



CHARETTE
HIGH SCHOOL

School Handbook
School Year 2021-2022

337 Westminster St., Providence, RI 02903
401-270-1183

Students and Parent/Guardian Signatures required upon review.
Please see page 21

September, 2021

Dear Families and Students:

Welcome to Charette! As you are well aware, Charette is a unique school. We are the only blended learning, Urban Planning and Historic Preservation themed high school in the United States. That clearly puts us on the map!

At Charette, we believe in the power of blended learning, the use of online digital media as well as traditional face-to-face teaching, to engage young minds. We believe in the natural learning abilities of young people and that they can make great strides in academic skill building, while simultaneously learning how to be self-reliant and independent when attending this school. Our style of teaching and learning asks that students become proficient in one skill before they move onto the next skill; we also ask that students work hard in a rigorous curriculum.

Students will not only engage in positive behavior, but build a foundation of self-pride and self-accomplishment when they are respectful of others and the school, responsible for their own learning, and work hard. We are a Summit Learning Program with a focus on key learning outcomes.

Success at school starts before the school day begins. Parents can go online 24/7 to review their child's progress and can contact the school at any to address concerns and reach out for support or information. Students should leave the house early and arrive at school in uniform. School ID's will be issued to all students. Book bags are not needed and, if students work hard during the day and are "on or ahead of target," then long hours of homework will be infrequent.

Three norms guide **Charette High School**:

- **Create Community**
- **Honor yourself, others and this school**
- **Strive to succeed**

We believe that use of cell phones can be a major distraction to learning and we expect that you will follow school regulations regarding cell phone use. Parents are our partners in preventing and dealing with the trouble and lost education which comes from cell phones in schools.

Please relish every day as an opportunity to succeed and to be a better learner than the day before. Make the most of your time here, work hard, be respectful and be responsible. Together we can set a foundation for the future success for every student.

Sincerely,

Dr. Kathy Vespia

Dr. Kathy Vespia, Executive Director

This handbook is intended to instruct and inform our school community. Here a student and family can find information about school life, our basic rules and systems, and the responsibilities that Charette asks of its students and families, so we can collectively protect our school culture.

Academic Philosophy

At Charette, our academic philosophy is built upon the key learning outcomes of the Summit Learning Program.



To be successful in college, career, and life, students need to develop **cognitive skills, content knowledge, habits of success** and **sense of purpose**.

- Cognitive Skills — such as developing an argumentative claim, presenting a clear idea, and interpreting data — are essential for success in college and career.
 - In our school, you will spend the majority of time immersed in real-world projects that build multiple Cognitive Skills across grade levels and subject matter.
- Content Knowledge - Students must understand academic subjects more deeply than a web search can provide. They need a broad Content Knowledge base in order to put Cognitive Skills to work.
 - In our school, you will set goals, understand how you learn best, and deeply understand rigorous content that sets you up for success in college and careers.
- Habits of Success are social and emotional skills — resilience, social awareness, a sense of belonging — that support a student’s academic and non-academic pursuits.
 - In our school, this social-emotional learning is integrated throughout our schedule, through weekly one-on-one mentoring, self-directed learning and project-based learning.
- Sense of Purpose- Sense of Purpose has five critical components: self-awareness, values, relationships, credible path toward long-term goals, and transition.
 - In our school, you will develop a long-term plan rooted in your values and interests and a credible next step towards your long term-plan.

From *The Science of Summit*

CHARETTE is the first of its kind in the New England region; a full-time high school that uses a “blended learning” model with a focus in Urban Planning and Historic Preservation. Students are in class engaging in self-directed learning supported by active involvement of teachers in the four main content areas: English, Math, Social Studies and Science. Teachers at Charette work with students when there is a skill or strategy that cannot be mastered through the on-line curriculum. With rigorous academic instruction provided in large measure by the Summit Learning Program, teachers can turn their attention to targeting the learning needs, writing instruction and skill gaps of each individual student.

Teachers will specialize in data analysis and skill gap intervention and students learn in a competency-based, technology-rich environment. For this reason, no day at Charette is routine. Students will work on some subjects longer than others as needed and teachers will work with different groups of students, depending on which students need to learn a similar skill at that point in their lessons. Based on an understanding of specific student needs, students will be scheduled into a focus learning group to strengthen their skills.

At CHARETTE, the use of time should be a variable, not a constant, and time should be used productively and creatively. Also, time should not dictate the structure of student learning. Old-fashioned bell-schedules do not allow for smooth transitions between subject areas; for example, a student working on a one-hour Social Studies lesson should be able to complete the lesson from start to finish without the interruption of bells. However, this puts the responsibility of self-pacing and self-monitoring on students who need to make daily use of time management skills to accomplish three or more lessons per week in each subject area. To ease some of this responsibility and help students keep pace in state-tested subjects of English and Math, we have developed Focus support to help students keep on track in these areas. Charette understands that the students of today need a new way of learning and gaining the skills, attitudes, and dispositions to succeed in the future.

However, within the school day, the teachers will construct routines, rituals, activities, tasks, and structures of time (pacing guides, schedules) where student choice is not involved to incorporate structure in a self-paced environment.

