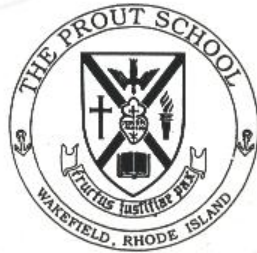


*An accredited member of the New England
Association of Schools and Colleges*

An International Baccalaureate School

THE PROUT SCHOOL



Parent and Student Handbook 2011-2012

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

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

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HISTORY

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

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

MISSION STATEMENT

The Prout School welcomes young women and men into a committed Catholic community. We challenge all to accept the call to live according to the teachings of Jesus. We believe that each individual is gifted with unique qualities and we encourage all to discover and develop their gifts, to take joy in them, and to use them in the service of others. We strive to develop life skills that will empower all to become thoughtful and creative citizens of the world. We seek to enroll students who are eager and able to meet the academic, social, and spiritual standards of our college preparatory program.

School Objectives

The Prout Community is committed to empowering students:

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

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

HERALDRY

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

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

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

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

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

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

ADMINISTRATION, FACULTY, AND STAFF

Principal of Prout	Gary R. Delneo
Assistant Principal	Michael Sweeney
Dean of Students	James Pierce
Admissions	Kristen Need
Alumni and Public Relations	Karissa Thrall
Athletic Director	Michael LaBarbera
Business Manager	Donna Nardone
Business/Development	
Secretary	Marie White
Chaplain	Fr. Joseph Upton
Campus Ministry	Lily Araujo
Computer Services	Raymond Adams
Development Officer	Rhonda Skinkle
Grade 9 Guidance	Linda Price
Grade 10 Guidance	William Lepre
Grade 11 Guidance	Raymond Xavier
Guidance Director and	
Grade 12	Mary Hoyt
Guidance Secretary	Edna DeCesare
Librarian	Denise Peloquin-Burns
Maintenance	Rolando Feliz
Nurse	Lillian Jencks
Office Manager	Lisa DeVito
Office Secretary	Patricia Horoho
Office Secretary	Celeste Wright

THE PROUT SCHOOL BOARD MEMBERS

Chairman of the Board – Richard L. Cote, Sr.

Gary R. Delneo, Principal	Michael P. Winter
Seana M. Garrahy Edwards	David Marion
Dr. Thomas Flaherty	Henry Fiore
Dr. Jeffrey Joseph	L. Daniel Libutti
David Krekorian	Paul Zonfrillo
Rev. Dennis Reardon	

ACADEMIC DEPARTMENTS

*Denotes Department Chair

ENGLISH

Mary Hoyt*
Linda Franklin
Nikki Kettle
Christine Matone
John Mulligan
Maximillian Orsini
Catherine Shackleton

SOCIAL STUDIES

Karen Johnson*
Joseph Abarr
Tyson Edmonds
Mary Ann Houlihan
Thomas Keefe
Michael LaBarbera
Michael McFarland

RELIGION

Michel Frappier*
Lily Araujo
Cynthia Cavanagh
John Clossick
Marie Lachapelle
Sarah Thomas-Tracy
Fr. Joseph Upton

MATHEMATICS

Norman Poulin*
Michael James
Colleen McKenna
Clare St. Onge
Kendra Smith
Linda Taggart

CREATIVE ARTS

David DiLullo*
Bethany Clarke
Michael Elson
Kristen Rich
Libby Stackhouse

SCIENCE

Lynn Simeoni, Ph.D.*
Laura Arrighi
Christopher Bromley
Josefa Dougal
John Gaffney
Darrell Gibson
Hanan Mogawer, Ph.D.
Susan Taylor

FOREIGN LANGUAGE

Pasquale Castelli*
Marlena DeLuca
Saul Disla
Josefa Dougal
Adriana Morales-Wright
Jennifer Trevisiol
Joanne Welsh

PHYS. ED./HEALTH

Ronald Renzi*
Ria Carroll
John Gaffney

COMPUTER

Raymond Adams

CLASS MODERATORS

Ninth Grade	Mrs. Franklin, Mrs. Taggart
Tenth Grade	Mrs. DeLuca, Mr. Disla
Eleventh Grade	Mr. McFarland, Mr. Renzi
Twelfth Grade	Mrs. Cavanaugh, Mrs. Matone

