not in compliance with the attendance, punctuality, behavioral/discipline and/or academic requirements of the School and to set conditions for students' continued attendance at the School. The Committee will also provide students with all necessary support services, including tutoring, mentoring and other academic guidance. The Committee is also empowered to condition any student's continued enrollment at the School on specific future attendance, punctuality, behavior/citizenship and/or academic requirements. If, after such a hearing and the establishment of conditions for a student's continued attendance at the School, the student runs afoul of such conditions, an additional hearing(s) will be held with the student to address the student's non-compliance. A student's repeated non-compliance with the requirements of continued attendance at the School may result in expulsion from the School. At all times in these proceedings, due process will be followed.

The Compliance Committee will convene with a membership comprised of the following members as necessary and available: both Deans of Students, serving alternately; the Guidance Counselor; the School Nurse; the Director of Student Employment; representative(s) of the Parents Committee; at least one teacher of the offending student; and two students, selected from a pool of students in good standing. The Head of School may attend hearings at his discretion. The Committee will regularly report the results of compliance hearings to the School Improvement Team. At least one parent/guardian of the offending student will be in attendance at the hearing(s). Decisions of the Compliance Committee may be appealed first to the Head of School and ultimately to a Compliance Review Sub-committee of the Board of Directors comprised of one business member, one staff member, and one parent. Board members who participated in the original Compliance Committee decision are ineligible to serve on the Review sub-committee.

Search and Seizure

Search of a student's person or locker by a public school official or teacher will be found reasonable, under the US Supreme Court standard, if (a) there are REASONABLE grounds for suspecting that the student has violated or is violating either the law or the rules of the school, and (b) the search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

"Reasonable grounds" for a student search may include, for example, a school official's receipt of a report that the student possesses contraband material on school premises, or the official's receipt of a report to that effect by a teacher, another school employee, a student or some other reliable source. Even a report from an anonymous source may constitute reasonable grounds for a search, if all circumstances persuade the school official that the report is reliable (for example, there is independent information corroborating it). In general, the more serious the threat to public safety posed by the contraband material allegedly possessed by the student (*e.g.*, a weapon), the more likely it is that a court would find reasonable grounds for school officials to act swiftly to conduct a search.

VII. Student and Parent/Guardian Rights

Outline of Due Process Rights for Students and their Parents/Guardians

In cases of suspension from school and possible dismissal from school, the process is:

- The school gives notice in writing to the parent(s)/guardian(s) describing the problem, the length of suspension and instructions to appear at the date and time of a reinstatement hearing/appointment.
- At this hearing/appointment the student and parent(s)/guardian(s) have the right to be heard.
- Parent(s)/guardian(s) may bring an advocate with them for support.
- A suspension may be appealed only to the Head of School, who may also make a final ruling on the appeal.

The Student Assistant Office (SAO) may have a process that differs from that of the school. Appeals of the SAO decisions are referred to the Providence School Board and superintendent.

Process for Readmission after Dismissal

If a student has been dismissed from our school, he/she may request readmission for the next academic school year.

The process is as follows:

- The student must present a letter explaining his/her situation currently to the Dean of Students/Admissions. Letters of support may accompany the request for readmission.
- All student requests will be presented to a Readmissions Committee assembled by the Head of School for a readmission discussion.
- The student and parent(s)/guardian(s) will be notified of the decision by letter and/or telephone call.

All students who are readmitted will be placed on a probationary contract for two consecutive academic quarters. The academic, behavior, and attendance performance of probationary students will be reviewed regularly during the probationary period. If the student's performance is judged acceptable at the conclusion of two academic quarters, the probationary status will be lifted. If performance is judged unacceptable, the student will be sent to the Compliance Committee for further review and possible dismissal from the school.

VIII. Acceptable Use of the Internet

Acceptable use of computers and related devices, networks, and Internet access is any use, which is consistent with the educational objectives of the Providence School Department and the Textron Chamber of Commerce Academy (TCCA). The Internet offers a wealth of information, the opportunity for the exchange of ideas and information, and the possibility of collaborative work.

The Internet links thousands of computer networks around the world, giving TCCA students access to a wide variety of computer and information resources. These vast resources provide great educational benefits for students. Although web access is filtered to restrict or limit access to potentially objectionable or inappropriate sites, in general electronic traffic passes freely in a trusting atmosphere with a minimum of constraints. Unfortunately, because no Internet filtering software is 100 percent effective, some material accessible via the Internet may contain items that are illegal, defamatory, offensive, or of no educational value in a school setting.

Access to computer resources is given as a privilege, not a right. Students must act in a considerate and responsible manner to keep this privilege. If the guidelines set forth in this Acceptable Use Policy are violated, the student may lose access to the Internet and other electronic resources and may face further disciplinary actions and/or legal action.

Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communications apply.

The following specifically are not permitted:

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting, or attacking others;
- Damaging computers, computer systems, or computer networks;
- Promoting or engaging in any activities which are deemed criminal under federal, state, or local laws, including violating copyright laws;
- Trespassing in and/or damaging another's folders, work, or files;
- Participating in real time chat rooms;
- Employing the network for commercial purposes.

Computers are available for staff and student use for the primary purposes of research and finding and sharing information. Although the computers may be used by students to find personal information, surf for fun, check e-mail, and the like on their own time, schoolwork comes first. Personal time includes before and after school, and during lunchtime if and when adequate adult supervision can be provided. Should there not be enough computers available for all students seeking to use them, students working on assignments will receive priority over students doing personal work. You may be asked to share the computer any time there is a student with a higher priority need.*

*This Internet Acceptable Use Policy has been adapted from policies adopted by the Providence Public School Department and the Wyandotte Kansas Public Schools

IX. TCCA Faculty and Staff Directory

		Title	E-mail
Administration	Lawrence DeSalvatore	CEO/Head of School	ldesalvatore@chambersschool.com
Development	Alan Neville	Director of Development	aneville@chambersschool.com
Admissions and Student Support	Rochelle Baker	Dean of Students/Admissions	rbaker@chambersschool.com
	Michael Shepard	Dean of Students/Attendance Officer	mshepard@chambersschool.com
Student Employment Program	Albert Speaks	Director of Student Employment	aspeaks@hotmail.com
Student Guidance	Kristin Smilevski	Guidance Counselor/College Counselor	kdeh01@yahoo.com
Office Staff	Mary Aucone	School Secretary	Maryauconechambersschool@yahoo.com
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