Academic Program

Program of Study

The Program of Study meets the RIDE graduation requirements, is college prep in design, and can be adjusted to meet student needs as long as graduation requirements are upheld.

Grades

Grades are reported in letter format with a corresponding numerical average on a scale from 1 to 100. The grades of “F” and “D” are not considered proficient by the school and are not awarded.

A+ 97 to 100	B+ 87 to 89	C+ 77 to 79
A 94 to 96	B 84 to 86	C 74 to 76
A- 90 to 93	B- 80 to 83	C- 70 to 73
F 1 to 69		

Honor Roll

High Honors All grades above 90% (all A's)

Honors All grades above 80% (A's and B's ... no C's)

Honorable Mention All grades above 80% except for one grade below 80% but above 70%

Student Responsibility for their Education

At CHARETTE every student is ultimately responsible for their use of Personalized Learning Time (PLT) time, as it relates to general on-line learning, pacing and self-responsibility. Through the use of the Summit Learning Platform, students will be able to closely monitor the pace of their learning and the achievement of learning outcomes.

Effect on Others

In the learning spaces, students depend on each other to help create an environment where quiet work can be done without distraction. Students have a responsibility to understand the effect (both positive and negative) that they have on each other.

Progress Report Cards

Progress Report Cards are produced quarterly and include academic grades as well as information about their child's learning progress. One copy of the progress report card is mailed and should be returned to school signed by a parent or guardian. Parents and students will also receive a digital copy by email.

The Summit Learning Platform allows every parent or guardian to see emailed daily progress in all subject areas.

Parent Access to Summit and Alma

CHARETTE encourages parents to check on their student's progress daily in Summit Learning Platform (the e-courseware curriculum) and will be provided with data from Alma (the database of student information regarding not only academic progress but matters such as lateness, attendance, and behavior).

Grade Point Average

GPA is calculated using a 4.0 system. Course numerical averages are averaged together to determine GPA.

A+, A 4.0	A- 3.67		
B+ 3.33	B 3.00	B- 2.67	
C+ 2.33	C 2.00	C- 1.67	F 0.00

Promotion

Promotion to the next grade level depends on successfully completing and passing the core content courses with a proficiency level of 70% or better by the close of school in June. Elective courses which are incomplete will not cause a student to be retained in a certain grade. Those elective courses are still needed to graduate, but can be worked on and passed over the summer or in the next school year. However, not passing a core academic course by the close of school in June will require summer remediation and summer school or result in repeating the courses (Math and English only).

Academic Cheating

In the virtual world, the lines between cheating and collaboration have become harder for schools and students to distinguish. However, there are some strict definitions of cheating at Charette. For instance, using a cell phone to photograph Summit content such as an assessment is clearly cheating, as well as copyright infringement. Plagiarism, which is copying without citing, is clearly cheating.

In the virtual world, the issue is “Academic Honesty” versus “Academic Dishonesty.” As a 21st Century School, CHARETTE encourages its faculty and students to find new and creative ways to learn and work. However, when academic dishonesty occurs then penalties are severe.

At CHARETTE each student is required to read, sign, and follow the school’s Code of Conduct. This set of standardized and explicit norms creates a foundation for academic trust and honesty.

Pacing Guides and Daily Percentage Completed

To stay “on target” and “ahead of target” a student must do a predetermined amount of schoolwork each day. The grading system will be explained in detail to students and families.

Students have the responsibility to track their progress, goals, and Summit learning data daily. Performance will be monitored on a weekly basis during the scheduled session with the student's assigned mentor.

Capstone and Portfolio

The Capstone program is an independent-based research project. Each year students will complete a capstone project that will be added to their portfolio. All students will be required to complete a Senior Project as a graduation requirement.

Dual Enrollment and the Advanced Course Network

Dual enrollment is being actively explored for our students including participation in RIDE’s advance course network (ACN). Dual enrollment courses are not required for graduation.

Flexibility

The use of the Summit Learning Platform offers flexibility in customizing programs and academic offerings for all students. Flexibility in school approaches to student learning is a goal of CHARETTE and families are encouraged to think of ways that our program can best support their lifestyles and situations.

Homework

At CHARETTE we believe that the school day provides quality time to gain proficiency in the core content and elective courses. There will be time when written papers and certain reading and math assignments will be assigned for homework. CHARETTE is not a “No homework school.” We are a reasonable homework school and students should be productive during the day. If a student is not “on target or ahead of target,” students will be required to use home study to catch up. The Summit Learning Platform should be used to do course work at home.

Standardized Test Participation Policy

Standardized tests, whether they are the Summit Learning Platform, NWEA and the PSAT and SAT test, give the school, student, and family important information. Also, neither state regulation nor federal law allows a student or family to opt out. It is CHARETTE policy that all tests be taken and student effort is 100%. There are no opt-out provisions by CHARETTE Board policy.

Safety

Emergencies and Drills

- Types of Drills:
- Fire – There are two types; obstructed and unobstructed
 - Lockdown – In case of an intruder, internal situation, or a situation outside the building
 - Evacuation – When we must leave the building and dismiss school from another location

Fire Drills: Evacuation routes are posted in all classrooms. These will be reviewed at the opening of school and on a monthly basis.