GRADUATION REQUIREMENTS

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

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

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

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

SAMPLE CORE CURRICULUM

GRADE 9 HONORS

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

GRADE 10 CP

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

GRADE 9 COLLEGE PREP

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

GRADE 10 HONORS

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

GRADE 11 IB/HONORS

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

GRADE 12 IB/HONORS

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

GRADE 11 CP

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

GRADE 12 CP

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

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

AWARDS

THE PROUT CRUSADER AWARD

Criteria

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

THE ELIZABETH PROUT AWARD CHRISTIAN SERVICE

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

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

Criteria:

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

VALEDICTORIAN

Criteria:

- Highest grade point average in the class

SALUTATORIAN

Criteria:

- Second highest grade point average in the class

STUDENT EVALUATION

GRADING SYSTEM

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

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

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

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

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

Class of 2012, 2013 forward, Grading Weights rev. September, 2009

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

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

CHRISTIAN SERVICE HOURS

The annual Christian Service Hours requirement will be recorded and assessed in students' Religious Studies classes. Previously, Christian Service Hours were a Graduation Requirement.

Every student in every Religious Studies class in every grade will be required to complete 20 Hours of Christian Service by the end of the 3rd Quarter. The hours will be due on March 16th, allowing the teacher enough time to determine the students' grade.

Please note: each student's service hours comprise 10 points of each student's third quarter grade. Thus, if a student does not complete the full 20 hours of Christian Service by March 16, the grade posted on *Edline* for the 3rd Quarter Religious Studies class will drop 10 points. Teachers will do their best to warn and remind students and parents as the date approaches.

Each Religious Studies teacher will determine an assignment for their class that requires the student to reflect on their completed hours. This reflection assignment will be graded according to teacher preference.

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

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

SCHEDULING AND COURSE ENROLLMENT

Occasionally it may be necessary to drop or add a course to the list of

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

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

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

Wanting a different teacher, not liking a class, wanting to be with friends or different period are not legitimate reasons for a class change.

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

HONOR ROLL

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is announced quarterly.

High Honors
Honors

All A's
All A's and B's

MID-YEAR AND FINAL EXAMINATIONS

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

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

EXAMINATION POLICIES

- 1. Only absences due to verified illness will be excused. Students missing a final or semester exam due to vacation should not expect to be allowed to make-up the exam.**
- 2. Any student with an outstanding tuition balance, overdue library books, or athletic department uniforms will not be permitted to sit for exams.**
3. Any student who is in the building but not taking an exam must report to the designated silent study area.
4. All students must wear uniforms while taking all exams.
5. If a student does not show up for a scheduled exam, a parent must call the morning of the exam to explain the reason for absence and schedule the make-up exam; if a parent does not call, the student will not be allowed to make up the exam.
6. Each exam is two (2) hours long. Students must remain in the exam room the full two (2) hours. If a student finishes early, he/she may do other studying and should come prepared.
- 7. The regular bus schedule will be in effect during exam week except during make-up exams.**

HOMEWORK

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

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

CHEATING AND PLAGIARISM POLICY

In a moral environment, academic dishonesty cannot be tolerated. Cheating of any kind-copying math homework, using a translator for Spanish class, or plagiarizing an internet source for an English paper, for example-will result in no academic credit and a disciplinary

sanction. In episodes of cheating, teachers will clarify to the student, if necessary, how the student cheated. The teacher will inform parents, the Assistant Principal and the Dean of Students.

Plagiarism is an especially egregious form of cheating. Plagiarism, according to Webster's II New College Dictionary, is defined as "to steal and use the ideas or words of another as one's own." Thus, plagiarism can be easily avoided by never passing off as original an idea obtained from another and crediting correctly an existing source of information. Although The Prout School recognized various ways to plagiarize, for all cases of plagiarism the following steps should be taken.

Teachers should meet with students privately and alert them that plagiarism is suspected. In some cases, a student may not be aware that he or she has committed plagiarism, so it is imperative that the faculty member discuss the work in question and inform the student about plagiarism and its penalties.

If plagiarism has occurred, the teacher will inform parents, the Assistant Principal and the Dean of Students. The plagiarized assignment will receive no credit, and the plagiarized assignment will be kept in the student's personal file. A student who has cheated and/or plagiarized may be subject to in-house suspension.

Any student who cheats and/or plagiarizes repeatedly runs the risk of expulsion. Any student who cheats and/or plagiarizes while a member of the National Honor Society will be banned permanently from the group.