Evacuation Routes:

First Floor

All spaces in back half of floor - Mr. Brown (Rm 104), Mrs. Magnolia and Miss O'Neill (Rm105), Ms. Roderick's (Rm 107), Jill (Rm 112) and Claribel (Rm 133)

Exit via the back door, cross Snow St., go left on Snow Street, cross Westminster St and go one block to Chapel Street, cross Chapel, turn right and line up in front of the parking lot.

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All spaces in front half of the 1st Floor - Reception area, Mr. Blunnie's (Room 103), Rosa's (Rm115) and Support Services (Rm 116)

Exit the front door, turn right on Westminster Street. At the corner, cross Snow Street and take the immediate left crossing Westminster. Walk one block down, turn right onto Chapel St, line up on sidewalk adjacent to parking garage on Chapel Street,

Second Floor

Cafeteria, Rooms 205, 206 and 207

Exit via rear stairwell, to rear door and proceed down Snow Street to Chapel Street. Cross Chapel and take a left lining up across from fire hydrant in front of two story parking garage

Rooms 201, 202, 203, 204

Exit via the stairwell at the reception area to front door, turn right onto Westminster Street and left onto Snow. Follow Snow to Chapel Street and turn left on Chapel and line up on the sidewalk behind Grace Church Parking lot.

Student Expectations:

- No cell phone use during the evacuation unless directed to do so by your teacher.
- Walk on the sidewalk and not in the street.
- Be aware of pedestrian traffic.
- CHECK in with your teacher when the group arrives at the designated evacuation site. Your teacher will be taking attendance.
- Remain with your group at all times.
- Return to the building when instructed to do so by your teacher.

Remember that you REPRESENT CHARETTE HS every time you are out in a public setting. Be respectful

Lockdown Drills: If there is an emergency which demands that students stay in their rooms then this is a “lockdown.” Lockdowns can occur because of an intruder in the building, a physical plant issue which restricts movement or because of an issue which happens in the school’s vicinity. When the call for a lockdown occurs, each teacher must lock their door, direct the students to move to sections of the room which cannot be seen from the doorway and turn the room’s lights off. The door is not to be opened until the “all clear” signal is heard.

Evacuation Drills: In the case of our building becoming uninhabitable we will move the student body to either the lobby of the Convention Center or the Providence Place Mall. Evacuation Drills are like Fire Drills in that the students proceed to an off-site location with the class they were in. At the CC or PPM, students group with the teacher they were in the class with for an attendance check. At that time students, with the help of their teacher, can contact a parent or a person on their contact list for permission to dismiss. Students who are not able to reach a parent or emergency contact will remain in the custody of the school until dismissal time.

School Closings and Delays

While CHARETTE follows Providence for closing and delays we also participate in the state-wide RI Broadcasters Association Alert system. TV channels 6, 10 and 12, as well as radio stations WPRO 630 AM and 92.3 FM, have proven to be reliable news outlets for info on school closings and delays. Please sign-up for text alerts from the RI Broadcasters Assoc. at turnto10.com.

There may be a time (no heat or fire control system for instance) when CHARETTE cancels school and Providence does not. In this case we will issue our own alert through the state-wide system. However, in cases of snow and weather when you see “Providence Public Schools”, CHARETTE won’t be far behind. We follow Providence for reasons of sibling care, food service and transportation.

Accidental Injury and Nursing Services

If a student is hurt or injured during the day, it is important to report that incident to an adult immediately. The school nurse will be on campus during established times and “on-call” during the school day.

Basic Rules & Information

Address and Phone Number

Charette

337 Westminster Street

Providence, RI 02903 *Main phone # 401-270-1183*

Emergency Phone Number: 401-595-2356 (Dr. Vespia)

Free Parking for Parents during the day for pre-arranged meetings in the adjacent parking lot.

School Year

CHARETTE has a 180-day school year per Rhode Island law. Attendance every day is a legal expectation. Our school year has the typical school vacation weeks (Holiday, February, and April) and has all Federal Holidays off. The school publishes a yearly calendar in the spring or early summer. Our professional development days may differ from your local school district.

School Day

The school day for students is from 8:30 AM until 3:00 PM, except on Mondays, when dismissal is at 2:00 p.m. for the purpose of collaborative teacher review of student data and planning.

If the front desk is staffed, then students can gain admittance to the school as early as 8:00 AM; however, the access control system is set for 8:15 AM.

Lateness

Any student who arrives after 8:30 AM without a written or phoned-in parental excuse is considered late. Time missed from class due to unauthorized tardiness will need to be made up in after school study sessions and counted as such for attendance determined privileges, such as dances or field trips.

Coming to School Late with a Coffee, Drink, or Snack

Students and families should be aware that when a student comes to school late, and still has time to stop for a coffee, drink, or snack, then it is the school's opinion that he or she could have arrived at school earlier (or on time) where the food/drink can be enjoyed in the Tea Room. Please finish all food and beverages before entering the school late (after 8:45 a.m.) We want to avoid having students be in the position of arriving late with a coffee, drink or snack and having to throw it away (which is a terrible waste of money).

Absences

Students are expected to be in school every day, however, illness and family responsibilities often make school attendance impossible on some days. When students are absent from school, they must have a phoned-in excuse that day and then a written note from a parent upon returning. The school secretary calls the home of absent students every day and for this reason current contact phone numbers are important. This is to help avoid truancy, and more important, disruption of learning and academic progress.

Any number of absences in a row may cause administrative action given the circumstances and history of each student's absence. The school calls the home or parent cell phone of every absent student every day. Every day of absence will count as "one absence" and be counted as such when attendance determines privileges such as dances or field trips. Truancy is a disciplinary matter.

Uniform

This is a uniform school and students are required to wear uniforms.

The school requests that every student wear a school logo top and tan khaki toned pants(or skirt) or Charette logo sweatpants every day. Leggings, denim, and unauthorized sweatpants are not allowed. Non CHARETTE logo or non-school/college “hoodies” are considered non-uniform. Failure to comply on a daily basis will result in contact with parents/guardians to develop plans to address the issue.

Outdoor clothing such as hats (non-religious), hoods, and coats should not be worn inside. Our school building has reliable heat and additionally, it is not considered polite or work appropriate to wear out-door clothes inside. Not wearing the uniform can result in parents being called to bring in a uniform, repeat offenders may be disciplined or a uniform shirt can be issued that day and a bill sent home (\$8 to \$10 each).

Additionally, educational time should not be lost due to students changing clothes in school. Parents should not let students leave the house in the morning without a proper uniform.

No hats, hoods, sunglasses, or coats of any kind should be worn in school. Female students requiring hats are recommended to wear a scarf appropriate for a work environment. Religious headwear is exempted.

Every student and parent was aware that there was a uniform policy in place when they applied for admission. Monthly “Dress Down Days” are the only routine exception to the uniform policy.

Early Dismissal

If a student is to be dismissed early there needs to be either a written note from a parent or guardian or a phone call. **Students must sign out at the front desk if they are being dismissed early.** If being picked up by a parent or guardian, then the student must be signed out by that adult. Early dismissal is not to be habitual and will be considered a discipline issue if abused.

Change of Address and Updated Contact Information

For reasons of tuition billing and communication the school must always have up to date contact, proof of address and address information from every family. Moving and not telling the school will result in CHARETTE incorrectly billing the city and entering a dispute which will lead to a loss of funds. Please speak to Dr. Kathy Vespia to avoid a billing conflict in the event of a possible move.

Cell Phones

At CHARETTE we have a cell phone friendly attitude. The school understands the expense which families pay every month for their student’s phone and the comfort cell phones bring to parents in being able to contact their child whenever they need to. However, while we at CHARETTE understand and are sympathetic to the wide-spread and societal cell phone issue, the greater concern is that they pose a threat to your child’s learning and success in school. For everyone’s sake phones should be off and out of sight. We reserve the right to confiscate phones when students violate phone policy. They will be locked up until parents can come pick them up. Students run the risk of losing their right to bring a cell phone to school if they violate the school cell phone policy.

We ask that if parents need to contact a student, they should call the school and not call or send a text to their child's cell phone. We provide main office and emergency phone numbers to all parents for this purpose.

The school cell phone policy is attached as an addendum. All students are asked to review and sign indicating understanding of this policy. We are not responsible for loss, breakage, or theft of personal cell phones. A phone used against another student (social media, taping or videoing) will be confiscated by the school as evidence. Phones should be on "vibrate" or "silent" and should not be used for social or personal purposes during non-designated time. It cannot be stressed enough, if a cell phone is a distraction to learning, used in an act of invading one's privacy or in an academic cheating situation then the student will lose the ability to have their phone. CHARETTE has a very low tolerance towards the interference to school operations which cell phones cause and our expectation is that when CHARETTE decides about a student cell phone that our decision is abided by and supported by parents.

Students who are sick should see the school nurse or an administrator; the school should never hear second hand from a parent that there is a sick child in school. If a student is involved in a disciplinary situation they cannot use their cell phone at that time. To do so is a violation of this Code of Conduct.

Ultimately, our goal is for students to become responsible cell phone users, while protecting the learning environment.

Social Media

CHARETTE encourages students to be responsible users of social media in their personal lives.

CHARETTE content blocks Facebook and Twitter at the server level. Access to social media is via personal device only. Social media is a large issue for both schools and families. More often than not, a teen's mis-use of social media leads to negative outcomes.

Any mis-use of social media can be deemed a serious discipline issue. The school cannot control student's misbehavior in social media on private devices and can only attempt to deal with issues that arise on student owned devices. The school needs family support on this.

Bus Passes

CHARETTE purchases RIPTA bus passes for any student who needs it. The cost of this pass is \$70.00 per month. Only one monthly bus pass will be issued each month to a student. The school is not responsible for lost bus passes. If a family does not need the bus pass this saves the school \$700.00 per year and not taking a bus pass in this case is much appreciated.

Students who attempt to sell their bus CHARETTE issued passes will lose bus pass privileges. Bus passes will be needed for community learning experiences and should be in the possession of the students during the school day.