ACADEMIC REPORTS

In an effort to keep parents closely informed of their child's academic progress, reports are issued each quarter in the following approximate sequence: Progress Reports – available online through Edline.

Deficiency Reports - mid-quarter

Report Cards - approximately a week after the quarter ends.

DEFICIENCIES

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

DEFICIENCY REPORT SCHEDULE - ALL GRADES

First Semester	September 30 and December 9
Second Semester	March 2 and May 4

REPORT CARD SCHEDULE

November 4	January 27	April 5	June 22
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ACADEMIC PROBATION

Students failing more than one subject at the end of any quarter will be placed on academic probation. They may not participate in extracurricular activities (including drama and athletics) until the next report card is issued.

FAILURES

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

MAKING UP FAILED COURSES

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

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

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

INCOMPLETE GRADES

When a student misses school due to an extended illness a grade of incomplete may be recorded until such time as the outstanding work is completed. Incomplete grades are rarely recorded and issued only under extreme circumstances. Routine work not made up by the end of each quarter will be assigned a grade of zero. A fourth quarter incomplete must be made up within two weeks after school ends.

STUDENTS WITH SPECIAL ACADEMIC NEEDS

The Prout School has limited resources and is geared to serve the academic needs of students working in a college preparatory environment. Parents are required to fully disclose special needs of students during the admissions process. Failure to make such a disclosure severs the contractual relationship with The Prout School.

We are able to make reasonable accommodations, such as extended time and preferential seating. Naturally, The Prout School will meet any obligation required of a private, religious school by law.

To ensure fair and orderly testing situations, students are normally expected to complete quizzes, tests and examinations in the time set by the teacher. Students with special learning needs are granted extended time on tests only if they have submitted documentation of educational testing by a specialist approved by the school, specifically indicating the need for additional time. Students who qualify for extended time testing are allowed a maximum of twice as much time as students who take the tests under normal circumstances. Students must take such tests either in several discrete segments or at a single sitting. Some extended time testing will take place before/after school.

Extended time testing for nationally normed examinations, such as

SATs, must meet requirements set by the College Board, including two signed documents from specialists who have administered or reviewed standardized psycho-educational testing.

STUDENT RECORDS

By law (The Privacy Act), the school cannot release any student records without written authorization of that student or his/her parent. When, therefore, a student requests to have his/her records forwarded to a new school, a parent should request and sign the Third Party Release Form obtained in the main office and submit it to the main office. Records will be released only when the student's account is settled.

TUITION AND FEES

FEES

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

PAYMENTS

There are three options for paying tuition:

1. One total payment on July 1st.
2. Two payments due on July 1st and December 1st
3. Monthly, through an outside tuition management service with payments beginning in July and ending in April.

REFUNDS

In order to receive a full tuition refund, less the non-refundable deposit, the parent(s) or guardian(s) must notify the admissions office in writing prior to August 1, 2011. The refund policy for cancellation after August 1, 2011 is as follows: if enrollment is cancelled between August 1, 2011 and the end of the first quarter, with or without written notice to the admissions office, the parent(s) or guardian(s) financially responsible for the student will be obligated to pay 25% of the contracted amount. Any cancellation during the second quarter will require payment of 50% of the contract amount. Any cancellation during the third and fourth quarter will require payment of the full contract amount. There will be no refunds for students dismissed for disciplinary reasons.

STUDENT LIFE

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

All members of the Prout community are encouraged to be respectful to each other. The school community will flourish if school rules, consequences, and guidelines are seen as a means of helping one another to develop self-discipline and good order which leads to a harmonious environment.

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

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

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

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

Students have the basic personal responsibility to:

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

RESPECT FOR TEACHERS

Parents, too, as partners in the education of their children, are expected to be respectful to teachers. The implied partnership between teachers and parents is important for the development of all students. If the

partnership breaks down, parents can be required to withdraw the child from school.

The Prout School is very proud of its tradition and reputation. Any student who engages in an activity that receives negative public attention that is brought to the school's notice in a legitimate manner and/or is embarrassing to the Prout School and its good name may be required to withdraw from the school. For a student to say "I'm sorry" or "I didn't mean to" or "I was only kidding" in some situations is not acceptable.

REPUTATION OF THE SCHOOL

Any student who engages in an activity that receives public attention that is embarrassing to The Prout School and its good name may be required to withdraw from school.