ID Badges

ID cards are made to order on an as needed basis.

Student Use Technology

Each student is issued a Chromebook. Students are asked to agree to a **Technology Use Policy**.

If any of the equipment becomes damaged through student negligence, then the school will hold the family financially responsible.

Headphones or "Earbuds"

It is highly recommended that each family invest in a pair of higher quality earbuds or headphones as this will improve sound quality and privacy. However, whether they are personal or school issued, every student is to have earbuds or headphones every day.

Responsibility for Non-Accidental Damage or Loss

CHARETTE will attempt to hold financially responsible the family of any student who willfully damages the school facility or any of its furniture or equipment.

Neighbors and Downtown Responsibility

Because CHARETTE is a public high school in the center of Downtown we must be aware that our actions are very public. Students represent the school, and are accountable to the school, when off campus. Students should not clog the sidewalk at dismissal, should always be polite when in nearby stores, behave well when on fire drills and be courteous to our neighbors.

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Breakfast and Lunch

CHARETTE provides breakfast and lunch from B & M Catering. We will actively solicit student feedback to make suggestions to our food provided as warranted. Free and reduced lunch eligibility forms will be provided to all families.

Food outside of Café – Revised for this year during the Covid-19 Pandemic

Because of filth, rodents, insects and potential damage to computer equipment, food from **The Tea Room** should not be brought outside of the cafeteria.

With faculty oversight, special occasions are exceptions. Discretion must be used and cleanliness is important. In general; food, candy, gum, soda, iced coffee drinks, snacks, and such are not permitted outside of the café.

Take-out deliveries, or food drop offs, to school are not allowed or welcomed.

Student Council

The Student Leadership Team contains student representatives from grade 9,10 and 11. This team plans events, fundraisers, dances, and school spirit activities. Officers are: President, Vice-president, Treasurer, and Secretary. A schedule of meetings will be developed.

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Athletics

Students in good academic standing are encouraged to play sports for Providence Public Schools. As members of the RI Interscholastic League, CHARETTE is proud of its student-athletes. Sports schedules and early dismissals for practice and games must be pre-arranged. Students who are not working to proficiency will be deemed ineligible by CHARETTE and the athletic director of the city team will be notified.

However, due to the City of Providence's recent "pay to play" initiative (\$825.00 per student per sport) the cost of sports may cause the discontinuation of this practice.

Prom & Dances

It is the sincere hope of CHARETTE that the school have at least one dance per year; an end of year dance. Students who have lateness, absence or behavior issues will be asked to not attend. Attendance rates, including the 5 for 1 unexcused lateness penalty, should be higher than 90% in order to be invited to a school night-time social event.

Discipline

At CHARETTE we believe that parents are our partners in their student's education and that frequent communication, combined with mutual trust, will help avoid most negative situations when it comes to student behavior. However, when things do happen, we all must act.

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At CHARETTE we believe that all discipline issues can be avoided if students act in ways that:

- ***Show respect for the school community, the school building and themselves.***
- ***Show self-responsibility and demonstrate consistent hard work.***
- ***Help to create a safe and supportive school environment.***

Significant behavioral concerns can be defined in two broad categories.

Category 1 Injury to Self with perceptual impact on the school

Category 2 Injury to others or the school community & violations of law

Within Category 1 are offenses such as lateness, no uniform, truancy, and dishonesty. These are activities where the only injured party is the student themselves and these issues have a lower discipline threshold. Generally, these problems can be handled by face to face communication with parents and consequences which are customized for the issue at hand. Please know that even "injury to self" offences can have an impact on whole school operations.

Category 2 issues are much more serious and will lead to suspension, board action and/or exclusion from school or police involvement. Category 2 offenses include fighting, bullying, stealing, vandalism, weapon possession, drug possession, inappropriate touching, inappropriate language, electronic stalking or taping, disrespect of teachers, lying or cutting class, violating the Honor Code, and leaving campus.

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If a student's misbehavior hurts others or the school then it is automatically a Category 2 offense and he or she can be either suspended, brought to the board, or presented to the Providence Police.

In all cases student due process rights will be safeguarded and parents notified.

The chain of information and custody of evidence for disciplinary action is simple within a small school: if a teacher or staff member sees, hears, or knows something which is a violation of either Category 1 or 2, they must bring both verbal and written notice, email to Dr. Vespia, immediately. The severity of the offense will be ascertained and subsequent action and due process will be enacted. Please see the Code of Conduct document for further explanation of the disciplinary options.

Teachers are encouraged to communicate directly with parents on low grade issues of chronicity. If a meeting with parents is requested by a teacher then administration will seek to hold one with the teacher present.

The following Charette High School Core values serve as a guide towards success.

Charette School Norms

Create community

- Students will only consume food/beverages in the Tea room.
- Students will Transition between classes quietly and respectfully.
- Students will follow Charette uniform policy.
- Will follow all safety protocols and wear masks at all times.

Honor yourself & others

- Students will follow the plagiarism/cheating policy.
- Students will use respectful language.
- Students will follow each classroom's agreements.
- Students will respect other's personal space and property.
- Students respect intellectual property and refrain from plagiarism

Strive to succeed

- Students will come to school and attend class on time.
- Students will strive to maintain passing grades
- Students will abide by Chromebook policies and procedures.
- Students may use cell phones at designated times.

Solutions include

- Mask + cell phone break.
- Create visuals for "earned breaks."
- Attend after school study groups
- Seek support from counselors and other support staff.

Cheating/Plagiarism

Cheating and Plagiarism is viewed as a serious disciplinary issue at Charette. Teachers will provide students with clear guidelines as to what constitutes cheating/plagiarism. Plagiarism will result in immediate contact between home and school and a failing grade on plagiarized classroom work.

- Students are not allowed to look up the answers to quizzes, tests, or exams using Google search or any other method.
- Cell phones are not permitted during assessments or lessons of any kind. Keep them out of sight or they will be confiscated.
- When quoting sources for a paper, be sure to cite them correctly to avoid plagiarism. Ask your English teacher if you need help with citations or using MLA or APA formats.
- Cheating/plagiarism will not be “let off”. Teachers can and will check to make sure this does not occur.

Be Professional

- Students are being prepared for a work/college environment and should get used to what will be expected of them:
- School starts promptly at 8:30. Be on time and in uniform; stay in uniform throughout the day. ● Know when you are scheduled for classes; be prompt.
- Bring all necessary materials to classes.
- Keep track of all personal belongings.
- Be respectful of all peers and faculty.
- The school is a learning environment and the volume should be appropriate to the work being done. ● Teachers will issue breaks at certain times of the day. Socialize or relax during these breaks or at lunch. ● Keep your classroom neat. Avoid eating and drinking.
- Do not swear or use inappropriate language.
- Get along with other students and teachers that you are working with in order to succeed. ● Be on your best behavior when visitors are in the building. You are as much of a reflection on yourself as you are on the school and those around you.

Be Courteous

Treat others the way you want to be treated.

- Weapons, drugs, alcohol, and tobacco are prohibited on school property. Use, possession, or distribution of these items will lead to grave consequences.
- Do not steal. If you need to borrow something from the school, ask a teacher.
- No harassment or bullying of any kind is permitted. Both teachers and fellow students deserve respect. ● Our school is respectful of all races, ethnicities, genders, sexualities, and religions. Discrimination of any kind based on one or more of these principles will not be tolerated.
- Never physically attack people or property. Conflicts should be resolved calmly with the assistance of teachers and/or administrators.
- Be careful when handling school property. Fines will be addressed to the student’s parent/guardian.

Clubs

We look forward to establishing clubs at Charette with the active involvement of students. Please see school staff to share interests or ideas.

Contacts regarding school matters:

Dr. Kathy Vespia – Executive Director

Joharlen Carvajal - Administrative Liaison

Carolyn Taylor – Special Education Director

School phone Number 401-270-1183

Carol Martin- Organization and Planning

Jill Holloway – Partnerships’ Coordinator

Claribel Crews – College and Career Planning

Local Advisory Committee (LAC):

The school’s LAC is one of the most critical committees in the school. In controlling a budget of approximately \$5,000 the LAC helps set policy on parent engagement, IDEA federal funds purchases and special education programming. This committee has a significant impact on parent programs and organizations as well as directing the use of funding. Ms. Carolyn Taylor, our Special Education Administrator, has the oversight of this committee.

School Improvement Team (SIT):

Membership in the SIT requires attendance at monthly meetings which examine student assessment data and ensures that the educational programs found within the five-year charter are upheld.

Addendum #1: Bullying Prohibition and Prevention

The State of Rhode Island and the Dept. of Education have taken a strong stand against bullying in our schools. Charette Charter School strongly supports their policies and is working to eliminate bullying and harassment in all forms within our school to provide a safe and secure school climate so that all students may learn.

As part of the Anti-Bullying Policy at Charette Charter School it is important that all members of our community are aware of school policies including what bullying looks like. All students and their parents/guardians should read and sign the policies below.

Charette Charter School Statement of Non-Discrimination

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in school on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, socioeconomic status, height, weight, marital or familial status, or disability.

Bullying Prohibition and Prevention Policy

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

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

Such conduct is disruptive of the educational process and therefore, bullying is unacceptable behavior at Charette Charter School and is prohibited.

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

There are many ways to bully someone. A bully wants to hurt the other person (it's not an accident). Bullying is UNFAIR.

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

- 1) **Physical bullying** when someone hits, shoves, kicks, spits or beats up on others, including damaging or stealing another student's property.
- 2) **Verbal bullying** name-calling, mocking, hurtful teasing, using comments of a sexual nature, humiliating, or threatening someone, making people do things they don't want to do.
- 3) **Social bullying** excluding others from the group, spreading gossip or rumors about others, making others look foolish, making sure others do not spend time with a certain person.

4) **Electronic bullying** using computer, e-mail, instant messaging, and phone or cellular phone text messages to: threaten or hurt someone's feelings, single out, embarrass or make someone look bad, spread rumors, or reveal secrets about someone.