ID CARDS

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

DAILY ANNOUNCEMENTS

In school, announcements are read over the public address system each morning during homeroom. Teachers or organizations making announcements must present them to the office by 8:00 a.m. Morning announcements will be posted on the ProutNews listserve daily. Students are expected to be QUIET during announcements.

VISITORS/VOLUNTEERS

Special guests, parents, volunteers, and school officials are all welcome in the school. Students wishing to have a guest visit for the day must have the visit approved by the Director of Admissions three school days prior to the day of visit. Parents visiting should first report to the main office. Visitors and volunteers must wear the appropriate school tag while in the building. Tags are issued at the main office. If any parent volunteers in the school or goes on a field trip, the parent must first see a required film.

Students have the right to attend school in safety, without disruption or disturbance, and without interference of any kind. School officials have the duty to provide for the protection and safety of students and of school property. Any person in the building without supervision and authority is trespassing. Failure to leave the school building, or the school grounds, when requested, will result in prosecution. If a student guest is in the building without permission, he/she may be asked to leave the building.

SCHOOL CANCELLATION/SNOW DAYS/EMERGENCY NOTIFICATION

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

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

In a dangerous inclement weather situation, The Prout School does not expect that a student attend school. In the event your town or community is undergoing dangerous weather, please keep your child home. We leave this final determination up to the parents.

Should stormy weather begin during the school day, necessitating the canceling of after school activities, the administration will make every effort to announce the cancellation before lunch. This will give the students enough time to notify their parents. We do not recommend that you allow your child to drive to school on days of threatening weather.

All students who come to school on buses must return home on buses, unless their parents pick them up. Parents are advised to not allow

students to drive on days when ice or snow may result in treacherous driving. Should an unforeseen storm occur students will not be allowed to call home to get permission to drive home early. Parents must initiate the process by calling the school.

PASSING TIME

Between classes, students are to move quickly and with respect toward one another. Disruptive behavior will be dealt with by the Dean of Students. Students should make every effort to be on time for each class.

LOCKERS AND LOCKS

Lockers are loaned for student convenience. Students are assigned a locker number by the Dean of Students. Students should use their lockers daily and keep them locked. Generally, students' privacy will be respected, but parents, school officials and civil authorities have access to lockers under the legal principle of *in loco parentis* (i.e., in place of parent). If necessary, a student's locker may be searched or the individual student may be searched as well as his/her belongings. School issued locks are required and the only locks permitted. They may be purchased during the first week of school. Students should not change lockers without permission of the Dean. Books, clothing, school supplies, and valuables should be locked in lockers daily. The Prout School is not responsible for any computer or personal property, including money, brought into school. The privilege of using a locker will be revoked should it be abused. Personal belongings left in unsecured places are not the responsibility of the school. A second lock must be purchased to lock belongings in gym lockers during Phys. Ed. class. The belongings and lock must be removed at the end of class. Also, athletic lockers may be obtained from the Athletic Director to store athletic equipment in. Students should not leave athletic equipment in classrooms.

Students are responsible to clean out lockers at the end of the school year.

SEARCH POLICY

Students at The Prout School and their parents accept that the Administration of The Prout School has the right to search student

lockers, clothing, backpacks, bags, possessions, as well as vehicles parked on school property. Not allowing the Administration to perform such a search is grounds for a student's dismissal.

STUDENT DRIVING AND PARKING

Seniors are permitted to drive to school and park in the designated student parking areas. Juniors will be permitted to drive on a limited basis (as space is available). All student drivers must register their cars with the Dean of Students and obtain a parking pass by the end of the first full week of school. Students must have a visible parking pass or they may be asked not to park in the school lots. **Speed limit on school grounds is 10 m.p.h.** Students may not leave the building during the school day to go to their cars. If students drive recklessly, are continually tardy, are found in their cars during school hours, break driving laws, or leave the campus during the school day, etc., driving privileges may be revoked at the discretion of the Administration.

SKATEBOARDS

Skateboards are not allowed on campus.

PHONE POLICIES

Parent Messages - Parents are asked to call school with messages for their children only when necessary. Students are not permitted to check cell phone messages during the school day. Please place all calls through the main office.

School Phone - Students may use the "student phone" in the Main Office before school, during lunchtime, and after school.

Cell Phones - Rhode Island General Law 16-21.2-11 mandates that cell phones and other electrical devices are not allowed in school. **If a student is found in possession of a cell phone or beeper in any part of The Prout School building (including courtyards) it will be confiscated.** Parents must make arrangements to retrieve the phone with the Dean of Students. Multiple infractions will result in confiscation of the phone for longer periods of time.
After 2:30pm cell phones may be used outside of the building.

STUDENT VALUABLES

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

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

LOST AND FOUND

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

CAFETERIA

Students are to have food or drink only in the north or south commons. Water should be kept in the locker if necessary. No food or beverages should be brought into homeroom or any classroom throughout the school day. Students are asked to pick up after themselves at lunch and to help out when asked. If a student does not comply, they will be subject to disciplinary action.

CD PLAYERS AND IPODS

These types of items may not be used between 8:10 a.m. and 2:30 p.m.

LASER POINTERS

Laser pointers are not allowed in school or at school events. **They will be confiscated and not returned.**

COMPUTER/INTERNET USE

Please refer to the Prout computer/internet acceptable use policy. The Prout School does not sanction the use of its name or the name of any group associated with The Prout School on any website without the expressed written consent of the principal. Any student using or

referring to the name of The Prout School on any website **including any social networking sites is subject to disciplinary action, including suspension or expulsion.**

ATTENDANCE

ABSENCES

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

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

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

Fifteen absences in any one class may result in a failing grade for that course. Absences due to illness count toward the fifteen day limit.

Attendance is taken in each class and recorded on the student transcript.

For semester courses, eight absences in any one class may result in a failing grade. When students return to school, they must present an absent note. Failure to do so may result in detention.

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

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

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

Seniors are allowed 2 absences for college visits. These 2 absences will not count toward the 15 day limit.

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

TARDINESS

Students arriving late to school (from 8:08-8:30 a.m.) must report directly to the Main Office, sign in, and obtain a pass. **A parent must call or send a note explaining a student's tardiness. Parents will be contacted otherwise.** Students may be excused for tardiness if they present a doctor's, dentist or physical therapy note or if they have been to a funeral. **If a student is late more than six times in a Quarter, the student and his/her parents may be asked to come in and meet with the Dean of Students.**

Arrival to school after 8:45am is considered tantamount to cutting first period. Students arriving after first period must report directly to the Dean of Students with a note explaining their tardiness.

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

Students are allowed a maximum of 3 tardies each quarter. Detention will be assigned for each time thereafter.

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

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

EARLY DISMISSALS

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

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

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

EMERGENCY PROCEDURES

FIRE DRILLS

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

LOCKDOWN DRILLS

Lockdown drills are used for unique circumstances. When the signal is announced, students will move quickly and quietly to the designated

corner of the classroom, sit on the floor, and remain there as the teacher locks the classroom door. Any student not in a classroom should proceed to the nearest room. No cell phones should be used.

EVACUATION

During Evacuations, students will proceed with their classroom teacher towards the McGrath Judicial Center. Homeroom teachers will gather the students in their homeroom and attendance will be taken.

SCHOOL NURSE

MEDICATION

All medicine, including aspirin, is required by law to be stored and locked in the School Nurse's office. Medication may only be administered by a registered nurse, with written parental permission. Students may not self-medicate while in school. The Medication forms will be mailed to parents. These forms should be completed and returned to the School Nurse before school opens.

SERIOUS ILLNESS/INJURY

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

DRESS CODE

PERSONAL APPEARANCE

Parents are to make sure that their child is dressed appropriately for school. Prout students are expected to be neatly dressed and well-groomed at all times, just as they would be at a job where dress clothes are required. Boys must be clean-shaven. The dress code should foster a positive attitude of respect for one another.

Students not in compliance with the uniform code may be sent home. All items must be purchased from Donnelly's School Apparel, either from their Cranston store or on-line.

HAIR

Outlandish hair styles (shaven heads, unnatural color, bleached hair, or spiked hair) are not in keeping with the school's educational mission and will not be tolerated. Students' hair should not fall below the eyebrow and/or cover the face. A boy's hair may not be longer than collar length nor should it fall in the boys' eyes, nor should he wear a ponytail. Students wearing inappropriate hairstyles or shaved heads may be placed on disciplinary probation until in compliance.

GIRLS

Daily Uniform: Prout skirt or pants, Prout polo, solid, non-patterned, opaque black tights or solid, non-patterned, opaque knee socks, and black, brown or navy shoes.