Transgender and Gender Identity Policy

As a gender inclusive school, Charette recognizes that gender impacts all students, and will endeavor to interrupt binary notions of gender, normalize gender diversity, question limited portrayals of gender, support student's self-reflection, and above all else, teach empathy and respect. Consistent with federal, state and local laws, it is the policy of Charette, its administration, and its Board of Trustees to provide an equal opportunity and safe environment for all students and employees, regardless of race, color, creed, national or ethnic origin, gender, genetic information, gender identification or expression, religion, disability, age, sexual orientation, marital status, citizenship status, or veteran status.

The full policy Transgender and Gender Identity Policy is readily available for review in the office. Students will have access to restrooms in accordance with their gender identity.

Addendum #2: Program of Study

Charette uses the Summit learning program which provides self-directed learning plans, which are in keeping with the newly adopted State Secondary Regulations. During weekly mentoring sessions with teachers, students will reflect upon their performance and progress. Adjustments or identification of needed support may be identified during those required mentoring sessions. The Summit curriculum lends itself to expanding the curriculum with electives that will meet school needs with its Urban Planning and Historical Preservation theme and diverse learning needs and interests of urban youth.

Our program of studies is in keeping with RIDE guidelines:

Graduation requirements are set at a level to provide students the skills and knowledge to successfully enter and complete a rigorous post-secondary academic or technical program, join the military, and/or obtain a job that leads to a rewarding and viable career. The Rhode Island Council on Elementary and Secondary Education, through the Secondary School Regulations set the minimum requirements for earning a RI high school diploma, including:

- Demonstrated proficiency in 6 core areas (English Language Arts, math, science, social studies, the Arts and technology)
- Successful completion of 20 courses (at a minimum)
- Completion of 2 performance assessments (exhibitions, portfolios and/or comprehensive course assessments)*
- Students have access to Rosetta Stone to demonstrate proficiency in language acquisition (2-3 years of language development).

A typical day at Charette follows this schedule on the following page.

Schedules include courses in: Math, Science, Social Studies, English and 1 Elective in Urban Planning and Historical Preservation, and World Language option

Grade 11 & 12 Schedule 2021 – 2022

Revised 9.2 8.21

Monday	
8:30 – 8:45	Morning Pick Me Up
8:45 – 9:40	11-1 Math 11-2 Science 12-1 English 12-2 History
9:45 – 10:40	11-1 Science 11-2 Math 12-1 History 12-2 English
Gr 11	Class/Lunch/SDL
10:45-11:45 Class	11-1 History 11-2 English
11:50-12:15 Lunch	12-1 Science 12-2 Math
12:20 – 12:55 SDL	
Gr 12	
10:45-11:45 Class	
11:50-12:25 SDL	
12:30 – 12:55 Lunch	
1:00 – 2:00	11-1 English 11-2 History 12-1 Math 12-2 Science

Mentors	
Grade 11	Ms. Perez, Mr. Blunnie & Mr. Hanson
Grade 12	Ms. Roderick, Mr. Brown & Ms. O'Neill
Instructional Support	
Ms. Ruby	Math
Mr. Anderson	History
Ms. Anthony	- Science
Mr. Hanson	- English

Semester I Electives		Semester II Electives	
Grade 11	UP, ILP, Finance Literacy	Grade 11	UP, ILP, Language
Grade 12	UP, ILP, Language	Grade 12	UP, ILP, Finance Literacy

	Tuesday		Wednesday		Thursday		Friday	
	Morning Pick Me Up							
	Class	Room	Class	Room	Class	Room	Class	Room
8:30 – 8:45	11-1 UP	Ms Miller's Rm	11-1 Finance	Mr. Blunnie's Rm	11-1 ILP	Perez/O'Neill's Rm	11-1 Finance	Mr. Brown's Rm
8:45 – 9:50	11-2 Finance	Mr. Brown's Rm	11-2 UP	Ms. Miller's Rm	11-2 Finance	Mr. Blunnie	11-2 ILP	Perez/O'Neill's Rm
	12-1 ILP	Perez/O'Neill's Rm	12-1 Lang	Ms. Roderick's Rm	12-1 UP	Ms. Miller's Rm	12-1 Language	Ms. Roderick's Rm
	12-2 Lang	Ms. Roderick's Rm	12-2 ILP	Perez/O'Neill's Rm	12-2 Lang	Ms. Roderick's Rm	12-2UP	Ms. Miller's Rm
9:55 -11:20	11-1 ELA	11-2 Hist	11-1 Math	11-2 Sci	11-1 Hist	11-2 ELA	11-1 Sci	11-2 Math
	12-1 Math	12-2 Sci	12-1 ELA	12-2 Hist	12-1 Sci	12-2 Math	12-1 Hist	12-2 ELA
11:25 – 1:20	Lunch and SDL							
1:25 – 3:00	11-1 Hist	11-2 ELA	11-1 Sci	11-2 Math	11-1 ELA	11-2 Hist	11-1 Math	11-2 Sci
	12-1 Sci	12-2 Math	12-1 Hist	12-2 ELA	12-1 Math	12-2 Sci	12-1 ELA	12-2 Hist

Parent/Guardian Handbook Verification and Anti-Bullying Pledge

I have reviewed and understand the information contained within the Student Handbook and Pledge below.
This information is available in Spanish or preferred language by notifying Joharlen in the main office.