The gray skirt should be worn no shorter than 2" above the knees and not rolled at the waist. Many students grow taller during the school year. Thus, skirt hems may have to be frequently adjusted. **The Prout long or short sleeve polo shirt may be worn on any day except a dress uniform day. For seniors, a solid colored button-down oxford is optional. Seniors may not wear visible tank tops under the dress shirt and the shirts should be appropriately buttoned. Girls may wear black tights or black knee socks (not nylon "knee-highs") with the uniform skirt.** If girls choose to wear slacks they must wear the gray slacks from **DONNELLY'S**. Shoes must be black, brown, or navy with heels less than 2" high. Any type of boots, VANS, sneakers, moccasins, sandals, open toed shoes, backless shoes, slippers or shoes with trim of any kind, including fur, are **NOT** permitted. Examples of acceptable shoes are topsiders, saddle shoes, loafers, or oxfords.

Dress Uniform: white button-down collared shirts and the Prout sweater, vest, or fleece zippered vest, Prout skirt or pants, and black, brown, or navy shoes.

BOYS

Daily Uniform: Prout gray trousers with a black or brown belt, Prout polo, socks, and black or brown shoes, **no sneakers**.

The Prout long or short sleeve polo shirt may be worn on any day except a dress uniform day. For seniors, a solid colored button-down oxford with a tasteful tie (no bow ties) of their choice is optional. (no black shirts) Athletic socks are not allowed. Shoes must be black or brown. Sneakers, VANS, sandals or boots of any kind are not permitted. Types of acceptable shoes: oxfords, loafers, or topsiders.

Dress Uniform: white button-down collared shirts, the Prout tie, and the Prout sweater, vest, or fleece zippered vest, Prout pants with a black or brown belt, black dress socks, and black, brown, or navy shoes.

PLEASE NOTE:

- 1. Any student in violation of the uniform code will be issued a violation form. Three violations will result in a detention. These detentions accumulate during the school year.**
- 2. The dress uniform may be worn any time.**
- 3. Underclothing should not be visible under Prout shirts. Only solid white undershirts are permitted. Long sleeve shirts should not be worn under short sleeve polos.**
- 4. Knee highs, stirrups or tights ending at the ankles are not permitted. Patterned or striped stockings are not permitted. Stockings should not be ripped or torn.**
- 5. Shirts must be tucked in. Long sleeve shirts must be rolled down and buttoned.**
- 6. Any sweatshirt, sweater, jacket, etc., other than the Prout uniform may not be worn during the school day.**
- 7. Hats or any type of headcovering may not be worn in school.**
- 8. Jewelry must not detract from the uniform. No chains, handcuffs, spiked belts or heavy bracelets may be worn.**
- 9. Boys may wear one small earring and girls' jewelry must be appropriate for school.**
- 10. Body piercing is not acceptable and must be removed.**
- 11. Tattoos are not acceptable. A visible tattoo is an example of a dress code violation that may make it impossible for a student to continue at The Prout School.**
- 12. Sandals and flip flops are not permitted.**
- 13. Boys who are not clean shaven will be required to shave in school, with a new disposable razor provided by the school. If this is unacceptable, the student may be required to return home until the situation is remedied.**

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

TAG DAYS/Non-Uniform Days

It is expected that students will dress appropriately and tastefully on any day that a school uniform need not be worn. **Ripped or torn jeans should not be worn.** T-shirts with inappropriate slogans or messages are not acceptable. Shirts that show midriff are not acceptable. Girl's shirts should have a sleeve and not be low cut. If inappropriate clothing is worn, parents may be called. Clothes that are too short or too tight are not acceptable. No flip flops are allowed. **No chains, handcuffs, spiked belts or heavy bracelets may be worn.**

DISCIPLINE CODE

GENERAL PENALTIES FOR VIOLATION OF SCHOOL REGULATIONS

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

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

Class I Offenses

While all infractions of school rules and policies require our attention and correction, the following are generally able to receive corrective

action described below. Naturally, multiple infractions may result in a problem being raised to a higher level.

Samples of Class I Offenses:

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

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

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

Class II Offenses

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

Samples of Class II Offenses:

1. Fighting
2. Bullying/harassment/cyber bullying
3. Cheating
4. Vandalism or disregard for school or personal property

5. Possession or using Tobacco products on/around campus, or at Prout events
6. Gambling
7. Smoking
8. Use of profanity
9. Theft and breaking and entering
10. Disrespectful behavior toward a teacher or member of staff
11. Throwing or shooting objects
12. Truancy and cutting class
13. Disrespectful behavior to anyone
14. Possession or use of drugs or alcohol on or off campus
15. Dangerous driving or motor vehicle violations on or near campus
16. Selling drugs or alcohol
17. Lying
18. Tampering with or using emergency devices without permission
19. Bringing obscene material to school or school events
20. Talking or disorderliness during a fire drill
21. Possession of a weapon at school or school sponsored events
22. Failure to cooperate in a locker or book bag search by an authorized member of the administration
23. Improper or unauthorized use of the school 's name
24. Actions or misconduct outside of school that reflects poorly on The Prout School
25. Rude or disruptive conduct as a spectator at a game or school activity
26. Deliberately missing detention
27. Plagiarism or academic dishonesty
28. Forgery

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

1. After school detention and/or Saturday morning detention for a specific or indefinite period of time
2. Disciplinary Probation Review by the Dean of Students, and the Disciplinary Review Board
3. Completion of a specific number of community service hours as assigned by the Dean of Students
4. Disciplinary Probation for a specific period of time
5. Prohibition from attendance at school events, sports, or activities for a specific period of time

6. Suspension from classes, either at home or at school for a specific period of time
7. Home suspension until a decision about withdrawal has been made by the Principal after consultation with the Assistant Principal and the Dean of Students
8. Prohibition from participation in graduation exercises
9. Restitution for damaged or stolen property or goods
10. Referral for counseling
11. Report to police
12. Recommendation for expulsion and expulsion from school

DETENTION

Students may be assigned detention by the administrators. A faculty member may issue a conduct or uniform violation slip to a student that may result in a detention. If a student feels that an assigned detention was unwarranted, it should be appealed to the person issuing the detention.

Although the administration attempts to notify parents of the detentions, as a courtesy, it is the responsibility of the student to inform his/her parents of any assigned detention. Detention is served after school on Tuesdays and Thursdays from 2:35 p.m. to 3:30 p.m. Students must be on time. Being late will result in an additional detention. Students must be in dress code. No work may be done during this time. Saturday detention is from 9:00a.m. to 10:30a.m. Students must be in uniform. A request to change a detention should be presented to the Dean of Students and it should be rare.

Deliberate cutting of assigned detention is a Class II offense and will receive a consequence as such.

DISCIPLINARY PROBATION AND REVIEW

Disciplinary Probation Review

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

Before a student is placed on Disciplinary Probation, the Dean of Students will gather input from the student, the student's teachers,

and counselors to determine whether a student should be placed on Disciplinary Probation. The Dean of Students or the Disciplinary Probation Review Board, if convened by the Dean of Students, may impose Disciplinary Probation. The principal maintains the right of overall review and implementation of the length of the consequence.

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

SUSPENSION

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

When a student is suspended from school or receives in-school suspension, parents are notified. The parent may be required to accompany the student on his/her return to school and meet with a member of the administration. While serving an in-school suspension students will complete class assignments, tests, etc.

Out-of-school suspended students may not enter school property while serving their term of suspension and may not participate in any extra-curricular activities.

PROCEDURES FOR STUDENTS WITH IN-SCHOOL SUSPENSIONS

1. Students are to report to the ISS room immediately following homeroom announcements, and to bring with them books and materials needed for the day.
2. Assignments will be requested from the teachers.

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

STUDENT ACTIVITIES

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

SAMPLE ACTIVITIES

Recycling Club	Student Ambassadors
Yearbook	National Honor Society
Student Council	Jazz Band
French Club	Art Club
Italian Club	Ping Pong Club
Spanish Club	Film Club
Mock Trial	SADD
Math League	Ceramics Club
Robotics Club	
O' Ambassadors Club	

STUDENT COUNCIL

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

STUDENT COUNCIL ADVISOR Mrs. Matone

Given its importance, the Student Council meets regularly during the

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

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

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

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

1. have failed any classes,
2. become a behavioral problem,
3. and/or have been suspended.

THE NATIONAL HONOR SOCIETY

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

ATHLETICS

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

FALL

Girls' Varsity & Junior Varsity Tennis
Girls' Varsity & JV Soccer

Division I
Division II

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

WINTER

Girls' Varsity & JV Basketball	Division II
Boys' Varsity & JV Basketball	Division III
Boys' Varsity Swimming	Division I
Girls' Varsity Swimming	Division I
Boys Varsity Hockey	Division II
Cheerleading	

SPRING

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

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