(Parents and students please tear off, sign, and return this page to Charette)

As parents/guardians, we agree to join together with the Charette Charter School community to uphold its Statement of Non-Discrimination and the State of Rhode Island's safe schools' legislation in order to stamp out bullying at our school.

By signing this pledge, we agree to:

- Keep ourselves and our children informed and aware of school bullying policies and behaviors that are considered bullying and harassment.
- Work in partnership with Charette Charter School to encourage positive behavior, valuing differences and promoting sensitivity to others.
- Discuss regularly with our children their feelings about schoolwork, friendships and relationships.
- Inform teachers of changes in our children's behavior or circumstances at home that may change a child's behavior at school.
- Alert Charette Charter School staff if any bullying has occurred.

Parent/Guardian's Signature _____ Date _____

Student Handbook Verification and Anti-Bullying Pledge

I agree to join together with the Charette Charter School community to uphold its Statement of Non-Discrimination and the State of Rhode Island's safe schools' legislation in order to stamp out bullying at our school.

By signing this pledge, I agree to:

- Value student differences and treat others with respect.
- Not become involved in bullying incidents or be a bully.
- Be aware of Charette Charter School policies and support systems with regard to bullying.
- Report honestly and immediately all incidents of bullying to a faculty member.
- Be alert in places around the school where there is less adult supervision such as bathrooms, hallways, and stairwells.
- Support students who have been or are subjected to bullying.
- Talk to teachers and parents about concerns and issues regarding bullying.
- Work with other students and faculty to help the school deal with bullying effectively.
- Encourage teachers to discuss bullying in the classroom.
- Provide a good role model for younger students and support them if bullying occurs. I also acknowledge that whether I am being bullied or see someone being bullied, I have a responsibility to tell an adult right away.

Student's Signature: _____ Date: _____ 19

Student Council Approved Cell Phone Policy February 26, 2019

The student council has addressed the on-going & serious concern about cell phone use in the classroom. Time is wasted dealing with the cell phone problem. The research is clear, unauthorized use of phone during class interferes with academic learning and student success at Charette. However, we know that students want their phone in sight. Therefore, we are implementing the following policy.

- 1. Upon entering class, cell phones will be put out of sight and use!**
- 2. If a student is using a phone at any time from the start of class to the end of class without specific permission from the teacher, the following will happen:**

First Infraction: *If the student is using a phone, the teacher will hand a student an envelope. The student puts the phone in the envelope, and it remains in the envelope for the rest of the period on the desk. If the student needs to go to the bathroom, the student gives the envelope to the teacher to put on his/her desk.*

If any student *refuses to place a cell phone in the envelope, when directed by the teacher, they will be immediately referred to Dr. Vespia (or designee) for disruption of class. A call will be made home to parent/guardian to discuss phone violation and disciplinary action.*

Second Infraction: *If the student takes the phone out of the envelope, Dr. Vespia is called and will put the envelope into her safe until the end of the day.*

If another student takes the phone, that student will be referred to Dr. Vespia for disruption of class.

Three strikes rule. *If a student is reported to Dr. Vespia for having their phone taken away 3 times during the week, the student's phone will be placed in her safe upon entering school for the day. Repeated offenses will be addressed accordingly, with possible loss of phone for the week or in school completely,*

If no incident occurs beyond the First Infraction the teachers will provide designated free time for use of phones during class. This time (when and how much) to be determined by the teacher based on student productivity during class time.

I have read and understand this policy:

Signature Date

Mandatory Use of Mask or Face Covering Policy at Charette High School

Charette's policy mandating the use of a mask is based on the most recent recommendations from the Center for Disease Control(CDC) which states

- If you are not fully vaccinated and aged 2 or older, you should wear a mask in indoor public places.
- If you are fully vaccinated, to maximize protection from the Delta variant and prevent possibly spreading it to others, wear a mask indoors in public if you are in an area of substantial or high transmission. (Charette is located in a high transmission area per CDC)
- In areas with high numbers of COVID-19 cases, consider wearing a mask in crowded outdoor settings and for activities with close contact with others who are not fully vaccinated.

Charette's policy is as follows.

Effective immediately, all faculty, staff, students and visitors are required to wear a mask or face covering upon entering and remaining within Charette. The mask or face covering must cover the nose, mouth and chin.

1. The following persons are exempted from the requirement to wear a mask or face covering:
 - i. Children under two years of age,
 - ii. Persons with medical conditions who cannot safely wear a mask or face covering (medical exemptions will be kept on file with the school nurse).
2. Temporary removal of the mask or face covering is permitted where necessary for the following purposes:
 - i. Consuming food or drink;
 - ii. For any emergency or medical purpose.
 - iii. Masks will not be required during outdoor activities in which physical distancing (3 or more feet) is maintained.
3. This policy will remain in effect during this period of high transmission and may be revised or discontinued based on updated CDC guidance.

Approved by Board of Directors, August 19, 2021